



OWOSSO PUBLIC SCHOOLS

Ready for the World

Board of Education Agenda

October 28, 2019

5:30 pm Regular Meeting

Owosso High School Media Center

765 E. North Street

Owosso, Michigan 48867

1. Call to Order

2. Pledge of Allegiance

3. Building Reports:

- Celebrate Kids! – Music Man Presentation
- Recognition of Retiree Fred Fernette
- Cayden Whiteherse – Board of Education Student Representative’s Report
- National Principal’s Month – Recognition of OPS Principals

4. Board Correspondence: Superintendent’s Report & Curriculum Director’s Report

5. Public Participation

6. For Action

▪ **Consent Agenda:**

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October 14, 2019 Board Committee of the Whole Meeting Minutes-----	Report 19-107	Page 6
Current Bills-----	Report 19-108	Page 9
Financials-----	Report 19-109	Page 20
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▪ Revised Bylaw 0167.2, Second Reading-----	Report 19-111	Page 28
▪ New Policy 1422.01, Second Reading-----	Report 19-112	Page 30
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▪ Out-of-State Student Travel for VE Great Lakes Regional Trade Show, Pigeon Forge, TN-----	Report 19-124	Page 71
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7. For Future Action

▪ Emergency Operations Plan (EOP)-----	Report 19-128	Page 80
▪ Obsolete Material -----	Report 19-129	Page 169
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▪ Maintenance Truck Purchase-----	Report 19-131	Page 171
▪ Awarding Contract for Additional Existing Roofing Work at 6-12 Campus-----	Report 19-132	Page 173

▪ **For Information**

▪ Personnel Update-----	Report 19-133	Page 174
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8. Public Participation

9. Board Reports: Board Member Comments/Updates

10. Upcoming Board Meeting Dates:

- November 11: Board of Education Workshop, 5:30 pm
- November 25: Regular Board Meeting, 5:30 pm

**Important Upcoming Dates:**

- October 29: Poetry Slam @ Guido’s, 6:30 pm
- October 29: 5<sup>th</sup> Grade Concert @ Bryant, 7 pm
- October 31: Half Day of School for All Students
- November 9: Band Boosters Craft Show @ OHS, 10 am – 4 pm
- November 11: Veteran’s Day Celebration @ Central, 9:15 am
- November 14: Half Day for Students, Professional Development in Afternoon
- November 15: OHS Musical Performance at OMS Auditorium, 7 pm
- November 16: OHS Musical Performance at OMS Auditorium, 7 pm
- November 17: OHS Musical Performance at OMS Auditorium, 2 pm
- November 19: Winter Sports Parent Night at OHS, 6 pm

11. Adjournment



OWOSSO PUBLIC SCHOOLS

*Ready for the World*

## **Public Participation at Board Meetings**

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

# BOARD GUARANTEE (Adopted May 2006)

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

**Therefore, we guarantee that:**

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

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

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

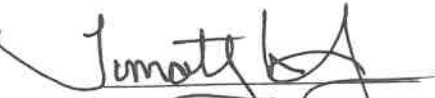
We will do our part to work as a team with administrators, teachers, support staff, parents, students and citizens so that the entire learning atmosphere of our school will be one of warmth and caring. We will do this by becoming a part of district committees such as cross-functional, professional governance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

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

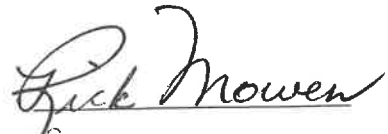
We will be enthusiastic and energetic in our support of the work in our schools by students, staff and volunteers. We will model this behavior by attending school sponsored events and working toward board certification through class work.

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

Timothy Jenc  
President



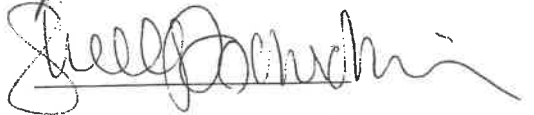
Rick Mowen  
Vice-President



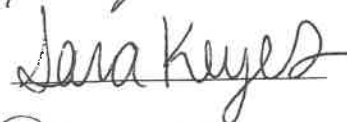
Marlene Webster  
Treasurer



Shelly Ochodnicky  
Secretary



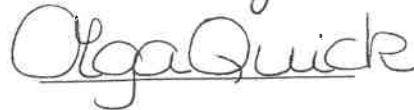
Sara Keyes  
Trustee



Ty Krauss  
Trustee



Olga Quick  
Trustee



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



OWOSSO PUBLIC SCHOOLS

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## BOARD OF EDUCATION NORMS

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



**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Minutes**  
**September 23, 2019**  
**Report 19-106**

President Jenc called the meeting of the Board of Education to order at 5:30 pm. The meeting was held in the media center located at Owosso High School, 765 E. North Street, Owosso, Michigan.

Present: Jenc, Keyes, Krauss, Mowen, Ochodnicki, Quick  
 Absent: Webster (motions of the Board of Education that were unanimous did not include Webster)

**Pledge of Allegiance**

**Building Reports**

Owosso High School Principal Jeff Phillips welcomed the 2019-2020 foreign exchange students to the meeting. The students introduced themselves and their host parents to the Board of Education. The student introductions included Alexander Kammerloch from Germany, who is residing with Roy and Sally Thelen; Niccolo Contini from Italy and his host parents Candy and Jeremy Flatter; Dara Beatriz Silva Coelho from Brazil and her host parent Nessrine Manuel; Ying Ma from China and her host parent Kristina Burr; Angela Bueno Villarroya from Spain and her host parent Dianne Rodgers; and Lucas Bedore Fioroni from Brazil and his host family John and Amy Gibson.

Mr. Phillips asked the foreign exchange students to share their biggest surprise since coming to the United States. One student remarked that his school has about 300 students and Owosso High School has around 900 students, which seems like a small city to him. The students stated that everyone is so helpful at Owosso High School and are always willing to offer assistance even when they don't ask for help. Another student commented that at his school they do not change classes and remain with the same students throughout their entire school day. A student commented about the landscape and the numerous trees we have in comparison to her home country. The students also remarked about how different the weather is here.

Mr. Phillips expressed his gratitude to the host families for welcoming the foreign exchange students into their homes. He commented that the staff and students of Owosso High School benefit from the experience as much as the exchange students. Mr. Phillips informed the Board that the high school will continue to host monthly luncheons that feature dishes from each student's home country as a means to thank the students and allow them to share information about themselves and their country.

Superintendent Dr. Tuttle also thanked the host families for their hospitality and the opportunities they provide to the exchange students. She stated that her family was fortunate to have an exchange student reside with them for one month over the past summer.

Mr. John Klapko, Director of Operations and Food Service recognized retiree Chris Conrad for his 23 years of service as a custodian for the District. Ed Van Strate, Jr. was also thanked for his service to the District for the past 25 years as a plumber.

Board of Education Student Representative Cayden Whitehorse announced that "A Blast from the Past" is the Homecoming theme. The celebration will highlight the 1950's, 1960's, 1970's, and 1980's.

Cayden Whitehorse reported that the new Student Council Executive Board members include Vice Co-Presidents Tyler Hoag and Elizabeth Tolrud. The student advisor is Mrs. Penney Hammond. Cayden informed the Board that "Spirit Star" is a new activity that student government will focus on throughout the school year. The activities will involve classes competing against each other to earn points. The senior class is currently leading in the competition.

Cayden Whiteherse announced that the Madrigal's are working on a piece that was specifically written for them by a world renowned composer. The students will perform the song titled "What Ships Are For" during their October 16<sup>th</sup> concert in the Owosso Middle School auditorium.

Cayden Whiteherse reported that the theme for this year's yearbook is "Under Construction". OHS student Tess Passinault is working on a documentary series called "The Reality of High School" that will include film and features about OHS students. The yearbook will include QR codes (barcodes) that students will be able to scan with their phones and view the videos that are being filmed by Ms. Passinault.

Cayden Whiteherse announced that this year's homecoming floats will be judged by administrators. President Tim Jenc was asked to represent the Board as a judge.

Cayden Whiteherse stated that on behalf of the OHS student government, he would like to thank the administrators for always being the back bone of the District. Owosso Public Schools would not be the District of opportunity without these great leaders.

### **Board Correspondence**

Superintendent Dr. Andrea Tuttle thanked the sponsors for their generous donations that allowed the District to hold the opening day professional development for all staff at the Stone House Farm. The sponsors of the event were Young Chevrolet Cadillac Buick GMC of Owosso, Dr. Ayaz and Laura Jafri of Mid-Michigan Dental, Kevin and Janena Kregger from Nelson-House Funeral Home, Keith Maike of Main Beverage, and Clark Construction. Opening days was an opportunity to remind staff that we are here for engagement and relationships.

Superintendent Dr. Tuttle informed the Board that the bond project is still on schedule. Adjustments are being made to stay within the confines of the budget. Nick Henne, Project Manager from Clark Construction has been welcomed and recently replaced Karen Middleton. Mr. Henne is from Owosso and wanted to be involved in the project at its inception but was completing another assignment.

Superintendent Dr. Tuttle echoed Cayden Whiteherse's comments about the great staff at OPS. She extended her gratitude to parents and staff, particularly at the secondary level for their patience and understanding with the construction. She remarked that there was some apprehension about the changes, traffic flow and buses on the first days of school. She commended everyone for their understanding and the limited issues with the ongoing bond work. The OPS custodial team and Clark Construction was praised for their diligence and efforts to get the secondary campus ready for students and the new school year. There will be transitions throughout the school year as new classrooms are completed in the building.

Curriculum Director Steve Brooks reported that opening days were very successful. Staff participated in a variety of activities that included technology, mathematics, writing, social emotional training, and advanced placement breakout sessions. September 27<sup>th</sup> is a half-day of school for students and teachers will participate in professional development during the afternoon. The PD will provide additional support to the trainings that occurred during opening days. The day will also include a safety and security refresher by Mr. Tom Mynsberge of Critical Incident Management.

Curriculum Director Steve Brooks stated that Owosso High School initiated a Facebook page at the start of the school year. The building is doing a wonderful job highlighting the great things that are occurring in the building. Mr. Brooks applauded Mr. Aaron Hughes, Jackie Burzmor, and Jessica Thompson for organizing the page. The Board was encouraged to like the page that now has over 600 friends.

Curriculum Director Steve Brooks announced that beginning with the week of September 30, PSAT data analysis from the 2019 spring assessments will be analyzed by core teachers. Teachers will be reviewing the data and looking for student strengths and weaknesses, which will be reported back to all staff at the November 14<sup>th</sup> professional development. The data will also be integrated into each building's school improvement plans.

Curriculum Director Steve Brooks reported that fall data collections have begun. Teachers are collecting this data as a starting point for each student to determine growth and progress at the end of the school year. This data is also used in teacher evaluations.

President Tim Jenc asked where the District currently stands with student count.

Superintendent Dr. Tuttle responded to President Jenc's inquiry and reported that the District budgeted to be down 75 students. As of September 23, 2019 the District was down 40 students. It is hoped that the GSRP and LHS enrollment will improve. Superintendent Dr. Tuttle reminded the Board that the District has a very transient population. It is hoped that student enrollment will improve by the October 2 count day.

#### **Public Participation**

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

Mr. Robert Tyrrell, OPS parent expressed his concerns about a student that has an opportunity to earn a college scholarship. He explained that in order to obtain this scholarship the student would be required to perform as a baton twirler in a featured spot with the Trojan Marching Band during half-time at a sporting event. The Board was asked for their assistance and to start a conversation to allow this to happen.

The Board and Superintendent Dr. Tuttle informed Mr. Tyrrell that they were confused about his request and asked him to provide additional information about the requirements for this student's scholarship opportunity.

#### **For Action**

- Moved by Mowen, supported by Krauss to approve the August 26, 2019 regular meeting minutes, September 9, 2019 committee of the whole minutes, current bills, and financials as presented. Motion carried unanimously.
- Moved by Quick, supported by Mowen to approve the out-of-state travel for Owosso Middle School students and staff to Washington, D.C. on April 22-24, 2020. Motion carried unanimously.
- Moved by Ochodnick, supported by Mowen to authorize the Superintendent to sign the Head Start Purchase of Service Agreement between Capital Area Community Services (C.A.C.S.) and Owosso Public Schools (OPS). Motion carried unanimously.
- Moved by Ochodnick, supported by Mowen to adopt Revised Bylaw 0100 – Definitions as a first reading. Motion carried unanimously.
- Moved by Ochodnick, supported by Mowen to adopt Revised Bylaw 0167.2 – Closed Sessions as a first reading. Motion carried unanimously.
- Moved by Ochodnick, supported by Mowen to adopt New Policy 1422.01 – Drug Free Workplace as a first reading. Motion carried unanimously.
- Moved by Ochodnick, supported by Mowen to adopt Revised Policy 2210 – Curriculum Development as a first reading. Motion carried unanimously.
- Moved by Ochodnick, supported by Mowen to adopt Revised Policy 2414 – Reproductive Health and Family Planning as a first reading. Motion carried unanimously.
- Moved by Ochodnick, supported by Mowen to adopt Revised Policy 3120 – Employment of Professional Staff and Revised Policy 3120.04 – Employment of Substitutes as a first reading. Motion carried unanimously.
- Moved by Ochodnick, supported by Mowen to adopt Revised Policy 5113.01 – Schools of Choice (Intra-District) and Revised Policy 5113.02 – School of Choice Options Provided by Federal Law. Motion carried unanimously.
- Moved by Ochodnick, supported by Mowen to adopt Revised Policy 5200 – Attendance as a first reading. Motion carried unanimously.



- Moved by Ochodnicki, supported by Mowen to adopt Revised Policy 6321 – New School Construction, Renovation as a first reading. Motion carried unanimously.
- Moved by Ochodnicki, supported by Mowen to adopt Revised Policy 6325 – Procurement – Federal Grants/Funds as a first reading. Motion carried unanimously.
- Moved by Ochodnicki, supported by Mowen to adopt Revised Policy 6605 – Crowd Funding as a first reading. Motion carried unanimously.
- Moved by Ochodnicki, supported by Mowen to adopt Revised Policy 8400 – School Safety Information as a first reading. Motion carried unanimously.
- Moved by Ochodnicki, supported by Mowen to adopt New Policy 8402 – Emergency Operations Plan as a first reading. Motion carried unanimously.
- Moved by Ochodnicki, supported by Mowen to adopt Revised Policy 8500 – Food Services as a first reading. Motion carried unanimously.
- Moved by Quick, supported by Keyes authorize District personnel to proceed with furniture purchases for the secondary campus for the area that will be occupied starting in December of 2019 in an amount not to exceed \$135,564.36. Motion carried unanimously.
- Moved by Ochodnicki, supported by Mowen to authorize the Superintendent to sign off on the easement to allow Consumers Energy to route a new overhead electrical service on the access road of the secondary campus to allow for lighting of the road. Motion carried unanimously.

#### **For Future Action**

- The Board of Education will be asked to approve the out-of-state travel by Owosso High School students to attend and compete in the VE Southern Regional Trade Show in Pigeon Forge, Tennessee on November 16-19, 2019
- The Board of Education will be asked to approve the out-of-state travel by Owosso High School students to attend and compete in the VE Great Lakes Regional Trade Show in Chicago, Illinois on February 18-20, 2020.

#### **For Information**

Superintendent Dr. Tuttle reported that Pauline Fernette has accepted the 1.75-hour Monitor position at Bryant Elementary. Charlene Porubsky has accepted the 2.75-hour monitor position at Central Elementary. Edward Van Strate, skilled trades plumber has submitted his letter of retirement effective September 30, 2019 after 25 years of service with the District. Chris Conrad, custodian at Washington Campus has submitted his letter of retirement effective October 19, 2019 after 23 years of service with the District.

#### **Public Participation**

There were no comments from the meeting's audience.

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

Trustee Ty Krauss commented that he has heard some feedback about the start of the school year. He thanked everyone for their hard work in making this a success and is appreciative of their efforts. Mr. Krauss stated that the construction progress looks great and he is happy to see walls going up at the secondary campus.

Trustee Sara Keyes remarked that she is looking forward to the homecoming football game on September 27<sup>th</sup>. She stated that she also enjoys witnessing all of the school spirit that is being displayed by students.

Vice President Rick Mowen commented that people seem to like to share the bad things more than good things and he is happy to report that he has not heard any negative comments about the start of school. The school year is off to a great start and things are coming along fine.

Secretary Shelly Ochodnicki remarked that she is hearing positive feedback as well, in spite of the construction. She stated that she has a granddaughter at Bentley Bright Beginnings in Mrs. Lorigan's class and another at Central in Mrs. Gobel's kindergarten class. It has been fun for her to witness the children's excitement about spirit week.

Trustee Olga Quick stated that it is nice to have Student Representative Cayden Whitehorse back and reporting at the meetings. She remarked that she also believes that the start of the year has been great. She stated that the District has an incredible staff and through her job, she is blessed to work with the teachers and administrators from the middle school and high school. She commented that she likes the new programs that have been implemented at the middle school and high school, which are in the best interest of our kids. Mrs. Quick expressed her appreciation for staff and their adaptability to all of the changes.

**Upcoming Board Meeting Dates:**

October 14: Board of Education Committee of the Whole Meeting, 5:30 pm

October 28: Regular Board Meeting, 5:30 pm

**Important Upcoming Dates:**

September 27: Half Day for Students and Professional Development in Afternoon

September 27: Homecoming at Willman Field, 7 pm

October 2: Pupil Count Day

October 2: LHS Parent/Teacher Conferences, 5:30 – 7 pm

October 7: District Marching Band Festival at Willman Field

October 11: OHS Varsity Football Game vs. Corunna at Willman Field, 7 pm

October 14: District Marching Band Festival (Rain Date)

October 14: Bryant 5<sup>th</sup> Grade Concert, 7 pm

October 16: Central 5<sup>th</sup> Grade Concert, 7 pm

October 16: OHS Choir Fall Concert at OMS Auditorium, 7 pm

October 17: Half Day for Elementary Students Only

October 17: Elementary Parent/Teacher Conferences, 1-3:30 pm and 5-8 pm

October 18: End of First Marking Period

October 21: Emerson 5<sup>th</sup> Grade Concert, 7 pm

October 22: OMS Choir Fall Concert, 7 pm

October 23: OMS Parent/Teacher Conferences, 5-8 pm

October 24: OMS & OHS Parent/Teacher Conferences, 5-8 pm

**Adjournment**

Moved by Mowen, supported by Ochodnicky to adjourn at 6:25 pm. Motion carried unanimously.

Minutes recorded by Clara Pitt

Respectfully submitted,

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Shelly Ochodnicky, Secretary

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Committee of the Whole Meeting Minutes**  
**October 14, 2019**  
**Report 19-107**

President Jenc called the Board of Education Committee of the Whole Meeting to order at 5:30 pm. The meeting was held at the Washington Campus, 645 Alger Street, Owosso, MI 48867.

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

**Pledge of Allegiance**

**Public Participation**

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

There were no comments from the public.

**NEOLA Board Policy Review**

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

Policy 1420 – School Administrator Evaluation. The revisions to this policy include removing expired dates from the Policy. It also removes a paragraph regarding evaluation language in CBA.

Policy 2265 – Child Care Center Staff and Volunteers. This new policy includes the Child Care Center Organization requirement for more intensive background checks. It also discusses volunteer requirements.

Policy 2450 – Community and Adult Education. The revision is for districts providing community & adult education so they are eligible for tuition funds paid by USD of VA.

Policy 2628 – State Aid Incentives. The revision reflects current changes to Section 31A characteristics.

Policy 3210 – Staff Ethics. The revision provides the latest provisions set forth by the Michigan code of Educational Ethics, May 2019.

Policy 3220 – Professional Staff Evaluation. The revision includes removing expired dates from the policy and a paragraph regarding evaluation language in CBA.

Policy 5230 – Late Arrival and Early Dismissal. The revisions include the option of requiring use of photo ID when releasing a student to a non-parent/guardian.

Policy 5330.02 – Opioid Antagonists. The policy was updated due to changes in Public Act 38 and 39. If the district adopts they shall purchase Opioid Antagonists and have individuals trained to administer.

Policy 6800 – System of Accounting. The revision includes added language relating to GASB 84 dealing with student’s activity accounts.

Policy 7300 – Disposition of Real Property. The revision lists methods which may be used by the Board to dispose of real property such as using Real Estate Brokers.

Policy 7440.03 – Small Unmanned Aircraft Systems. The new policy references 1) use of drones are prohibited; 2) use of drones can be approved if properly licensed.

Policy 8400 – School Safety Information. This policy has been reissued to provide clients to choose threat assessment procedures which few clients accepted in the past.

Policy 8462 – Student Abuse and Neglect. The revision included added language regarding “mandatory reporters”.

Policy 1615 – Use of Tobacco by Administrators. This new policy has been added and is similar to policy 3215.

Policy 3215 – Use of Tobacco by Professional Staff. The revision includes added language prohibiting use of tobacco at all times on school property and in all school vehicles. A detailed definition of tobacco has also been added. Language has been added regarding tobacco promotion.

Policy 4215 – Use of Tobacco by Support Staff. The revision includes the same language as added in policy 3215.

Policy 5512 – Use of Tobacco by Students. The revision includes similar language as added to policies 3215 and 4215.

Policy 7434 – Use of Tobacco on School Premises. The revision includes similar language as added in other tobacco policies.

Policy 2410 – Prohibition of Referral or Assistance. The revision meets current law, removes the \$100,000 penalty and 3% penalty for individuals who assist.

Policy 2414 – Reproductive Health and Family Planning. The revision adds language that a parent of a child can recommend abortion.

Policy 2418 – Sex Education. The revision adds same language which was added to policy 2414.

### **Bond Update**

Superintendent Dr. Tuttle presented an update on the bond. Information about construction progress at the secondary campus, value engineering, and use of the sinking fund was shared. The Board was informed that they will be presented with a recommendation to replace the roof of the high school, which is anticipated to cost between \$700,000-\$800,000. A document listing areas that have been enhanced or added and where the sinking fund money would contribute was also shared with the Board.

### **Audit**

Chief Financial Officer Julie Omer explained that an unofficial audit document was included in the meeting’s packet. She stated that an audit report for the year ending June 30, 2019 will be presented during the October 28<sup>th</sup> Board Meeting. The actual budget had a \$674,361.61 variance over what was anticipated with an actual fund balance of \$4,395,701.88 (14.38%).

### **Schools Cannot Do It Alone**

Superintendent Dr. Tuttle presented information on just how much America's public school students have changed. The ever-increasing burden of what is required of schools and how much has been added to the curriculum since the 1900's was discussed.

### **Memorial Healthcare**

Superintendent Dr. Tuttle shared information about a proposal that has been initiated by Memorial Healthcare. Additional information will be presented to the Board for approval at the October 28<sup>th</sup> Board Meeting.

### **Board Retreat**

Superintendent Dr. Tuttle reported that a Board Retreat is scheduled for November 11<sup>th</sup>. The Retreat will be held in place of the Committee of the Whole meeting. Debbie Stair from the Michigan Association of School Boards will facilitate Board training at the Retreat.

### **Student Attendance**

Curriculum Director Steve Brooks informed the Board that the District Behavior Team has been participating in social emotional and student absenteeism training. Owosso Public Schools had a 24.8% chronic absenteeism rate during the 2018-2019 school year as a District. This included students who missed more than 18 days of school for any reason. Mr. Brooks explained that we have targeted this problem and our District Behavior Team is working to address this at each building and as district. The percentages comparing September 2018 to September 2019 was shared with the Board.

### **Blue and Gold**

Curriculum Director Steve Brooks reported that currently, 187 students are participating in after-school activities that are offered through the Blue and Gold program. Additional offerings are being added for the next session. Mr. Brooks applauded Jayne Brown for doing a great job coordinating the program.

### **November 14 – Professional Development**

Curriculum Director Steve Brooks announced that the afternoon of November 14<sup>th</sup> is scheduled for professional development. Staff will participate in additional training that includes math, social emotional learning (SEL), and IB at the elementary level. Secondary staff will participate in PSAT/SAT data analysis.

### **Perception Surveys**

Curriculum Director Steve Brooks stated that perception surveys are scheduled to occur October 14-28. Students, staff, and parents will participate in the annual survey that will be used to compare data for the past several years.

### **Health Advisory Board**

Curriculum Director Steve Brooks informed the Board that the District is organizing a Health Advisory Board for the 2019-20 school year. The curriculum is not changing; however, updates are required in regards to opioids and vaping concerns.

### **Adjournment**

The meeting was adjourned at 7:37 pm

Minutes recorded by Clara Pitt

Respectfully submitted,

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Shelly Ochodnicky, Secretary

OWOSSO PUBLIC SCHOOLS  
EXPENDITURE REPORT  
9/16-10/20/2019  
REPORT 19-108

**CHECK RUN ACTIVITY BY FUND**

GENERAL FUND	\$632,699.26
SERVICE FUND	\$66,425.89
SINKING FUND	\$567,568.15
CAPITAL PROJECTS - BOND FUND	\$4,560,280.93
CAPITAL PROJECTS - COOK FAMILY FOUNDATION	\$24,656.40

**CHECK RUN TOTAL** \$5,851,630.63

**CREDIT CARD ACTIVITY BY FUND (9/05 - 10/04/2019)**

GENERAL FUND	\$ 20,508.57
SERVICE FUND	\$ 836.77
ORGANIZATIONAL FUND	\$ 3,071.97

**CREDIT CARD TOTAL** \$ 24,417.31

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

GORDON FOOD SERVICE PAYMENT - 9/19/2019	\$ 62,821.61
GORDON FOOD SERVICE PAYMENT - 9/24/2019	\$ 16,851.64
GORDON FOOD SERVICE PAYMENT - 10/08/2019	\$ 30,749.73

**DIRECT DRAW FROM BANK ACCOUNT**

\$ 110,422.98

PAYROLL (#7) 9/27/2019	\$ 842,080.42
PAYROLL (#8) 10/11/2019	\$ 838,735.53

**PAYROLL TOTAL** \$ 1,680,815.95

**GRAND TOTAL** \$ 7,667,286.87

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Check#	Date	Run	Type	Status	Vendor Name	Invoice Description	Amount
100711	09/19/2019	1	Comp	Cleared	09/30/2019 008699 ALDERMANS	OPER/KLAPKO/V-BELT&KNOB	113.82
100712	09/19/2019	1	Comp	Cleared	09/30/2019 000278 APPLEBEE OIL COMPANY	TRANS/SECOR/PROPANE	696.63
100713	09/19/2019	1	Comp	Cleared	09/30/2019 000300 ARGUS-PRESS CO.	ADM/OMER/FURNITURE AD	949.15
100714	09/19/2019	1	Comp	Cleared	09/30/2019 008459 ATHERTON ROAD SALES	OPER/KLAPKO/GENERATOR INSP	157.50
100715	09/19/2019	1	Comp	Open	002568 BELDING HIGH SCHOOL	ATH/SMITH 12-21 WRESTLING	175.00
100716	09/19/2019	1	Comp	Cleared	09/30/2019 006202 BSN SPORTS	ATH/SMITH/BALLS/SCOREBOOK	13,692.29
100717	09/19/2019	1	Comp	Cleared	09/30/2019 003302 CDW GOVERNMENT, INC.	MS/COLLINS/CHARGING CARTS	2,997.00
100718	09/19/2019	1	Comp	Cleared	09/30/2019 007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	163.30
100719	09/19/2019	1	Comp	Cleared	09/30/2019 001050 CITY OF OWOSSO	SPECIAL ASSESSMENT FEE	8,895.52
100720	09/19/2019	1	Comp	Cleared	09/30/2019 001202 CONSUMERS ENERGY	UTIL/GAS&ELEC/AUG 2019	24,680.62
100721	09/19/2019	1	Comp	Cleared	09/30/2019 001410 DALTON ELEVATOR	OPER/KLPAKO/WELDING SUPPLI	45.00
100722	09/19/2019	1	Comp	Cleared	09/30/2019 008658 ENGINEERED PROTECTION SYSTEM INC	OPER/KLAPKO/SERVICE CALL	199.00
100723	09/19/2019	1	Comp	Cleared	09/30/2019 101364 FENTON HIGH SCHOOL	ATH/SMITH/9-19	150.00
100724	09/19/2019	1	Comp	Cleared	09/30/2019 006134 FRAZA FORKLIFTS	OPER/KLAPKO/FORKTRUCK REPA	289.85
100725	09/19/2019	1	Comp	Cleared	09/30/2019 008796 GRAND VALLEY AUTOMATION, INC.	OPER/KLAPKO/HVAC REPAIR	627.18
100726	09/19/2019	1	Comp	Cleared	09/30/2019 002810 HI-QUALITY GLASS	OPER/KLAPKO/AC PANEL	311.00
100727	09/19/2019	1	Comp	Cleared	09/30/2019 008531 HUBER, CRYSTAL	BB/HUBER/SUPPLIES	36.00
100728	09/19/2019	1	Comp	Open	003051 HUMPHREY ENTERPRISES INC.	TRANS/SECOR/DRIVER TRAININ	1,325.00
100729	09/19/2019	1	Comp	Cleared	09/30/2019 002959 INDEPENDENT AD-VISOR INC.	EM/ANDERSON/POST CARDS	1,518.55
100730	09/19/2019	1	Comp	Cleared	09/30/2019 004730 J. W. PEPPER & SON INC.	OMS/KUSHEN/ROGERS/MUSIC	593.98
100731	09/19/2019	1	Comp	Open	004227 KETCHUM, HEATHER	MS/KETCHUM/SUPPLIES	90.41
100732	09/19/2019	1	Comp	Cleared	09/30/2019 008292 KONICA MINOLTA BUSINESS SOLUTION	LEASE PAYMENT 1 OF 60	6,210.18
100733	09/19/2019	1	Comp	Open	101732 LAMPHERE PLUMBING & HEATING	OPER/KLAPKO/PLUGGED SEWER	320.00
100734	09/19/2019	1	Comp	Cleared	09/30/2019 102408 LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/SUPPLIES	1,904.41
100735	09/19/2019	1	Comp	Cleared	09/30/2019 003600 MARSHALL MUSIC COMPANY INC.	HS/KOWALCZYK/MUSIC	181.42
100736	09/19/2019	1	Comp	Open	007984 MASA REGION VI	ADM/TUTTLE/19-20 DUES	100.00
100737	09/19/2019	1	Comp	Cleared	09/30/2019 100343 MCGRAW-HILL SCHOOL EDUCATION	ADM/BROOKS/MATH BOOKS	27,706.35
100738	09/19/2019	1	Comp	Cleared	09/30/2019 005928 MURRAY, ANDREW	MS/MURRAY/SCIENCE SUPPLIES	65.47
100739	09/19/2019	1	Comp	Cleared	09/30/2019 100001 OFFICE DEPOT INC.	TRANS/SECOR/TONER	673.77
100740	09/19/2019	1	Comp	Cleared	09/30/2019 008122 OP AQUATICS-LANSING	OPER/KLAPKO/POOL SUPPLIES	588.29
100741	09/19/2019	1	Comp	Open	004600 OPS FOOD SERVICE FUND	ADM/TUTTLE/RIBBON CUTTING	2,099.22
100742	09/19/2019	1	Comp	Cleared	09/30/2019 007851 OREILLY AUTO PARTS	OPER/KLAPKO/BATTERY	45.83
100743	09/19/2019	1	Comp	Cleared	09/30/2019 004652 PCMI - WEST	HS/LINTNER/FALL COACH	1,291.86
100744	09/19/2019	1	Comp	Cleared	09/30/2019 102005 PIONEER MANUFACTURING COMPANY	OPER/KLAPKO/PUMP ASSEMBLY	97.05
100745	09/19/2019	1	Comp	Cleared	09/30/2019 007853 PIONEER VALLEY BOOKS	ADM/CURR/LITERACY BOOKS	8,640.00
100746	09/19/2019	1	Comp	Cleared	09/30/2019 004790 PITNEY BOWES	ADM/SMITH/METER RENTAL	117.00
100747	09/19/2019	1	Comp	Open	008814 POUND ROCKOUT WORKOUT, LLC	HS/D CLEVINGER/MEMBERSHIP	199.00
100748	09/19/2019	1	Comp	Cleared	09/30/2019 003354 PRESCOTT'S CONE ZONE	MS/GRAHAM/STAFF INCENTIVES	67.95
100749	09/19/2019	1	Comp	Open	100135 QUILL CORPORATION	CE/KLAPKO/CARD STOCK	162.22
100750	09/19/2019	1	Comp	Cleared	09/30/2019 102443 SCHOLASTIC INC.	CE/SPIELMAN/SUBSCRIPTION	993.89
100751	09/19/2019	1	Comp	Cleared	09/30/2019 005600 SHERWIN-WILLIAMS COMPANY	OPER/KLAPKO/PAINT SPRAYER	170.00
100752	09/19/2019	1	Comp	Cleared	09/30/2019 008752 SONITROL	SECURITY GRANT WASHINGTON	2,765.25
100753	09/19/2019	1	Comp	Open	100984 TREASURER, DISTRICT V MSBOA	HS/KOWALCZYK/B&O REGISTRAT	280.00
100754	09/19/2019	1	Comp	Cleared	09/30/2019 001119 UNITED PARCEL SERVICE	HS/POSTAGE	103.99
100755	09/19/2019	1	Comp	Cleared	09/30/2019 001667 UNIVERSITY OF OREGON	MS/GRAHAM/SWIS LICENSE	920.00
100756	09/19/2019	1	Comp	Cleared	09/30/2019 007788 WAKELAND OIL	OPER/KLAPKO/FUEL	1,067.32
100757	09/19/2019	1	Comp	Cleared	09/30/2019 008420 WATER TECH	OPER/KLPAKO/WATER TEST FEE	22.00
100758	09/26/2019	1	Comp	Open	004208 AMWAY GRAND PLAZA	HS/KRUEGER/CONF LODGING	296.48
100759	09/26/2019	1	Comp	Open	000300 ARGUS-PRESS CO.	TRANS/SECOR/BUS AD	24.00
100760	09/26/2019	1	Comp	Open	006202 BSN SPORTS	ATH/SMITH/RECONDITIONING	3,515.80
100761	09/26/2019	1	Comp	Cleared	09/30/2019 006588 DAYSTARR COMMUNICATIONS	ADM/PHONE BILL	1,117.40
100762	09/26/2019	1	Comp	Open	101364 FENTON HIGH SCHOOL	ATH/SMITH/1-16 SWIM ENTRY	150.00
100763	09/26/2019	1	Comp	Open	008823 FITZPATRICK, STEVE	ATH/SMITH/COACH ASSN.	65.00
100764	09/26/2019	1	Comp	Open	002390 GILBERT'S DO IT BEST HARDWARE	OPER/KLAPKO/AUG SUPPLIES	2,579.56

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100765	09/26/2019	1 Comp	Open	000070 H. K. ALLEN PAPER COMPANY	TRANS/SECOR-JENKS/FACIAL T	19.85
100766	09/26/2019	1 Comp	Open	002973 HANKERD SPORTSWEAR	ADM/TUTTLE/NEW STAFF SHIRT	245.00
100767	09/26/2019	1 Comp	Open	002959 INDEPENDENT AD-VISOR INC.	ALT/IRELAN/AD	400.00
100768	09/26/2019	1 Comp	Open	101089 INGHAM INTERMEDIATE SCHOOL DIST.	ADM/OMER/CMSBO DUES	170.00
100769	09/26/2019	1 Comp	Open	007583 KAZOO'S	BB/ROWELL/FIELD TRIP	375.00
100770	09/26/2019	1 Comp	Open	102408 LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/CUSTODIAL SUPP	967.92
100771	09/26/2019	1 Comp	Open	007823 LAVIGNE, PATTY	BB/LAVIGNE/MILEAGE	39.50
100772	09/26/2019	1 Comp	Open	007199 LEDUC, TERRY	EM/LEDUC/SUPPLIES	25.78
100773	09/26/2019	1 Comp	Open	003780 MESSA	OCT 2019 BILL/NON-UNION	14,758.71
100774	09/26/2019	1 Comp	Open	003780 MESSA	OCT 2019 BILL/TEACHERS	230,649.72
100775	09/26/2019	1 Comp	Open	003780 MESSA	OCT 219 BILL/OESPA STAFF	47,691.45
100776	09/26/2019	1 Comp	Open	003780 MESSA	OCT 2019 BILL/ADMIN STAFF	24,979.26
100777	09/26/2019	1 Comp	Open	003756 MICHIGAN COMPANY, INC.	OPER/KLAPKO/SUPPLIES	34.40
100778	09/26/2019	1 Comp	Open	008822 OAKLAND SCHOOLS	HS/KRUEGER/CONF REG	25.00
100779	09/26/2019	1 Comp	Open	004600 OPS FOOD SERVICE FUND	BR/COLLISON/MEETING	119.80
100780	09/26/2019	1 Comp	Open	101469 OWOSSO COUNTRY CLUB	ATH/SMITH/GREEN FEES	400.00
100781	09/26/2019	1 Comp	Cleared 09/30/2019	004590 OWOSSO PUB. SCH. ATHLETIC FUND	ATH/SMITH/OFFICIALS	5,000.00
100782	09/26/2019	1 Comp	Open	004652 PCMI - WEST	BB STAFF PAYMENT	11,112.32
100783	09/26/2019	1 Comp	Open	003692 RESERVE ACCOUNT	ADM/PITT/POSTAGE	500.00
100784	09/26/2019	1 Comp	Open	007873 ROWLEYS WHOLESALE	TRANS/SECOR/OIL	910.48
100785	09/26/2019	1 Comp	Open	008811 SCHILLER, MIKE	MS/SCHILLER/SUPPLIES	76.29
100786	09/26/2019	1 Comp	Cleared 09/30/2019	005420 SCHOOL SPECIALTY INC.	EM/NIDEFSKI/SUPPLIES	499.39
100787	09/26/2019	1 Comp	Open	100017 SET-SEG	OCT 2019 BILL/ADMIN STAFF	3,035.55
100788	09/26/2019	1 Comp	Open	100017 SET-SEG	OCT 2019 BILL/GF STAFF	5,716.22
100789	09/26/2019	1 Comp	Cleared 09/30/2019	005363 SHATTUCK SPECIALTY ADVERTISING	CE/SPIELMAN/SUPPLIES	385.39
100790	09/26/2019	1 Comp	Open	007484 SHEPHERD HIGH SCHOOL	ATH/SMITH/1-25-20 WRESTLIN	150.00
100791	09/26/2019	1 Comp	Cleared 09/30/2019	008752 SONITROL GREAT LAKES-MICHIGAN	OHS SECURITY GRANT	17,868.71
100792	09/26/2019	1 Comp	Open	006251 STOCKBRIDGE HIGH SCHOOL	ATH/SMITH/VBALL ENTRY	150.00
100793	09/26/2019	1 Comp	Open	100347 TIME FOR KIDS	CE/SPIELMAN/SUBSCRIPTIONS	574.20
100794	09/26/2019	1 Comp	Open	008675 TSA CONSULTING GROUP, INC.	AUG 2019 FEE	157.68
100795	09/26/2019	1 Comp	Open	004604 TUTTLE, ANDREA	ADM/TUTTLE/CONF REIMB	246.36
100796	09/26/2019	1 Comp	Open	007812 ULINE	CE/SPIELMAN/TRASHCANS,DOLL	527.62
100797	09/26/2019	1 Comp	Cleared 09/30/2019	100267 UNUM LIFE INSURANCE	OCT 2019 BILL/ADMIN STAFF	1,090.31
100798	09/26/2019	1 Comp	Cleared 09/30/2019	100267 UNUM LIFE INSURANCE	OCT 2019 BILL/GF STAFF	1,421.16
100799	09/26/2019	1 Comp	Open	005194 WILLIAMSTON HIGH SCHOOL	ATH/SMITH/12-7 SWIM ENTRY	300.00
100800	10/03/2019	1 Comp	Open	006502 ACCO BRANDS USA	BR/HARTNAGLE/LAMINATE	81.40
100801	10/03/2019	1 Comp	Open	101548 AGNEW GRAPHICS SIGNS PROMO LLC	ADM/TUTTLE/ENGRAVING	257.00
100802	10/03/2019	1 Comp	Open	006495 BAUGHMAN, DEB	ATL/BAUGHMAN/VOLLEYBALLS	40.96
100803	10/03/2019	1 Comp	Open	008378 BOLES, MEGAN	BB/BOLES/DOLLS	16.00
100804	10/03/2019	1 Comp	Open	003762 BUSINESS PROFESSIONAL OF AMERICA	HS/GREGORY/FALL CONFERENCE	231.00
100805	10/03/2019	1 Comp	Open	001020 CREST SUPPLY COMPANY	OPER/KLAPKO/PLUMBING SUPP	74.40
100806	10/03/2019	1 Comp	Open	007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	81.65
100807	10/03/2019	1 Comp	Open	001050 CITY OF OWOSSO	WATER&SEWER JULY-SEPT 19	15,145.76
100808	10/03/2019	1 Comp	Open	001202 CONSUMERS ENERGY	UTIL/GAS&ELEC/SEPT 2019	5,985.37
100809	10/03/2019	1 Comp	Open	102363 GRAHAM, TERESA	MS/GRAHAM/POSTAGE	113.45
100810	10/03/2019	1 Comp	Open	008796 GRAND VALLEY AUTOMATION, INC.	OPER/KLAPKO/HVAC SUPPLIES	22.80
100811	10/03/2019	1 Comp	Open	000070 H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/CUSTODIAL SUPP	1,064.70
100812	10/03/2019	1 Comp	Open	002973 HANKERD SPORTSWEAR	OPER/KLAPKO/T-SHIRTS	87.50
100813	10/03/2019	1 Comp	Open	008359 KINECT ENERGY INC.	ENERGY MANAGEMENT FEE	315.00
100814	10/03/2019	1 Comp	Open	008292 KONICA MINOLTA BUSINESS SOLUTION	ADM/RETURN OLD COPIERS	19,131.20
100815	10/03/2019	1 Comp	Open	102408 LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/SUPPLIES	782.06
100816	10/03/2019	1 Comp	Open	008676 MAEO STARS	ALT/SCHMITZ/FALL KICK OFF	110.00
100817	10/03/2019	1 Comp	Open	008805 MANTIS PEST MANAGEMENT SVC LLC	OPER/KLAPKO/SEPT PEST MGT	392.00
100818	10/03/2019	1 Comp	Open	008829 MARR'S FURNITURE	EM/ANDERSON/TABLES	1,105.00



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100819	10/03/2019	1 Comp Open	003630 MAURER HEATING & COOLING	OPER/KLAPKO/COMPRESSOR	2,629.76
100820	10/03/2019	1 Comp Open	003660 MEDLER ELECTRIC COMPANY	OPER/KLAPKO/ELECTRICAL SUP	497.00
100821	10/03/2019	1 Comp Open	003756 MICHIGAN COMPANY, INC.	OPER/KLAPKO/SUPPLIES	433.70
100822	10/03/2019	1 Comp Open	001133 MILLER, RANDY	ADM/MILLER/MILEAGE	52.79
100823	10/03/2019	1 Comp Open	007158 MOMAR, INCORPORATED	OPER/KLAPKO/BOILER AGREEME	327.00
100824	10/03/2019	1 Comp Open	008047 MORENO, ERIN	EM/MORENO/IPAD CASES	130.00
100825	10/03/2019	1 Comp Open	004583 MT. MORRIS HIGH SCHOOL	ATH/SMITH/10-5 FROSH VBALL	170.00
100826	10/03/2019	1 Comp Open	100001 OFFICE DEPOT INC.	BR/HARTNAGLE/ FOLDERS ENV.	296.12
100827	10/03/2019	1 Comp Open	008122 OP AQUATICS-LANSING	OPER/KLAPKO/POOL SUPPLIES	607.38
100828	10/03/2019	1 Comp Open	007851 OREILLY AUTO PARTS	OPER/KLAPKO/OIL	22.99
100829	10/03/2019	1 Comp Open	004652 PCMI - WEST	BB/HURLEY/STAFF PAYMENT	13,655.39
100830	10/03/2019	1 Comp Open	008827 PINE RIVER COUNTRY CLUB	ATH/SMITH 10-8 REGIONAL	115.00
100831	10/03/2019	1 Comp Open	102005 PIONEER MANUFACTURING COMPANY	OPER/KLAPKO/SENSOR	135.95
100832	10/03/2019	1 Comp Open	004790 PITNEY BOWES	HS/DIGNAN/METER RENTAL	180.00
100833	10/03/2019	1 Comp Open	006555 PLEUNE SERVICE COMPANY INC	OPER/KLAPKO/OMS HVAC WORK	213.32
100834	10/03/2019	1 Comp Open	004860 POSTMASTER	MS/GRAHAM/POSTMASTER	440.00
100835	10/03/2019	1 Comp Open	004860 POSTMASTER	ADM/POST OFFICE BOX FEE	178.00
100836	10/03/2019	1 Comp Open	005140 RIEGLE PRESS, INC.	BR/HARTNAGLE/RECORD BOOKS	65.81
100837	10/03/2019	1 Comp Open	003319 SCHMITZ, MICHELE	ATL/SCHMITZ/SUPPLIES	53.08
100838	10/03/2019	1 Comp Open	102443 SCHOLASTIC INC.	HS/WILSON/MAGAZINES	93.39
100839	10/03/2019	1 Comp Open	005420 SCHOOL SPECIALTY INC.	EM/GRAHAM/SUPPLIES	2,636.89
100840	10/03/2019	1 Comp Open	000693 SEHI COMPUTER PRODUCTS	BR/HARTNAGLE/RECHARGE BATT	65.00
100841	10/03/2019	1 Comp Open	101759 SPARTAN TOOL - LLC	OPER/KLAPKO/SUPPLIES	580.10
100842	10/03/2019	1 Comp Open	001704 SUNBURST GARDENS INC.	OPER/KLAPKO/HERBICIDE APP	6,680.00
100843	10/03/2019	1 Comp Open	007679 THE GARLAND COMPANY INC.	OPER/KLAPKO/WET-COTE	325.70
100844	10/03/2019	1 Comp Open	001119 UNITED PARCEL SERVICE	HS/POSTAGE	45.11
100845	10/03/2019	1 Comp Open	006592 VIRTUAL ENTERPRISES, INC.	HS/DIGNAN/PROGRAM FEES	3,000.00
100846	10/03/2019	1 Comp Open	007985 WATSON, JOE	ADM/WATSON/MILEAGE	170.36
100847	10/03/2019	1 Comp Open	008828 YOUNG'S ENVIRONMENTAL CLEAN UP	OPER/KLAPKO/OHS SEWER WORK	1,571.40
100848	10/10/2019	1 Comp Open	000240 AMERICAN SPEEDY PRINTING CENTERS	HS/DIGNAN/PROGRAMS	236.00
100849	10/10/2019	1 Comp Open	004065 CONRAD, CHRIS	OPER/CONRAD/MILEAGE	41.20
100850	10/10/2019	1 Comp Open	002966 FRED FERNETTE	OPER/FERNETTE/MILEAGE	25.06
100851	10/10/2019	1 Comp Open	008819 HC RYAN	ADM/SMITH/CHECK STOCK	954.75
100852	10/10/2019	1 Comp Open	008835 JOHN KRAUSS PIANO SERVICE	HS/NIEUWKOOP/PIANO TUNING	340.00
100853	10/10/2019	1 Comp Open	008834 JOY OF IT, INC	PD TRAINING ST. PAUL STAFF	1,000.00
100854	10/10/2019	1 Comp Open	007104 KLAPKO, JOHN	OPER/KLAPKO/MILEAGE	169.82
100855	10/10/2019	1 Comp Open	003738 LIFETOUCH NATIONAL SCHOOL STUDIO	HS/DIGNAN/PLANNERS	2,500.00
100856	10/10/2019	1 Comp Open	003600 MARSHALL MUSIC COMPANY INC.	HS/KOWALCZYK/REPAIRS	50.00
100857	10/10/2019	1 Comp Open	100343 MCGRAW-HILL SCHOOL EDUCATION	ADM/BROOKS/INTEREST PMT	1,991.89
100858	10/10/2019	1 Comp Open	008009 MISCA	ATH/SMITH/MISCA MEET	44.00
100859	10/10/2019	1 Comp Open	006741 NEVADOMSKI, COREY	BR/COLLISON/SUPPLIES	55.92
100860	10/10/2019	1 Comp Open	004600 OPS FOOD SERVICE FUND	ADM/PITT/BOND MEETING	102.55
100861	10/10/2019	1 Comp Open	002623 TASC-CLIENT INVOICES	11-1/11-30-19 ADMIN FEES	371.42
100862	10/10/2019	1 Comp Open	006230 THRUN LAW FIRM, P.C.	STATE AID NOTE LEGAL SVCS	5,380.00
100863	10/10/2019	1 Comp Open	002823 UNITED STATES TREASURY	941 3RD QUARTER TAXES	104.39
100864	10/10/2019	1 Comp Open	006510 VALLEY LUMBER COMPANY	HS/MALLORY/SUPPLIES	1,494.62
100865	10/10/2019	1 Comp Open	008836 WELLER, DIANE	BB/WELLER/SUPPLIES	48.16
100866	10/17/2019	1 Comp Open	000278 APPLEBEE OIL COMPANY	TRANS/SECOR/PROPANE	3,855.52
100867	10/17/2019	1 Comp Open	101178 ARBOR SCIENTIFIC	OHS/MCGRAW/SUPPLIES	321.01
100868	10/17/2019	1 Comp Open	000300 ARGUS-PRESS CO.	ADM/THOMPSON/ADVERTISING	1,850.00
100869	10/17/2019	1 Comp Open	008620 ASSETGENIE, INC.	ADM/STINSON/CHROMEBOOK PAR	51.45
100870	10/17/2019	1 Comp Open	008591 DAVIS, LILYANNE	COMM ED LIFE GUARD	42.75
100871	10/17/2019	1 Comp Open	008028 GOLDBERG, DIANE	OPER/GOLDBERG/MILEAGE	24.13
100872	10/17/2019	1 Comp Open	005308 GROTH MUSIC	CE/HILLARD/RECORDERS	1,688.64

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100873	10/17/2019	1	Comp Open	008839 GUTE, NATHAN	COMM ED LIFE GUARD	95.00
100874	10/17/2019	1	Comp Open	002959 INDEPENDENT AD-VISOR INC.	ADM/THOMPSON/ADVERTISING	460.00
100875	10/17/2019	1	Comp Open	005929 IRELAN, STEVE	ATL/IRELAN/INCENTIVES	21.93
100876	10/17/2019	1	Comp Open	008220 J & H OIL CO.	TRANS/SECOR/DIESEL	8,516.00
100877	10/17/2019	1	Comp Open	004730 J. W. PEPPER & SON INC.	HS/KOWALCZYK/MUSIC	112.96
100878	10/17/2019	1	Comp Open	101899 LEARNING RESOURCES	EM/GRAHAM/MAGNETS	65.93
100879	10/17/2019	1	Comp Open	003448 LOCKER ROOM & TROPHY PLACE	HS/DIGNAN/AWARDS	74.72
100880	10/17/2019	1	Comp Open	003600 MARSHALL MUSIC COMPANY INC.	MS/TOLRUD/REPAIRS	601.76
100881	10/17/2019	1	Comp Open	003756 MICHIGAN COMPANY, INC.	OPER/KLAPKO/SUPPLIES	195.12
100882	10/17/2019	1	Comp Open	008840 MSU HUMAN ANCESTORS PROGRAM	MS/MICHALEC/MUSEUM PROGRAM	250.00
100883	10/17/2019	1	Comp Open	005928 MURRAY, ANDREW	MS/MURRAY/MILEAGE	105.56
100884	10/17/2019	1	Comp Open	100001 OFFICE DEPOT INC.	OHS/JBURZMOR/SUPPLIES	1,243.66
100885	10/17/2019	1	Comp Open	004600 OPS FOOD SERVICE FUND	ATL/PARSONS/OPEN HOUSE	30.00
100886	10/17/2019	1	Comp Open	001856 OWENS, DAVID	ATH/OWENS/MILEAGE	88.04
100887	10/17/2019	1	Comp Open	008010 OWOSSO MEDICAL GROUP	MDOT PHYCICAL/TOMLINSON	86.00
100888	10/17/2019	1	Comp Open	004652 PCMI - WEST	BB STAFF PAYMENT	13,479.34
100889	10/17/2019	1	Comp Open	007853 PIONEER VALLEY BOOKS	CE/BINGER/WHITEBOARDS, MARK	145.20
100890	10/17/2019	1	Comp Open	008300 PRESIDIO NETWORKED SOLUTIONS	MS/COLLINS/CHROMEBOOKS	6,480.00
100891	10/17/2019	1	Comp Open	007024 PROJECT LEAD THE WAY	OHS/DORMAN/CONSUMABLE SUPP	1,583.75
100892	10/17/2019	1	Comp Open	008350 PUMFORD, ALEXANDRIA	COMM ED LIFE GUARD	128.25
100893	10/17/2019	1	Comp Open	100135 QUILL CORPORATION	ALT/PARSONS/SUPPLIES	318.59
100894	10/17/2019	1	Comp Open	102443 SCHOLASTIC INC.	CE/SPEILMAN/SUBSCRIPTION	431.60
100895	10/17/2019	1	Comp Open	002233 SCHOOL OUTFITTERS.COM	EM/C. ANDERSON/TABLE	1,013.46
100896	10/17/2019	1	Comp Open	004568 SECOR, RENEE	TRANS/SECOR/BAND FESTIVAL	32.00
100897	10/17/2019	1	Comp Open	000608 SUMMERLAND, LORI	MS/SUMMERLAND/SUPPLIES	44.00
100898	10/17/2019	1	Comp Open	006592 VIRTUAL ENTERPRISES, INC.	HS/GREGORY/BOOTH RENTAL	600.00
100899	10/17/2019	1	Comp Open	001354 VSC, INC.	CE/SPIELMAN/ELMO CAMERA	394.00
100900	10/17/2019	1	Comp Open	002238 WHITE, BEVERLY	ADM/WHITE/MILEAGE	80.04
CHECK TOTAL						632,699.26
LESS VOIDS						0.00
GRAND TOTAL						632,699.26

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	145	495,568.48	Computer	190	632,699.26
Cleared	45	137,130.78	Prepaid		
Void					
Scratch					
TOTAL	190	632,699.26	TOTAL	190	632,699.26

Check Register for Bank Account ID SERVIC

From 09/16/2019 to 10/20/2019

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
007574	09/19/2019	1 Comp	Cleared	09/30/2019 002959 INDEPENDENT AD-VISOR INC.	FS/KLAPKO/ADS	550.00
007575	09/19/2019	1 Comp	Cleared	09/30/2019 007788 WAKELAND OIL	FS/KLAPKO/FUEL	214.32
007576	09/26/2019	1 Comp	Open	000240 AMERICAN SPEEDY PRINTING CENTERS	FS/MANNS/MENUS	670.00
007577	09/26/2019	1 Comp	Open	004621 AUNT MILLIE'S BAKERIES	FS/MANNS/FOOD PURCHASE	1,245.02
007578	09/26/2019	1 Comp	Open	007480 BANANA BROTHERS PRODUCE	FS/MANNS/SUMMER FOOD	17,707.70
007579	09/26/2019	1 Comp	Open	005058 FD HAYES ELECTRIC CO.	FS/MANNS/EQUIP REPAIR	375.00
007580	09/26/2019	1 Comp	Open	007792 GALL, TARA	FS/GALL/MILEAGE	23.43
007581	09/26/2019	1 Comp	Open	008258 GREAT LAKES COCA-COLA DISTRIBUTI	FS/MANNS/FOOD PURCHASE	4,954.56
007582	09/26/2019	1 Comp	Open	002652 HOBART SALES & SERVICE	FS/MANNS/EQUIP REPAIR	289.00
007583	09/26/2019	1 Comp	Open	003780 MESSA	OCT 2019 BILL/FS STAFF	1,627.10
007584	09/26/2019	1 Comp	Open	004354 MILLS REFRIGERATION, INC.	FS/MANNS/EQUIP REPAIR	1,613.93
007585	09/26/2019	1 Comp	Open	003807 PRAIRIE FARMS DAIRY	FS/MANNS/SUMMER FOOD	9,917.37
007586	09/26/2019	1 Comp	Open	100017 SET-SEG	OCT 2019 BILL/FS STAFF	236.90
007587	09/26/2019	1 Comp	Open	100267 UNUM LIFE INSURANCE	OCT 2019 BILL FS STAFF	47.95
007588	10/03/2019	1 Comp	Open	007480 BANANA BROTHERS PRODUCE	FS/MANNS/FOOD PURCHASE	7,985.80
007589	10/03/2019	1 Comp	Open	002973 HANKERD SPORTSWEAR	FS/KLAPKO/T-SHIRTS	87.50
007590	10/03/2019	1 Comp	Open	006782 ROBINSON, KAREN	FS/ROBINSON/MILEAGE	52.78
007591	10/10/2019	1 Comp	Open	004621 AUNT MILLIE'S BAKERIES	FS/MANNS/FOOD PURCHASE	1,227.83
007592	10/10/2019	1 Comp	Open	007480 BANANA BROTHERS PRODUCE	FS/MANNS/FOOD PURCHASE	8,203.20
007593	10/10/2019	1 Comp	Open	007104 KLAPKO, JOHN	FS/KLAPKO/MILEAGE	169.82
007594	10/10/2019	1 Comp	Open	003807 PRAIRIE FARMS DAIRY	FS/MANNS/FOOD PURCHASE	7,439.10
007595	10/17/2019	1 Comp	Open	005058 FD HAYES ELECTRIC CO.	FS/MANNS/EQUIP REPAIR	112.50
007596	10/17/2019	1 Comp	Open	002652 HOBART SALES & SERVICE	FS/MANNS/EQUIP REPAIR	616.12
007597	10/17/2019	1 Comp	Open	102408 LANSING SANITARY SUPPLY INC.	FS/MANNS/CLEANING SUPPLIES	603.96
007598	10/17/2019	1 Comp	Open	004354 MILLS REFRIGERATION, INC.	FS/MANNS/EQUIP REPAIR	455.00
CHECK TOTAL						66,425.89
LESS VOIDS						0.00
GRAND TOTAL						66,425.89

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	23	65,661.57	Computer	25	66,425.89
Cleared	2	764.32	Prepaid		
Void					
Scratch					
TOTAL		25	66,425.89	TOTAL 25 66,425.89	

Check Register for Bank Account ID SF#1

From 09/16/2019 to 10/20/2019

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
600901	10/03/2019	1 Comp	Open	008336 LA CONSTRUCTION	SINKING FUND WORK	11,248.25
600902	10/03/2019	1 Comp	Open	001274 SPICER GROUP INC.	SINKING FUND MANAGEMENT	30,611.00
600903	10/18/2019	2 Comp	Open	008336 LA CONSTRUCTION	SINKING FUND PROJECT WORK	471,619.90
600904	10/18/2019	2 Comp	Open	004573 OWOSSO CARPET CENTER, INC.	SINKING FUND PROJECT WORK	54,089.00
CHECK TOTAL						567,568.15
LESS VOIDS						0.00
GRAND TOTAL						567,568.15

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	4	567,568.15	Computer	4	567,568.15
Cleared			Prepaid		
Void					
Scratch					
TOTAL		4 567,568.15	TOTAL		4 567,568.15

Check Register for Bank Account ID BOND

From 09/16/2019 to 10/20/2019

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
900166	09/19/2019	1 Comp	Open	006139 AKT PEERLESS ENVIRONMENTAL	ABATEMENT JUNE/JULY 2019	26,595.00
900167	09/19/2019	1 Comp	Open	008718 AMCOMM TELECOMMUNICATIONS INC.	CONST THRU 8-31-2019	28,999.04
900168	09/19/2019	1 Comp	Open	008815 ARCHITECTURAL METALS INC.	CONST THRU 8-31-2019	30,735.00
900169	09/19/2019	1 Comp	Open	008641 B & J PAINTING, INC.	CONST THRU 8-31-2019	1,608.57
900170	09/19/2019	1 Comp	Open	008639 BORNOR RESTORATION, INC.	CONST THRU 8-31-2019	23,677.16
900171	09/19/2019	1 Comp	Open	008594 CHAMPAGNE & MARK EXCAVATING INC.	CONST THRU 8-31-2019	14,399.10
900172	09/19/2019	1 Comp	Open	005142 CLARK CONSTRUCTION	CONST MGT FEES AUG 2019	138,293.32
900173	09/19/2019	1 Comp	Open	008717 CONCRETE PLACEMENT, LLC.	CONST THRU 8-31-2019	295,721.10
900174	09/19/2019	1 Comp	Open	008633 DEE CRAMER, INC.	CONST THRU 8-31-2019	3,033.68
900175	09/19/2019	1 Comp	Open	008780 DELTA STEEL	CONST THRU 8-31-2019	248,950.26
900176	09/19/2019	1 Comp	Open	008632 DICKERSON MECHANICAL, INC.	CONST THRU 8-31-2019	2,061.00
900177	09/19/2019	1 Comp	Open	008800 GREAT LAKES FIRE PROTECTION	CONST THRU 8-31-2019	72,090.89
900178	09/19/2019	1 Comp	Open	005197 GREAT LAKES POWER & LIGHTING, INC	CONST THRU 8-31-2019	7,742.50
900179	09/19/2019	1 Comp	Open	008685 GREAT LAKES WEST	CONST THRU 8-31-2019	5,931.00
900180	09/19/2019	1 Comp	Open	008640 INTEGRITY INTERIORS INC.	CONST THRU 8-31-2019	8,784.00
900181	09/19/2019	1 Comp	Open	008595 J. PEREZ CONSTRUCTION INC.	CONST THRU 8-31-2019	110,070.00
900182	09/19/2019	1 Comp	Open	008336 LA CONSTRUCTION	CONST THRU 8-31-2019	112,873.50
900183	09/19/2019	1 Comp	Open	008816 MIKE & SON ASPHALT, INC.	CONST THRU 8-31-2019	9,965.97
900184	09/19/2019	1 Comp	Open	008596 MOORE TROSPER CONSTRUCTION CO.	CONST THRU 8-31-2019	43,815.20
900185	09/19/2019	1 Comp	Open	008801 NILES CONSTRUCTION SERVICES INC.	CONST THRU 8-31-2019	10,782.12
900186	09/19/2019	1 Comp	Open	008781 PROFESSIONAL THERMAL SYSTEMS INC	CONST THRU 8-31-2019	88,200.00
900187	09/19/2019	1 Comp	Open	008782 R. C. HENDRICK & SONS., INC.	CONST THRU 8-31-2019	32,760.00
900188	09/19/2019	1 Comp	Open	008783 SCHIFFER MASON CONTRACTORS INC.	CONST THRU 8-31-2019	205,321.50
900189	09/19/2019	1 Comp	Open	008597 STRUCTURAL STANDARDS, INC.	CONST THRU 8-31-2019	22,645.00
900190	09/19/2019	1 Comp	Open	007046 SUPERIOR ELECTRIC OF LANSING INC	CONST THRU 8-31-2019	498,697.74
900191	09/19/2019	1 Comp	Open	008751 THE DATACOM GROUP	CONST THRU 8-31-2019	62,247.94
900192	09/19/2019	1 Comp	Open	008784 THE WILLIAM C. REICHENBACH CO.	CONST THRU 8-31-2019	22,641.75
900193	09/19/2019	1 Comp	Open	008817 TRAVERSE CITY GLASS	CONST THRU 8-31-2019	123,930.00
900194	09/19/2019	1 Comp	Open	005736 TRUST THERMAL	CONST THRU 8-31-2019	35,102.00
900195	09/19/2019	1 Comp	Open	008598 XTREME MASON CONTRACTORS, LLC	CONST THRU 8-31-2019	68,684.81
900196	10/17/2019	1 Comp	Open	101548 AGNEW GRAPHICS SIGNS PROMO LLC	CONST THRU 9-30-2019	20,758.70
900197	10/17/2019	1 Comp	Open	008815 ARCHITECTURAL METALS INC.	CONSTRUCTION THRU 9-30-19	22,590.00
900198	10/17/2019	1 Comp	Open	008841 C & M ASSOC., LLC	CONST THRU 9-30-19	1,500.00
900199	10/17/2019	1 Comp	Open	005142 CLARK CONSTRUCTION	SEPT GENERAL COND-SECONDR	135,476.65
900200	10/17/2019	1 Comp	Open	008717 CONCRETE PLACEMENT, LLC.	CONST THRU 9-30-19	186,354.00
900201	10/17/2019	1 Comp	Open	008722 CUSTER, INC.	ELEM PROJECT FURNITURE	13,489.46
900202	10/17/2019	1 Comp	Open	008780 DELTA STEEL	CONST THRU 9-30-19	240,649.20
900203	10/17/2019	1 Comp	Open	008632 DICKERSON MECHANICAL, INC.	CONST THRU 9-30-19	49,336.96
900204	10/17/2019	1 Comp	Open	008800 GREAT LAKES FIRE PROTECTION	CONST THRU 9-30-19	15,852.37
900205	10/17/2019	1 Comp	Open	002810 HI-QUALITY GLASS	CONST THRU 9-30-19	18,906.00
900206	10/17/2019	1 Comp	Open	008724 INTERIOR ENVIRONMENTS	FURNITURE-ELEMENTARY PROJ	26,965.46
900207	10/17/2019	1 Comp	Open	008820 INTERSTATE OFFICE INTERIORS	FURNITURE-SECONDARY OFFICE	950.00
900208	10/17/2019	1 Comp	Open	005756 KENTWOOD OFFICE FURNITURE	FURNITURE-SECONDARY OFFICE	4,374.18
900209	10/17/2019	1 Comp	Open	008336 LA CONSTRUCTION	CONST THRU 9-30-2019	36,035.10
900210	10/17/2019	1 Comp	Open	008596 MOORE TROSPER CONSTRUCTION CO.	CONST THRU 9-30-2019	130,228.44
900211	10/17/2019	1 Comp	Open	008801 NILES CONSTRUCTION SERVICES INC.	CONST THRU 9-30-19	24,678.86
900212	10/17/2019	1 Comp	Open	008781 PROFESSIONAL THERMAL SYSTEMS INC	CONST THRU 9-30-19	110,412.00
900213	10/17/2019	1 Comp	Open	008782 R. C. HENDRICK & SONS., INC.	CONST THRU 9-30-19	39,381.30
900214	10/17/2019	1 Comp	Open	008783 SCHIFFER MASON CONTRACTORS INC.	CONST THRU 9-30-19	792,832.14
900215	10/17/2019	1 Comp	Open	002233 SCHOOL OUTFITTERS.COM	FURNITURE-ELEMENTARY PROJ	28,569.29
900216	10/17/2019	1 Comp	Open	005363 SHATTUCK SPECIALTY ADVERTISING	BOND/ELEMENTARY SIGNAGE	4,902.97
900217	10/17/2019	1 Comp	Open	008597 STRUCTURAL STANDARDS, INC.	CONST THRU 9-30-19	1,020.00
900218	10/17/2019	1 Comp	Open	007046 SUPERIOR ELECTRIC OF LANSING INC	CONST THRU 9-30-19	240,316.20
900219	10/17/2019	1 Comp	Open	008598 XTREME MASON CONTRACTORS, LLC	CONST THRU 9-30-19	58,342.50

Check Register for Bank Account ID BOND

From 09/16/2019 to 10/20/2019

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
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CHECK TOTAL 4,560,280.93  
 LESS VOIDS 0.00  
 GRAND TOTAL 4,560,280.93

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	54	4,560,280.93	Computer	54	4,560,280.93
Cleared			Prepaid		
Void					
Scratch					
TOTAL	54	4,560,280.93	TOTAL	54	4,560,280.93

Check Register for Bank Account ID CPF#01




From 09/16/2019 to 10/20/2019

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
000409	09/19/2019	1 Comp	Open	008717 CONCRETE PLACEMENT, LLC.	COOK FOUNDATION AUG 19	24,656.40
CHECK TOTAL						24,656.40
LESS VOIDS						0.00
GRAND TOTAL						24,656.40

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	1	24,656.40	Computer	1	24,656.40
Cleared			Prepaid		
Void					
Scratch					
<b>TOTAL</b>	<b>1</b>	<b>24,656.40</b>	<b>TOTAL</b>	<b>1</b>	<b>24,656.40</b>

Date Range: From:\* 09/05/2019   
 To:\* 10/04/2019   
 Date Type: Posting Date   
 Data available starting 10/21/2016

Search

SEARCH RESULTS

Search Tot

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Account Name	Account Number ^	Transaction Amount	Adjustment Amount	Total Transaction
EMERSON ELEMENTARY	XXXX-XXXX-0517-2354	403.95	0.00	
MIKE GRAHAM	XXXX-XXXX-0530-1557	921.61	0.00	
FRED LAB	XXXX-XXXX-0532-9202	315.39	0.00	
ED VAN STRATE	XXXX-XXXX-0532-9277	30.28	0.00	
LINCOLN HIGH SCHOOL	XXXX-XXXX-0593-9232	586.66	0.00	
BRIGHT BEGINNINGS OFFICE	XXXX-XXXX-1097-9983	395.56	0.00	
OWOSSO SCHOOLS	XXXX-XXXX-1253-3820	836.77	0.00	
CTE CULINARY ARTS	XXXX-XXXX-1311-0891	566.92	0.00	
CTE CONSTRUCTION TRADES	XXXX-XXXX-1311-0933	426.08	0.00	
OWOSSO PUBLIC SCHOOLS	XXXX-XXXX-0002-6361	0.00	(25,189.52)	(2)
SWIM PROGRAM	XXXX-XXXX-0173-5686	145.46	0.00	
BRYANT ELEMENTARY	XXXX-XXXX-0177-1509	1,209.88	0.00	
DAN CLARK	XXXX-XXXX-0188-5846	167.71	0.00	
BEN COBB	XXXX-XXXX-0188-5861	737.35	0.00	
OWOSSO HIGH SCHOOL	XXXX-XXXX-0223-2881	3,679.97	0.00	
JOHN QUICK	XXXX-XXXX-0274-4836	131.14	0.00	
OWOSSO MIDDLE SCHOOL	XXXX-XXXX-0316-8175	1,399.83	0.00	
CENTRAL ELEMENTARY	XXXX-XXXX-0358-7523	914.43	0.00	
OPERATIONS DEPT	XXXX-XXXX-0474-9080	577.75	0.00	
DISTRICT TRAVEL	XXXX-XXXX-7790-7151	0.20	0.00	
CENTRAL OFFICE	XXXX-XXXX-6404-7812	7,788.40	0.00	
OWOSSO HIGH SCHOOL 2	XXXX-XXXX-6679-7711	3,071.97	0.00	
BRIGHT BEGINNINGS	XXXX-XXXX-8945-7020	110.00	0.00	

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Search Tot



**OWOSSO PUBLIC SCHOOLS**  
**BOARD OF EDUCATION**  
**September 30, 2019**  
**Report 19-109**

**Statement of Deposits and Investments**  
**As of 9/30/2019**  
**Unaudited**

	General Fund	School Service	Building & Site	Capital Projects Bond Fund	Debt Service Fund	Total
<b>Summary of Deposits and Investments</b>						
Cash on hand	\$ 249,504	\$ 46,730	\$ 122,771	\$ 775	\$ 202,365	\$ 622,145
Investments	<u>3,957,357</u>		<u>\$ 5,672,839.39</u>	<u>34,019,865</u>	<u>971,758</u>	<u>\$ 44,621,820</u>
Total Deposits and Investments	<u>\$ 4,206,861</u>	<u>\$ 46,730</u>	<u>\$ 5,795,610</u>	<u>\$ 34,020,640</u>	<u>\$ 1,174,123</u>	<u>\$ 45,243,964</u>
 <b>Detail of Deposits and Investments</b>						
Cash on hand	\$ 249,504	\$ 46,730	\$ 122,771	\$ 775	\$ 202,365	\$ 622,145
Petty Cash on hand	-		-	-	-	
Total Cash on hand	<u>\$ 249,504</u>	<u>\$ 46,730</u>	<u>\$ 122,771</u>	<u>\$ 775</u>	<u>\$ 202,365</u>	<u>\$ 419,005</u>
Chemical Bank Savings Account	\$ 9,710	-	\$ 346,326			\$ 356,036
Mich Class Investment	3,947,647	-	5,326,514	34,019,865	971,758	\$ 44,265,784
Total Investments	<u>\$ 3,957,357</u>	<u>\$ -</u>	<u>\$ 5,672,839</u>	<u>\$ 34,019,865</u>	<u>\$ 971,758</u>	<u>\$ 44,621,820</u>
Total Deposits and Investments	<u>\$ 4,206,861</u>	<u>\$ 46,730</u>	<u>\$ 5,795,610</u>	<u>\$ 34,020,640</u>	<u>\$ 1,174,123</u>	<u>\$ 45,243,964</u>

**OWOSSO PUBLIC SCHOOLS**  
**BOARD OF EDUCATION**  
 September 30, 2019  
 Report 19-109

**Combined Statement of Revenue, Expenditures, and Fund Balance**  
**General, School Service, and Capital Project Funds**  
 As of 9/30/2019  
 Unaudited

	General Fund			School Service Fund			Capital Projects Fund- Sinking Fund		
	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget
BUSINESS SERVICES:									
FISCAL SERVICES	\$ 369,064	\$ 101,622	\$ (267,442)						
TECHNOLOGY MANAGEMENT	488,715	78,093	(420,622)						
<b>TOTAL BUSINESS SERVICES</b>	<b>\$ 857,779</b>	<b>\$ 179,715</b>	<b>\$ (678,064)</b>						
OPERATIONS AND MAINTENANCE:									
TOTAL OPERATIONS AND MAINTENANCE	\$ 3,035,237	\$ 752,246	(2,282,991)						
PUPIL TRANSPORTATION SERVICES:									
PUPIL TRANSPORTATION SERVICES	\$ 939,911	\$ 102,422	(837,489)						
<b>TOTAL PUPIL TRANSPORTATION</b>	<b>\$ 939,911</b>	<b>\$ 102,422</b>	<b>(837,489)</b>						
OTHER SERVICES:									
COMMUNICATION SERVICES	63,951	2,367	(61,584)						
ATHLETICS	471,296	49,853	(421,443)						
PRINTING AND OTHER SUPPORT SERVICES	38,078	7,440	(30,638)						
<b>TOTAL OTHER SERVICES</b>	<b>\$ 573,325</b>	<b>\$ 59,660</b>	<b>(513,665)</b>						
<b>TOTAL SUPPORTING SERVICES</b>	<b>\$ 9,837,754</b>	<b>\$ 2,052,801</b>	<b>(7,784,953)</b>						
OUTGOING TRANSFERS/FUND MODIFICATIONS:									
OTHER	94,000	20,757	(73,243)						
<b>TOTAL OUTGOING TRANSFERS/FUND MODIFICATIONS</b>	<b>\$ 94,000</b>	<b>\$ 20,757</b>	<b>(73,243)</b>						
FOOD SERVICE EXPENDITURES									
CAPITAL PROJECT EXPENDITURES	\$ 32,858,678	\$ 4,998,929	(27,859,749)						
<b>REVENUE OVER or (UNDER) EXPENDITURES</b>	<b>\$ (1,599,060)</b>	<b>\$ (4,819,569)</b>	<b>(3,220,509)</b>						
AUDITED FUND BALANCE, JULY 1, 2019	4,395,702	4,395,702	-	71,728	71,728	-	5,972,807	5,972,807	-
PROJECTED FUND BALANCES - June 30, 2020	2,796,642			71,681			4,250,749		1,544,861





**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**October 28, 2019**  
**Report 19-110**

**FOR ACTION**

Subject:

**Revised Bylaw 0100 – Definitions, 2<sup>nd</sup> reading**

Statement of Purpose/Issue:

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

Facts / Statistics:

The Open Meetings Act was revised to accommodate the absence of any member of the Board of Education due to military duty and allow that member's participation in Board business (M.C.L. 15.263). The definition of Voting in PO 0100 was revised to reflect this change. The new law also requires that a District establish procedures by which the absent member may participate in and vote on business and procedures by which the public is provided notice of the member's absence and information on how to contact the member to provide input prior to the meeting. These procedures are District specific and should be established by the District prior to the March 29, 2019 effective date of the law.

The proposed policy and its revision reflect the current state of the law and is recommended for adoption by NEOLA.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Vol. 33, No. 2 - February 2019
Title	Vol. 33, No. 2 - February 2019 Revised DEFINITIONS
Code	po0100
Status	From Neola
Adopted	July 11, 2005
Last Revised	February 27, 2017

**0100 - DEFINITIONS**

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

**Administrative Guideline**

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

**Agreement**

A collectively negotiated contract with a recognized bargaining unit.

**Apps and Services**

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

**Board**

The Board of Education.

**Bylaw**

Rule of the Board for its own governance.

**Classified or Support Employee**

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

**District**

The School District.

**Due Process**

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

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

**Family Member**

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

**Full Board**

Authorized number of voting members entitled to govern the District.

**Information Resources**

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

**May**

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

**Meeting**

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

**Parent**

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

**Personal Communication Devices**

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

**Policy**

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

**President**

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

**Principal**

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

**Professional Staff Member**

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

**Relative**

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

**Secretary**

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

**Shall**

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

**Social Media**

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

**Student**

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

**Superintendent**

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

**Technology Resources**

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

**Treasurer**

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

**Vice-President**



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

#### **Voting**

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

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

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Last Modified by Clara Pitt on June 12, 2019

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
October 28, 2019  
Report 19-111**

**FOR ACTION**

**Subject:**

**Revised Bylaw 0167.2 – Closed Sessions, 2<sup>nd</sup> reading**

**Statement of Purpose/Issue:**

Resolve that the Board of Education adopt as their 2<sup>nd</sup> reading: **Revised Bylaw 0167.2 – Closed Sessions**

**Facts / Statistics:**

This bylaw was revised to allow the Board to consider security planning to address existing or potential threats to the safety of students and staff in closed session (MCL 15.268(k)).

The proposed policy and its revision reflect the current state of the law and is recommended for adoption by NEOLA.

**District Goal Addressed:**

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Board Policies Volume 33.2
Title	Copy of CLOSED SESSION
Code	po0167.2
Status	
Adopted	July 11, 2005

#### 0167.2 - CLOSED SESSION

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

- A. to consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, staff member, or individual agent, if the named person requests a closed hearing **(a majority vote is required)**
- B. to consider the dismissal, suspension, or disciplining of a student only if the student or student's parents request a closed hearing **(a majority vote is required)** (Also see Bylaw 0169, Student Disciplinary Hearings)
- C. for strategy and negotiation sessions connected with the negotiation of a collectively-bargained agreement if either negotiating party requests a closed hearing **(a majority vote is required)**
- D. to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained **(a two-thirds (2/3's) vote is required)**
- E. to consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body **(a two-thirds (2/3's) vote is required)**
- F. to consider material such as written opinions of counsel which are exempt from discussion by State or Federal statute **(a two-thirds (2/3's) vote is required)**
- G. to review the specific contents of an application for employment or appointment if the candidate requests that the application remain confidential **(a two-thirds (2/3's) vote is required)**
- H. to consider security planning to address existing threats or prevent potential threats to the safety of the students or staff **(a majority vote is required)**
- I. However, all interviews for employment or appointment of the Superintendent shall be held in an open meeting of the Board.

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

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Legal M.C.L.A. 15.267, 15.268

Last Modified by Clara Pitt on June 12, 2019

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
October 28, 2019  
Report 19-112**

**FOR ACTION**

**Subject:**

**New Policy 1422.01 – Drug-Free Workplace, 2<sup>nd</sup> reading**

**Statement of Purpose/Issue:**

Resolve that the Board of Education adopt as their 2<sup>nd</sup> reading: **New Policy 1422.01 – Drug-Free Workplace**

**Facts / Statistics:**

This new policy was prepared to provide the same policy requirements for administrators as is currently provided in Policy 3122.01/4122.01 for other employees.

This new policy reflects the current state of Federal law and is recommended for adoption by NEOLA to be consistent with policy requirements of other District employees.

**District Goal Addressed:**

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book Policy Manual  
 Section Board Policies Volume 33.2  
 Title Vol. 33, No. 2 - February 2019 New DRUG-FREE WORKPLACE  
 Code po1422.01  
 Status

**1422.01 - DRUG-FREE WORKPLACE**

The Board of Education believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which

**[ ] [OPTION #1 (needed only if Federal funds come directly from Washington)]**

( ) meets the requirements in the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act.

In compliance with the Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's administration at any time while on District property or while involved in any District-related activity or event. Any administrator who violates this policy shall be subject to disciplinary action in accordance with District guidelines.

The Superintendent shall establish whatever programs and procedures are necessary to meet the Federal certification requirements.

**[X] [OPTION #2 (applies to most schools)]**

(X) is not tainted by the use or evidence of use of any controlled substance.

The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol, and any drug paraphernalia, by any member of the District's administration at any time while on District property or while involved in any District-related activity or event. Any administrator who violates this policy shall be subject to disciplinary action in accordance with District guidelines.

The Superintendent shall establish guidelines that ensure compliance with this policy and that each administrator is given a copy of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol and informed that compliance with this requirement is mandatory. Such guidelines shall provide for appropriate disciplinary actions, if and when needed.

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Legal P.L. 101-126  
 Drug-Free Workplace Act of 1988, 41 U.S.C. 701, et seq.  
 20 U.S.C. 3224A

Last Modified by Clara Pitt on June 12, 2019

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
October 28, 2019  
Report 19-113**

**FOR ACTION**

Subject:

**Revised Policy 2210 – Curriculum Development, 2<sup>nd</sup> reading**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 2<sup>nd</sup> reading: **Revised Policy 2210 – Curriculum Development**

Facts / Statistics:

On December 18, 2018, the Michigan Department of Education released its model program of instruction in career development as required by previous changes to M.C.L. 380.1166a(1). Beginning with the 2019-2020 school year, Districts must ensure that grade appropriate instruction on career development is provided in grades K – 12. This policy was revised to reflect this requirement. Districts also should review and incorporate the Michigan Career Development Model or a district-developed model that meets the requirements of the statute.

This policy revision reflects the current state of the law and is recommended for adoption by NEOLA to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Board Policies Volume 33.2
Title	Copy of CURRICULUM DEVELOPMENT
Code	po2210
Status	
Adopted	July 11, 2005

### 2210 - CURRICULUM DEVELOPMENT

The Board of Education recognizes its responsibility for the quality of the educational program of the schools. To this end, the curriculum shall be developed, evaluated, and adopted on a continuing basis and in accordance with a plan for curriculum growth established by the Superintendent.

For purposes of this policy and consistent communication throughout the District, curriculum shall be defined as:

- A. the courses of study, subjects, classes, and organized activities provided by the school;
- B. all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group, necessary to accomplish the mission of the District;
- C. all courses approved by the Board shall include descriptions, objectives, learning activities and benchmark assessments in core curricular areas. The teaching and testing of students shall align with approved course objectives. Instructional strategies shall, whenever practical, take into consideration each student's potential, learning style and special needs.

The Board directs that the curriculum of this District:

- A.  provide grade-appropriate instruction on career development in each grade level from kindergarten through 12th; **[DRAFTING NOTE: THIS LANGUAGE IS NOT OPTIONAL AND MUST BE ADOPTED TO COMPLY WITH CURRENT LAW.]**
- B. provides instruction in courses required by statute and State Department of Education regulations;
- C. ensures, to the extent feasible, that special learning needs of students are provided for in the context of the regular program or classroom and provides for effective coordination with programs or agencies that are needed to meet those needs that cannot be dealt with in the regular program or classroom;
- D. Incorporate State-recommended performance standards for students as the basis for determining how well each student is achieving the academic outcomes for each area of the District's core curriculum;
- E. at the high school level, consider alternatives to the Carnegie Unit as a method for determining student progress toward receiving course credit;
- F. utilizes a variety of learning resources to accomplish the educational goals;
- G. encourages students to utilize guidance and counseling services in their academic and career planning.

As educational leader of the District, the Superintendent shall be responsible to the Board for the development and evaluation of curriculum and the preparation of courses of study.

The Superintendent shall make progress reports to the Board annually.

The Superintendent may conduct such innovative programs as are deemed to be necessary to the continuing growth of the instructional program and to better ensure accomplishment of the District's educational goals.

The Superintendent shall report each such Innovative program to the Board along with its objectives, evaluative criteria, and costs before it is initiated.

Unless the Board disapproves, the Superintendent may proceed to conduct the program.  
NEOLA 2019

Legal M.C.L.A. 380.1282

Last Modified by Clara Pitt on June 12, 2019



**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
October 28, 2019  
Report 19-114**

**FOR ACTION**

Subject:

**Revised Policy 2414 – Reproductive Health and Family Planning, 2<sup>nd</sup> reading**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 2<sup>nd</sup> reading: **Revised Policy 2414 – Reproductive Health and Family Planning**

Facts / Statistics:

This policy was revised to delete reference to Michigan Department of Education (MDE) publication that is no longer provided as official guidance regarding reproductive health and family planning.

The proposed policy revision is recommended for adoption by NEOLA.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Board Policies Volume 33.2
Title	Copy of REPRODUCTIVE HEALTH AND FAMILY PLANNING
Code	po2414
Status	
Adopted	July 11, 2005
Last Revised	December 11, 2017

#### 2414 - REPRODUCTIVE HEALTH AND FAMILY PLANNING

The Board of Education directs that instruction be provided on the principal modes by which dangerous communicable diseases, including HIV and AIDS, are spread and the best methods for the restriction and prevention of these diseases. The instruction shall stress that abstinence from sex is the only protection that is 100% effective against unplanned pregnancy and sexually transmitted diseases, including HIV and AIDS, and that abstinence is a positive lifestyle for unmarried young people.

No person shall dispense or otherwise distribute in a District school or on District school property a family planning drug or device. Additionally, any officer, agent, or employee of the Board is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion.

~~The Board accepts as policy the guidelines entitled "Sex Education Guidelines including Reproductive Health and Family Planning" established by the Michigan Department of Education. A copy shall be available for inspection in the Board office.~~

Each person who teaches K to 12 students about human immunodeficiency virus infection and acquired immunodeficiency syndrome shall have training in human immunodeficiency virus infection and acquired immunodeficiency syndrome education for young people. Licensed health care professionals who have received training on human immunodeficiency virus infection and acquired immunodeficiency syndrome are exempt from this requirement.

The District shall notify the parents, in advance of the instruction and about the content of the instruction, give the parents an opportunity, prior to instruction, to review the materials to be used (other than tests), as well as the opportunity to observe the instruction, and advise the parents of their right to have their child excused from the instruction.

Before any revisions to the curriculum on the subjects taught pursuant to M.C.L. 380.1169 are implemented, the Board shall hold at least two (2) public hearings on the proposed revisions. The hearings shall be held at least one (1) week apart and public notice of the hearings shall be given in the manner required for board meetings. A public hearing held pursuant to this section may be held in conjunction with a public hearing held pursuant to M.C.L. 380.1507

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Legal M.C.L. 380.1169, 380.1507, 388.1766  
A.C. Rule 388.273 et seq.

Last Modified by Clara Pitt on June 12, 2019

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**October 28, 2019**  
**Report 19-115**

**FOR ACTION**

Subject:

**Revised Policy 3120 – Employment of Professional Staff and Revised Policy 3120.04 – Employment of Substitutes, 2<sup>nd</sup> reading**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 2<sup>nd</sup> readings: **Revised Policy 3120 – Employment of Professional Staff and Revised Policy 3120.04 – Employment of Substitutes**

Facts / Statistics:

The legislature amended M.C.L. 380.1233 to expand the criteria for persons eligible to substitute teach in the areas of industrial technology and career and technical education. A person is now eligible to substitute teach if: 1) s/he has a high school diploma or equivalency certificate; 2) if substitute teaching in an area in which a professional license or certification is required, s/he has a professional license or certification in that field, or held such a license or certification that expired within two years of initial employment and was in good standing when it expired; and 3) has at least two consecutive years of experience in the relevant subject areas within the preceding ten years.

The proposed policy revision is recommended for adoption by NEOLA.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Board Policies Volume 33.2
Title	Copy of EMPLOYMENT OF PROFESSIONAL STAFF
Code	po3120
Status	
Adopted	July 11, 2005
Last Revised	May 11, 2015

### 3120 - EMPLOYMENT OF PROFESSIONAL STAFF

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

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

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

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

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

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

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

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

#### NEPOTISM

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

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

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

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

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

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

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

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

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

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

#### REQUIREMENTS FOR HIGHLY QUALIFIED STATUS

Pursuant to State law, "Highly Qualified" means:

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

1. at least a bachelor's degree, and
2. meets standards for new teachers (above), or
3. demonstrates competence in all academic subjects s/he teaches based on a uniform State standard of evaluation (standard for academic subject matter and teaching skills set by the State).

#### REQUIREMENTS FOR TEACHERS IN DISTRICT RECEIVING TITLE I FUNDING

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

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

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

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

Revised 2/13/06

Revised 4/06

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Legal                    M.C.L.A. 380.1229 – 1231, 380.1233, 380.1237, 380.1531d, 380.623  
                              20 U.S.C. 6319 & 7801  
                              R 390.1105

Last Modified by Clara Pitt on June 12, 2019

Book	Policy Manual
Section	Board Policies Volume 33.2
Title	Copy of EMPLOYMENT OF SUBSTITUTES
Code	po3120.04
Status	
Adopted	July 11, 2005
Last Revised	June 26, 2017

### 3120.04 - EMPLOYMENT OF SUBSTITUTES

The Board of Education recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel.

Substitute personnel are subject to a criminal history record check. See Policy 3121.

The Superintendent shall employ substitutes for assignment as services are required to replace temporarily-absent regular staff members and fill new positions. Such assignment of substitutes may be terminated when their services are no longer required. Any substitute, however, who is employed directly by the District for 150 days or more during a school year of not less than 180, except under circumstances identified in statute, days shall be given, during the balance of that year as well as during the succeeding school year, the first opportunity to accept or reject a contract for which the person is certified and qualified, provided that all other District teachers have been reemployed in accordance with the negotiated, collectively-bargained agreement.

Substitutes must possess a valid Michigan professional certificate and a permit, if substitute teaching in a subject for which s/he is not certified, except under the following circumstances:

- A. The Superintendent may employ noncertificated, nonendorsed substitutes to teach, in grades 9-12, a course in computer science, foreign language, mathematics, biology, chemistry, engineering, physics, robotics, or any other course approved by the State Board, providing they meet all of the conditions established by law and by the Superintendent.
- B. The Superintendent may also employ a substitute without a valid teaching certificate if the person has at least ninety (90) semester hours of college credit from a college or university. The sixty (60) semester hours do not need to be from the same college, university, or community college.

In order to retain well-qualified substitutes for service in this District, the Board will offer competitive compensation at a rate set annually by the Board.

A substitute, employed directly by the District in one (1) specific teaching position, shall, after sixty (60) consecutive days in that assignment, be paid a salary not less than the minimum salary on the current salary schedule and granted the privileges provided regular staff.

A substitute shall be paid a minimum of four (4) hours once the substitute is called.

Revised 4/1/06

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Legal

M.C.L.A. 380.1230, 380.1230a, 380.1230g, 380.1233, 380.1531  
M.C.L.A. 380.1236, 380.1236a  
A.C. Rule 390.1105(1), 390.1141(2), 390.1146

Last Modified by Clara Pitt on June 12, 2019



**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**October 28, 2019**  
**Report 19-116**

**FOR ACTION**

**Subject:**

**Revised Policy 5113.01 – Schools of Choice (Intra-District) and Revised Policy 5113.02 – School of Choice Options Provided by Federal Law, 2<sup>nd</sup> reading**

**Statement of Purpose/Issue:**

Resolve that the Board of Education adopt as their 2<sup>nd</sup> reading: **Revised Policy 5113.01 – Schools of Choice (Intra-District) and Revised Policy 5113.02 – School of Choice Options Provided by Federal Law**

**Facts / Statistics:**

These policies have been revised to reflect the reauthorization of the Elementary and Secondary Education Act (ESEA) through the Every Student Succeeds Act (ESSA), thus eliminating references to the No Child Left Behind (NCLB) legislation.

The proposed policy revisions reflect current Federal law and have been recommended for adoption by NEOLA in order to maintain accurate policies.

**District Goal Addressed:**

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Vol. 33, No. 2 - February 2019
Title	Vol. 33, No. 2 - February 2019 Revised SCHOOLS OF CHOICE (Intra-District)
Code	po5113.01
Status	From Neola

**5113.01 - SCHOOLS OF CHOICE (Intra-District)**

The Board of Education supports the concept of providing parents with the choice of which ( ) elementary ( ) middle ( ) high school their child may attend in the District.

The Superintendent shall, in cooperation with the appropriate committee, submit a plan to the Board each year for its review and approval. The plan is to specify the conditions under which a student may enroll in a school other than the one in his/her attendance area as well as the arrangements for transportation.

See also, Policy 5113.02 - School Choice Options Provided by ~~Federal Law - the No Child Left Behind Act~~

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Last Modified by Clara Pitt on June 12, 2019

Book	Policy Manual
Section	Board Policies Volume 33.2
Title	Copy of SCHOOL CHOICE OPTIONS PROVIDED BY THE NO CHILD LEFT BEHIND ACT
Code	po5113.02
Status	
Adopted	July 11, 2005

#### 5113.02 - SCHOOL CHOICE OPTIONS PROVIDED BY FEDERAL LAW ~~THE NO CHILD LEFT BEHIND ACT~~

The Board of Education acknowledges that the Federal ~~No Child Left Behind Act of 2001~~ ("NCLBA") ~~pr~~Elementary and Secondary Education Act (ESEA) ~~as amended~~, provides that the parents/guardians of students enrolled in a Title I school that has been listed for "School Improvement" for two (2) or more years, have the right to transfer their children to another school in the District, provided there is a school that provides instruction at the students' grade level(s) and such school has not been identified as being in the process of school improvement, corrective action, or restructuring. If there is not a qualifying school in the District, the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts if the parent/guardian requests a transfer. The Superintendent shall also offer Supplemental Educational Services (SES) if a transfer within the District is not possible.

Students attending a "persistently dangerous" school, as defined by State law have the right to transfer to another "safe" school in the District. If there is not another "safe" school in the District providing instruction at the students' grade level(s), the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts if the parent/guardian requests a transfer.

Furthermore, a student who is a victim of a "violent crime" on school property also has the right to transfer to another school. If there is not another school in the District providing instruction at the student's grade level, the Superintendent shall contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student's grade level if the parent/guardian requests a transfer.

The Board of Education authorizes such transfers in accordance with AG 5113.02.

Children who transfer within the District in accordance with this policy will be permitted to remain at the school of transfer until completing the highest grade at the school.

Legal	Title I, Section 1116(b)(1)(E) of the No Child Left Behind Act of 2001
	Title I, Section 1116(e) of the No Child Left Behind Act of 2001
	Title IX, Section 9532 of the No Child Left Behind Act of 2001

Last Modified by Clara Pitt on June 12, 2019

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
October 28, 2019  
Report 19-117**

**FOR ACTION**

Subject:

**Revised Policy 5200 – Attendance, 2<sup>nd</sup> reading**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 2<sup>nd</sup> reading: **Revised Policy 5200 – Attendance**

Facts / Statistics:

This revision modifies the mandatory attendance age provided by law.

The proposed policy revisions reflect current state of the law and have been recommended for adoption by NEOLA in order to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Board Policies Volume 33.2
Title	Copy of ATTENDANCE
Code	po5200
Status	
Adopted	July 11, 2005

### 5200 - ATTENDANCE

The Board of Education as an agency of the State is required to enforce the regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall be required of all District students, except those exempted under Policy 5223 or by other provisions of State law, during the days and hours that the school is in session.

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a written statement and/or phone call of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. single absence;
- B. prolonged absence;
- C. repeated unexplained absence and tardiness.

The Board may report to the Intermediate School District infractions of the law regarding the attendance of students below the age of ~~sixteen (16)~~ eighteen (18). Repeated infractions of Board policy requiring the attendance of enrolled students may result in the suspension or expulsion of the student from the District program.

- A. The Board considers the following factors to be reasonable excuses for time missed at school:
  - 1. illness
  - 2. recovery from accident
  - 3. required court attendance
  - 4. professional appointments
  - 5. death in the immediate family
  - 6. observation or celebration of a bona fide religious holiday
  - 7. such other good cause as may be acceptable to the Superintendent
- B. Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.
- C. The Board shall consider each student assigned to a program of other guided learning experiences, authorized under Policy 2370, to be in regular attendance for the program provided that s/he reports daily to

such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Superintendent shall develop procedures for the attendance of students which:

- A. ensure a school session which is in conformity with the requirements of the law;
- B. ensure that students absent for any excusable reason have an opportunity to make up work they missed;
- C. ensure the student is not given a failing grade or his/her credit is not unconditionally revoked where lack of attendance is the sole or primary determining factor, but which allow reduction in grade or denial of credit, if the student does not make appropriate use of make-up sessions provided by the instructor or administrator;
- D. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

Legal                      M.C.L.A. 380.1561, 380.1561(3a-3c), 380.1586(3)

Last Modified by Clara Pitt on June 12, 2019

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
October 28, 2019  
Report 19-118**

**FOR ACTION**

Subject:

**Revised Policy 6321 – New School Construction, Renovation, 2<sup>nd</sup> reading**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 2<sup>nd</sup> reading: **Revised Policy 6321 – New School Construction, Renovation**

Facts / Statistics:

This policy has been revised to include the requirement of the new school safety legislation for consultation with first responder agencies during the planning of new construction or major renovation of school buildings.

The proposed policy revisions reflect current state of the law and have been recommended for adoption by NEOLA in order to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Board Policies Volume 33.2
Title	Copy of NEW SCHOOL CONSTRUCTION, RENOVATION
Code	po6321
Status	
Adopted	April 1, 2006
Last Revised	January 10, 2010

### 6321 - NEW SCHOOL CONSTRUCTION, RENOVATION

Before commencing construction of any new school building or the major renovation of an existing school building, the Board shall consult on the plans for construction or major renovation regarding school safety issues with the law enforcement agency that is the first responder for the school building at issue. For purposes of this paragraph, school building means any building intended to be used to provide instruction to students and any recreational or athletic structure or field intended to be used by students.

Before beginning construction of a new school building, or an addition, repair or renovation of an existing school building, except emergency repairs, the Board of Education, shall obtain competitive bids on all the material and labor required for the complete construction of a proposed new building or addition to or repair or renovation of an existing school building which exceeds the State statutory limit.

This policy does not apply to buildings, renovations, or repairs costing less than the statutory limit or to repair work normally performed by District employees.

The Board shall advertise for the bids required under subsection:

- A. By placing an advertisement for bids at least once in a newspaper of general circulation in the area where the building or addition is to be constructed or where the repair or renovation of an existing building is to take place and by posting an advertisement for bids for at least two (2) weeks on the Department of Management and Budget website on a page on the website maintained for this purpose or on a website maintained by a school organization and designated by the Department of Management and Budget for this purpose.
- B. By submitting the request for bids for placement on the Michigan Department of Management and Budget's website for school organizations, including a link to the District's website.
- C. The advertisement for bids shall do all of the following:
  1. specify the date and time by which all bids must be received by the Board at a designated location;
  2. state that the Board will not consider or accept a bid received after the date and time specified for bid submission;
  3. identify the time, date, and place of a public meeting at which the Board or its designee will open and read aloud each bid received by the Board by the date and time specified in advertisement;
  4. state that the bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Board or the Superintendent of the District. A Board shall not accept a bid that does not include this sworn and notarized disclosure statement.



- D. The Board shall require each bidder for a contract under this policy, to file with the Board security in an amount not less than 1/20 of the amount of the bid conditioned to secure the District from loss or damage by reason of the withdrawal of the bid or by the failure of the bidder to enter a contract for performance, if the bid is accepted by the Board.
- E. The Board shall not open, consider, or accept a bid that the Board receives after the date and time specified for bid submission in the advertisement for bids as described in subsection C of this policy.
- F. At a public meeting identified in the advertisement for bids described in subsection C of this policy, the Board or its designee shall open and read aloud each bid that the Board received at or before the time and date for bid submission specified in the advertisement for bids. The Board may reject any or all bids, and if all bids are rejected, shall readvertise in the manner required by this policy.
- G. The competitive bid threshold amount specified in this policy is adjusted each year by multiplying the amount for the immediately preceding year by the percentage by which the average consumer price index for all items for the twelve (12) months ending August 31st of the year in which the adjustment is made differs from that index's average for the twelve (12) months ending on August 31st of the immediately preceding year and adding that product to the maximum amount that applied in the immediately preceding year, rounding to the nearest whole dollar. The current exempt amount must be confirmed with the Michigan Department of Education prior to issuing contracts for construction, renovation, or repair which exceed the amount listed in this policy.

Legal

M.C.L.A. 380.1267

Last Modified by Clara Pitt on June 12, 2019

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
October 28, 2019  
Report 19-119**

**FOR ACTION**

Subject:

**Revised Policy 6325 – Procurement – Federal Grants/Funds, 2<sup>nd</sup> reading**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 2<sup>nd</sup> reading: **Revised Policy 6325 – Procurement – Federal Grants/Funds**

Facts / Statistics:

This policy is revised in response to audit questions regarding Small and Minority Businesses and Women’s Business Enterprises. The language added clearly references the entities in question which had originally been encompassed by the C.F.R. citation. A new administrative guideline is offered to provide more information regarding affirmative steps the District should take in encouraging competitive participation in the procurement process.

The proposed policy revisions have been recommended for adoption by NEOLA.

District Goal Addressed:

Routine Business

Motion  
Seconded  
Vote – Ayes                      Nays                      Motion

Book	Policy Manual
Section	Board Policies Volume 33.2
Title	Copy of PROCUREMENT – FEDERAL GRANTS/FUNDS
Code	po6325
Status	
Adopted	June 27, 2016

### 6325 - PROCUREMENT – FEDERAL GRANTS/FUNDS

Procurement of all supplies, materials, equipment, and services paid for from Federal funds or District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, Board of Education policies, and administrative procedures.

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (2 CFR 200.317-.326) including affirmative steps for small and minority businesses and women's business enterprise for the administration and management of Federal grants and Federally-funded programs. The District shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District's documented general purchasing Policy 6320 and AG 6320A.

All District employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Policy 1130, Policy 3110 and Policy 4110 – Conflict of Interest.

The District will avoid acquisition of unnecessary or duplicative items. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. And, where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

#### Competition

All procurement transactions shall be conducted in a manner that encourages full and open competition and that is in accordance with good administrative practice and sound business judgment. In order to promote objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

- A. unreasonable requirements on firms in order for them to qualify to do business;
- B. unnecessary experience and excessive bonding requirements;
- C. noncompetitive contracts to consultants that are on retainer contracts;
- D. organizational conflicts of interest;

- E. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
- F. any arbitrary action in the procurement process.

Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless (1) an applicable Federal statute expressly mandates or encourages a geographic preference; or (2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

To the extent that the District uses a pre-qualified list of persons, firms or products to acquire goods and services, the pre-qualified list includes enough qualified sources as to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list continuously.

#### Solicitation Language

The District shall require that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

#### Procurement Methods

The District shall utilize the following methods of procurement:

##### A. Small Purchases

Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property that does not exceed the competitive bid threshold established by the State. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources when the item cost exceeds \$5,000 and there item is not unique or proprietary.

##### B. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to the amount allowed by Michigan statute and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed the amount allowed by Michigan statute.

In order for sealed bidding to be feasible, the following conditions shall be present:

1. a complete, adequate, and realistic specification or purchase description is available;
2. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
3. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

When sealed bids are used, the following requirements apply:

1. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
2. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
3. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
4. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
5. The Board reserves the right to reject any or all bids for sound documented reason.

#### C. Competitive Proposals

Procurement by competitive proposal, normally conducted with more than one source submitting an offer, is generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method

If this method is used, the following requirements apply:

1. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
2. Proposals shall be solicited from an adequate number of sources.
3. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.
4. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

The District may use competitive proposal procedures for qualifications- based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E that firms are a potential source to perform the proposed effort.

#### D. Noncompetitive Proposals

Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1. the item is available only from a single source
2. the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation
3. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District
4. after solicitation of a number of sources, competition is determined to be inadequate

Contract/Price Analysis

The District shall perform a cost or price analysis in connection with every procurement action in excess of \$150,000, including contract modifications. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

#### Time and Materials Contracts

The District uses a time and materials type contract only (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

#### Suspension and Debarment

The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance; and (4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the nonprocurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 CFR Part 180 Subpart G)

Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1). A person so excluded is debarred. (2 CFR Part 180 Subpart H)

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors at [www.sam.gov](http://www.sam.gov); collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 CFR Part 180 Subpart C)

#### Bid Protest

The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

#### Maintenance of Procurement Records

The District maintains records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

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Legal                      2 C.F.R. 200.317 - .326

Last Modified by Clara Pitt on June 12, 2019

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
October 28, 2019  
Report 19-120**

**FOR ACTION**

Subject:

**Revised Policy 6605 - Crowdfunding, 2<sup>nd</sup> reading**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 2<sup>nd</sup> reading: **Revised Policy 6605 – Crowd Funding**

Facts / Statistics:

Revisions to this policy and related administrative guideline are prompted to recent attention by the Auditor of State (AOS) regarding this evolving fundraising mechanism. Emphasis was added in policy to address the importance of privacy protection for students and to maintain appropriate fiscal safeguards.

The proposed policy revisions have been recommended for adoption by NEOLA.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion



Book	Policy Manual
Section	Board Policies Volume 33.2
Title	Copy of CROWD FUNDING
Code	po6605
Status	
Adopted	February 27, 2017

### 6605 - CROWD FUNDING

This policy applies to the use of any form of crowdfunding utilizing an online service or website-based platform for the financial benefit or gain of the District – be it a specific classroom, grade level, department, school, or curricular or extracurricular activity. ~~“Crowdfunding” refers to a campaign to collect typically small amounts of money from a large number of individuals to finance a project or fundraiser for a specific cause. Through the use of personal networking, social media platforms, and other Internet-based resources, funds are solicited or raised to support a specific campaign or project.~~

“Crowdfunding” is defined as the solicitation of resources from individuals and/or organizations to support identified activities or projects that enhance the educational program or a specific cause approved by the District. The solicitation is typically from a large number of individuals/organizations utilizing internet-based technologies.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extracurricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval of the Superintendent.

All approved crowdfunding activities shall protect the privacy of students, children, and young adults in accordance with District policies and administrative guidelines and applicable State and Federal law, including FERPA and IDEIA.

Materials, supplies, equipment, and other proceeds of the crowdfunding activity shall become property of the District or school. Cash or equivalent payment to District personnel is prohibited. All fiscal transactions shall comply with appropriate District policies.

All crowdfunding activities are subject to AG 6605.

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Last Modified by Clara Pitt on June 12, 2019

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
October 28, 2019  
Report 19-121**

**FOR ACTION**

Subject:

**Revised Policy 8400 – School Safety Information, 2<sup>nd</sup> reading**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 2<sup>nd</sup> reading: **Revised Policy 8400 – School Safety Information**

Facts / Statistics:

This policy has been revised to reflect the reauthorization of the Elementary and Secondary Education Act (ESEA) through the Every Student Succeeds Act (ESSA), thus eliminating references to the No Child Left Behind (NCLB) legislation.

NEOLA has proposed revisions to this policy to reflect Federal and State regulations and therefore recommends that the revision be adopted to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Board Policies Volume 33.2
Title	Copy of SCHOOL SAFETY INFORMATION
Code	po8400
Status	
Adopted	July 11, 2005
Last Revised	June 26, 2017

#### 8400 - SCHOOL SAFETY INFORMATION

The Board of Education is committed to maintaining a safe school environment. The Board believes that school crime and violence are multifaceted problems which need to be addressed in a manner that utilizes the best resources and coordinated efforts of school district personnel, law enforcement agencies, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-sponsored activity or while enroute to or from school, or a school-sponsored activity. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s), and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

Federal law establishes a "Student Safety Zone" that extends 1,000 feet from the boundary of any school property in relation to weapons, drugs, registered sex offenders and tobacco. Individuals are prohibited from engaging in these activities at any time on District property, within the Student Safety Zone, or at any District-related event.

The District will work with local officials in arranging signage defining the 1,000 foot boundary.

Annually, the Shiawassee Regional Educational Service Center shall convene a meeting for the purpose of reviewing the provisions conferring regarding of the *School Safety Information Policy Agreement*, and making modifications as deemed necessary and proper; discussing additional training that might be needed; and, discussing any other such related matters as may be deemed to be necessary by the participants. Participants in this meeting shall include the Superintendent, members of the Board of Education, the County Prosecutor or his/her designee, and representatives from the local law enforcement agencies. The following may also be invited to participate in the meeting:

- A. Chief Judge of Circuit and/or District Courts his/her designee, including a representative of the family division;
- B. representative from the Intermediate School District (ISD);
- C. representative(s) from the local child protection agency;
- D. Fire Marshall or his/her designee;
- E. representative(s) from emergency medical services;
- F. representative(s) from county emergency management service agency;
- G. representatives from other school districts within Shiawassee county.

The Superintendent shall make a report to the Board about this annual review and recommend the approval and adoption of any proposed revisions or additions.

#### District Contact Person

Furthermore, in accordance with state law, the Board hereby designates the Superintendent as the District contact person who shall receive information from law enforcement officials, prosecutors and the court officials, including receipt of information provided from the Michigan State Police relating to the student safety act hotline ("OK2Say"). The current contact information for \_\_\_\_\_ shall be provided to the Michigan State Police in the manner and frequency required by law. **[DRAFTING NOTE: THIS INFORMATION MUST BE PROVIDED TWICE A YEAR. IF A DISTRICT DESIGNATES MORE THAN ONE PERSON AS CONTACT FOR THE MSP, IT MUST SPECIFY WHEN EACH PERSON IS AVAILABLE BY DAY AND TIME WHEN IT REPORTS TO THE MSP.]** The District contact person shall notify the principal of the school of attendance of a student about whom information is received from law enforcement officials, prosecutors, or court officials within twenty-four (24) hours of the receipt of that information. The principal shall, in turn, notify the building staff members who s/he determines have a need to know the information that has been received within twenty-four (24) hours of receipt of that information.

The District contact person shall notify the principal of the school of attendance of a student about whom information is received from law enforcement officials, prosecutors, or court officials within twenty-four (24) hours of the receipt of that information. The principal shall, in turn, notify the building staff members who s/he determines have a need to know the information that has been received within twenty-four (24) hours of receipt of that information.

The District contact person shall notify the appropriate law enforcement officials when an adult or a student commits any offense listed as a reportable incident in the *School Safety Information Policy Agreement* and shall report all information that is required to be reported to State or local law enforcement agencies and prosecutors. Reporting such information is subject to 20 U.S.C.1232g., commonly referred to as the Family Educational Rights and Privacy Act of 1974.

If a student is involved in an incident that is reported to law enforcement officials pursuant to the District's *School Safety Information Policy Agreement*, then, upon request by school officials, the student's parent or legal guardian shall execute any waivers or consents necessary to allow school officials access to school, court, or other pertinent records of the student concerning the incident and action taken as a result of the incident.

#### Required Reporting

The Superintendent shall submit a report at least annually to the Superintendent of Public Instruction, in the form prescribed by the Superintendent of Public Instruction, stating the number of students expelled from the District during the preceding school year and the reason for the expulsion.

The Superintendent shall submit a report at least annually to the Superintendent of Public Instruction, in the form prescribed by the Superintendent of Public Instruction, stating the incidents of crime occurring at school. At least annually, a copy of the most recent report of incidents of crime shall be made available to the parent or legal guardian of each student enrolled in the District. This report will include at least crimes involving:

- A. physical violence;
- B. gang related acts;
- C. illegal possession of a controlled substance, controlled substance analogue or other intoxicant;
- D. trespassing;
- E. property crimes, including but not limited to theft and vandalism, including an estimate of the cost to the District resulting from the property crime.

Each school building shall collect and keep current on a weekly basis the information required from the report of incidents of crime, and must provide that information, within seven (7) days, upon request.

Additionally, the District shall report all incidents of and attempted commissions of the crimes listed above to the Michigan State Police, in the form and manner prescribed by the Michigan State Police, within twenty-four (24) hours after the incident occurs.

Law Enforcement Information Network (LEIN)

The Board authorizes the Superintendent to request vehicle registration information for suspicious vehicles within 1,000 feet of school property through the Law Enforcement Information Network (LEIN).

#### Persistently Dangerous Schools

The Board recognizes that State and Federal law requires that the District report annually incidents which meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. It is further understood that the State Department of Education will then use this data to determine whether or not a school is considered "persistently dangerous" as defined by State policy.

Pursuant to the Board's stated intent to provide a safe school environment, the school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceed the threshold number established in State policy, the Superintendent shall discuss this at the annual meeting for the purpose of reviewing the School Safety Plan so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.

The Superintendent shall make a report to the Board about this plan of corrective action and shall recommend approval and adoption of it.

In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, students attending the school shall have the choice option as provided in Policy 5113.02 and AG 5113.02.

In addition, the Superintendent shall discuss the school's designation as a persistently dangerous school at the annual meeting for the purpose of reviewing the School Safety Plan so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.

If a school in a neighboring district is identified as persistently dangerous and there is not another school in that district, the District will admit students from that school in accordance with Board Policy 5113.02.

#### Victims of Violent Crime

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with Federal and State law the parents of the eligible student shall have the choice options provided by Policy 5113.02 and AG 5113.02.

Revised 4/1/06

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Legal

Title IX, Section 9532 of the No Child Left Behind Act of 2001  
M.C.L.A. 380.1308 and 380.1310a, 771.2a

Last Modified by Clara Pitt on June 12, 2019

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
October 28, 2019  
Report 19-122**

**FOR ACTION**

Subject:

**New Policy 8402 – Emergency Operations Plan, 2<sup>nd</sup> reading**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 2<sup>nd</sup> reading: **New Policy 8402 – Emergency Operations Plan**

Facts / Statistics:

This new policy is provided to assist districts in complying with MCL 380.1308b. The new law calls for collaboration, review, and notification obligations to be met by the District.

The proposed new policy is recommended for adoption by NEOLA.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Board Policies Volume 33.2
Title	Vol. 33, No. 2 - February 2019 New EMERGENCY OPERATIONS PLAN
Code	po8402
Status	

#### 8402 - EMERGENCY OPERATIONS PLAN

By no later than January 1, 2020, for each school building the District shall 1) develop an emergency operations plan or 2) adapt its statewide school information policy (referred to as the "Plan" throughout the remainder of this Policy) to comply with the requirements of this Policy. This action shall be taken with input from the public. School building means any building intended to be used to provide instruction to students and any recreational or athletic structure or field intended to be used by students.

Beginning in the 2019-2020 school year, and at least biennially thereafter, the District shall conduct a review of its Plan, including a review of the vulnerability assessment, with at least one law enforcement agency that has jurisdiction over the District.

The Plan must include guidelines and procedures that address all of the following:

- A. school violence and attacks
- B. threats of school violence and attacks
- C. bomb threats
- D. fire
- E. weather-related emergencies
- F. Intruders
- G. parent and pupil reunification
- H. threats to a school-sponsored activity or event whether or not it is held on school premises
- I. a plan to train teachers on mental health and pupil and teacher safety
- J. a plan to improve school building security
- K. an active violence protocol
- L. continuity of operations after an incident
- M. a vulnerability assessment

The District shall notify the Michigan Department of Education not later than thirty (30) days after it adopts its Plan and after each biennial review in the form and manner prescribed by the Department.

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Legal	M.C.L. 380.1308b
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Last Modified by Clara Pitt on June 12, 2019



**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
October 28, 2019  
Report 19-123**

**FOR ACTION**

Subject:

**Revised Policy 8500 – Food Services, 2<sup>nd</sup> reading**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 2<sup>nd</sup> reading: **Revised Policy 8500 – Food Services**

Facts / Statistics:

This policy has been revised in response to issues raised by United States Department of Agriculture (USDA) reviews of District policies and procedures. The USDA's position is that an appropriate "team" is required to approve any dietary modification to the school's USDA-reimbursable meal pattern for a student, whether or not that student has a disability or is eligible for a Section 504 plan.

NEOLA has proposed revisions to this policy to reflect the current USDA requirements and therefore recommends that the revision be adopted.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Board Policies Volume 33.2
Title	Copy of FOOD SERVICES
Code	po8500
Status	
Adopted	July 11, 2005
Last Revised	June 26, 2017

### 8500 - FOOD SERVICES

The Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit, and will provide food service for the purchase and consumption of lunch for all students.

The Board shall also provide a breakfast program in accordance with procedures established by the Department of Education.

The Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. Students and all other members of the School District community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. See Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current USDA's school meal pattern requirements for Americans and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

#### Substitutions

If determined appropriate by a student's Section 504 team, substitutions to the standard meal requirements shall be made at no additional charge for students for whom a healthcare provider who has prescriptive authority in the State of Michigan has provided medical certification that the student has a disability which restricts his/her diet in accordance with the criteria set forth in 7 C.F.R. 15(b). To qualify for such substitutions the medical certification must identify:

- A. the student's disability and the major life activity affected by the disability;
- B. an explanation of why the disability affects the student's diet; and
- C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

For non-disabled students who need nutritional equivalent milk substitute, only a signed request by a parent or guardian is required.

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the administrative guidelines established by the Superintendent.

The operation and supervision of the food-service program shall be the responsibility of the Superintendent and the Director of Food Service. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program.

A periodic review of the food-service accounts shall be made by the Chief Financial Officer. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account.

Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable.

The Superintendent is authorized to develop and implement an administrative guideline regarding meal charge procedures. This guideline will provide consistent directions for students who are eligible for reduced price or paid meals but do not have funds in their account or in hand to cover the cost of their meal at the time of service.

This guideline shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year.

With regard to the operation of the school food service program, the Superintendent shall require:

- A. the maintenance of sanitary, neat premises free from fire and health hazards;
- B. the preparation of food that complies with Federal food safety regulations;
- C. the planning and execution of menus in compliance with the USDA requirements;
- D. the purchase of foods and supplies in accordance with State and Federal law, USDA regulations, and Board policy (See Policy 1130, Policy 3110, and Policy 4110);
- E. complying with food holds and recalls in accordance with USDA regulations;
- F. the accounting and disposition of food-service funds pursuant to Federal and State law and USDA regulations;
- G. the safekeeping and storage of food and food equipment pursuant to State and Federal law and USDA regulations;
- H. the regular maintenance and replacement of equipment;
- I. all District employees whose salaries are paid for with USDA funds or non-federal funds used to meet a match or cost share requirement must comply with the District's time and effort record-keeping policy (See Policy 6116).

The District shall serve only nutritious food as determined by the Food Service Department in compliance with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in School nutrition guidelines. Foods and beverages unassociated with the food-service program may be vended in accordance with Board Policy 8540.

The Superintendent will require that the food service program serve foods in District schools that are wholesome and nutritious and reinforce the concepts taught in the classroom.

Revised 12/11/06  
 Revised 9/26/11  
 Revised 1/26/15  
 Revised 12/14/15  
 Revised 6/27/16

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## Legal

Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.

Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.

M.C.L. 380.1272, 1272a, 1272d et seq.

7 C.F.R. 210, Parts 15b, 127,215, 220, 225, 226, 240, 245, 3015

42 U.S.C. 1758, 1760

OMB Circular No. A-87 USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)

SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs

Last Modified by Clara Pitt on June 12, 2019

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**October 28, 2019**  
**Report 19-124**

**FOR ACTION**

**Subject:**

VE Southern Regional Trade Show, Pigeon Forge, TN – Out-of-State Student Travel

**Recommendation:**

Resolve that the Board of Education approve the out-of-state travel by Owosso High School students to attend and compete in the VE Southern Regional Trade Show, November 16-19, 2019.

**Rationale:**

Second-year entrepreneurship students are enrolled in our Entrepreneurship and Innovation class, in which the students form, plan and manage a virtual business. Owosso High School was the first high school in Michigan to join the Virtual Enterprises, International program through which students transact virtual business with thousands of students both in the United States and 17 foreign countries. The VE program includes on-line curriculum where students work in various departments completing all the functions necessary to successfully operate a profitable business.

This trade show brings together more than 1500 students in a real world trade show setting, where each virtual company sets up their own booth and makes sales presentations to all visitors. In addition to the actual trade show where salesmanship and booth design are evaluated by industry professionals, students will also compete in other business-related events such as brochure design, business card design, video commercial production, newsletter production, business plan and marketing plan presentation and website design. We will be traveling with students from other Michigan VE schools in a tour bus. Both VE classes will be earning money through various fund raisers to keep the cost per student at \$300. This includes travel, 2 nights lodging, booth rental and registration fees. Students will be expected to pay for their own meals and any shopping costs.

**Statement of Purpose:**

These trade shows provide the real world opportunity for our students to openly compete for business. The entire experience will provide multiple opportunities for competition, networking, problem-solving, sales promotion and public speaking for each individual involved. Teamwork, personal responsibility and goal-setting will also be required. By virtue of these activities, each student will gain valuable experience that should foster a growth in self-confidence and poise under pressure. The networking with students from all parts of the South and Midwest will also provide a real world study of different cultures and racial diversity.

**Facts/Statistics:**

The cost of the trip will be covered by each individual student, along with funds earned by the VEI classes through fund raisers and proceeds from The Trojan Horse, our school store.

Motion

Seconded

Vote – Ayes

Nays

Motion

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**October 28, 2019**  
**Report 19-125**

**FOR ACTION**

**Subject:**

VE Great Lakes Regional Trade Show, Chicago, IL – Out-of-State Student Travel

**Recommendation:**

Resolve that the Board of Education approve the out-of-state travel by Owosso High School students to attend and compete in the VE Great Lakes Regional Trade Show, February 18-20, 2020.

**Rationale:**

Second-year entrepreneurship students are enrolled in our Entrepreneurship and Innovation class, in which the students form, plan and manage a virtual business. Owosso High School was the first high school in Michigan to join the Virtual Enterprises, International program through which students transact virtual business with thousands of students both in the United States and 17 foreign countries. The VE program includes on-line curriculum where students work in various departments completing all the functions necessary to successfully operate a profitable business.

This trade show brings together more than 700 students in a real world trade show setting, where each virtual company sets up their own booth and makes sales presentations to all visitors. In addition to the actual trade show where salesmanship and booth design are evaluated by industry professionals, students will also compete in other business-related events such as brochure design, business card design, video commercial production, newsletter production, business plan and marketing plan presentation and website design. We will be traveling with students from other Michigan VE schools in a tour bus. Both VE classes will be earning money through various fund raisers to keep the cost per student at \$250. This includes travel, 2 nights lodging, booth rental and registration fees. Students will be expected to pay for their own meals and any shopping costs.

**Statement of Purpose:**

These trade shows provide the real world opportunity for our students to openly compete for business. The entire experience will provide multiple opportunities for competition, networking, problem-solving, sales promotion and public speaking for each individual involved. Teamwork, personal responsibility and goal-setting will also be required. By virtue of these activities, each student will gain valuable experience that should foster a growth in self-confidence and poise under pressure. The networking with students from all parts of the Midwest will also provide a real world study of different cultures and racial diversity.

**Facts/Statistics:**

The cost of the trip will be covered by each individual student, along with funds earned by the VEI classes through fund raisers and proceeds from The Trojan Horse, our school store.

Motion

Seconded

Vote – Ayes

Nays

Motion

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
October 28, 2019**

**Report 19-126**

**FOR ACTION**

Subject:

Audit Report

Recommendation:

Resolve that the Board of Education approve the audit report for the 2018-19 fiscal year

Rationale:

The audit report prepared by Maner Costerisan, P.C. indicates an “unqualified” opinion and therefore will indicate that the financial statements present fairly the financial operations of the District.

Facts/Statistics:

- Keith Pfeifle, the partner in charge of the audit engagement, has reviewed the financial statements with the Board at this meeting and has answered any questions the Board may have regarding the contents.
- The audit of the District’s financial statements is conducted on an annual basis by outside auditors, in this case, Maner Costerisan, P.C.
- The audit is conducted to verify that the financial statements prepared by the District present fairly and in accordance with Generally Accepted Auditing Principles the financial operations of the District.
- The approval of the financial statements is a matter of routine business to the District.

Motion

Seconded

Vote – Ayes

Nays

Motion

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**October 28, 2019**  
**19-127**

**FOR ACTION**

Subject:

Revised Easement for Consumers Energy at the secondary campus located at 765 E. North St. (Owosso High School)

Recommendation:

Resolve that the Board of Education (grantor) authorize the Superintendent to sign off on the revised easement to allow Consumers Energy to route a new overhead electrical service on the west side of the secondary campus.

Facts/Statistics:

In July Consumers Energy requested a Right of Way easement for routing the new Overhead Electrical Service planned on the west side of the Secondary Campus. In the original easement approved by the Board, the easement did not designate the 12' easement reflecting 6' on both sides of the new "service" road as it will exist on the West side of the building. (The original "Exhibit B" has been provided in this packet for reference).

Since the revision is minimal from that originally approved by the Board in July and has been reviewed by the Operations department, it is felt appropriate to move this item directly "For Action". This correction will allow Consumers to proceed with the project as scheduled.

Motion

Seconded

Vote – Ayes

Nays

Motion

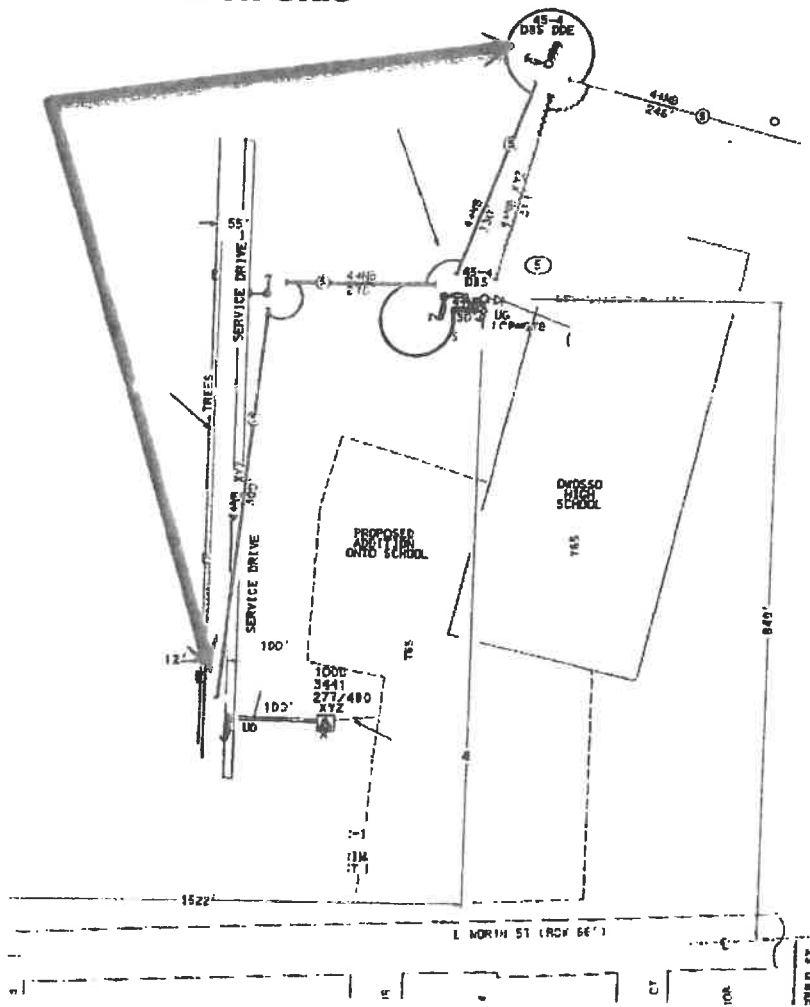
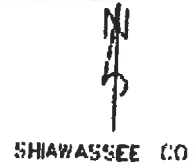


EXHIBIT B

Easement Area

A 30.00 foot-wide strip of land, being 15.00 feet on each side of the centerline of the constructed line constructed on Owner's Land, the centerline to be located approximately as shown in the attached drawing.

**30' Easement  
15' Each Side**



## EASEMENT FOR ELECTRIC FACILITIES

Master Tract# ROW000916057649  
 SAP# 1047893172/1047893174  
 Design# 11036549/11036596  
 Agreement# MI#0000045111

OWOSSO PUBLIC SCHOOLS, F/K/A Union School District, a Michigan Municipal Corporation, whose address is 765 East North Street, Owosso, Michigan 48867 (hereinafter "Owner")

for \$1.00 and other good and valuable consideration [exempt from real estate transfer tax pursuant to MCLA 207.505(f) and from State real estate transfer tax pursuant to MCLA 207.526(f)] grants and warrants to

CONSUMERS ENERGY COMPANY, a Michigan corporation, One Energy Plaza, Jackson, Michigan 49201 (hereinafter "Consumers")

a permanent easement to enter Owner's land (hereinafter "Owner's Land") located in the Township of Caledonia, County of Shiawassee, and State of Michigan as more particularly described in the attached Exhibit A to construct, operate, maintain, inspect (including aerial patrol), survey, replace, reconstruct, improve, remove, relocate, change the size of, enlarge, and protect a line or lines of electric facilities in, on, over, under, across, and through a portion of Owner's Land (hereinafter "Easement Area") as more fully described in the attached Exhibit B, together with any pole structures, poles, or any combination of same, wires, cables, conduits, crossarms, braces, guys, anchors, transformers, electric control circuits and devices, location markers and signs, communication systems, utility lines, protective apparatus and all other equipment, appurtenances, associated fixtures, and facilities, whether above or below grade, useful or incidental to or for the operation or protection thereof, and to conduct such other activities as may be convenient in connection therewith as determined by Consumers for the purpose of transmitting and distributing electricity. Consumers may attach additional overhead lines outside the Easement Area, running laterally from a line within the Easement Area to the North and East edges of Owner's Land, in which event the Easement Area shall include a 30 foot-wide strip of land, being 15 feet on each side of each such lateral line.

Additional Work Space: In addition to the Easement rights granted herein, Owner further grants to Consumers, during initial construction and installation only, the right to temporarily use such additional work space reasonably required to construct said lines. Said temporary work space shall abut the Easement Area, on either side, as required by construction.

Access: Consumers shall have the right to unimpaired access to said line or lines, and the right of ingress and egress on, over, and through Owner's Land for any and all purposes necessary, convenient, or incidental to the exercise by Consumers of the rights granted hereunder.

Trees and Other Vegetation: Owner shall not plant any trees within the Easement Area. Consumers shall have the right from time to time hereafter to enter Owner's Land to trim, cut down, and otherwise remove and control any trees, brush, roots, and other vegetation within the Easement Area. Consumers shall have the right from time to time hereafter to enter Owner's Land to trim, cut down, and otherwise remove and control any trees, brush, or other vegetation located outside of the Easement Area which are of such a height or are of such a species whose mature height that in falling directly to the ground could come into contact with or land directly above Consumers' facilities.

Buildings/Structures: Owner agrees not to build, create, construct, or permit to be built, created, or constructed, any obstruction, building, septic system, drain field, fuel tank, pond, swimming pool, lake, pit, well, foundation, engineering works, installation or

any other type of structure over, under, or on said Easement Area, whether temporary or permanent, natural or man-made, without a prior written agreement executed by Consumers' Real Estate Department expressly allowing the aforementioned.

Ground Elevation: Owner shall not materially alter the ground elevation within the Easement Area without a prior written agreement executed by Consumers Real Estate Department allowing said alteration.

Exercise of Easement: Consumers' nonuse or limited use of this Easement shall not preclude Consumers' later use of this Easement to its full extent.

Ownership: Owner covenants with Consumers that they are the lawful fee simple owner of the aforesaid lands, and that they have the right and authority to make this grant, and that they will forever warrant and defend the title thereto against all claims whatsoever.

Successors: This easement shall bind and benefit Owner's and Consumers' respective heirs, successors, lessees, licensees, and assigns.

Counterparts: This easement may be executed simultaneously in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. It is not necessary that all parties execute any single counterpart if each party executes at least one counterpart.

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

Owner: OWOSSO PUBLIC SCHOOLS, F/K/A Union School District, a Michigan Municipal Corporation

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

Acknowledgment

The foregoing instrument was acknowledged before me in \_\_\_\_\_ County, Michigan,  
on \_\_\_\_\_ by Dr. Andrea Tuttle, Superintendent of Owosso Public Schools, F/K/A Union  
Date  
School District, a Michigan Municipal Corporation, on behalf of the Corporation.

\_\_\_\_\_  
Notary Public  
\_\_\_\_\_  
County, Michigan  
Acting in \_\_\_\_\_ County  
My Commission expires: \_\_\_\_\_

Prepared By: Cristi Banks 8/5/2019  
Consumers Energy Company  
One Energy Plaza  
Jackson, MI 49201  
Revised By: Cristi Banks 9/13/2019

After recording, return to:  
Carrie Main, EP7-287  
Consumers Energy Company  
One Energy Plaza  
Jackson, MI 49201

EXHIBIT AOwner's Land

Land situated in the Township of Caledonia, County of Shiawassee, State of Michigan:

A parcel of land in the Southeast 1/4 of the Southwest 1/4 of Section 7, Town 7 North, Range 3 East, described as: Commencing 349.00 feet West of the South 1/4 post on the South line of section, North 1806.96 feet, West 964.27 feet, South along the West 1/8 line 1806.96 feet to the South line of section, East to Beginning, also commencing on the South line of section at the West 1/8 line, West 264.00 feet, North 330.00 feet, East 264.00 feet, South 330.00 feet to Beginning.

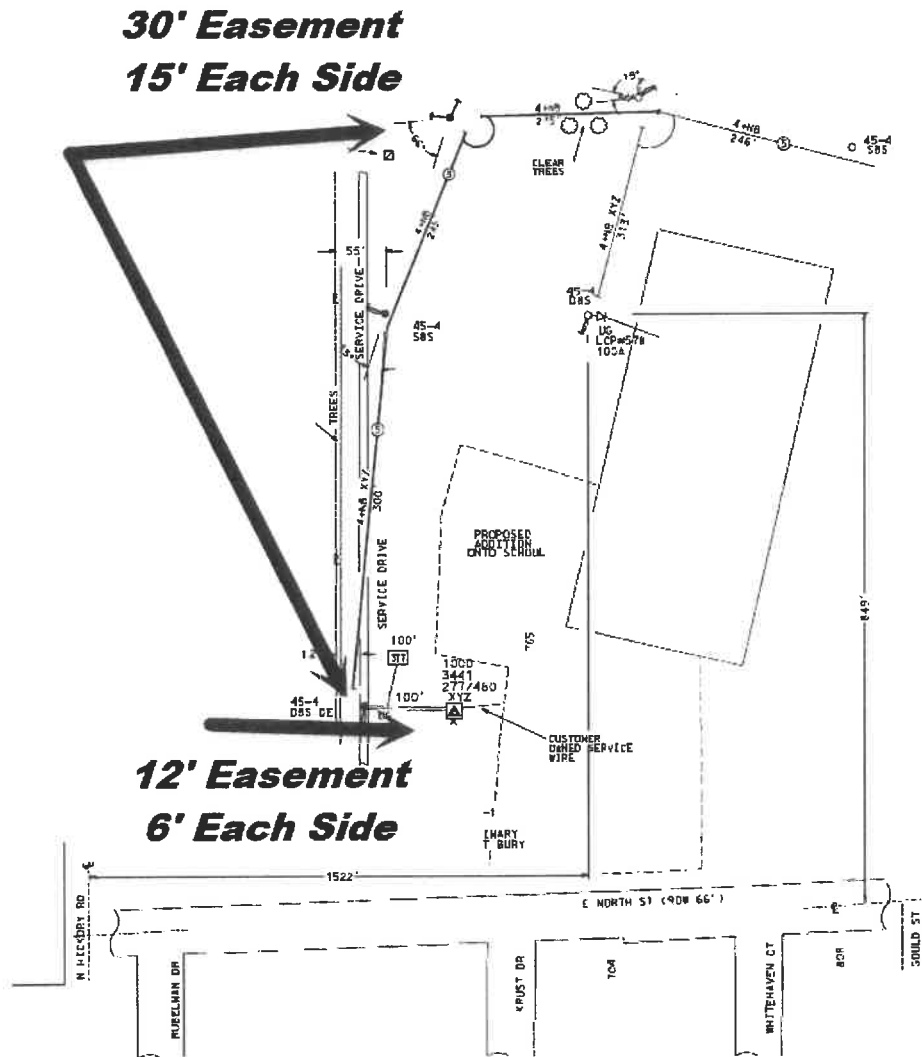
Parcel ID: 050-530-000-001-00

Also known as 765 East North Street, Owosso, Michigan 48867

EXHIBIT B

Easement Area

A 30.00 foot-wide strip of land, being 15.00 feet on each side of the centerline of the constructed overhead line and a 12.00 foot-wide strip of land, being 6.00 feet on each side of the underground line constructed on Owner's Land, the centerline to be located approximately as shown in the attached drawing.





**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**October 28, 2019**  
**Report 19-128**

**FOR FUTURE ACTION**

**Subject:**

Emergency Operations Plan (EOP) approval by no later than January 1, 2020, for each school building in the District as required by the Michigan Department of Education and was signed into law during Lane-Duck in December 2018.

**Recommendation:**

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

**Rationale:**

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

**Statement of Purpose/Issue:**

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

**Facts/Statistics:**

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

**District Goal Addressed:**

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion



**OWOSSO PUBLIC SCHOOLS**

*Ready for the World*

**Owosso Public Schools  
Emergency Operations Plan**



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## **Introduction**

### **Purpose**

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

### **Objectives**

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

### **Plan Components**

The developed guidelines and procedures for dealing with existing and potential emergency incidents are defined in the plan below. The basic plan and the functional and hazard-specific annexes outline an organized, systematic method to mitigate, prevent, prepare for, respond to, and recover from incidents.

#### **Basic Plan**

The Basic Plan describes the purpose, scope, situation, policies, and concept of operations for the response and recovery activities to an emergency or crisis.

## **Functional Annexes**

The Functional Annexes describe the actions required to respond to or recover from any emergency or crisis. They include:

- Shelter in Place
- Lockdown
- Evacuation
- Reunification
- Functional Needs
- Recovery
- Continuity of Operations

## **Hazard Annexes**

The Hazard Annexes describe the actions required to respond to or recover from a specific hazard. They are:

- Severe Weather
- First Aid / Medical Emergency
- Fire
- Criminal Incident
- Bomb Threat and Suspicious Packages
- Utility Failure
- Transportation Incident

## **Appendices**

Appendices to the Plan include:

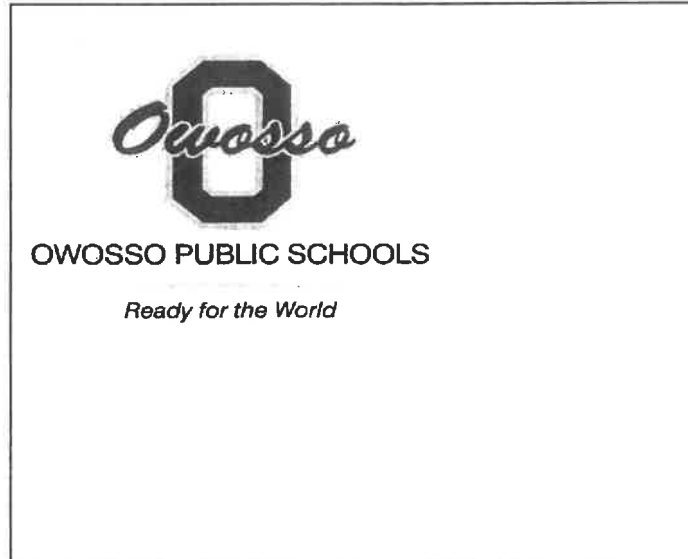
- Memos of Understanding with local emergency responders
- Mutual Aid Agreements

## **Definitions**

**Incident:** An incident is an occurrence or event, natural or human-caused, which requires an emergency response to protect life or property.

**Hazards:** Hazards shall include situations involving threats of harm to participants, volunteers, exhibitors, personnel, and/or facilities. Hazards include but are not limited to natural, technological, and human-caused incidents. Hazards may require an interagency response involving law enforcement and/or emergency services agencies depending on the size and scope of the incident.

**Incident Management Team (IMT):** Team of staff that includes decision makers and staff from each building, department, and/or area, who assist in an emergency. Their main responsibilities include: establishing and maintaining communications with the command center and assisting in building evacuation.



# Owosso Public Schools Campus Emergency Plan

UNDER MCL 380.1308 (1999), "RESPONSE AND MANAGEMENT PLANS", I CERTIFY THAT THIS OWOSSO PUBLIC SCHOOL DISTRICT EMERGENCY PLAN IS A SUPPORTING PLAN TO THE SHIAWASSEE COUNTY EMERGENCY ACTION PLAN DATED OCTOBER 2019 AND IS THE OFFICIAL CRISIS RESPONSE PLAN DOCUMENT FOR OWOSSO PUBLIC SCHOOLS.

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Tim Jenc, President  
Owosso Public Schools Board of Education

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Date

## Community Profile

Owosso Public Schools is a consolidated school district made up of portions of Shiawassee County and is populated mainly by students from Michigan along with school of choice attendees. The majority of students are Caucasian with English as their primary language. The high school graduation rate is roughly 97%. The percentage of economically disadvantaged High School students is 53%. Owosso Public Schools receive the state minimum foundation allowance per student and operates seven school buildings that house approximately 3200 students. There are 400 employees of the school district.

### ***Owosso Public Schools***

#### **Contact Information**

##### Administration Office

645 Alger St.  
Owosso, MI 48867  
Phone: (989) 723-8131  
Fax: (989) 723-7777  
Website: [owosso.k12.mi.us](http://owosso.k12.mi.us)

##### Owosso High School

765 E. North St.  
Owosso MI 48867  
Phone: (989) 723-8231  
Fax: (989) 729-5600  
*Serves grades 9-12*

##### Lincoln Alternative High School

645 Alger St.  
Owosso MI 48867  
Phone: (989) 725-2839  
Fax: (989) 729-6706  
*Serves grades 9-12*

##### Owosso Middle School

219 N. Water St.  
Owosso MI 48867  
Phone: (989) 723-3460  
Fax: (989) 729-5760  
*Serves grades 6-8*

**Bryant Elementary**

925 Hampton St.  
Owosso, MI 48867  
Phone: (989) 723-4355  
Fax: (989) 729-5666  
Serves grades K-5

**Central Elementary**

600 W. Oliver St.  
Owosso, MI 48867  
Phone: (989) 723-2790  
Fax: (989) 723-3046  
Serves grades K-5

**Emerson Elementary**

515 E. Oliver St.  
Owosso, MI 48867  
Phone: (989) 725-7361  
Fax: (989) 729-5760  
Serves grades K-5

**Bentley Bright Beginnings**

1375 W. North St.  
Owosso MI 48867  
Phone: (989) 725-5770  
Serves as District preschool

**In-Session, General Campus Hours**

Elementary School: Monday thru Friday, 8 am – 4:30 pm

High School: Monday thru Friday, 7:00 am – 3:30 pm

**Summer Hours**

Administration Building: Monday thru Friday, 7:00 am -3:30 pm

Elementary School: Monday thru Friday, Closed

High School: Monday thru Friday, 7:00 am – 3:30 pm



*After Hours contact*

Dr. Andrea Tuttle, Superintendent (989) 277-7484

Stephen Brooks, Director of Curriculum and Instruction (989) 413-8602

John Klapko, Maintenance Supervisor (989) 413-5246

Clara Pitt, Administrative Assistant (989) 413-2619

Renee Secor-Jenks, Director of Transportation (989)413-9341

Jeff Phillips, High School Principal (989) 666-0159

Steve Irlena, Lincoln Alternative High School Principal (989) 666-0133

Rich Collins, Middle School Principal (989) 723-8385

Shelly Collison, Bryant Elementary Principal (989) 277-2756

Bridgit Spielman, Central Elementary Principal (989) 666-2981

Jessica Anderson, Emerson Elementary Principal (478) 335-7650

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## Hazard Analysis Summary

Schools are exposed to many hazards, all of which have the potential for disrupting the campus and/or community, causing casualties, and damaging or destroying public or private property.

As a part of the emergency planning process, Owosso Public Schools and the Shiawassee County Emergency Services Department completed a hazard analysis to identify any circumstances in or around the county complex that may present unique problems or potential risk to people or property. The following briefly discusses Owosso Public Schools high-priority hazards.

### **Severe Weather**

Due to geographic location and proximity to the Great Lakes, the Michigan region is susceptible to a wide array of severe weather from blizzards to tornadoes. Severe thunderstorms, tornadoes, heavy rain, and high winds are probable during the spring and summer months. Although lightning is often perceived as a minor hazard, it damages many structures and kills and injures more people in the U.S. per year, on average, than tornadoes or hurricanes. Michigan ranks second in the nation in both lightning-related deaths and lightning-related injuries. Severe weather has the capability to disrupt services, damage facilities, and injure employees and visitors in and around Schools.

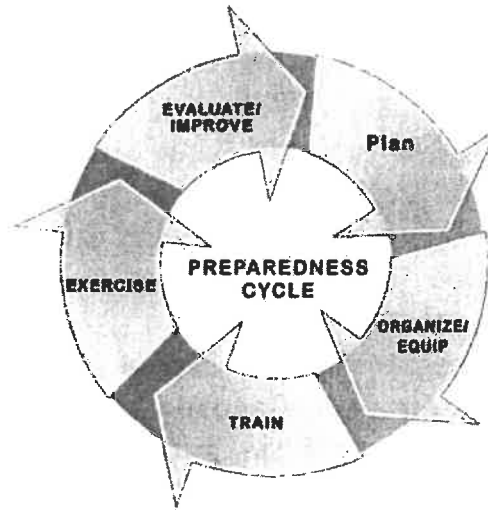
### **Hazardous Materials**

Hazardous materials are materials or substances, which, because of their chemical, physical, or biological nature, pose a potential threat to life, health, property and the environment if they are released. Hazardous materials are present in quantities of concern in business and industry, agriculture, universities, hospitals, utilities, and other community facilities. In addition, hundreds of hazardous materials are shipped on a daily basis through local communities.



## Emergency Preparedness

**Emergency preparedness** is a program of long-term activities whose goals are to strengthen the overall capacity and capability of a community to efficiently manage all types of emergencies and bring about an orderly transition from relief through recovery, and back to sustained development. It requires development of emergency plans, education and training for all stakeholders, communities, exercise of plans, and monitoring and evaluation of all phases of the preparedness cycle.



Preparedness is how we change behavior to limit the impact of disaster events on people. Preparedness is a continuous cycle of planning, organizing/equipping, training, exercising, monitoring/evaluating and improving activities to ensure effective coordination and the enhancement of capabilities. The overall goal is to prevent, protect against, respond to, recover from, create resources and mitigate the effects of natural disasters, acts of terrorism, and other man-made disasters. Schools prepares at all levels including district employees, students, and visitors and other key stakeholders. It is the goal of our Schools to educate district employees, students, visitors and other key stakeholders on their roles and responsibilities before, during, and after an incident. This is done through maintaining a plan, conducting training, planning and implementing drills and exercises, and ongoing evaluation.

Mitigation includes activities to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Schools have taken action to reduce or eliminate the adverse effects of natural, technological, and human-caused hazards on people and property.

## **Planning Assumptions**

The following all-hazards planning assumptions have been developed to provide a foundation for planning and response considerations. They include key concepts that must be taken into account throughout all phases of mitigation, preparedness, response, and recovery.

The Emergency Operations Plan assumes:

- Schools is susceptible to a wide range of natural, technological, and man-made hazards that could result in emergencies of sufficient magnitude to overwhelm local capabilities and resources AND significantly threaten the life, property, and the environment.
- It is the principle responsibility of Board of Education and Superintendent to protect the life and health of persons at Schools. Thus it is the responsibility of Board of Education and Superintendent to maintain a system to provide for the safety and welfare of its citizens when emergencies or disasters occur.
- Disasters and emergencies can occur at any time and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
- A single site incident (e.g., fire, gas main breakage) could occur at any time without warning. Action is required immediately to save lives and protect county property. School district employees, students, and other key stakeholders will be trained to respond efficiently during an incident through the development, maintenance, and exercising of the plan.
- Outside assistance from local fire, law enforcement, and emergency management will be available in most serious incidents. Because it takes time to request and dispatch external assistance, it is essential for schools to be prepared to carry out the initial incident response until responders arrive at the incident scene.
- Maintaining the Emergency Plan and providing frequent opportunities for district employees, students and other key stakeholders to exercise the plan can improve readiness to respond to incidents.
- The Shiawassee County Emergency Action Guidelines is the primary emergency response plan for Shiawassee County and its comprising jurisdictions (townships, cities, villages). Owosso Public Schools Emergency Plan is a supporting plan to the Shiawassee County Emergency Plan (Emergency Action Guidelines) and is the official

emergency management planning document for Owosso Public Schools.

## **Concept of Operations**

This plan is based upon the concept that the incident management functions that must be performed by schools generally parallel some of their routine day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment and supplies that would typically be required for those routine functions will be redirected to accomplish assigned incident management tasks.

### **National Incident Management System (NIMS)**

The National Incident Management System (NIMS) is a set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment. This system ensures that those involved in incident response/recovery understand what their roles are and have the tools they need to be effective.

The NIMS and utilization of the incident command system is recognized as the standard for incident management. Schools will operate in accordance with the principles and concepts of NIMS and the Incident Command System (ICS). The Incident Command System (ICS) will be used to manage all incidents and major planned events. The use of this system allows Schools to be readily integrated into the emergency response system used by local emergency services agencies throughout Shiawassee County.

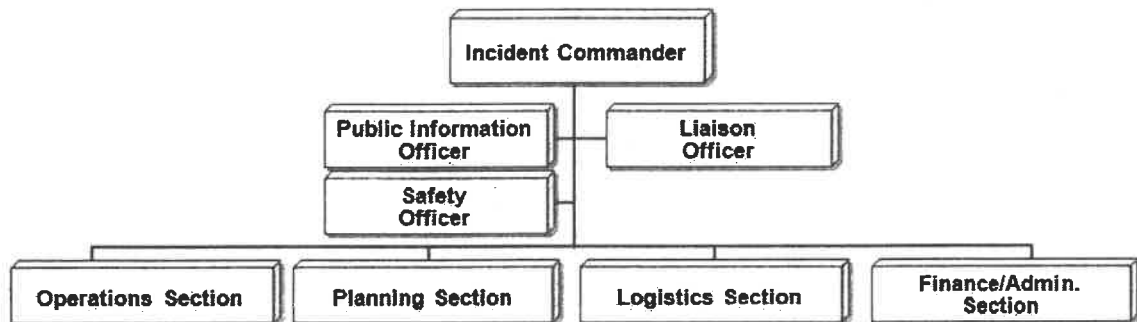
Schools recognize that district employees, students, visitors and other key stakeholders will be first responders during an incident. Adopting NIMS enables staff and volunteers to respond more effectively to an incident and enhances cooperation, coordination and communication among government officials, first responders and emergency management.

## Implementation of the Incident Command System (ICS)

The Incident Command System (ICS) is a standardized, on-scene, all-hazards incident management approach that:

- Allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private.
- Establishes common processes for planning and managing resources.

The Incident Command System is flexible and can be used for incidents of any type, scope, and complexity. Incident Command allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents. As a system, Incident Command is extremely useful; not only does it provide an organizational structure for incident management, but it also guides the process for planning, building, and adapting that structure. Using the Incident Command System for every incident or planned event helps hone and maintain skills needed for the large-scale incidents.



### Incident Commander

The Incident Commander (IC) is the person responsible for all aspects of an emergency response. Responsibilities include but are not limited to developing incident objectives, managing all incident operations, application of resources as well as responsibility for all persons involved. The incident commander sets priorities, defines the organization and sets the overall incident action plan. The Incident Commander at school will be

delegated the authority to direct all incident activities within the jurisdiction of the School District.

The Incident Commander responsibilities include:

- Assume overall direction of all incident management procedures based on actions and procedures outlined in the School Emergency Plan.
- Establish an Incident Command Post (ICP)
- Take steps deemed necessary to ensure the safety of district employees, students visitors and other key stakeholders
- Determine whether to implement emergency protective measures (e.g., Evacuation, Shelter in Place, Secure Mode, Lockdown, etc.), as described more fully in the functional annexes in this document.
- Arrange for transfer of district employees, students, visitors and other key stakeholders when deemed necessary.
- Work with emergency services personnel. (Depending on the incident, community agencies such as law enforcement or fire department may have jurisdiction for investigations, rescue procedures, etc.)

If no Incident Commander is present at the onset of the incident, the most qualified individual will assume command until relieved by a qualified Incident Commander. Once emergency first responders arrive on scene and take command, school Incident Commander will interface with Unified Incident Command and act as the Liaison Officer.

#### **Incident Command Post**

The Incident Command Post (ICP) is a pre-designated, temporary facility or physical location where the Incident Commander and incident management staff directs on-scene tactical operations, planning, logistics, and communications for the incident. For schools, the Incident Command Post may be a building office, transportation office or any other location designated by the on-scene incident commander.



## **Initial Response**

When an emergency or disaster occurs, local agencies are normally the first to respond. These agencies initially assess the situation, determine its scope and magnitude and determine if additional assistance is required. Generally, response is handled at the local level as much as possible. School district employees, students and visitors are usually the first on scene of an incident. District employees are expected to take charge and carry out the initial incident response until it is resolved or command is transferred to someone more qualified and/or to an emergency responder agency with legal authority to assume responsibility. Staff will seek guidance and direction from local officials and seek technical assistance from State and Federal agencies and industry where appropriate.

The Building Principal/Administrator shall have the authority to determine when an incident has occurred and to implement the procedures within this Emergency Plan. The Building Principal or designee will assign an Incident Commander based on who is most qualified for that type of incident.

## **Organization and Assignment of Responsibilities**

During larger incidents, the Superintendent is not able to manage all the aspects associated with an incident without assistance. In accordance with the Incident Command System, schools rely on an Incident Management Team consisting of decision makers and staff from each building, department and or area to perform tasks that will ensure the safety of employees and visitors during a crisis or critical incident. As it is difficult to form a team while a crisis or critical incident is unfolding, roles are pre-assigned based on training and qualifications. Each member of the Incident Management Team is familiar with his or her role and responsibilities before an incident occurs.

School district employees, students and visitors may be required to remain at a school building to assist in an incident. In the event that Emergency Plan is activated, district employees, students and visitors will be assigned to serve within the Incident Command System based on their expertise, training and the needs of the incident.

### **School Superintendent**

The designated Incident Commander for incidents impacting one building is the Principal/Building Administrator or his or her designee. For incidents impacting the school district, the Superintendent or his or her designee shall act as the Incident Commander. At all times, the Superintendent retains responsibility for the overall safety of district employees, students, and visitors. However, delegating the authority to manage the incident allows the Superintendent to focus on policy-level activities and interfacing with other agencies and elected officials.

### **Teachers and District Staff**

Teachers and district staff shall be responsible for the supervision of students and shall remain with students unless directed otherwise.

Responsibilities include:

- Supervise students under their charge.
- Take steps to ensure the safety of students and staff.
- Render or obtain first aid and CPR services as necessary.
- If emergency protective measures are issued (evacuation, shelter in place, lockdown, etc.) direct students in accordance with established incident management procedures.
- Maintain accountability of students.
- Report missing students and staff to the Incident Commander or designee.
- Direct all media inquiries to the Incident Commander or designee to ensure consistent Public Information. Employees should not talk directly to the media.
- Take an active part in incident response and recovery activities as directed by the Incident Commander or designee.
- Execute assignments as directed by the Incident Commander.

### **Transportation and Operations Staff**

Transportation and Operations Staff shall be responsible for providing the Incident Commander with initial damage assessment information.

Responsibilities include:

- Survey and report building damage to the Incident Commander or designee.
- If possible, control main shutoff valves for gas, water, and electricity.
- Assist in the conservation, use, and disbursement of supplies and equipment.
- Keep Incident Commander or designee informed on the condition of buildings within the School District.

### **Administration Secretary and Office Staff**

The Administration Secretary and Office Staff shall be responsible for assisting the Incident Commander with recording actions, communications, public information and other essential tasks as assigned.

Responsibilities include:

- ✓ Under the direction of the Incident Commander, issue warning messages to the school District.
- ✓ Record actions taken by schools to mitigate incident.
- ✓ Monitor the situation for changing conditions or additional warnings.
- ✓ Communicate emergency protective measures to department head and elected officials.
- ✓ Answer phones and assist in receiving and providing consistent public information to callers.
- ✓ Provide for the safety of essential county records and documents.
- ✓ Execute assignments as directed by the Incident Commander or designee.

### **Students**

Students shall be responsible acting quickly and knowledgably during an incident.

Responsibilities include:

- Follow all directions given by teachers, district staff, and emergency response officials.
- Remain calm.
- Be cooperative.

### **Parents**

Parents shall follow directions from school messaging services and responders. All reasonable efforts shall be made to fully educate parents on the response and status of the school during emergencies. Directions will be given to safely respond to the school for reunification with students.

See attachment on Parent Response Information Attachment.

## Site Incident Commander

**Location/Site:**

**Assigned to:**

**You Report to:**

**Mission:** Will serve as the emergency lead person. Will be responsible for making all operational decisions in consultation with the Operations Section Chief, overseeing staff, and ensuring the workflow is running efficiently.

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**Qualifications:**

- Good organizational skills and management experience.
- Required ICS training (IS-100sce, IS-700)

**Equipment:**

- Cell phone and contact roster.
- Radio.
- Vest/Identification Badge.
- Whistle.
- Loud Speaker (if available).
- Staff Roster.

**Immediate Duties:**

- Read this entire Job Action Sheet.
- Put on vest and other identification.
- Meet with the EMS for an initial incident briefing.
- Meet with the Operations Section Chief for an initial briefing.
- Establish the chain of command and performance expectations.
- Assign specific duties.

**Ongoing Duties:**

- Maintain contact with EMS to provide updates on response progress.
- Monitor other sections and identify/eliminate problem areas.
- Receive update briefings from all section chiefs.

**Extended Duties:**

- Review the demobilization plan as issued by the Planning Section.
- Brief Section Chiefs on the demobilization plan.
- Complete the After Action Report and participate in section debriefing.

## Operations Section Chief

**Location/Site:**

**Assigned to:**

**You Report to:**

**Mission:** Organize and direct aspects relating to the Operations Section. Carry out the directives of the Site Incident Commander. Coordinate and supervise all units of the Operations Section.

**Qualifications:**

- Familiarity with response operations.
- Good communications skills.
- Good organizational skills and management experience.
- Required ICS training.

**Equipment:**

- Cell phone and contact roster.
- Radio.
- Vest/Identification badge.
- Staff and student rosters.
- Loudspeaker/bullhorn.
- Clipboard.

**Immediate Duties:**

- Read this entire Job Action Sheet.
- Meet with Site Incident Commander for an initial incident briefing.
- Establish a work location that is accessible and has adequate space.
- Acquire necessary work materials.
- Brief all Section Chiefs.

**Ongoing Duties:**

- Obtain needed supplies with the assistance from the Logistics Section.
- Track and maintain awareness of incident expansions/contractions due to changes in conditions.
- Determine additional resources needed.
- **Document all actions** and decisions in a Section Activity Log.
- Anticipate staff needs and request more staff, if needed for each section.
- Provide updates on response operations to the Planning Section Chief and Site Incident Commander.

**Extended Duties:**

- Ensure all records and reports are turned in to the correct Section Chief.
- Consult with the Liaison Officer, Demobilization Unit Leader, and Planning Section Chief for release priorities.
- Complete an After Action Report and participate in the debriefing.



## Planning Section Chief

**Location/Site:**

**Assigned to:**

**You Report to:**

**Mission:** Organize and direct all aspects of Planning Section operations. Ensure the distribution of critical information/data. Compile scenario/resource projections from all section chiefs and effect long-range planning. Document and distribute school Action Plan.

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**Qualifications:**

- Familiar with the County EOP and school EOP.
- Ability to write Incident Action Plans.
- Good organizational skills and management experience.
- Required ICS training.

**Equipment:**

- Cell phone and contact roster.
  - Radio.
  - Vest/Identification badge.
  - Computer with a printer.
  - Access to a fax machine.
- 

**Immediate Duties:**

- Read this entire Job Action Sheet.
  - Meet with Site Incident Commander for an initial incident briefing.
  - Establish a work location that is accessible and has adequate space.
  - Acquire necessary work materials.
  - Brief section and hand out job action sheets.
  - Develop the length of operational periods and start times for operational periods.
  - Develop a Section Action Plan.
-

**Ongoing Duties:**

- Look at resources, location, and status (on-scene and ordered in). Consider the need for additional resources.
- Receive activity reports from Section Chiefs during each operation period.
- Provide status reports to the Site Incident Commander.
- Develop Incident Action Plans for each operational period.
- Provide the Incident Action Plans to the Site Incident Commander.
- **Document all actions** and decisions in a Section Activity Log.

**Extended Duties:**

- Be alert for excess resources for reassignment or demobilization. Present a list of resources proposed for demobilization to the Site Incident Commander.
- Demobilize resources as approved by the Site Incident Commander.
- Provide input to the Demobilization Unit Leader who develops the Demobilization Plan as needed.
- Complete an After Action Report and participate in the debriefing.

# Logistics Section Chief

**Location/Site:**

**Assigned to:**

**You Report to:**

**Mission:** Organize and direct those operations associated with maintenance of the physical environment, and adequate levels of food, shelter, and supplies to support the organization's objectives.

**Qualifications:**

- Familiar with logistics and supply operations.
- Communications skills.
- Good organizational skills and management experience.
- Required ICS training.

**Equipment:**

- Cell phone and contact roster.
- Radio.
- Vest/Identification badge.
- Computer with a printer.
- Access to a fax machine.

**Immediate Duties:**

- Read this entire Job Action Sheet.
- Meet with Site Incident Commander for an initial incident briefing.
- Establish a work location that is accessible and has adequate space.
- Acquire necessary work materials.
- Brief section and hand out job action sheets.
- Establish incident ordering process and ensure all Sections are aware of the process.
- Develop a Section Action Plan.

**Ongoing Duties:**

- Obtain needed supplies with the assistance of the Finance/Administration Section Chief.
- Track and maintain awareness of incident expansions/contractions due to changes in conditions.
- Determine additional resources needed.
- Anticipate staff needs and request more staff, if needed for each Section.
- **Document all actions and decisions in a Section Activity Log.**

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**Extended Duties:**

- Supervise the break down and repackaging of equipment and supplies.
- Arrange to have all equipment and supplies returned to the place of origin and state of readiness.
- Ensure Operations Center is cleaned and returned to the former operating condition.
- Provide a final list of material used to the Site Incident Commander.
- Complete an After Action Report and participate in the debriefing.

## Finance/Administration Section Chief

**Location/Site:**

**Assigned to:**

**You report to:**

**Mission:** Monitor the utilization of financial assets. Oversee the acquisition of supplies and services necessary to carry out the organization's overall mission. Supervise the documentation of expenditures relevant to the emergency incident.

**Qualifications:**

- Strong finance background.
- Familiar with state and federal reimbursement procedures.
- Good organizational skills and management experience.
- Required ICS training.

**Equipment:**

- Cell phone and contact roster.
- Radio.
- Vest/Identification Badge.
- Computer.
- Access to a fax machine.
- Required forms.

**Immediate Duties:**

- Read this entire Job Action Sheet.
- Put on vest and identification.
- Meet with Site Incident Commander for an initial incident briefing.
- Establish a work location that is accessible, has adequate space, is close to Logistics, and has communications capability.
- Acquire necessary work materials.
- Brief Section and hand out job action sheets.
- Develop a Section Action Plan.

**Ongoing Duties:**

- Determine funding sources for the incident.
- Identify avenues for claim processing.
- Track and stay aware of incident expansion/contraction due to changes in conditions.
- Collect needed data from other Sections.
- Develop a cost summary report for the Site Incident Commander.
- Provide Logistics Section with a list of supplies to be replenished.
- Ensure all personnel and equipment time records are accurately completed and transmitted.
- **Document, collect all actions** and decisions in a Section Activity Log.

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**Extended Duties:**

- Provide a final financial report to the Site Incident Commander.
- Turn all documents into the Documentation Unit.
- Complete an After Action Report and participate in the debriefing.

## **Incident Warning and Communications**

Incident warning and communications are critical parts of incident management. It is the goal of Incident Command to provide clear, effective internal and external communications between district employees, students, visitors, and other key stakeholders. During an incident, communications will be managed through the Incident Commander or designee, or the Incident Command Post if one is established.

### **Internal Communications**

Internal communications are communications between the Incident Commander and on-site district employees, students, and visitors. Internal communications may include:

- Alert and notification of an incident or a potential incident
- Emergency protection action decisions and specific directions
- Incident status updates

Depending on the nature of the incident, the Incident commander may choose to use the following communications methods when appropriate:

#### **Public Address (PA) System (Intercom)**

All buildings within Owosso Public School District are equipped with PA systems which can be accessed through established control locations within each building's office. The PA system provides quick and efficient communications throughout the individual building to all teachers, students and staff within that building. The PA systems can be heard throughout each building as well as outside. The PA systems are interdependent and cannot be linked between buildings. They are accessible through the telephone system and have very limited emergency backup power.

#### **Telephone System**

Every classroom within Owosso Public School District is equipped with a SIP telephone that is connected to a VoIP PBX. These phones are assigned a 4-digit extension which can be dialed from any telephone on the Owosso telephone network. The main school numbers go to an IVR that can then be transferred to the appropriate location. The phone system power is

backed up by both a battery and a generator. The primary office phones have access to an alternate phone line in case there is connection loss to the primary system. E911 ready CESID (Customer Emergency Services ID)

### **Face-to-Face**

Two different types of face-to-face communications may be utilized, a runner system and/or briefings. Runners may be utilized to provide direct communications to teachers and district staff. This may be appropriate during an evacuation or other incident which limits the use of other communications methods. Briefings may be used for longer events to present information to teachers and district staff. Information presented at a briefing may include a review of the day's events, safety precautionary measures, or new procedures. Briefings also allow any questions, misinformation, or rumors to be addressed.

### **External Communications**

External communications are communications between the Incident Commander and off-site district employees, parents, other key stakeholders, and emergency first responders.

### **Off Campus Employees and Partner Organizations**

When an incident occurs, not all teachers, district employees, or students may be on-site or within the district. Some may attend classes in other locations while others may be traveling for special events. In addition, many partner organizations or other key stakeholders rely on the services provided by the schools. During an incident, it is important to provide clear and concise information from the schools about the incident, what actions are being taken, and the safety of the staff, students, and visitors.



Depending on the nature of the incident, the Incident Commander may choose to use the following communications methods when appropriate:

**Power School / School Messenger**

Power School is a student information system utilized by School Public Schools. This system has a parent access component which allows for mass email notifications to be distributed to the signed up parents. This system is housed on redundant servers at the Shiawassee Regional Education District (RESD) and can be accessed through the internet from any location as well as through mobile devices. The district also has an additional service called School Messenger that provides for voicemail, text, and email notification to parents.

**District Website and Social Media**

The school district has a website [www.owosso.k12.mi.us](http://www.owosso.k12.mi.us), and Facebook account that can provide timely information. The website and Facebook account are updated regularly and can be updated by several people.

**Media**

Local public media may be used to provide accurate, timely, and up to date information and instructions to parents and the community. Although, media outlets can reach a large population in a short amount of time, information is widely broadcasted and may not contain specific, detailed instructions.

**Emergency First Responders**

For incidents which expand beyond the response capabilities of the schools, emergency first responders will be requested to respond. When the emergency first responders arrive on scene, command of the incident will be transferred and they will assume management of the incident. However, at all times, the Superintendent still retains the overall responsibility for the overall safety of district employees, students, and visitors. It is critical to the success of the incident for the school Superintendent or designee to maintain direct communications at all times with Unified Command.

## **Public Information**

During an incident, the goal of public information is to provide accurate, timely, and up to date information and instructions to the community. Under the direction of the Incident Commander, a Public Information Officer (PIO) may be appointed to serve as the conduit for information to and from internal and external stakeholders, including the media or other organizations seeking information directly from the incident or event.

The Public Information Officer is responsible for the following:

- Establish and implement systems for coordination with the media including managing press conferences, media releases, interviews, and other activities.
- Develop public information and media messages to be reviewed and approved by the Incident Commander (IC) before release to the news media and public.
- Establish and manage a Joint Public Information Center (JIC) to coordinate the Public Information System as needed.
- Ensure public information systems provide adequate information to the media and general public on necessary protective actions, situation status, and public inquiry methods.

All Public Information shall be released through the Public Information Officer or Joint Information Center upon approval by the Incident Commander. No district employees, students, and visitors shall release information independently to reduce information gaps, misinformation, and rumors during the emergency. Each agency participating within the Joint Information Center will seek the approval of authorities within his or her own agency to release all information jointly.

Should additional support or coordination resources be needed to manage public information, the Superintendent may request the activation of the County Emergency Operations Plan- Public Information Function.

## **Plan Maintenance:**

### **Plan Review**

Owosso Public Schools Crisis Plan will be maintained in accordance with current standards of the county plan and Owosso Public Schools Board of Education. Review of this plan should be accomplished annually.

### **Training**

Schools will include an orientation to the school Crisis Plan and procedures into their New Employee Hire Orientation. In addition, the schools will conduct regular training on Crisis Plan to educate district employees, faculty, staff, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident.

### **Exercises**

Schools will conduct hazard specific exercises as needed to provide practical experience and maintain operational readiness. At least one exercise per year should include participation from first responders including Shiawassee County Emergency Management.

### **After Action Reviews**

After all training, exercises, potential incidents, and plan activations, Schools will conduct an After Action Review to evaluate Schools Crisis Plans' strengths and weaknesses and to identify corrective measures for improvement.

### **Policy Coordination Group**

Designated Administrative staff with review plan for any updates or procedure changes in conjunction with Critical Incident Management (CIM). CIM staff will be responsible to update administrators on any change in actionable response policies.

### **First Responder Coordination**

First responders will be invited to table top exercises to interface with current school staffs to coordinate responses. CIM will liaison with response trainers on current school procedures.

## **Authorities/References:**

### **Federal:**

1. National Response Coordination Framework, January 2008
2. Presidential Policy Directive 5, National Incident Mgt. System
3. Public Law PL 107-110, No Child Left Behind Act of 2001
4. Occupational Safety and Health Standards 1910.38

### **State:**

1. Michigan Public Act 390, ie the Emergency Management Act
2. Michigan Public Acts 197 and 337 of 2006
3. Michigan Public Act 206 of 1941, The Fire Prevention Code

### **Local:**

1. Shiawassee County Emergency Operations Plan

## Part III: Functional Annexes

### Overview

Functional Annexes add specific information and direction to the Emergency Operations Plan. They focus on critical operational functions and who is responsible for carrying them out. Functional Annexes clearly describe the policies, processes, roles, and responsibilities that agencies and departments carry out before, during, and after an emergency. Functional Annexes in this Emergency Operations Plan use the following format:

- Purpose
- Scope
- Basic Response Considerations
- Response Procedures

The Emergency Operations Plan includes the following Functional Annexes:

- Shelter-in-Place
- Secure Mode
- Lockdown
- Evacuation
- Reunification
- Functional Needs
- Recovery
- Continuity of Operations



## Shelter-in-Place

### **Purpose:**

The purpose of this *Shelter-in-Place Functional Annex* is to provide guidance for schools during a hazardous materials release incident which requires district employees, teachers, and students to remain inside.

### **Scope:**

Upon the advisement of emergency first responders or an incident which requires *Shelter-in-Place* protective actions to be implemented, this Functional Annex will be activated by the building principal(s) or designee. This Functional Annex will remain in effect until emergency first responders or Schools' Administration deem it is safe to return to normal activities. Instructions to Shelter-in-Place are usually provided for durations of a few hours, not days or weeks.

### **Basic Response Considerations:**

When this *Shelter-in-Place Functional Annex* is activated, the following response considerations should be followed:

- ✓ Close and lock all windows and doors.
- ✓ Turn off all air exchangers and stay above grade.
- ✓ Close all window shades, blinds, or curtains.
- ✓ If there are visitors in the building, provide for their safety by asking them to stay – not leave.
- ✓ Bring students/staff inside with three whistle blasts and isolate.
- ✓ Conduct accountability and report the status of your area to the building office.
- ✓ DO NOT leave your area! Stay where you are until notified in person to move by emergency personnel or school administration.
- ✓ If possible, limit use of all telephone services except for life safety and emergencies.

**SHELTER-IN-PLACE RESPONSE PROCEDURES**

Agency	Description
<b>Principals</b>	<ul style="list-style-type: none"> <li>✓ Issue a "shelter-in-place" protective order.</li> <li>✓ If not already notified, contact emergency response officials.</li> <li>✓ Report status to/Assist Incident Command.</li> <li>✓ Provide status updates to teachers and staff.</li> <li>✓ Upon the guidance of emergency officials, issue an "All Clear" or begin "evacuation".</li> </ul>
<b>Teachers</b>	<ul style="list-style-type: none"> <li>✓ Direct students to follow the "Shelter-in-place" procedures.</li> <li>✓ If there are visitors in the building, provide for their safety by asking them to stay – not leave.</li> <li>✓ If possible, move students and visitors away from windows or vents.</li> <li>✓ Conduct accountability and report the status of your area to the building office.</li> <li>✓ If you have persons with life threatening injuries in your area, dial 911. Report your name, room number, and injuries</li> </ul>
<b>Administration Staff</b>	<ul style="list-style-type: none"> <li>✓ Announce the "Shelter-in-place" protective measure.</li> <li>✓ Communicate information to other buildings and 911.</li> <li>✓ Turn off air exchangers.</li> <li>✓ Secure all doors, windows, and other openings to the outside.</li> <li>✓ Use three whistle blasts to bring students inside.</li> <li>✓ Isolate possible contaminated students.</li> <li>✓ Record actions taken.</li> </ul>
<b>Transportation &amp; Operations Staff</b>	<ul style="list-style-type: none"> <li>✓ Turn off all HVAC systems, air conditioners, heaters, and fans as soon as possible.</li> <li>✓ If safe to do so, assist with securing all doors, windows, and other openings to the outside.</li> </ul>
<b>Students</b>	<ul style="list-style-type: none"> <li>✓ Close and lock all windows and doors.</li> <li>✓ Close all shades, blinds, or curtains.</li> <li>✓ DO NOT leave your area and stay where you are until notified to move by emergency personnel or School Administration.</li> <li>✓ Limit use of telephone services except for life safety and emergencies.</li> </ul>

*Further response support will be provided by extension of the NIMS Incident Command System*



### **Secure Mode**

When the potential for external threats arise in the surrounding area, the following actions will commence to secure the building and occupants:

- **“Secure Mode”** will be announced of external threat.
- **LOCK** each door/room and continue activities within the building.
- **INFORM** all persons the building is in Secure Mode
- **CLOSE** all windows on the first floor.
- **WAIT** for further instructions over the PA or phone.
- **MONITOR** halls if there is movement to other areas.

Assigned staff will assure doors are locked and monitored.

All building entry and exit will only occur at Main Entrance, which will be monitored by the staff.

**“Secure Mode, Suspend Movement”** allows “Lockdown” status but allows school to continue in a normal manner.

This action should be calmly enacted to protect both staff and students from outside threats.

Consider using for severe threats, medical emergency, or police dogs in schools.

**USE THREE STRONG WHISTLE BLASTS TO GATHER  
STAFF THAT ARE OUTDOORS.**





## Lockdown

### **Purpose:**

The purpose of this *Lockdown Functional Annex* is to provide guidance for schools during an incident such as an active shooter, knife attack, or other violent incident which requires district employees, teachers, and students to remain inside to protect occupants and minimize overall exposure to danger.

### **Scope:**

Upon the advisement of emergency first responders or an incident which requires *Lockdown* protective actions to be implemented, this Functional Annex will be activated by the building principal or staff. This Functional Annex will remain in effect until emergency first responders or Schools' Administration deem it is safe to return to normal activities. A *Lockdown* is a temporary sheltering technique which may last a few minutes to several hours.

### **Basic Response Considerations:**

When this *Lockdown Functional Annex* is activated, the following response considerations should be followed:

- ✓ Close and lock all windows and doors.
- ✓ Close all window shades, blinds, or curtains.
- ✓ Turn off all lights.
- ✓ If there are visitors in the building, provide for their safety by asking them to stay – not leave.
- ✓ Stop all business and move to an area where you are not visible from the door or windows. DO NOT talk.
- ✓ Conduct accountability and report the status of your area to the building office.
- ✓ DO NOT leave your area and stay where you are until notified to move by emergency personnel or School Administration.

## THREAT OF VIOLENCE/LOCKDOWN

When an incident with an armed intruder, face to face escalated behavior, threat, or assault occurs within the building:

**Live by the "SEA"**

Seek secured shelter

Escape if room actively attacked

Attack if no other option

**ANNOUNCE** "LOCKDOWN" over the PA system or yell loudly.

**PLACE** students/visitors away from the door

**CHECK** the hall for any persons not yet secured and place them in your room.

**LOCK** room

**BARRICADE** door

**TURN OFF** lights

**PREPARE** for an alternate emergency exit.

**Silence/Collect Cell phones.**

**PLACE** a placard under the door into the hallway:

**GREEN** = Secured area and no threat in the room.

**RED** = Dangerous situation or medical emergency in room (do only if you can safely place the card).

**WAIT** for further instructions.

**IF YOUR ROOM IS BEING ATTACKED, EXIT BY ANY MEANS POSSIBLE AND ACCOUNT FOR YOUR STUDENTS. FORM A PLAN AND FIGHT BACK IF YOU CANNOT ESCAPE.**

**LOCKDOWN RESPONSE PROCEDURES**

Agency	Description
<b>Principals</b>	<ul style="list-style-type: none"> <li>✓ Issue a "Lockdown" protective order.</li> <li>✓ If not already notified, contact emergency response officials.</li> <li>✓ Assign a county representative to assist Incident Command.</li> <li>✓ Provide status updates to Department Heads and Elected Officials.</li> <li>✓ Upon the guidance of emergency officials, issue an "All Clear" or begin "evacuation".</li> </ul>
<b>Teachers</b>	<ul style="list-style-type: none"> <li>✓ Direct students to follow the "Lockdown" procedures.</li> <li>✓ If there are visitors in the building, provide for their safety by asking them to stay – not leave.</li> <li>✓ STOP all business and move to an area where you are not visible from the door or windows.</li> <li>✓ DO NOT open the door for anyone. Emergency Officials will utilize keys to open doors.</li> <li>✓ Conduct accountability and report the status of your area to the building office.</li> <li>✓ If you have persons with life threatening injuries in your area, dial 911. Report your name, room number, and injuries</li> </ul>
<b>Administration Staff</b>	<ul style="list-style-type: none"> <li>✓ Announce the "Lockdown" protective measure.</li> <li>✓ Communicate information to 911.</li> <li>✓ STOP all business, secure office, establish Incident Command.</li> <li>✓ Notify superintendent's office.</li> <li>✓ Record/document actions.</li> </ul>
<b>Transportation &amp; Operations Staff</b>	<ul style="list-style-type: none"> <li>✓ If safe to do so, assist with securing all doors, windows, and other openings to the outside.</li> <li>✓ Secure with staff.</li> </ul>
<b>Students</b>	<ul style="list-style-type: none"> <li>✓ STOP all business</li> <li>✓ Close and lock all windows and doors.</li> <li>✓ Close all shades, blinds, or curtains.</li> <li>✓ Turn off all lights and move to an area where you are not visible from the door or windows. DO NOT talk.</li> <li>✓ DO NOT leave your area and stay where you are until notified to move by emergency personnel or School Administration.</li> <li>✓ Silence and limit use of telephone services except for life safety and emergencies.</li> </ul>

*Further response support will be provided by extension of the NIMS Incident Command System*

**School Emergency Drills  
Documentation Form**

**Type of Drill**

- Fire Drill (5 required)
- Tornado Drill (2 required)
- Lock Down/Secure/Mode Drill (3 required)

**Time of Drill**

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: \_\_\_\_\_

Date of Drill: \_\_\_\_\_ Time drill was held: \_\_\_\_\_ (pm/am)

Exact time required to evacuate/shelter/secure: \_\_\_\_\_

Total Participants: \_\_\_\_\_

Remarks: \_\_\_\_\_

This report is for emergency drill # \_\_\_\_\_ for school year \_\_\_\_\_.

Name of person conducting drill: \_\_\_\_\_

Title of person conducting drill: \_\_\_\_\_

Signature of person conducting drill: \_\_\_\_\_

Drill Was Coordinated With:

- Emergency Management Coordinator  
Name & Title \_\_\_\_\_
- AND**
- Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_
- OR**
- Fire (fire chief or designee)  
Name & Title \_\_\_\_\_



### Evacuation

#### **Purpose:**

The purpose of this *Evacuation Functional Annex* is to provide guidance for schools during an incident such as a fire, internal chemical release, bomb threat, or other incident which requires *district employees, teachers, and students* to leave the building.

#### **Scope:**

Upon the advisement of emergency first responders or an incident which requires *Evacuation* protective actions to be implemented, this Functional Annex will be activated by the building Principal or designee. This Functional Annex will remain in effect until emergency first responders or School Administration deem it is safe to return to the building.

#### **Basic Response Considerations:**

When this *Evacuation* Functional Annex is activated, the following response considerations should be followed:

- ✓ Alert all teachers and students in your area that there has been an emergency and they need to evacuate via the nearest exit immediately.
- ✓ If readily available, take your belongings with you before leaving the building. **DO NOT GO TO FIND YOUR BELONGINGS.**
- ✓ If time permits, secure your area.
- ✓ Leave the building in an orderly manner via the nearest safe exit.
- ✓ Provide assistance to persons who cannot evacuate on their own.
- ✓ Proceed to your designated assembly area.
- ✓ Conduct accountability and report the status of your area to building office.
- ✓ **DO NOT** leave the assembly area and stay where you are until notified to move by emergency personnel or School Administration.

- ✓ DO NOT re-enter the building until the “all-clear” has been issued by emergency personnel or School Administration.

**EVACUATION RESPONSE PROCEDURES**

Agency	Description
<b>Principal</b>	<ul style="list-style-type: none"> <li>✓ Issue an "evacuation" protective order.</li> <li>✓ If not already notified, contact emergency response officials.</li> <li>✓ Report status to/assist Incident Command.</li> <li>✓ Provide status updates to district staff and teachers.</li> <li>✓ Upon the guidance of emergency officials, issue an "All Clear" or begin "reunification".</li> </ul>
<b>Teachers</b>	<ul style="list-style-type: none"> <li>✓ Alert all students in your area that there has been an emergency and they are to evacuate via the nearest exit immediately.</li> <li>✓ Check the safety of the escape path prior to exiting of any students.</li> <li>✓ Exit the room ONLY after the last student has exited.</li> <li>✓ Upon leaving the classroom, shut your door.</li> <li>✓ Direct students to leave the building in an orderly manner via the nearest, safe exit.</li> <li>✓ Direct students to proceed to your designated assembly area.</li> <li>✓ Conduct accountability using your class book and report the status of your area to the building office.</li> <li>✓ NEVER leave the students at any time during the emergency.</li> </ul>
<b>Administration Staff</b>	<ul style="list-style-type: none"> <li>✓ Announce the "Evacuation" protective measure.</li> <li>✓ Communicate information to external departments and supporting agencies. Record actions and attendance.</li> <li>✓ Answer phones and assist in receiving and providing consistent public information to callers.</li> </ul>
<b>Transportation &amp; Operations Staff</b>	<ul style="list-style-type: none"> <li>✓ Survey and report building damage to the Incident Commander.</li> <li>✓ If possible, control main shutoff valves for gas, water, and electricity.</li> <li>✓ As necessary, assist in the evacuation and securing of buildings.</li> <li>✓ Initiate/Activate emergency transport to reunification site if long-term evacuation.</li> </ul>
<b>Students</b>	<ul style="list-style-type: none"> <li>✓ If time permits, secure your area and take your belongings with you before you leave the building. <b>DO NOT GO TO FIND YOUR BELONGINGS.</b></li> <li>✓ Leave the building in an orderly manner via the nearest, safe exit. <b>DO NOT USE ELEVATORS.</b></li> <li>✓ Assist those around you who may not be able to evacuate themselves.</li> <li>✓ Remain with your assigned class.</li> <li>✓ <b>DO NOT</b> leave the assembly area and stay where you are until notified to move by emergency personnel or School Administration.</li> <li>✓ <b>DO NOT</b> re-enter the building until the "All Clear" has been issued.</li> </ul>







## **Reunification & Notification**

### **Purpose:**

The purpose of this *Reunification & Notification Functional Annex* is to provide for the orderly and coordinated reunification of *students* and families if an emergency situation occurs that warrants evacuating schools for an extended period of time.

### **Scope:**

Upon the advisement of emergency first responders or an incident which requires *evacuation* protective actions to be implemented for an extended period of time, this *Reunification & Notification Functional Annex* will be activated by the building principal or his or her designee. This Functional Annex will remain in effect until all *students* have been reunified or parents/guardians have been notified on child(rens) status.

### **Concept of Operations:**

Schools will use a double-gate system. Reunification & Notification Team members will be located in two areas. The first area, the "holding area," will be where students can wait for their parents. The second area, will include both the "report point" and the "student release point" where adult care givers will report and wait for their students to join them. These will be two distinctly separate areas, but they will be in close proximity to one another. Red Cross assistance, if available, will be utilized to increase staffing, to improve the communications capabilities and the conditions at both areas, and to make available refreshments at both areas.

1. Holding Area Operations - Designated classroom teachers will remain with their assigned students in the holding area. Each will have the list of the students assigned to their supervision, including the exact name of their parents/guardians. Anyone who was absent at the start of the school day or who departed prior to the incident will be noted.

2. Release Gate Operations - When a parent/guardian arrives at the release point, s/he will be asked for the name of the student(s) being picked up. The parent/guardian will then be required to show proof of their identification (driver's license or other government issued photo identification). When the staff member confirms the parent/guardian's identity and authority to pick up the student, the staff member will use a runner or a radio/cellular telephone to notify the staging area that the designated student(s) are to be escorted to the release point. When the student(s) reports to the release point, the staff member will have the parent/guardian sign for the student(s) on Student Release Form (Appendix 2) and the student(s) are released to the adult care giver.
  - a. If the parent/guardian must be notified that their child(ren) have been injured or for some other reason are not available for release to them, the staff member at the release point will not indicate the status of the child but will ask the parent to report to a nearby room for further processing. The "notification room(s)" will be manned by [counselors/assistant principal/designee]
3. Notification Room Operations - [counselors/Dean of Students/designee] will be responsible for notifying parents that their child is not available for pick-up for any of the following reasons: injured, dead, arrested, witness, etc. The staff member will:
  - Provide available information regarding the child(ren) in a sensitive way.
  - Will assure the parent/guardian that everything possible is being done to safeguard their child or their child's remains.
  - Will inform the parent/guardian where they are to await further information about how they will be reunited with their child(ren) or the remains of their child(ren).
  - Will assist the parent/guardian with their trauma.
  - Will make available to the parent/guardian means for communicating with other family members and supporters.
  - Will shelter the parent/guardian from media representatives.
4. At the end of the day, teachers will call all those parents/guardians who have not yet picked up their child(ren). If the parent cannot be reached, the student will be transported to his or her home by school district personnel.

## **Student/Parent Reunification Decisions**

The Incident Commander shall assess the need for evacuation, plan evacuations, or school closures that may require activating the student/parent reunification process. Student/Parent Reunification planning should resolve the following questions:

- a. How will parents and guardians be advised of what to do?
- b. What do evacuees need to take with them?
- c. What travel routes should be used by parents and guardians?
- d. What transportation support is needed?
- e. What traffic control is needed?
- f. Does the anticipated duration of the evacuation make it necessary to activate shelter and mass care facilities?
- g. How will reunion areas be secured?

Reunifications that must be conducted because of incidents that occur without warning may have to be planned quickly and carried out with only those resources that can be mobilized rapidly.

## **Security and Traffic Control**

1. During reunification, the security of the holding area is extremely important. Staff and students must be removed from any and all danger. Local Law Enforcement should establish access control points to limit entry into holding areas.
2. Traffic will be controlled by the local law enforcement.
3. If at all possible, two-way traffic will be maintained on all routes to allow continued access for emergency vehicles
4. Where time permits, traffic control devices, such as signs and barricades, will be requested by Transportation & Operations personnel.

5. Law enforcement will request wrecker services needed to clear disabled vehicles from traffic routes.

## **Assignment of Responsibilities**

### **Student/Parent Reunification Team will:**

- ✓ Staff the Holding and Release Areas.
- ✓ Coordinate staffing for the Notification Room
- ✓ Follow all policies and procedures for reunification
- ✓ Supervise the reunification site
- ✓ Supervise releasing of students to their parents/guardians.
- ✓ Communicate with Operations regarding number of students remaining in holding area.
- ✓ Coordinate with transportation regarding transport of students whose parents or guardians are unable to pick up their child.
- ✓ Make arrangements for shelter of students whose parents or guardians are unavailable to pick –up their child.

### **Release Point Team Leader will:**

- ✓ Direct team activities
- ✓ Interact with the Incident Commander to identify problems and report status.
- ✓ Refer all outside requests for information to the Public Information Officer.

### **Release Point Team Members will:**

- ✓ Greet parents, guardians, or designees
- ✓ Greet and direct parents, guardians, or designees to the notification room as appropriate.
- ✓ Providing reassurance to parents, guardians, or designees
- ✓ Maintain order.
- ✓ Issuing a tag or other identifications only to an authorized person.
- ✓ Dispatch runners to bring students to the release point.

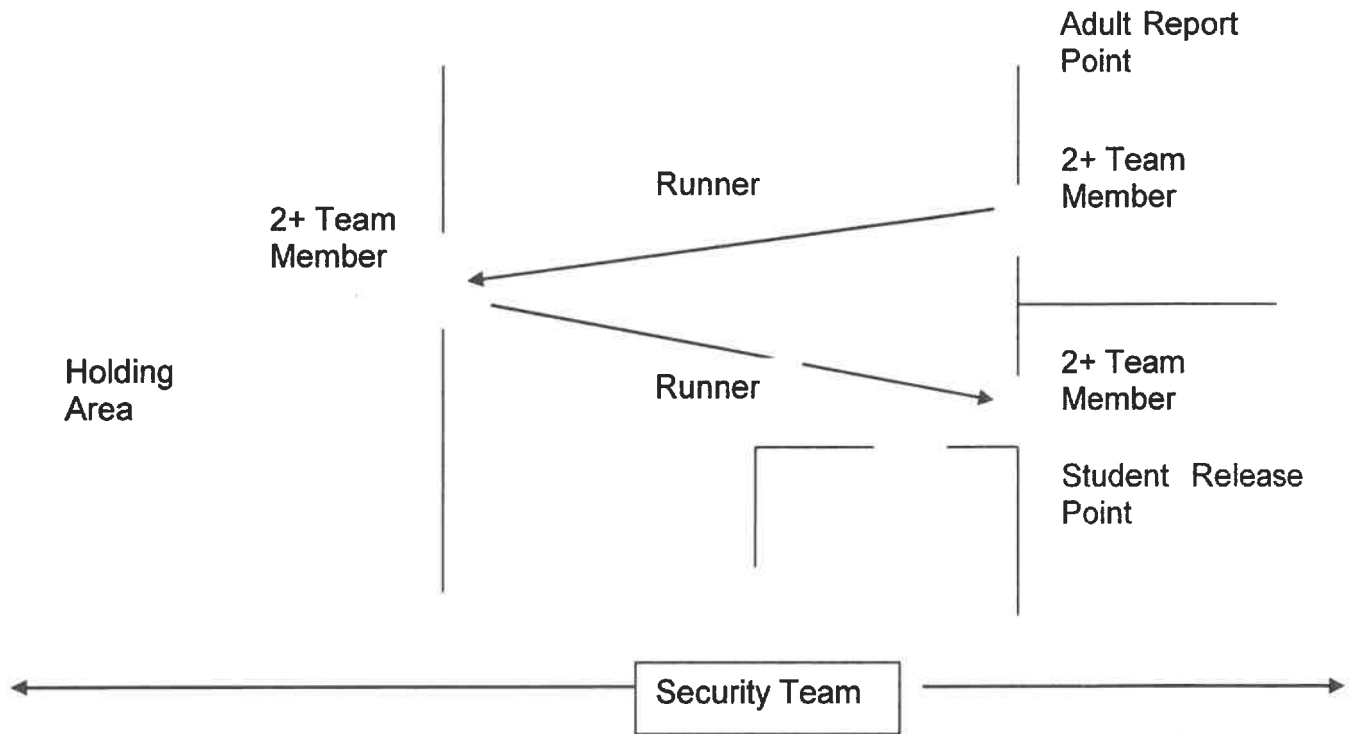
### **Holding Area Team Leader will:**

- ✓ Report missing persons to the Incident Commander.
- ✓ Direct team activities
- ✓ Interact with the Incident Command to identify problems and report status.
- ✓ Collect the Injury and Missing Person's Report (Form D, Appendix A) from the Team Members and make them readily available to the Incident Commander.

**Holding Area Team Members will:**

- ✓ Maintain order
- ✓ Obtain reports of missing students
- ✓ Interact with the Holding Area Team Leader
- ✓ Verify release information when a student is requested
- ✓ Assist the reunion gate team

**Double Gate System**



**Designated Reunification Areas**

Facility Name	Address

**\*Designated Reunification Areas have been established and coordinated with Local Emergency Management personnel.**

**OWOSSO PUBLIC SCHOOLS STUDENT RELEASE/RUNNER FORM**

*To Be Taken By Runner*

**1**

Completed by Parent/  
Requester at  
Release Gate

Student Name: \_\_\_\_\_  
*First* *Last*

Grade \_\_\_\_\_ Teacher (if known) \_\_\_\_\_

Name of Person Picking up  
Student: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

**2**

Completed by  
Request  
Gate

Name on Release Form? (circle one) Yes No

Photo ID/Driver's License Checked   
or ok to verify at release gate by student / \_\_\_\_\_

Emergency Form / Box  Checked by (Staff Only) \_\_\_\_\_

**3**

Completed by  
Holding Area  
Staff

Student Status: Sent with Runner  Absent

\_\_\_\_\_ First Aid Transported to: \_\_\_\_\_ Missing

Other Notes: \_\_\_\_\_

**4**

Completed by  
Release Gate

Name of Person Picking Up is same as Box #1 above  Yes

Photo ID/Driver's License Checked   
or verified as in box #2 above by student / \_\_\_\_\_

Checked by Release Gate Personnel \_\_\_\_\_

**5 \*Parent – Requester Completes the Following:**

Completed by Parent  
/Requester at Release  
Gate

Requester Signature \_\_\_\_\_

Destination Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address / directions if  
needed \_\_\_\_\_

Time \_\_\_\_:\_\_\_\_ am pm Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## Functional Needs

### **Purpose:**

The purpose of this *Functional Needs Functional Annex* is to provide guidance for district staff and teachers working with individuals with functional needs during an incident which activates the School Emergency Operations Plan.

### **Scope:**

Consistent with the National Response Framework (NRF), this *Functional Needs Functional Annex* defines “special needs populations” as those populations whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to:

- Cognitive, behavioral, emotional, and mental disabilities
- Mobility/physical, deafness/hearing, and blindness/vision disabilities
- Medically fragile health (ie: asthma, diabetes, severe allergies, etc)
- Communications impaired (Speech and limited English proficiency)
- Supervision (institutionalized, elderly, or youth)
- Incarcerated

### **Basic Response Considerations:**

When this *Functional Needs Functional Annex* is activated, the following response considerations should be followed:

- ✓ Involve the individual, they are experts on their own disabilities and how best to assist them out of a building.
- ✓ Give clear, concise verbal instructions.
- ✓ Communicate important information through gestures.
- ✓ Guide those with low vision or blindness.
- ✓ If a person becomes disoriented, confused, or overstressed, use visual communications instructions.
- ✓ Upon reaching safety, ask if further assistance is needed.
- ✓ If you are unable to assist an individual, immediately notify emergency personnel about the location and condition of the person with the disability.

FUNCTIONAL NEEDS CONSIDERATIONS

Impairment	Description
<b>Cognitive / Developmental</b>	<ul style="list-style-type: none"> <li>✓ Persons may not comprehend the nature of the emergency.</li> <li>✓ Can become disoriented/confused about the proper way to act.</li> <li>✓ May disobey or resist direction and may panic when overstressed and upset.</li> <li>✓ Keep the person calm. If there is a buddy or companion assistant, quickly describe the situation and how to involve him or her in the evacuation.</li> <li>✓ Sample diagrams or pictures are effective</li> </ul>
<b>Hearing</b>	<ul style="list-style-type: none"> <li>✓ Persons may not be able to hear emergency warnings.</li> <li>✓ May not respond to auditory cues.</li> <li>✓ May physically have to get the persons attention by tapping them on the shoulder.</li> <li>✓ Use basic hand signals, visual cues, and written instructions.</li> </ul>
<b>Vision</b>	<ul style="list-style-type: none"> <li>✓ Those with visual impairments may have to depend on others to lead them to safety during an emergency.</li> <li>✓ May be reluctant to leave familiar surroundings.</li> <li>✓ Offer to guide him/her to the nearest emergency exit and evacuation assembly area.</li> <li>✓ When providing assistance, explain your destination, where you are, any obstacles, which way you are going to turn, the number of steps, etc.</li> </ul>
<b>Mobility</b>	<ul style="list-style-type: none"> <li>✓ Limited mobility may impair egress and access to locations.</li> <li>✓ If possible, provide barrier-free paths of travel.</li> <li>✓ If possible, evacuate mobility devices with the person.</li> <li>✓ Involve the individual by asking the best way to assist them.</li> </ul>
<b>Medically Fragile</b>	<ul style="list-style-type: none"> <li>✓ Many illnesses can be aggravated by stress.</li> <li>✓ May have difficulty breathing when walking distances or descending stairs.</li> <li>✓ Smoke, dust, fumes, chemicals, etc. are irritants which can trigger a respiratory attack.</li> <li>✓ May need assistance administering medications.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>✓ May have limited to no English proficiency.</li> <li>✓ If available, may need to use a translator.</li> <li>✓ Use basic hand signals and visual cues.</li> </ul>
<b>Supervision</b>	<ul style="list-style-type: none"> <li>✓ Those needing supervision may be elderly, children, or institutionalized persons.</li> <li>✓ If possible, remain with the person throughout the incident.</li> </ul>



	✓ Use clear, concise verbal instructions and communicate important information through gestures.
--	--



## Recovery

Schools plan and equip for recovery of normal daily incidents to continue operations. Outside resources are available for more involved events and near catastrophic incidents that are beyond the normal scope.

Owosso District utilizes the services of ServPro or Jarvis Property Restoration, Contact Norm Perkins 989.293.1770 email: [normperkins@jarvisconstruction.com](mailto:normperkins@jarvisconstruction.com)

## Continuation of Operations

Schools maintain internal procedures within the District should an event render a portion of the building unusable or staff to become unavailable. Should a catastrophic event occur with significant damage and personnel affected, the resources of the entire Intermediate School District will be inventoried and utilized by all other unaffected schools as a consortium to resume functions.

## Part IV: Hazard Specific Annexes

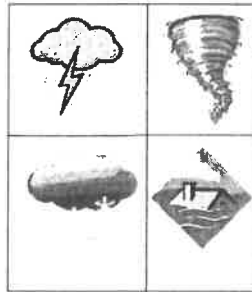
### Overview

Hazard Specific Annexes address special and unique response procedures, notifications, protective actions, emergency public information, and other needs generated by a particular hazard. They are supplements to the functional annexes that require special planning requirements. The content of a Hazard Specific Annex focuses on special planning needs generated by the hazard and does not duplicate information in the functional annexes. Hazard Specific Annexes in this Emergency Operations Plan use the following format:

- Purpose
- Scope
- Basic Response Considerations
- Response Procedures

The Emergency Operations Plan includes the following Hazard Specific Annexes:

- Severe Weather
- First Aid / Medical Emergency
- Fire
- Criminal Incident
- Bomb Threat and Suspicious Packages
- Utility Failure
- Transportation Incident



## Severe Weather

### Purpose:

The purpose of this *Severe Weather Hazard Specific Annex* is to provide guidance for district employees, teachers, and students during a severe weather incident such as a thunderstorm, tornado, ice storm, blizzard, or flood which requires schools to take emergency protective measures.

### Scope:

This *Severe Weather Hazard Specific Annex* will be activated when a “Watch” or “Warning” is issued by the National Weather Service for Severe Weather. This Hazard Specific Annex will remain in effect until “Watch” or “Warning” has been lifted or expired.

- “**Watch**” means conditions are favorable for the development of severe weather in and around the watch area.
- “**Warning**” means severe weather has been observed and is occurring or is imminent in the warning area.

### Basic Response Considerations:

When this *Severe Weather Hazard Specific Annex* is activated, the following response considerations should be followed:

- ✓ During a “Watch”, actively monitor weather conditions and alerts via NWS website, NOAA weather alert radio, radio, or TV.
- ✓ During a “Watch” review emergency plans and prepare to act as conditions can rapidly change.
- ✓ During a “Warning”,
  - DO NOT leave the building.
  - If there are visitors in the building, provide for their safety by asking them to stay – not leave.
  - Stay away from windows, doors, outside walls, and corners.
  - Monitor weather conditions for additional alerts.
- ✓ During a “**TORNADO WARNING**” go to a designated **STORM SHELTERS** and assume the protective position.

**SEVERE WEATHER RESPONSE PROCEDURES**

Agency	Description
<b>Principal</b>	<ul style="list-style-type: none"> <li>✓ Determine if regular scheduling needs to be suspended or amended.</li> <li>✓ Obtain up to date weather reports and existing weather hazards from the National Weather Services, Central Dispatch, Director of Transportation, and/or Emergency Services.</li> <li>✓ Coordinate with the Superintendent and Director of Transportation to determine the need to close School or issue any additional protective measures.</li> <li>✓ Issue <b>Tornado Warning</b> as necessary.</li> </ul>
<b>Teachers</b>	<ul style="list-style-type: none"> <li>✓ If the alarm is sounded for a "<b>Tornado Warning</b>", quickly relocate students to pre-designated safe areas.</li> <li>✓ Shut all doors as a precaution against flying debris and glass.</li> <li>✓ NEVER travel through an unsafe area (ie: a building area with lots of glass; a large room; area with high ceilings) in order to get to a safe area.</li> <li>✓ Direct students to "assume the protective position"</li> <li>✓ NO talking is allowed so that verbal signals can be heard.</li> <li>✓ Conduct accountability and report the status of your area to the building office.</li> <li>✓ If you have persons with life threatening injuries in your area, dial 9-1-1. Report your name, location, and injuries</li> </ul>
<b>Administration Staff</b>	<ul style="list-style-type: none"> <li>✓ During a "Watch", actively monitor weather conditions and alerts via NWS website, NOAA weather alert radio, radio, or TV.</li> <li>✓ Record actions taken.</li> <li>✓ Provide district staff and teachers with updates.</li> <li>✓ Answer phones and assist in receiving and providing consistent public information to callers.</li> <li>✓ If severe weather with damaging winds is imminent or a "Tornado Warning" is issued, sound off the school bell with short quick blasts.</li> </ul>
<b>Transportation &amp; Operations Staff</b>	<ul style="list-style-type: none"> <li>✓ During a "Watch", actively monitor weather conditions and alerts via NWS website, NOAA weather alert radio, radio, or TV.</li> <li>✓ If possible, serve as a weather spotter and provide weather updates to school Administration.</li> <li>✓ Ensure outside doors are locked and secured.</li> </ul>
<b>Students</b>	<ul style="list-style-type: none"> <li>✓ On the command, go to a shelter area and "Assume the Protective Position". NO talking in the shelter area.</li> <li>✓ Stay out of large roofed areas such as the gym, shop, cafeteria, etc.</li> <li>✓ Respond quickly and correctly to all instructions.</li> </ul>





## **First Aid / Medical**

### **Purpose:**

The purpose of this *First Aid / Medical Hazard Specific Annex* is to provide guidance for district staff, teachers, and students during a medical incident which requires district staff and teachers to provide emergency care.

### **Scope:**

This *First Aid / Medical Hazard Specific Annex* will be activated when a medical incident occurs.

### **Basic Response Considerations:**

When this *First Aid / Medical Hazard Specific Annex* is activated, the following response considerations should be followed:

- ✓ Immediately notify the office of all accidents and injuries.
- ✓ Call or instruct someone to call 911.
- ✓ Check the area to make sure it is safe for you to respond
- ✓ If safe, stay with the patient and attempt to soothe and calm them.
- ✓ Send someone outside to direct EMS.
- ✓ If trained, provide emergency care.
- ✓ If the patient has no pulse, send someone to get the closest AED and begin CPR.
- ✓ For trauma patients, conduct a head to toe physical assessment looking for deformities, contusions, abrasions, punctures/penetrations, burns, tenderness, lacerations, and swelling.
- ✓ For a trauma patient who you suspect a head or spine injury, limit movement of the patient by applying manual stabilization of the head and spine.
- ✓ In case of a blood spill, isolate and secure the area, then contact the Operations Supervisor



### **Cardiac Emergency Response Considerations:**

When an individual collapses on school property, the following response considerations should be followed:

#### **Staff:**

- ✓ Call or instruct someone to call 911.
- ✓ If trained, provide emergency care.
- ✓ If the patient has no pulse, send someone to get the closest AED and begin CPR.

#### **Staff trained in CPR:**



- ✓ Bring AED to location of emergency (if building is equipped with one)
  - Trained staff are responsible for obtaining and responding with AED
- ✓ Move occupants in the area away from the emergency to a pre-designated or other area
- ✓ Assess the patient for circulation, airway, and breathing.
- ✓ The patient should not be moved unless the scene is unsafe
- ✓ If the patient has no pulse, begin CPR.
- ✓ Prepare to use AED. Follow all instructions and prompts
  - If no AED is available continue CPR as training indicates
- ✓ Follow-up with Administration

#### **Building Office:**

- ✓ Call 911
  - Confirm location/status of patient
- ✓ Assign a staff member to direct emergency crews to the location of patient
  - Prior to EMS arrival, obtain patient's emergency contact information from the file, if available.
- ✓ Notify the emergency contact (parent, spouse or guardian)
- ✓ Notify necessary staff when appropriate that students removed from area are clear to return regular schedule
- ✓ File accident report and workman's compensation report, if applicable
- ✓ Contact Superintendent's office

Schools will conduct annual CPR and AED staff training sessions and drills. Records of training sessions are maintained in the School Office as designated by the administrator. In addition, the building's AED equipment will follow manufacturer prescribed maintenance procedures with documentation of maintenance actions. Records of maintenance are maintained in an appropriate location as designated by the administrator.

**First Aid / Medical Resources**

Building	First Aid Kits 	Automated External Defibrillator (A.E.D) 
		Portable, announcers booth
High School	Office.	Hallway, outside gym door
Elementary School	Office.	Hallway outside gym door

	<p><b>Blood Pathogen Response and Cleanup</b></p>	<ul style="list-style-type: none"> <li>• Kits available in each office.</li> </ul>
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## Fire

### **Purpose:**

The purpose of this *Fire Hazard Specific Annex* is to provide guidance for district employees, teachers, and students during a fire in a building or on the grounds of Marion Public Schools requiring emergency protective measures to be implemented.

### **Scope:**

This *Fire Hazard Specific Annex* will be activated when a fire occurs or there are signs of a fire.

### **Basic Response Considerations:**

When this *Fire Hazard Specific Annex* is activated, the following response considerations should be followed:

If you have witnessed or have been notified of an incident involving a fire, follow the **R.A.C.E** procedures:

- R = Remove** all persons in immediate danger to safety
- A = Alert** 9-1-1, pull the fire alarm or call 711 internally or 911 externally.  
Report the location of the incident and any available information. Stay on the line until released by dispatcher
- C = Contain** the fire as best as possible, moving anything close that may be combustible, and turning off utilities if applicable.
- E = Evacuate/ extinguish**, determine if it is safe to extinguish a fire (garbage can or smaller) with a fire extinguisher using the **P.A.S.S** acronym.
  - P = Pull** the pin breaking the plastic seal;
  - A = Aim** at the base of the fire;
  - S = Squeeze** the handles together; and
  - S = Sweep** from side to side.

If it is not safe to extinguish, evacuate the building following the *Evacuation Functional Annex* and Response Procedures.

*Note: Stay low to the ground if moving through smoke. If doors are hot, do not open and look for alternative exits.*

## **Fire Resources Maps (Pull Alarms and Fire Extinguishers)**



## Criminal Incident

### **Purpose:**

The purpose of this *Criminal Incident Hazard Specific Annex* is to provide guidance for district staff, teachers, and students during a criminal incident such as a suspicious or disruptive individual, violent or potential violent person, hostage situation, weapon in a building or on the grounds, or active assailant inside/outside of a building of schools that require emergency protective measures to be implemented.

### **Scope:**

This *Criminal Incident Hazard Specific Annex* will be activated when an incident occurs that disrupts or has the potential to disrupt the orderly functions of schools. This Hazard Specific Annex will remain in effect until the threat has been neutralized and schools return to daily operations. This Hazard Specific Annex covers three levels of criminal incidents.

### **Basic Response Considerations:**

When this *Criminal Incident Hazard Specific Annex* is activated, the following response considerations should be followed:

- ✓ Consider *Lockdown* or *Secure Mode* and 911 if necessary.
- ✓ If an unknown person is in a (non-public) area, inquire as to his/her business. If the person is unauthorized or suspicious, ask them to leave and, if possible, escort them from the area.
- ✓ If the person refuses to leave the area, notify the office or call 911.
- ✓ The building office will call 911 and may issue a *Lockdown*.
- ✓ If the building goes into *Lockdown*, the office will notify the superintendent and other buildings within the school district.



## Bomb Threat and Suspicious Packages

### **Purpose:**

The purpose of this *Bomb Threat and Suspicious Packages Hazard Specific Annex* is to provide guidance for *district staff, teachers, and students* on handling suspicious packages and during a suspected or actual bomb threat on or impacting schools requiring emergency protective measures to be implemented.

### **Scope:**

This *Bomb Threat and Suspicious Packages Hazard Specific Annex* will be activated when a threat occurs that disrupts or has the potential to disrupt the orderly functions of the schools. This Hazard Specific Annex will remain in effect until the threat has been neutralized and the school returns to daily operations.

### **Basic Response Considerations:**

When this *Bomb Threat and Suspicious Packages Hazard Specific Annex* is activated, the following response considerations should be followed:










- ✓ Take every threat seriously; Treat as real until proven otherwise.
- ✓ If the threat is called in via phone, utilize the *Telephone Threat checklist*. Listen and document everything the caller says, including the description of the caller's voice and any background noises.
- ✓ If possible, keep the caller on the line and ask them to repeat the message. Signal a co-worker to call for assistance.
- ✓ Call 911 externally
- ✓ Notify the building principal and or the superintendent.
- ✓ DO NOT use a cell phone or hand held radio.
- ✓ In your immediate area, begin visually looking for anything unusual or out of place. Report anything suspicious to Law Enforcement.
- ✓ DO NOT open any suspicious package or letters.
- ✓ When in doubt, treat the package or letter as a real bomb or other dangerous substance. Evacuate the area and secure all windows and doors.
- ✓ Be aware of potential for secondary devices.

### **Bomb Threat Considerations:**

Law Enforcement will evaluate whether the bomb threat is credible and if building evacuation or district lockdown is needed. If an evacuation or secure mode are ordered, follow the *Evacuation or Secure Mode Functional Annex* and Response Procedures.

## Bomb Threat

- Upon receipt of a phone call threat:
- Immediately Utilize Bomb Threat Report
- **DO NOT HANG UP AFTER CALL**, set the phone receiver down and mute the phone - Fill out Bomb Threat Report.
- Notify Administration and 911.
  
- **ANNOUNCE**: “Secure Mode, Check your Room or Area” over the PA.
- **LOCK** and secure each room.
- **TAKE** head-count of all persons in your room.
- **CHECK** for suspicious objects in your room/area and report any:
  - Do **NOT** touch the item/package
  - Do **NOT** use cell phones/radio
  - Do **NOT** touch light switches
- **WAIT** for further instructions over the PA system.
- If evacuation is necessary, it will be announced over the PA system.
- **EVACUATE** to designated area.
- **CHECK** exits for suspicious items.
- **ACCOUNT** for clients and staff through head counts.
- **PLACE** a placard near the door:
  - **GREEN** = no suspicious packages are observed in the room.
  - **RED** = suspicious package/item.
- Do **NOT** allow students/clients or staff cell phone use and keep everyone in the protected area.

 <b>BOMB THREAT STAND-OFF CHART</b>				
Threat Description Improvised Explosive Device (IED)		Explosives Capacity <sup>1</sup> (TNT Equivalent)	Building Evacuation Distance <sup>2</sup>	Outdoor Evacuation Distance <sup>3</sup>
	Pipe Bomb	5 LBS	70 FT	1200 FT
	Suicide Bomber	20 LBS	110 FT	1700 FT
	Briefcase/Suitcase	50 LBS	150 FT	1850 FT
	Car	500 LBS	320 FT	1500 FT
	SUV/Van	1,000 LBS	400 FT	2400 FT
	Small Moving Van/ Delivery Truck	4,000 LBS	640 FT	3800 FT
	Moving Van/ Water Truck	10,000 LBS	860 FT	5100 FT
	Semi-Trailer	60,000 LBS	1570 FT	9300 FT

1. These capacities are based on the maximum weight of explosive material that could reasonably fit in a container of similar size.  
 2. Personnel in buildings are provided a high degree of protection from death or serious injury; however, glass breakage and building debris may still cause some injuries. Unstrengthened buildings can be expected to sustain damage that approximates five percent of their replacement cost.  
 3. If personnel cannot enter a building to seek shelter they must evacuate to the minimum distance recommended by Outdoor Evacuation Distance. These distance is governed by the greater hazard of fragmentation distance, glass breakage or threshold for ear drum rupture.



### **Suspicious Packages Response Considerations:**

When a suspicious package is identified, the following response considerations should be followed for handling.

- ✓ Do not shake/empty contents of any suspicious package or envelope.
- ✓ Do not carry the package or envelope, show it to others or allow others to examine it.
- ✓ Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents which may have spilled.
- ✓ Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system.
- ✓ WASH hands with soap and water to prevent spreading potentially infectious material to face or skin. Seek additional instructions for exposed or potentially exposed persons.
- ✓ Notify a supervisor, a security officer, or a law enforcement official.
- ✓ Complete the *Suspicious Packages Checklist*.

### **Terrorist Threat Considerations:**

As defined by the United States Congress, Terrorism is "any activity that (A) involves a violent act or an act dangerous to human life that is a violation of the criminal laws of the United States or any State, or that would be a criminal violation if committed within the jurisdiction of the United States or of any State; and (B) appears to be intended (i) to intimidate or coerce a civilian population; (ii) to influence the policy of a government by intimidation or coercion; or (iii) to affect the conduct of a government by assassination or kidnapping."

Law Enforcement will evaluate whether the bomb threat or suspicious package is an act of terrorism. If the incident is identified as a Terrorism incident, the following response considerations should be followed:

- ✓ Appropriate response entities should be notified including FBI, MSP, Emergency Services/Hazardous Materials Team, and other agencies as deemed appropriate by Incident Command.
- ✓ When a chemical or biological threat is suspected, the only response actions taken by first responders will be to attempt to rescue victims, decontaminate them, and transport them to appropriate health facilities and or designated triage/treatment areas.
- ✓ Time, distance, and shielding response techniques will be utilized to avoid hazard exposure.
- ✓ The implementation of perimeters and control zones will be utilized to isolate the hazard and protect evidence.
- ✓ Specialty resources may be needed to provide personnel and equipment who are specially trained and equipped to support operational objectives.

**TELEPHONE THREAT CALL CHECKLIST**

Use this form to help officials analyze the threat. If possible, keep a copy at each telephone. Train operators to respond calmly to a bomb threat phone call and complete immediately the following incident before speaking to others.

**QUESTIONS TO ASK:**

**EXACT WORDING OF THE THREAT:**

1. When did threat occur? \_\_\_\_\_
2. If bomb, when is it going to explode? \_\_\_\_\_
3. Where is it right now? \_\_\_\_\_
4. What does it look like? \_\_\_\_\_
5. What kind of bomb, disease, or threat is it?(Describe) \_\_\_\_\_
6. What will cause it to explode or occur? \_\_\_\_\_
7. Did you place the bomb or threat? \_\_\_\_\_
8. Why?  
\_\_\_\_\_
9. What is your address? \_\_\_\_\_
10. What is your name? \_\_\_\_\_

**EXACT WORDING OF THE THREAT (Include interactive questions/responses. Is the building occupied? Why are you doing this?):**  
 \_\_\_\_\_  
 \_\_\_\_\_

**FBI BOMB DATA PROGRAM**

**CALLER'S VOICE:**

- |                                   |                                   |   |   |  |                                   |
|-----------------------------------|-----------------------------------|---|---|--|-----------------------------------|
| <input type="checkbox"/> Calm     | <input type="checkbox"/> Laughing | <input type="checkbox"/> Lisp           | <input type="checkbox"/> Disguised      | <input type="checkbox"/> Angry           | <input type="checkbox"/> Crying   |
| <input type="checkbox"/> Raspy    | <input type="checkbox"/> Accent   | <input type="checkbox"/> Excited        | <input type="checkbox"/> Normal         | <input type="checkbox"/> Deep            | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Ragged   | <input type="checkbox"/> Slurred        | <input type="checkbox"/> Nasal          | <input type="checkbox"/> Clearing Throat | <input type="checkbox"/> Slow     |
| <input type="checkbox"/> Loud     | <input type="checkbox"/> Stutter  | <input type="checkbox"/> Cracking Voice | <input type="checkbox"/> Soft Breathing | <input type="checkbox"/> Rapid           | <input type="checkbox"/> Deep     |

If voice is familiar who did it soundlike? \_\_\_\_\_

**CALLER'S SEX:**      Male      Female      Age Estimate \_\_\_\_\_

**BACKGROUND SOUNDS:**

- |  |                                       |  |                                       |                                |                                 |
|--|---------------------------------------|--|---------------------------------------|--------------------------------|---------------------------------|
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> House Noises | <input type="checkbox"/> Factory Machinery | <input type="checkbox"/> Crockery     | <input type="checkbox"/> Motor | <input type="checkbox"/> Voices |
| <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Office       | <input type="checkbox"/> Clear             | <input type="checkbox"/> Other Noises | _____                          |                                 |

**THREAT LANGUAGE**

- |   |   |                                |                               |
|---|---|--------------------------------|-------------------------------|
| <input type="checkbox"/> Well Spoken (educated) | <input type="checkbox"/> Irrational                   | <input type="checkbox"/> Taped | <input type="checkbox"/> Foul |
| <input type="checkbox"/> Incoherent             | <input type="checkbox"/> Message read by threat maker |                                |                               |

**REMARKS:**  
 \_\_\_\_\_  
 \_\_\_\_\_

**REPORT CALL IMMEDIATELY TO: Central Dispatch 911**

(Fill out completely immediately after threat). Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Time: \_\_\_\_\_ a.m./p.m.

Phone Number Called: \_\_\_\_\_ Ext. \_\_\_\_\_

Your Name: \_\_\_\_\_ Position: \_\_\_\_\_

## SUSPICIOUS PACKAGES CHECKLIST

NEVER open any suspicious packages. Use this form to help officials analyze a threat.

### PACKAGE INFORMATION

1. How was it received? \_\_\_\_\_
2. What time and day was it received? \_\_\_\_\_
3. Who is it addressed to? \_\_\_\_\_
4. What is the return address? \_\_\_\_\_
5. Does the City or State in the Postmark match the return address? \_\_\_\_\_

### PACKAGE DESCRIPTION

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> No return address   | <input type="checkbox"/> Special Delivery                    | <input type="checkbox"/> Foreign Mail      | <input type="checkbox"/> Air Mail         |
| <input type="checkbox"/> Discoloration       | <input type="checkbox"/> Unusual or excessive weight         | <input type="checkbox"/> Lopsided          | <input type="checkbox"/> Oddly shaped     |
| <input type="checkbox"/> Strange Odor        | <input type="checkbox"/> Excessive securing material         | <input type="checkbox"/> Excessive Postage |   |
| <input type="checkbox"/> Strange Sound       | <input type="checkbox"/> Protruding wires or tinfoil         | <input type="checkbox"/> Leaking substance |   |
| <input type="checkbox"/> Titles but no names | <input type="checkbox"/> Marked "Personal" or "Confidential" | <input type="checkbox"/> Poorly Labeled    | <input type="checkbox"/> Incorrect Titles |

### CONTACT INFORMATION

1. Name all persons who have come into contact with the suspicious package  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the package was opened, complete the following information:

### HANDLING INFORMATION

1. Who opened the package? \_\_\_\_\_
2. What time and day was it opened? \_\_\_\_\_
3. Describe in detail the contents of the package \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Did you handle any other objects? \_\_\_\_\_
5. Was the immediate area isolated and cordoned off? \_\_\_\_\_

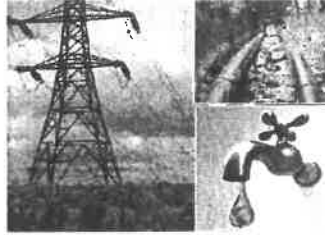
REPORT CALL IMMEDIATELY TO: Central Dispatch 911

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Time: \_\_\_\_\_ a.m./p.m.

Your Name: \_\_\_\_\_

Position: \_\_\_\_\_



## Utility Failure

### Purpose:

The purpose of this *Utility Failure Hazard Specific Annex* is to provide guidance for district staff, teachers, and students during an electrical power failure, gas line break, water main or sewer break, telephone outage, Computer Network or internet outage impacting the schools requiring action to be taken.

### Scope:

This *Utility Failure Hazard Specific Annex* may be activated when an outage occurs that disrupts or has the potential to disrupt the orderly functions of schools. This Hazard Specific Annex will remain in effect until the outage is over and the school returns to daily operations.

### Basic Response Considerations:

The Occupational Safety and Health Administration (OSHA) enforces the United States Occupational Health and Safety (OHS) Act passed in 1970. Section 5(a) of the OSH Act of 1970 states that "each employer shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees." This *Utility Failure Hazard Specific Annex* takes into consideration OSHA and Public Health recommendations when determining appropriate response actions during a utility failure.

When this *Utility Failure Hazard Specific Annex* is activated, the following response considerations should be followed:

- ✓ Notify the Maintenance Supervisor and Superintendent and or designee.
- ✓ The Maintenance Supervisor or Superintendent will contact the Utility Company and/or appropriate agency to obtain status updates and estimated time for restoration.
- ✓ The Superintendent may choose to evacuate the schools, release employees and students, suspend or amend regular school hours, or determine no action is needed.

## Electrical Power Failure Response Considerations:

### Service Provider

Consumers Energy	Main Line	(800) 877-5050
Operations Supervisor,	Joel Himm	(989) 729-3256 (989) 323-1258

## Safety Considerations

### Lighting

OSHA standard 1926.56(a) requires a minimum illumination intensity for a general office environment of not less than 30 Foot-Candles (Lumens per square foot) while any work is in progress.

### Temperature

Although there is no single value for the maximum temperature to which you can be exposed to at work, nor is there a single value above which work should be stopped in legislation, OSHA recommends that indoor temperatures be between 68 and 76 degrees Fahrenheit. Individuals exposed to temperatures outside these ranges for prolonged periods of time may be at risk for hypothermia or hyperthermia.

## NOAA's National Weather Service

### Heat Index Temperature (°F)

Relative Humidity (%)	80	82	84	86	88	90	92	94	96	98	100	102	104	106	108	110
40	80	81	83	85	88	91	94	97	101	105	109	114	119	124		
45	80	82	84	87	89	93	96	100	104	109	114	119	124			
50	81	83	85	88	91	95	99	103	108	113	118	124				
55	81	84	86	89	93	97	101	106	112	117	124					
60	82	84	88	91	95	100	105	110	116	123						
65	82	85	89	93	98	103	108	114	121							
70	83	86	90	95	100	105	112	119								
75	84	88	92	97	103	109	116	124								
80	84	89	94	100	106	113	121									
85	85	90	96	102	110	117										
90	86	91	98	105	113	122										
95	86	93	100	108	117											
100	87	95	103	112	121											

#### Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity

Caution     
  Extreme Caution     
  Danger     
  Extreme Danger

### Information and Technology

#### Servers

In the case of a power outage, the Owosso Schools Server room located in the middle-high school is hooked up to a UPS backup system that keeps the servers powered for at least 20 minutes. The server room generator should turn on within 30 seconds of the power outage and take over.

#### Phone

In the case of a power outage, the Owosso Public School Phone System is located at the Shiawassee Regional Education District and is powered by both a UPS and a generator. The phone in the building and administrative offices are connected to a UPS back-up that will allow up to 30 minutes of usage during a power outage.

### Response Considerations

The following response considerations should be followed:

- ✓ Unplug or turn off all electrical equipment to prevent damage from electrical surges or spikes when power is restored.
- ✓ When the power is restored, check to ensure all equipment is operating correctly.

- ✓ Based on safety considerations and duration, the County Administrator will determine appropriate response actions.

**Water Main Break or Septic Break Response Considerations:**

**Contact Operations Supervisor**

Name: Mark Mitchell (989) 725-0556

**Public Health**

Name: Community Health Officer: Larry Johnson (989) 743-2355

**Water**

OSHA Standard 1926.51(a) states “an adequate supply of potable water shall be provided in all places of employment.”

Should potable water be unavailable due to a water main break, the Superintendent may make arrangements to have another source of bottle water brought in (i.e. bottled water).

**Toilet**

OSHA Standard 1926.51(c) states “for 200 of employees or more, 1 toilet seat and 1 urinal per 50 workers shall be provided to employees.”

Should toilet facilities be unavailable due to a sewer line break or other failure, the Superintendent may work with the Public Health Environmental Health Officer to make arrangements to have portable toilets brought in.

**Gas Line Break Response Considerations:**

**Service Provider**

Consumers Energy 1-800-477-5050

**Recognition**

The following are signs of a natural gas leak:

- A “rotten egg” odor
- A blowing or hissing sound
- Dead or discolored vegetation in an otherwise green area
- Flames, if a leak has ignited
- Dirt or dust blowing from a hole in the ground
- Bubbling in wet or flooded areas

**Response Considerations**

The following response considerations should be followed:

- ✓ Leave the area immediately and notify utilityN. If there is a safety concern call 911.
- ✓ If instructed to evacuate, follow the Evacuation Functional Annex.
- ✓ Do not use any electrical device such as light switches, telephones, or computers. They could spark and ignite the gas.
- ✓ Do not use an open flame, matches, or lighters.
- ✓ Do not try to locate the source of the gas leak.
- ✓ Do not try to shut off any gas valves or appliances
- ✓ Do not start vehicles
- ✓ If the natural gas ignites, let it burn. Do not put out the flame; burning gas will not explode.

**Telephone, Computer Network, or Internet Failure  
Response Considerations:**

**Telephone Service Provider**

Name of Provider:	DayStar	K12ETA
How backed up:		nightly
Where backed up:		locally
Point of Contact or name of Account Rep:		Brent Klein (989) 720-3472

**Internet Service Provider**

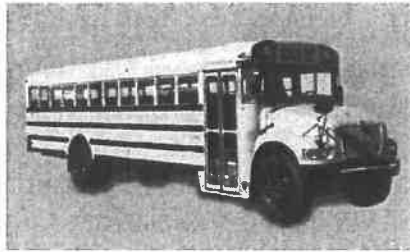
Name of Provider:	Regional Education School District RESD	(989) 743-3471
Account Rep/Area Supervisor Name:		Jackie Carten (989) 743-3472

**Response Considerations**

The following response considerations should be followed:

When internet is lost, ISD IT will determine if the cause is K12ETA hardware or its internet provider. If it is K12ETA hardware, K12ETA IT will correct the issue. If the problem is the internet provider, then K12ETA will be contact current provider.





## **Transportation Accident**

### **Purpose:**

The purpose of this *Transportation Accident Hazard Specific Annex* is to provide guidance for district staff, teachers, and students during a transportation incident impacting the school requiring action to be taken.

### **Scope:**

This *Transportation Accident Hazard Specific Annex* may be activated when a bus or other school transportation vehicle is involved in an accident. This Hazard Specific Annex will remain in effect until the accident is over and school returns to daily operations.

### **Basic Response Considerations:**

Emergency conditions including weather, criminal intent, status of students—injuries, fatalities, etc.—and condition of driver, vehicle. Call for help on radio, call 911 using cell phone as necessary.

**TRANSPORTATION ACCIDENT PROCEDURES**

Agency	Description
<b>Driver</b>	<ul style="list-style-type: none"> <li>✓ Assess injuries and ensure scene safety</li> <li>✓ Contact Transportation Director</li> <li>✓ Determine if evacuation of bus is necessary</li> <li>✓ If evacuation is necessary, determine safe location away from bus</li> <li>✓ Ensure accountability, when possible, by creating a manifest</li> <li>✓ Control situation</li> <li>✓ Provide continuous updates to the school</li> <li>✓ Do not talk to the media.</li> </ul>
<b>Transportation Director</b>	<ul style="list-style-type: none"> <li>✓ Call 911 with details of accident (i.e., location, injuries, etc)</li> <li>✓ Call Superintendent with details of accident</li> <li>✓ Go to scene of accident; Obtain Tape from Camera</li> <li>✓ Interface with Incident Command @ Command Post, stage units at safe location</li> <li>✓ Speak with driver and students to form assessment</li> <li>✓ Coordinate for alternate transportation</li> <li>✓ Track disposition of individuals (hospital, parent pick-up, etc)</li> <li>✓ Contact Towing for removal of bus if necessary</li> <li>✓ Meet and lead discussion with driver, police, superintendent to create written statements of incident</li> <li>✓ Ensure protocols followed per MDOT/MAPT</li> <li>✓ Conduct after action review</li> </ul>
<b>Superintendent</b>	<ul style="list-style-type: none"> <li>✓ Notify school board members</li> <li>✓ Notify school administrators</li> <li>✓ Notify parents with information letter</li> <li>✓ Address media, if present</li> <li>✓ Participate in summary if events at transportation office</li> <li>✓ Conduct necessary logistics for critical incident stress debriefings as referenced in basic plan</li> </ul>
<b>Additional Agencies</b>	<ul style="list-style-type: none"> <li>✓ County Emergency Management for EOC/Plan support</li> <li>✓ American Red Cross for support of disaster inquiry, reunification, shelter support</li> <li>✓ 211 for community hotline information</li> </ul>

*Further response support will be provided by extension of the NIMS Incident Command System*

## TRANSPORTATION RESPONSE

### Transportation Supervisor and Dispatch Duties:

- Do Not let anyone approach the student door of the bus, go to driver's window.
- Have notification lists of surrounding districts available for back-up response.
- Keep Emergency Signals available at dispatch in the event of a notification.
- Advise police and superintendent's office of bus emergency.
- Track routes with 15 minute intervals to locate in time of emergency.
- Use mirrors for quick checks under busses and check interiors for suspicious items.
- Secure bus fences and consider motion activated monitoring of bus area.

### Emergency Signals

- Bus Number \_\_\_\_\_ to A-ADAM BASE

Example; Bus ISD 42 to Base A-Adam. Bus driver and occupants are in grave danger, (i.e... hostage situation, armed gunman) and the driver is unable to tell what is going on due to possible violence that could be inflicted. This is the utmost priority and if not handled properly could cause injury or death to involved persons. All other drivers hearing the code are to maintain radio silence and await further directions from dispatch. This is not to be used when the driver is able to talk on the radio and give information. *To be used only in situations of grave danger.*

- Bus Number \_\_\_\_\_, to base, I Have a Code 1300

Example; Bus ISD 42, to Base, I have a code 1300. Bus has a suspicious person or possibly has an armed person on the bus that is not to be confronted by the bus driver. The bus driver uses this code so as not to alert the individual and continues to the school where police can assist in assessing the danger. Driver continues on and updates dispatch with locations and information when possible.

This is not to be initiated when normal means of communication can be used without alerting the suspicious person. Police will be directed to the schools and will not approach the bus on this code.

## Emergency Evacuation Kits

The following is the minimum contents of the Emergency Kit. There should be a back-up maintained at the district office.

- Copy of School Emergency Operations Plan
- Most Current Roster
- Copy of Coded Site Map and Evacuation Areas
- Emergency Telephone Listings of Assisting Agencies
- Phone Numbers of all Interior Phones, Staff Cell Numbers
- Photographic Copies of Building
- Copies of Student and Staff Emergency/Release Contacts
- Cell Phone Available
- Current Phone Book
- Most Recent Year Book, CD of Students/Staff
- First Aid Kit (Blood and Breathing Emergencies)
- Emergency Medical Information on Students and Staff
- Master Key(s) Top, Ring Of Emergency Book
- Local Maps of School Area
- Duct Tape

**The kit should be accessible to staff, but not the public.**

**TAKE TO INCIDENT COMMAND ON SITE.**

## Critical Incident Management

### Site Map Requirements

The following are to be color coded and recorded on school floor plans:

- Gas Entry into Building as well as Gas Locations **YELLOW**
- Electric Main Switch Location **GREEN**
- Fire Alarm Turn Off Locations **RED**
- Security Alarm Controls **PINK**
- Hazardous Materials Locations **BROWN**
- Sprinkler Turn Off Locations **BLUE**
- Label Sides and Doors with Numbers
- Color Code Hallways and Display on Maps
- Label North, South, East and West
- Address and Phone Number of Building

#### Other Information:

- Main Entry
- Surveillance Cameras
- Classroom Numbers
- Exterior Door Numbers
- Material Safety Data Sheets (MSDS)
- Roof and Underground Access

#### Evacuation Sites (At Least One Alternative Site)

- Avoid Parked Vehicles, Dumpsters (Secondary Explosion Potential)
- Must Allow Mobility

#### Identify Reunification and Meeting Centers



**Part V: Corrective Measures and Improvement Plan**

Observation	Recommendation	Type	Cost

**Attachments:**

Color Coded School Maps  
Site Map Requirements (CIM)  
Assessment Forms (CIM)  
Memorandums of Understanding  
Resource Inventory  
Class Roster and Schedules  
Emergency Utility Shut-off Procedures  
Cardiac Emergency Response Plan  
Emergency Contact Roster  
Parent/Guardian Information (CIM)  
Large Event Security (CIM)

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
October 28, 2019**

**Report 19-129**

**FOR FUTURE ACTION**

Subject:

Declaration of Obsolete Material – Maintenance

Recommendation

Resolve that the Board of Education authorize the Owosso Public School’s maintenance department to dispose of a one truck, one van, a mower and three heating/cooling unit.

Facts/Statistics:

Pursuant to Board Policy #7300, “the Board shall direct the periodic review of all District property and authorize the disposition by sale, donation, trade, or discard of any property not required for school purposes”. The maintenance department has identified the following items as not being needed any longer:

- 16 ft. Land Pride gang mower
- 1998 Chevy Truck (need to verify on Title) vehicle #1GCGK24R2YR155539
- 1998 Ford Van #1FTHE2419VHB51822
- 3 - Goodman RTU Heating/Cooling Units, Natural Gas Model #GPG1336070M41AD

If authorized by the Board, the District will put these items up for bid through a closed bid process advertised on the District’s website, the Argus Press, district email and via Facebook in an effort to obtain the best prices. Once bids are received, the pricing will be compared to the scrap value to ensure that the District is making the most financially responsible decision. All proceeds will be returned to the general fund.

Motion

Seconded

Vote – Ayes

Nays

Motion



**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**October 28, 2019**

**Report 19-130**

**FOR FUTURE ACTION**

**Subject:**

Memorial Healthcare Sponsorship agreement

**Recommendation:**

Recommend that the Board of Education authorize the Superintendent to sign the Memorial Healthcare Sponsorship agreement

**Rationale:**

District personnel have reviewed the Sponsorship agreement and have made revisions to make the agreement acceptable for the term of the agreement which will commence January 10, 2020 and end on January 10, 2022.

**Statement of Purpose/Issue:**

To allow the Superintendent to sign the Sponsorship agreement on behalf of the District in order to obtain resources to be allocated towards purchase of equipment for the Fitness Center at the Owosso Public Schools 6-12 campus

**Facts/Statistics:**

The District Athletic department has been reviewing options for outfitting the new Fitness Center housed at the 6-12 campus with equipment that would promote the health and fitness of the students and work well within the space provided. The equipment that is needed is not within the scope of the bond project and the outfitting of the space is considered to be an opportunity to partner with community organizations. Memorial Healthcare with its focus on health and wellness is considered to be an excellent partner for this endeavor and has requested reasonable recognition in exchange for their sponsoring the equipment. The agreement was reviewed with Memorial personnel, the Athletic Department, the Finance department and the Community Education Director and adjustments made in order to achieve a balance between the opportunity to recognize Memorial Healthcare (the sponsor) and the needs of the District.

If approved by the Board, the sponsorship shall take place in three installments commencing with January 10, 2020. The term of the agreement, including recognition, will be for the period of the agreement from January 10, 2020 through January 10, 2022.

Motion

Seconded

Vote – Ayes

Nays

Motion

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
October 28, 2019**

**Report 19-131**

**FOR FUTURE ACTION**

Subject:

Purchase of Truck with Towing Package

Recommendation:

Recommend that the Board of Education approve the purchase of a truck with towing package from \_\_\_\_\_ for an amount not to exceed \$ \_\_\_\_\_ plus license fees. (The actual bids received will be provided "At Place" at the meeting).

Rationale:

The Operations department is in need of a reliable vehicle to accomplish tasks that require hauling of items between buildings and, during inclement weather, can assist in the task of removing snow.

Statement of Purpose/Issue:

To purchase a truck with towing package to carry out the needs of the District and replace the vehicle that was used in this capacity that is older and not reliable.

Facts/Statistics:

A request for bid was sent out for a truck, inclusive of any used truck meeting the specifications preferably with less than 5,000 miles but exceptions for a good vehicle with more mileage would be considered, with a response requested by October 28, 2019. In order to get the bid in "For Future Action", the bids will be presented "At Place" with Action by the Board not being requested until the November meeting to allow for adequate time for any questions.

The vehicle that is being recommended for purchase represents the quality and type of vehicle that are necessary to carry out the business of the District Operations. Some of the current vehicle fleet for Operations is comprised of vehicles that are used to their capacity and have been in service for a number of years. The addition of this new vehicle will assist in creating some needed reliability in the fleet particular with the capacity for snow removal. The proposed purchase is to replace a vehicle that is not considered to be reliable.

Leasing these vehicles is an option for the District but given the type of use and the longevity for the needs identified, it is considered prudent to recommend the purchase of the vehicle. This will be added to the budget as part of the proposed budget revision #1 if the board approves moving forward with the purchase.

Motion

Seconded

Vote – Ayes

Nays

Motion

**TRUCK BIDS**

**4 Wheel drive, 5.4 L Engine, Automatic Transmission, prefer 8 foot box, Regular Cab, ¾ ton heavy duty suspension, towing package, prefer standard cab, and color preference white.**

**BIDS RECEIVED BY – MONDAY, OCTOBER 28, 2019 AT 11:00 A.M.**

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

**FOR FUTURE ACTION**

**Subject:**

Awarding of the contract for the additional existing roofing work needed at the 6-12 campus that was not within the scope of the bond but was bid out as an alternative during the bidding process that was received June 17, 2019.

**Recommendation:**

Recommend that the Board authorize the Superintendent to sign a contract with Royal-West Roofing & Sheet Metal, LLC out of Brighton, MI in an amount not to exceed \$670,000 (Alternate A2 and Alternate A1.a) and authorize the Superintendent to allocate \$100,500 (15%) additional funds for contingency for a total of \$770,500 to be taken out of sinking funds. The additional contingency amount would allow for any unforeseen conditions as the roofing work moves forward and allow the process to proceed without having to come back to the Board for additional approval and was not requested as part of the original bidding process. Any unused contingency would be reallocated back to the sinking fund.

**Rationale:**

To award the contract for the roofing renovation for the existing roofing system as identified in Alternate A1.a and A2 of the roofing bids received on June 17, 2019. Royal-West was awarded the contract for the bond work at the June 24, 2019 board meeting for the roofing associated with the bond work and so is being recommended as the contractor for the additional work identified and bid during that process.

**Statement of Purpose/Issue:**

To award the contract to complete the roofing needs at the 6-12 campus as identified during the bond roofing process.

**Facts/Statistics:**

In order to protect the investment of the renovations taking place at the 6-12 campus that did not involve bond roof work, it was deemed prudent to review the status of the existing roof prior to going out to bid. During that process, it was identified that roofing renovation was necessary for existing roofing systems at the 6-12 campus that were not outlined in the bond work and was not and could not have been anticipated as part of the bond process. In order to garner information about cost, during the bidding process for the bond, the additional roofing needs was identified as alternates with the idea that if funds were available from sinking fund, there would be an opportunity to have economies of scale for any contractor that was performing the bond work to also perform the renovations identified with the potential of the work being performed in the summer of 2020.

The bid documents required that the bids for the alternates be held firm until April 2020 requiring that if the District elected to move forward with the alternates, the bid must be awarded by that time frame. Since the alternates were part of a larger bid for the bond project there wasn't any specific contingency allocated to the alternates. Due to changes in design, there are new conduits and gas piping being run on the roof which could impact the roof installation causing additional construction costs in addition to the typical unforeseen conditions that result from renovations therefore a 15% contingency is considered prudent. In order to allow for the contractor to staff appropriately, comply with the requirement to award the bid by April 2020, and assist the District in planning summer of 2020 sinking fund work appropriately, it is considered prudent to bring this before the Board for consideration at this time. Royal-West was the bidder awarded the bond work in June of 2019 and has been found to be a reliable contractor.

All funds for this project will be funded from the sinking funds.

Motion

Seconded

Vote – Ayes

Nays

Motion



**OWOSSO PUBLIC SCHOOLS**  
**Board of Education**  
**October 28, 2019**

**Report 19-133**

**FOR INFORMATION**

Subject:  
Personnel Update

**Accepted Positions**

Jackie Hatfield has accepted the 2.75-hour Monitor position at Emerson Elementary.

Ben Cobb has accepted the Lead Grounds/Maintenance position.

Gina Norman has accepted the Special Education Paraprofessional position at Emerson Elementary.

Claudia Shrum has accepted the Bus Monitor position

Tammy Cohoon has accepted the day Custodian II position at Washington/Bentley.

Krista Fedewa has accepted the 7-hour Food Service Worker position at Owosso High School.

Lisa Czarnopys has accepted the 5-hour Food Service Worker position at Owosso High School

Heather Dorn has accepted the 1.75-hour Monitor position at Emerson Elementary School.

Kerry Baker has accepted the 2.75-hour Food Service worker position at Bryant Elementary School.

Mary Cranmer has accepted the 4.25-hour Food Service worker position at Owosso High School.

**Resignations**

Pauline Fernette Monitor at Bryant Elementary has submitted her letter of resignation.

Alyse Bleisner, Special Education Paraprofessional at Emerson Elementary has submitted her letter of resignation.

Stephanie Garber, Payroll Specialist has resigned.

William Lamrouex, Custodian II at Central Elementary has resigned.