



OWOSSO PUBLIC SCHOOLS

Ready for the World

**Board of Education Agenda**

**September 25, 2017**

**7:00 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! – Introduction of Foreign Exchange Students
- Introduction of Owosso High School Student Council E-Board
- Andrew Pond and Dustin Taphouse – Board of Education Student Representative’s Report

**4. Board Correspondence:**

Superintendent’s Report

**5. Public Participation**

**6. For Action**

▪ **Consent Agenda:**

August 14, 2017 Minutes-----	Report 17-22	Page 1
Current Bills-----	Report 17-23	Page 6
Financials-----	Report 17-24	Page 16
Owosso Middle School Out-of-State Trip-----	Report 17-25	Page 19
AgriScience Textbook Adoption-----	Report 17-26	Page 20
Head Start Contract Agreement-----	Report 17-27	Page 21
New Hire Certified Staff-----	Report 17-28	Page 42
Sinking Fund – Change Order #2-----	Report 17-29	Page 43
Easement for Middle School Property-----	Report 17-30	Page 45

**7. For Future Action**

▪ OHS Art Appreciation Tour of NYC-----	Report 17-31	Page 46
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**8. For Information**

▪ Personnel Update-----	Report 17-32	Page 47
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**9. Public Participation**

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

**11. Upcoming Board Meeting Dates:**

October 9: Board of Education Workshop, 5:00 & 8:00 pm

October 23: Regular Board Meeting, 7 pm

**Important Upcoming Dates:**

- October 2: Snake Dance, 6 pm
- October 2: Powder Puff Football Game @ Willman Field, 7 pm
- October 4: Fall Pupil Count Day
- October 6: Homecoming Parade & Tailgate, 6 pm
- October 6: Homecoming Football Game vs. Clio High School at Willman Field, 7 pm
- October 7: Homecoming Dance at OHS, 7-10 pm
- October 10: Last Day to Register to Vote in the November 7<sup>th</sup> Election
- October 11: Half Day for All Students: Professional Development in PM
- October 11: Academic Achievement Awards Ceremony at OHS, 7 pm
- October 12: LHS Parent/Teacher Conferences, 5:30-7 pm
- October 17: 5<sup>th</sup> Grade Music Program at Emerson Elementary, 7 pm
- October 18: OHS Choir Concert, 7 pm
- October 19: Bryant & Central 5<sup>th</sup> Grade Music Program at Central, 7pm

**12. Adjournment**

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

## BOARD GUARANTEE (Adopted May 2006)

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

**Therefore, we guarantee that:**

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

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

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

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

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

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

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

Timothy Jenc  
President



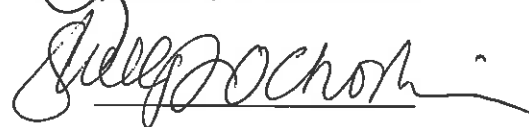
Rick Mowen  
Vice-President



Cheryl Paez  
Treasurer



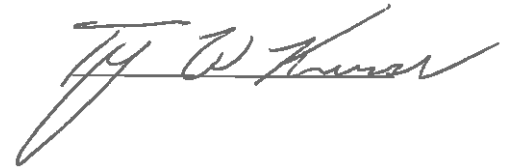
Shelly Ochodnicky  
Secretary



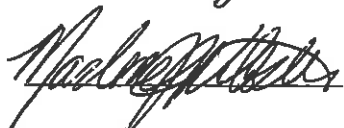
Sara Keyes  
Trustee



Ty Krauss  
Trustee



Marlene Webster  
Trustee



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



OWOSSO PUBLIC SCHOOLS

*Ready for the World*

## BOARD OF EDUCATION NORMS

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



OWOSSO PUBLIC SCHOOLS

*Ready for the World*

## **Public Participation at Board Meetings**

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.



**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Minutes**  
**August 14, 2017**  
**Report 17-22**

Vice President Rick Mowen called the meeting of the Board of Education to order at 6:58 pm. The meeting was held in the media center located at Owosso High School, 765 E. North Street, Owosso, Michigan.

Present: Keyes, Krauss, Mowen, Ochodnicki, Webster  
 Absent: Jenc, Paez

Motions of the Board of Education that were unanimous did not include Jenc and Paez.

**Pledge of Allegiance**

**Building Reports**

Vice President Mowen thanked the audience for attending the meeting. He welcomed the entire Owosso Public Schools staff to a new school year and gave a special welcome to new staff members.

Superintendent Tuttle commented that the meeting offers an opportunity to formally meet the District's newest group of great educators. The Board of Education was informed that new teacher orientation will take place on August 15<sup>th</sup> beginning at 8 am at the Fortitude Outdoor Fitness center. Board members were invited to attend the orientation and participate in team building activities with the group.

Bryant Elementary Principal Steve Brooks introduced Carly Whitford, who will be teaching kindergarten in his building. Ms. Whitford is a graduate of Central Michigan University.

Emerson Elementary Principal Terry Sedlar introduced Jamie West, who will teach kindergarten at Emerson. Ms. West is a Ferris State University graduate.

Central Elementary Principal Bridgit Spielman introduced Grand Valley State University graduate Jamie Lumsden, who will teach first grade at Central.

Amanda Rowell, Director of Bentley Bright Beginnings Early Childhood Center introduced Patty LaVigne. Ms. LaVigne is an Oakland University graduate and will teach the Great Start Readiness Program at Bentley Bright Beginnings. Mrs. Rowell also introduced Siena Heights University graduate Brooke Emerson, who will teach early childhood special education.

Owosso Middle School Principal Rich Collins reported that he has hired two new teachers, but they were unable to attend the meeting. The teachers are Michigan State University graduate Jessica Henry, who will teach special education. In addition, Grace Rozanski will teach sixth grade English and is also a graduate of Michigan State University.

Owosso High School Principal Jeff Phillips announced that he has three new teachers. Baker College graduate Robert Mallory was introduced. Mr. Mallory will teach home improvement and construction trade classes. Mr. Phillips stated that Wallee Keating was not able to attend the meeting. She will teach engineering and physics. Ms. Keating has an engineering degree from Kettering University and a Master's Degree in education from the University of Michigan Flint. Coach Devin Pringle was unable to attend the meeting; however, he was introduced to the Board during a prior meeting. Coach Pringle will teach physical education, strength and conditioning and coach the high school football squad.

Superintendent Tuttle stated that she looks forward to seeing the new teachers, administrators, and Board members at new teacher orientation.

Vice President Mowen stated that on behalf of the Board of Education, he extended his greatest accolades to the new staff members.

Athletic Director Dallas Lintner reported that the District is fortunate and blessed to have two juniors that were all-state athletes last spring. He stated that he anticipates that Jordan Klapko and Meagan Jodway will also be outstanding senior athletes during the upcoming school year.

Jordan Klapko was recognized by Mr. Lintner for his athletic achievements in baseball and being named first team all-state by the Michigan High School Baseball Coaches Association.

Mr. Lintner acknowledged Meagan Jodway for being named honorable mention and all-state by the Michigan High School Softball Coaches Association.

### **Board Correspondence**

Superintendent Tuttle stated that she hopes to see everyone at the annual Community Pep Rally on Friday, August 18 at Willman Field. She commended Athletic Director Dallas Lintner for organizing the great event. Free hot dogs and beverages will be served to the public from 5-6 pm. The program will begin at 6 pm with an introduction of all the fall high school sports teams, athletes, and their coaches.

Superintendent Tuttle reported that under the direction of Principal Steve Brooks and Michele Collison, Bryant Elementary hosted "Books at Bryant" over the summer months. She remarked that it has been a great success and student participation levels exceeded all expectations. Every week each student received a free new book and were involved in fun activities. The group will meet one final time on August 14.

Superintendent Tuttle announced that Trojan Days are scheduled to be held at Owosso High School on August 16. Lincoln High School hosted their annual student registration days on August 8 and 9.

Superintendent Tuttle informed the Board that all sinking fund projects that were scheduled for the summer months should be completed before the start of the new school year. She encouraged everyone to check out the new high school track, improvements that have been made to the road that leads out to the ball fields, and new lighting and floors in the high school. John Klapko, Director of Operations and his team were thanked by Superintendent Tuttle for their hard work throughout the summer.

Superintendent Tuttle reported that she will meet with new teachers on the morning of August 15. New teachers are also scheduled to meet with their building principals and Shelly Collison for their mentor assignments on this same day.

Superintendent Tuttle stated that all District grade level and department chairpersons will meet with her in the afternoon on August 15. The Board was welcomed to attend the August 15 meetings.

Superintendent Tuttle explained that administrators and teacher leaders have participated in extensive "Thoughtful Classroom" evaluation training, which is the tool used to evaluate teachers. New teachers will also attend the training on August 23. Superintendent Tuttle informed the Board that staff has participated in some great professional development opportunities over the summer. These included drone training and Project Lead the Way.

Superintendent Tuttle cordially invited the Board of Education to join her and the entire OPS staff at the 2017-2018 Welcome Back celebration on August 21 from 1-3 pm in the high school auditorium. The celebration will include a short break so staff members can view the solar eclipse and recognize the importance of current events in the classroom. In addition, a welcome back breakfast will be held on August 22 from 8-8:45 am at the high school. Staff members will have an opportunity to experience the new coffee bar that will be offered to students during the school year.

Superintendent Tuttle expressed her excitement for the new school year. She stated that many exciting and important events will occur throughout the year including a bond millage vote in November.

### **Public Participation**

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

There were no comments from the public.

### **For Action**

- Moved by Webster, supported by Krauss to approve the July 12, 2017 regular meeting minutes and current bills as presented. Motion carried unanimously.
- Moved by Keyes, supported by Krauss to authorize the Superintendent to enter into a three-year fair market value lease agreement for two propane 77 passenger buses. Motion carried unanimously.
- Moved by Webster, supported by Ochodnicky to approve the tax levy (L-4029) for 2017 as presented. Motion carried unanimously.
- Moved by Webster, supported by Ochodnicky to adopt the Resolution Calling for a Bond Election to be held on November 7, 2017 for the public to consider a bond millage proposal. Superintendent Tuttle read into the record the following actual bond language:

Shall Owosso Public Schools, Shiawassee county, Michigan borrow the sum of not to exceed Forty-Five Million Five Hundred Fifty Thousand Dollars (\$45,550,000) and issue its general obligation unlimited tax bonds therefor for the purpose of:

Erecting, furnishing, and equipping additions to the existing high school, including classrooms, a media room, a multi-purpose performance education space, and a gymnasium, in order to convert it to a secondary building to include both a middle school and a high school; erecting, furnishing, and equipping a multi-purpose cafeteria/educational room addition to each of the existing elementary schools; remodeling, furnishing and refurnishing, and equipping and re-equipping school buildings; acquiring and installing instructional technology in school buildings; and preparing, developing, and improving sites?

Vice President Mowen stressed that the Board of Education took action as a result of the community group asking at the June 26, 2017 Board meeting, for the Board to consider calling for a bond election. The diverse community group met in 2017 over a period of four months. During which time they toured and assessed district facilities and identified needs. Vice President Mowen asked Secretary Ochodnicky to conduct a roll call vote. Ayes: Webster, Ochodnicky, Mowen, Keyes, and Krauss. Nays: None. Motion carried unanimously. It was noted that Jenc and Paez were absent.



Superintendent Tuttle commended the Board of Education for supporting the proposal as presented by the community group without any variations.

- Moved by Webster, supported by Ochodnicki to adopt Replacement Policy 5630.01-Student Seclusion and Restraint, as its second reading. Motion carried unanimously.

#### **For Future Action**

- The Board of Education will be asked to approve the out-of-state travel for Owosso Middle School students and teacher Samantha Lieberman on a Washington D.C. trip, to the Capital of the United States on April 25-27 in the year 2018.

#### **Personnel Update:**

Superintendent Tuttle reported that Mike Hendrickson has accepted the OHS Maintenance position at Owosso High School.

#### **Public Participation**

Tom Manke referenced the millage proposal and asked if the District will put out bids for contractors if the vote passes. He commented that the public expects that the project will be bid out.

Superintendent Tuttle replied to Mr. Manke and stated that the District follows all project bid laws.

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

Ty Krauss commented that the work that is being done to help promote Owosso Public Schools has been positive and he is very pleased with this.

Sara Keyes reported that she spent the past weekend on Mackinac Island taking MASB Certified Board Member Award (CBA) courses. Many of her classes focused on student achievement and technology. Mrs. Keyes stated that she would like to see the Board work together on a goal to become certified in its entirety. She commented that CBA classes have helped her become a better Board member and given her a new perspective on helping students. She stated that she understands that everyone is extremely busy, but believes that the Board of Education should lead by example and be #allin4owosso.

Marlene Webster remarked that she plans on taking additional MASB CBA classes this year and always attends when opportunities are available. She stated that she thinks that Mrs. Keyes goal is worthy, but cannot guarantee that she will be a certified Board member within the next year. Mrs. Webster commented that she is unable to attend the Welcome Back celebration on August 21 because this is her daughter's move in day for college. She stated that she loves to participate in opening days and is grateful for everyone that has worked so hard over the summer.

Shelly Ochodnicki announced that she also attended MASB CBA courses over the weekend. She learned a lot of new things and found the legislative process and school law very intriguing. She shared information on Board of Education Governance Standards, which contained ideas that the Board can work on as a whole. Mrs. Ochodnicki stated that she has been a member of the Board for seven years and has not completed her certification. She remarked that every time she attends CBA courses she is reassured that Owosso Public Schools is in a great position and she realizes how much she appreciates the District.

Rick Mowen commented that the MASB CBA courses are very interesting. However, he believes that the real key to the courses are working and talking with Board members from around the state and listening to their perspectives on similar education issues. Mr. Mowen shared an article from the Argus Press dated August 11 that highlighted the high school football program under the leadership of Coach Devin Pringle.

Mr. Mowen commended Coach Pringle for the renewed enthusiasm he brings to the program. Mr. Mowen remarked that he anticipates that in the near future, Owosso will have some fabulous football players as demonstrated by their hard work and enthusiastic performances during practice sessions.

**Upcoming Board Meeting Dates:**

August 28 – Board Subcommittee Meetings, 5 and 6 pm  
 September 11 – Board Subcommittee Meetings, 5 and 6 pm  
 September 25 – Regular Board Meeting at 7 pm

**Important Upcoming Dates:**

August 15 – New Teacher Orientation, 8 am  
 August 16 – OHS Trojan Day, 8-11 am, 12-3 pm, and 4-6  
 August 16 – OHS Fall Sports Parent Night, 6 pm  
 August 18 – Community Pep Rally at Willman Field. Gates open at 5 pm. Program begins at 6 pm.  
 August 21-22 – Professional Development, 8 am – 4 pm  
 August 21 – OHS Open House & Trojan Day Make-up, 4-6 pm  
 August 22 – OMS Open House, 4-6 pm  
 August 22 – Bryant, Central and Emerson Open House, 5-7 pm  
 August 23 – Teacher Work Day  
 August 23 – Bentley Bright Beginnings Open House, 5-7 pm  
 August 24 – First Day of School (full day)  
 August 25 – Boys Varsity Football Game vs. Corunna HS at Willman Field, 7 pm  
 August 28-29 – Bentley Bright Beginnings Tuition Preschool Programs Begin  
 August 30 – LHS Open House, 5-7 pm  
 September 1-4 – No School: Labor Day Recess  
 September 5 – School Resumes

**Adjournment**

Moved by Ochodnický supported by Krauss to adjourn at 7:39 p.m. Motion carried unanimously.

Minutes recorded by Clara Pitt.

Respectfully submitted,

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Shelly Ochodnický, Secretary

OWOSSO PUBLIC SCHOOLS  
EXPENDITURE REPORT  
AUGUST 5 - SEPTEMBER 17, 2017  
REPORT 17-23

**CHECK RUN ACTIVITY BY FUND**

GENERAL FUND	\$736,141.76
SERVICE FUND	\$58,895.79
SINKING FUND	\$131,296.35

<b>CHECK RUN TOTAL</b>	\$926,333.90
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**CREDIT CARD ACTIVITY BY FUND (8/04-9/04/2017)**

GENERAL FUND (AUGUST ACTIVITY)	\$ 55,453.05
SERVICE FUND (AUGUST ACTIVITY)	\$ 1,999.93
ORGANIZATIONAL FUND (AUGUST ACTIVITY)	\$ 4,988.82

<b>CREDIT CARD TOTAL</b>	\$ 62,441.80
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**GORDON FOOD SERVICE ACTIVITY (SERVICE FUND)**

PAYMENT 8/07/17	\$ 4,583.40
PAYMENT 8/16/17	\$ 1,781.72
PAYMENT 8/18/17	\$ 11,623.01
PAYMENT 9/01/17	\$ 10,281.32
PAYMENT 9/05/17	\$ 22,792.79
PAYMENT 9/11/17	\$ 11,004.57

<b>DIRECT DRAW FROM BANK ACCOUNT</b>	\$ 62,066.81
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PAYROLL (#4) 8/18/2017	\$ 669,223.37
PAYROLL (#5) 8/25/2017	\$ 772,951.60
PAYROLL (#6) 9/15/2017	\$ 791,220.18
STABILIZATION PAYMENT 8/29/2017	\$ 188,047.73

<b>PAYROLL TOTAL</b>	\$ 2,421,442.88
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<b>GRAND TOTAL</b>	\$ 3,472,285.39
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Check Register for Bank Account ID CHEM1

From 08/05/2017 to 09/17/2017

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
096371	08/10/2017	1 Comp	Cleared	08/31/2017 005935 BP CANADA ENERGY MARKETING GROUP	UTIL/NATURAL GAS PURCHASE	938.37
096372	08/10/2017	1 Comp	Cleared	08/31/2017 004542 BRINK WOOD PRODUCTS, INC.	OPER/KLAPKO/MULCH	8,400.00
096373	08/10/2017	1 Comp	Cleared	08/31/2017 100751 CLAPP, KATHY	BR/CLAPP/SUPPLIES	123.69
096374	08/10/2017	1 Comp	Open	003386 DWYER, CATHY	MS/DWYER/RUG FOR ELEVATOR	59.97
096375	08/10/2017	1 Comp	Open	008308 ERGEN, MORGAN	BB/OVERPAYMENT REFUND	183.64
096376	08/10/2017	1 Comp	Cleared	08/31/2017 007988 FORTITUDE OUTDOOR FITNESS	ADMIN MEETING	290.00
096377	08/10/2017	1 Comp	Cleared	08/31/2017 008307 GARRISON, AMANDA	BB/OVERPAYMENT REFUND	42.00
096378	08/10/2017	1 Comp	Cleared	08/31/2017 006861 GRAHAM, ANGELA	EM/GRAHAM/SUMMER SCHOOL SU	56.67
096379	08/10/2017	1 Comp	Cleared	08/31/2017 000070 H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/SUPPLIES	901.70
096380	08/10/2017	1 Comp	Cleared	08/31/2017 006696 I60 MEDIA	ADM/TUTTLE/ENVELOPES&INVIT	550.82
096381	08/10/2017	1 Comp	Cleared	08/31/2017 008220 J & H OIL CO.	OPER/KLAPKO/FUEL	840.61
096382	08/10/2017	1 Comp	Cleared	08/31/2017 006692 LOGISOFT COMPUTER PRODUCTS LLC	OHS/PHILLIPS/LICENSES	2,500.00
096383	08/10/2017	1 Comp	Cleared	08/31/2017 002093 NEOLA INC.	ANNUAL MAINT FEE	650.00
096384	08/10/2017	1 Comp	Cleared	08/31/2017 100001 OFFICE DEPOT INC.	ADM/OFFICE SUPPLIES	800.08
096385	08/10/2017	1 Comp	Cleared	08/31/2017 004652 PCMI - WEST	BB STAFF PAYMENT	8,151.27
096386	08/10/2017	1 Comp	Cleared	08/31/2017 100135 QUILL CORPORATION	ADM/SAMSON/PAPER	465.70
096387	08/10/2017	1 Comp	Cleared	08/31/2017 008306 SAUCEDO, PATRICK	HS/CLEVENGERS/LIFE GUARD	270.00
096388	08/10/2017	1 Comp	Cleared	08/31/2017 102443 SCHOLASTIC INC.	HS/WILSON/SUBSCRIPTION	74.25
096389	08/10/2017	1 Comp	Cleared	08/31/2017 005420 SCHOOL SPECIALTY INC.	MS/KNIGHT/ENVELOPES	85.12
096390	08/10/2017	1 Comp	Cleared	08/31/2017 007457 US BANK EQUIPMENT FINANCE	LEASE PAYMENT AUG 2017	3,039.32
096391	08/10/2017	53 Comp	Cleared	08/31/2017 004988 CACS HEAD START	DUPLICATE OCT 16 PMT REFUN	4,574.71
096392	08/10/2017	53 Comp	Cleared	08/31/2017 005726 CROOKED TREE NURSERY, LLC	OPER/KLAPKO/IRRIGATIN	125.00
096393	08/10/2017	53 Comp	Cleared	08/31/2017 005463 JOSTENS	ALT/PARSONS/DIPLOMAS	24.22
096394	08/14/2017	2 Comp	Cleared	08/31/2017 004860 POSTMASTER	EM/SEDLAR/POSTAGE	85.01
096395	08/17/2017	1 Comp	Cleared	08/31/2017 007054 AGILE SPORTS TECHNOLOGIES	ATH/SMITH/COMP PROGRAM	2,000.00
096396	08/17/2017	1 Comp	Open	101548 AGNEW SIGNS CO.	ATH/SMITH/SIGNS	800.10
096397	08/17/2017	1 Comp	Cleared	08/31/2017 000278 APPLEBEE OIL COMPANY	TRANS/DELONG/PROPANE	66.57
096398	08/17/2017	1 Comp	Cleared	08/31/2017 003794 BRYANT ELEMENTARY	BR/BROOKS/POSTAGE	99.18
096399	08/17/2017	1 Comp	Cleared	08/31/2017 007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	63.09
096400	08/17/2017	1 Comp	Cleared	08/31/2017 003248 CRYSTAL CLEAN WATER	ADM/WATER	76.00
096401	08/17/2017	1 Comp	Cleared	08/31/2017 007988 FORTITUDE OUTDOOR FITNESS	ADM/NEW TEACHER ORIENTATIO	210.00
096402	08/17/2017	1 Comp	Cleared	08/31/2017 004001 FRIEND, MATT	MS/FRIEND/SUPPLIES	133.57
096403	08/17/2017	1 Comp	Cleared	08/31/2017 002245 FUOSS GRAVEL COMPANY	OPER/KALPKO/LIMESTONE MIX	122.13
096404	08/17/2017	1 Comp	Cleared	08/31/2017 002390 GILBERT'S DO IT BEST HARDWARE	OPER/KLAPKO/SUPPLIES	774.77
096405	08/17/2017	1 Comp	Cleared	08/31/2017 000070 H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/SUPPLIES	2,538.70
096406	08/17/2017	1 Comp	Cleared	08/31/2017 006696 I60 MEDIA	ADM/THOMPSON/SCHOOL CALEND	301.50
096407	08/17/2017	1 Comp	Cleared	08/31/2017 008220 J & H OIL CO.	OPER/KLAPKO/FUEL	358.19
096408	08/17/2017	1 Comp	Cleared	08/31/2017 008311 KEATING, WALLEE	HS/W KEATING/CONF REIMBURS	228.88
096409	08/17/2017	1 Comp	Cleared	08/31/2017 008181 KEYES, SARA	CONFERENCE REIMBURSEMENT	366.97
096410	08/17/2017	1 Comp	Cleared	08/31/2017 102408 LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/CUSTODIAL SUPP	2,213.46
096411	08/17/2017	1 Comp	Open	003448 LOCKER ROOM & TROPHY PLACE	ADM/PITT/BADGES	248.00
096412	08/17/2017	1 Comp	Cleared	08/31/2017 003600 MARSHALL MUSIC COMPANY INC.	OHS/SCHLEGEL/REPAIRS	586.86
096413	08/17/2017	1 Comp	Cleared	08/31/2017 000668 MCCLUNG, JESSICA	MS/MCCLUNG/SUPPLIES	97.42
096414	08/17/2017	1 Comp	Cleared	08/31/2017 100401 MEMSPA	CE/SPEILMAN/DUES	555.00
096415	08/17/2017	1 Comp	Cleared	08/31/2017 004121 NAPA AUTO PARTS	OPER/KLAPKO/OIL	14.36
096416	08/17/2017	1 Comp	Cleared	08/31/2017 003412 OCHODNICKY, SHELLY	CONFERENCE REIMBURSEMENT	321.76
096417	08/17/2017	1 Comp	Cleared	08/31/2017 004600 OPS FOOD SERVICE FUND	BR/BROOKS/BOOK NIGHT	116.14
096418	08/17/2017	1 Comp	Cleared	08/31/2017 004573 OWOSSO CARPET CENTER, INC.	OPER/KALPKO/FLOOR TILE	180.00
096419	08/17/2017	1 Comp	Cleared	08/31/2017 004652 PCMI - WEST	BB STAFF PAYMENT	10,428.15
096420	08/17/2017	1 Comp	Cleared	08/31/2017 003245 PHILLIPS, SUSAN	MS/PHILLIPS/SUPPLIES	59.11
096421	08/17/2017	1 Comp	Cleared	08/31/2017 102005 PIONEER MANUFACTURING COMPANY	OPER/KLAPKO/PAINT&REPAIR	2,563.70
096422	08/17/2017	1 Comp	Cleared	08/31/2017 004790 FITNEY BOWES	ADM/PITT/POSTAGE	500.00
096423	08/17/2017	1 Comp	Cleared	08/31/2017 005420 SCHOOL SPECIALTY INC.	RENT/HELVIE/SUPPLIES	521.06
096424	08/17/2017	1 Comp	Cleared	08/31/2017 005520 SECURITY ALARM COMPANY INC.	OPER/KLAPKO/MONITORING	1,435.03

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Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
096425	08/17/2017	1 Comp	Cleared	08/31/2017 005600 SHERWIN-WILLIAMS COMPANY	OPER/KLAPKO/PAINT	355.31
096426	08/17/2017	1 Comp	Cleared	08/31/2017 007331 SLOAN'S SEPTIC TANK SERVICE	ATH/SMITH/RENTAL	285.00
096427	08/17/2017	1 Comp	Cleared	08/31/2017 007679 THE GARLAND COMPANY INC.	OPER/KLAPKO/ROOF PATCH SUP	368.93
096428	08/17/2017	1 Comp	Cleared	08/31/2017 001119 UNITED PARCEL SERVICE	HS/POSTAGE	24.47
096429	08/17/2017	1 Comp	Cleared	08/31/2017 006510 VALLEY LUMBER COMPANY	OPER/KLAPKO/LUMBER	31.46
096430	08/17/2017	1 Comp	Cleared	08/31/2017 003604 VISION SOLUTIONS	ATH/SMITH/BANNER	108.00
096431	08/17/2017	2 Comp	Cleared	08/31/2017 004590 OWOSSO PUB. SCH. ATHLETIC FUND	ATH/SMITH/OFFICIALS	5,000.00
096432	08/24/2017	1 Comp	Cleared	08/31/2017 006415 BEN GRAHAM GROUP	ADM/THOMPSON/DESIGN WORK	2,156.25
096433	08/24/2017	1 Comp	Cleared	08/31/2017 101271 CENTRAL MICHIGAN PAPER COMPANY	EM/WIDEFSKI/PAPER	438.50
096434	08/24/2017	1 Comp	Cleared	08/31/2017 001197 CLEVINGER, DEB	HS/CLEVINGER/CONF REIMB	789.00
096435	08/24/2017	1 Comp	Cleared	08/31/2017 001202 CONSUMERS ENERGY	UTIL/GAS&ELEC/AUG 2017	20,080.32
096436	08/24/2017	1 Comp	Cleared	08/31/2017 001410 DALTON ELEVATOR	OPER/KLAPKO/WELDING SUPPLI	45.00
096437	08/24/2017	1 Comp	Cleared	08/31/2017 007052 DE LAGE LANDEN FINANCIAL SERV, I	RENTAL FOR 4 BUSES	60,508.00
096438	08/24/2017	1 Comp	Open	003383 DORMAN, ALAN	HS/DORMAN/CONF REIMBURSEME	265.05
096439	08/24/2017	1 Comp	Cleared	08/31/2017 002037 EDUCATIONAL INNOVATIONS INC.	OHS/GERSTLER/GLOVES	351.78
096440	08/24/2017	1 Comp	Cleared	08/31/2017 101944 GOPHER SPORTS	BR/TEFFT/BALLS	64.29
096441	08/24/2017	1 Comp	Cleared	08/31/2017 003080 JOHNNY MAC'S SPORTING GOODS	ATH/LINTNER/HELMETS	9,838.00
096442	08/24/2017	1 Comp	Open	003448 LOCKER ROOM + TROPHY PLACE	ADM/PITT/NAME BADGES	24.00
096443	08/24/2017	1 Comp	Cleared	08/31/2017 003780 MESSA	SEPT 2017 BILL/TEACHERS	218,426.81
096444	08/24/2017	1 Comp	Cleared	08/31/2017 003780 MESSA	SEPT 2017 BILL/OESPA STAFF	52,230.74
096445	08/24/2017	1 Comp	Cleared	08/31/2017 003780 MESSA	SEPT 2017 BILL/NON-UNION	18,429.74
096446	08/24/2017	1 Comp	Cleared	08/31/2017 003780 MESSA	SEPT 2017 BILL/ADMIN STAFF	23,775.89
096447	08/24/2017	1 Comp	Open	007056 MIAAA	ATH/SMITH/DUES	150.00
096448	08/24/2017	1 Comp	Open	002624 MIGCA	ATH/SMITH/DUES	80.00
096449	08/24/2017	1 Comp	Cleared	08/31/2017 007158 MOMAR, INCORPORATED	OPER/KLAPKO/BOILER PROTECT	295.00
096450	08/24/2017	1 Comp	Open	004050 MORRIS MECHAN. CONTRACTING INC.	OPER/KLAPKO/HVAC WORK	1,419.00
096451	08/24/2017	1 Comp	Cleared	08/31/2017 004121 NAPA AUTO PARTS	OPER/KLAPKO/SNAP RING	1.68
096452	08/24/2017	1 Comp	Cleared	08/31/2017 100001 OFFICE DEPOT INC.	HS/SNYDER/ENVELOPES	749.11
096453	08/24/2017	1 Comp	Cleared	08/31/2017 004600 OPS FOOD SERVICE FUND	ADM/BOARD MEETING	125.50
096454	08/24/2017	1 Comp	Cleared	08/31/2017 007853 PIONEER VALLEY BOOKS	CE/SPIELMAN/FITERACY FOOTP	5,870.00
096455	08/24/2017	1 Comp	Cleared	08/31/2017 007024 PROJECT LEAD THE WAY	CE/GOBEL/PLTW LAUNCH KITS	300.00
096456	08/24/2017	1 Comp	Open	100135 QUILL CORPORATION	CE/GOBEL,BUCK/LG GLUE STIC	1,457.10
096457	08/24/2017	1 Comp	Cleared	08/31/2017 101669 REALLY GOOD STUFF	EM/BUZA/DESKTOP HELPER	313.64
096458	08/24/2017	1 Comp	Cleared	08/31/2017 005140 RIEGLE PRESS, INC.	CE/KLAPKO/CA-60 FOLDERS/CA	116.53
096459	08/24/2017	1 Comp	Cleared	08/31/2017 002452 ROCHESTER 100 INC.	BR/BRUCKMAN&COMPTON NICKY	1,218.75
096460	08/24/2017	1 Comp	Open	008314 RSA GROUP	MS/COLLINS/PD WRITING	995.00
096461	08/24/2017	1 Comp	Cleared	08/31/2017 102443 SCHOLASTIC INC.	MS/BIRD/NY TIMES	384.62
096462	08/24/2017	1 Comp	Open	002233 SCHOOL OUTFITTERS.COM	OHS/SCHNEIDER/STOOLS	889.74
096463	08/24/2017	1 Comp	Cleared	08/31/2017 005420 SCHOOL SPECIALTY INC.	BR/BROOKS/PLANNERS	1,994.45
096464	08/24/2017	1 Comp	Cleared	08/31/2017 005520 SECURITY ALARM COMPANY INC.	OPER/KLAPKO/ALARM INSPECTI	672.00
096465	08/24/2017	1 Comp	Cleared	08/31/2017 100017 SEG WORKERS COMPENSATION FUND	SECOND QUARTER WORKERS COM	7,459.00
096466	08/24/2017	1 Comp	Cleared	08/31/2017 000693 SEHI COMPUTER PRODUCTS	CE/GUTE/CYAN AND YELLOW TO	371.86
096467	08/24/2017	1 Comp	Open	005600 SHERWIN-WILLIAMS COMPANY	OPER/KLAPKO/PAINT	1,403.26
096468	08/24/2017	1 Comp	Open	007331 SLOAN'S SEPTIC TANK SERVICE	ATH/SMITH/RESTROOM RNTAL	475.00
096469	08/24/2017	1 Comp	Cleared	08/31/2017 003768 STENHOUSE PUBLISHERS	BR/COLLISON/FOSTERING LITE	336.00
096470	08/24/2017	1 Comp	Cleared	08/31/2017 006250 TIRE FACTORY	OPER/KLAPKO/TIRE REPAIR	17.99
096471	08/24/2017	1 Comp	Cleared	08/31/2017 001119 UNITED PARCEL SERVICE	HS/POSTAGE	18.37
096472	08/24/2017	1 Comp	Open	008303 ZAHOREK SYSTEMS, INC.	HS/DORMAN/KITS	8,697.25
096473	08/24/2017	1 Comp	Cleared	08/31/2017 007435 ZIP MEDICAL SUPPLIES LLC	ATH/SMITH/TAPE	20.41
096474	08/31/2017	1 Comp	Open	000240 AMERICAN SPEEDY PRINTING CENTERS	BOND BROCHURES	116.00
096475	08/31/2017	1 Comp	Open	101312 ATLAS PEN AND PENCIL CORP.	BR/COLLISON/PENCILS/BOOK M	58.75
096476	08/31/2017	1 Comp	Open	101355 BATH HIGH SCHOOL	ATH/SMITH/9-5 CC ENTRY	200.00
096477	08/31/2017	1 Comp	Open	007417 BENTLEY BRIGHT BEGINNINGS	COCA-COLA REIMBURSEMENT	55.90
096478	08/31/2017	1 Comp	Open	007670 BRYAN, GUADALUPE	MS/BRYAN/SUPPLIES	130.11

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096479	08/31/2017	1 Comp	Open	003794 BRYANT ELEMENTARY	COCA-COLA REIMBURSEMENT	118.62
096480	08/31/2017	1 Comp	Open	101239 CANNON, MAUREEN	MS/CANNON/SUPPLIES	19.76
096481	08/31/2017	1 Comp	Open	007838 CENTER COLLABORATIVE CLASSROOM	CEN/SPIELMAN/MAKING MEANIN	858.60
096482	08/31/2017	1 Comp	Open	007974 CENTRAL ELEMENTARY SCHOOL	COCA-COLA REIMBURSEMENT	27.62
096483	08/31/2017	1 Comp	Open	007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	63.09
096484	08/31/2017	1 Comp	Open	100920 CROUNNA HIGH SCHOOL	ATH/SMITH/9-9 VBALL ENTRY	540.00
096485	08/31/2017	1 Comp	Open	005726 CROOKED TREE NURSERY, LLC	OPER/KLAPKO/WBED CONTROL	447.47
096486	08/31/2017	1 Comp	Open	100455 D & G EQUIPMENT INC.	OPER/KLAPKO/BLADES	85.02
096487	08/31/2017	1 Comp	Open	100058 D & H DISTRIBUTING COMPANY	OHS/HAKKEN/CALCULATORS	875.00
096488	08/31/2017	1 Comp	Open	008022 DAHL, LAURI	BR/DAHL/SUPPLIES	15.98
096489	08/31/2017	1 Comp	Open	007429 DODAK, MEGAN	BR/DODAK/SUPPLIES	157.87
096490	08/31/2017	1 Comp	Open	101613 DURAND HIGH SCHOOL	ATH/SMITH/9-9&9-16 VBALL	350.00
096491	08/31/2017	1 Comp	Open	000008 EMERSON ELEMENTARY SCHOOL	COCA-COLA REIMBURSEMENT	54.75
096492	08/31/2017	1 Comp	Open	004001 FRIEND, MATT	MS/FRIEND/SUPPLIES	34.88
096493	08/31/2017	1 Comp	Open	006197 FRONTIER	UTIL/PHONE SVC AUG 2017	1,944.97
096494	08/31/2017	1 Comp	Open	102363 GRAHAM, TERESA	MS/GRAHAM/STAMPS	39.44
096495	08/31/2017	1 Comp	Open	100069 HEINEMANN	EM/C. ANDERSON/BLUE SYSTEM	3,866.06
096496	08/31/2017	1 Comp	Open	002886 HOLLY HIGH SCHOOL	ATH/SMITH/9-6 CC ENTRY	250.00
096497	08/31/2017	1 Comp	Open	000495 HOWES, CHARLIE W.	MS/HOWES/SUPPLIES	17.50
096498	08/31/2017	1 Comp	Open	003080 JOHNNY MAC'S SPORTING GOODS	ATH/SMITH/MATS	6,776.00
096499	08/31/2017	1 Comp	Open	101896 LAINGSBURG COMMUNITY SCHOOLS	ATH/SMITH/10-14 VBALL	150.00
096500	08/31/2017	1 Comp	Open	001459 LAMAY, JENNIPER	MS/LAMAY/SUPPLIES	159.20
096501	08/31/2017	1 Comp	Open	102408 LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/CUSTODIAL SUPP	68.35
096502	08/31/2017	1 Comp	Open	102344 LINDEN HIGH SCHOOL	ATH/SMITH/9-23 CC ENTRY	160.00
096503	08/31/2017	1 Comp	Open	100343 MCGRAW-HILL SCHOOL EDUCATION	CURR/EVERDAY MATH MATERIAL	31,922.11
096504	08/31/2017	1 Comp	Open	008318 MCKAY, KELLY	BB/CHILD CARE REIMBURSEMENT	19.24
096505	08/31/2017	1 Comp	Open	100107 MESAA	ATH/SMITH/MEETING UPDATE	50.00
096506	08/31/2017	1 Comp	Open	007971 MID AMERICA ADMIN	2ND QUARTER ADMIN FEE 403B	526.46
096507	08/31/2017	1 Comp	Open	003711 MSPRA	ADM/THOMPSON/DUES	125.00
096508	08/31/2017	1 Comp	Open	004583 MT. MORRIS HIGH SCHOOL	ATH/SMITH/8-19 VBALL	340.00
096509	08/31/2017	1 Comp	Open	100001 OFFICE DEPOT INC.	EM/NIDEFSKI/SUPPLIES	797.40
096510	08/31/2017	1 Comp	Open	004600 OPS FOOD SERVICE FUND	BR/BROOKS/BOOK NIGHT	226.46
096511	08/31/2017	1 Comp	Open	101103 OVID-ELSIE AREA SCHOOLS	ATH/SMITH/9-23 TENNIS	75.00
096512	08/31/2017	1 Comp	Open	008323 OWOSSO FIRST UNITED	ADM/ADVERTISING	50.00
096513	08/31/2017	1 Comp	Open	004570 OWOSSO H.S. ORGANIZATION ACCT.	COCA-COLA REIMBURSEMENT	233.55
096514	08/31/2017	1 Comp	Open	004570 OWOSSO H.S. ORGANIZATION ACCT.	ATH/SMITH/ATH BEVERAGE REI	663.00
096515	08/31/2017	1 Comp	Open	004553 OWOSSO HITCH & PLOW CENTER INC	OPER/KLAPKO/LIFT REPAIR	307.00
096516	08/31/2017	1 Comp	Open	000013 OWOSSO MIDDLE SCHOOL	COCA-COLA REIMBURSEMENT	75.63
096517	08/31/2017	1 Comp	Open	004652 PCMI - WEST	BB STAFF PAYMENT	11,773.33
096518	08/31/2017	1 Comp	Open	101833 PERRY PUBLIC SCHOOLS	ATH/SMITH/8-16&9-15 GOLF	375.00
096519	08/31/2017	1 Comp	Open	006059 PHILADELPHIA SECURITY PRODUCTS	OHS/SNYDER/LOCKS	518.15
096520	08/31/2017	1 Comp	Open	007853 PIONEER VALLEY BOOKS	EM/GRAHAM/POSTER/EASEL	173.80
096521	08/31/2017	1 Comp	Open	100661 POWERS CATHOLIC HIGH SCHOOL	ATH/SMITH/9-30 CC ENTRY	200.00
096522	08/31/2017	1 Comp	Open	008300 PRESIDIO NETWORKED SOLUTIONS	HS/PHILLIPS/NOTEBOOKS	19,800.00
096523	08/31/2017	1 Comp	Open	100135 QUILL CORPORATION	OHS/COLLINS/INK	535.38
096524	08/31/2017	1 Comp	Open	100803 RAFFAELLI, DANIELE	BR/RAFFAELLI/SUPPLIES	39.81
096525	08/31/2017	1 Comp	Open	008317 ROZANSKI, GRACE	MS/ROZANSKI/SUPPLIES	19.69
096526	08/31/2017	1 Comp	Open	007490 SCHAFFERT, KIRSTEN	MS/SCHAFFERT/SUPPLIES	68.59
096527	08/31/2017	1 Comp	Open	005420 SCHOOL SPECIALTY INC.	BR/PETERSON/PENCIL SHARPEN	6,333.49
096528	08/31/2017	1 Comp	Open	005520 SECURITY ALARM COMPANY INC.	OPER/KLAPKO/INSPECTION	1,650.00
096529	08/31/2017	1 Comp	Open	100017 SET-SEG	SEPT 2017 BILL/GF STAFF	5,967.75
096530	08/31/2017	1 Comp	Open	101518 ST. JOHNS HIGH SCHOOL	ATH/SMITH/8-18 CC ENTRY	175.00
096531	08/31/2017	1 Comp	Open	101616 SWARTE CREEK HIGH SCHOOL	ATH/SMITH/8-23 SWIM	150.00
096532	08/31/2017	1 Comp	Open	006230 THRUN LAW FIRM, P.C.	STATE AID NOTE LEGAL FEES	4,746.00

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096533	08/31/2017	1 Comp	Open	001119 UNITED PARCEL SERVICE	HS/POSTAGE	28.04
096534	08/31/2017	1 Comp	Open	100267 UNUM LIFE INSURANCE	SEPT 2017 BILL/GP STAFF	1,035.36
096535	08/31/2017	1 Comp	Open	100267 UNUM LIFE INSURANCE	SEPT 2017 BILL ADMIN STAFF	918.33
096536	08/31/2017	1 Comp	Open	006630 WARD'S NATURAL SCIENCE	OHS/OWENS/SUPPLIES	141.02
096537	08/31/2017	1 Comp	Open	006845 WIN'S CORPORATE OFFICE	OPER/KLAPKO/ELECTRICAL SUP	62.81
096538	09/07/2017	1 Comp	Open	000240 AMERICAN SPEEDY PRINTING CENTERS	ADM/FLIERS	448.00
096539	09/07/2017	1 Comp	Open	006077 CHERYL LYNN BARTON	COMM ED INSTRUCTOR PAYMENT	360.00
096540	09/07/2017	1 Comp	Open	001020 CHEREST SUPPLY COMPANY	OPER/KLAPKO/PLUMBING SUPP	101.70
096541	09/07/2017	1 Comp	Open	001050 CITY OF OWOSSO	OLIVER ST RD WORK	2,396.69
096542	09/07/2017	1 Comp	Open	004065 CONRAD, CHRIS	OPER/CONRAD/MILEAGE	57.12
096543	09/07/2017	1 Comp	Open	100455 D & G EQUIPMENT INC.	OPER/KLAPKO/MOWER PARTS	174.77
096544	09/07/2017	1 Comp	Open	100199 DISCOUNT SCHOOL SUPPLY	BR/COMPTON/SUPPLIES	511.65
096545	09/07/2017	1 Comp	Open	101560 EDWARDS SIGN & SCREEN PRINTING	BR/BROOKS/NAME PLATES	98.00
096546	09/07/2017	1 Comp	Open	000558 ENERGY MANAGEMENT SOLUTIONS LLC	MONTHLY GAS MANAGEMENT	315.00
096547	09/07/2017	1 Comp	Open	008028 GOLDBERG, DIANE	OPER/GOLDBERG/MILEAGE	22.26
096548	09/07/2017	1 Comp	Open	101944 GOPHER SPORTS	OHS/D CLEVINGER/RAQUETS/BA	1,453.49
096549	09/07/2017	1 Comp	Open	000554 GRAND LEDGE HIGH SCHOOL	ATH/SMITH/10-14 CC ENTRY	180.00
096550	09/07/2017	1 Comp	Open	002810 HI-QUALITY GLASS	OPER/KLAPKO/LEXAN	143.39
096551	09/07/2017	1 Comp	Open	005929 IRELAN, STEVE	ATL/IRELAN/SUPPLIES	190.20
096552	09/07/2017	1 Comp	Open	008220 J & H OIL CO.	TRANS/DELONG/FUEL	7,704.75
096553	09/07/2017	1 Comp	Open	004730 J. W. PEPPER & SON INC.	MS/SCHAFFERT/MUSIC	265.86
096554	09/07/2017	1 Comp	Open	003168 JAMES, VALERIE	MS/JAMES/SUPPLIES	177.30
096555	09/07/2017	1 Comp	Open	003080 JOHNNY MAC'S SPORTING GOODS	ATH/LINTNER/FOOTBALL EQUIP	7,939.60
096556	09/07/2017	1 Comp	Open	005756 KENTWOOD OFFICE FURNITURE	OPER/KLAPKO/FURNITURE	749.64
096557	09/07/2017	1 Comp	Open	007104 KLAPKO, JOHN	OPER/KLAPKO/MILEAGE	128.21
096558	09/07/2017	1 Comp	Open	003448 LOCKER ROOM & TROPHY PLACE	ADM/BOARD NAME BADGES	88.00
096559	09/07/2017	1 Comp	Open	003660 MEDLER ELECTRIC COMPANY	OPER/KLAPKO/LIGHT BULBS	8,029.37
096560	09/07/2017	1 Comp	Open	003756 MICHIGAN COMPANY, INC.	OPER/KLAPKO/CUSTODIAL SUPP	193.21
096561	09/07/2017	1 Comp	Open	001133 MILLER, RANDY	ADM/MILLER/MILEAGE	81.90
096562	09/07/2017	1 Comp	Open	100984 MSBOA	HS/SCHLEGEL/MEMBERSHIP	375.00
096563	09/07/2017	1 Comp	Open	004600 OPS FOOD SERVICE FUND	ADM/FOUNDATION MEETING	125.00
096564	09/07/2017	1 Comp	Open	007851 OREILLY AUTO PARTS	OPER/KLAPKO/DEGREASER	14.98
096565	09/07/2017	1 Comp	Open	100280 ORIENTAL TRADING CO. INC.	BR/COMPTON/SUPPLIES	44.99
096566	09/07/2017	1 Comp	Open	008010 OWOSSO MEDICAL GROUP	BUS DRIVER PHYSICALS	255.00
096567	09/07/2017	1 Comp	Open	008328 OWOSSO SOCCER CLUB	CE/SPIELMAN/GOALS	250.00
096568	09/07/2017	1 Comp	Open	006464 PILON, LISA	HS/PILON/CONF REIMB	237.16
096569	09/07/2017	1 Comp	Open	102005 PIONEER MANUFACTURING COMPANY	OPER/KLAPKO/FIELD PAINT	2,105.85
096570	09/07/2017	1 Comp	Open	100362 PLANK ROAD PUBLISHING INC.	EM/BRUDER/SUBSCRIPTION	112.45
096571	09/07/2017	1 Comp	Open	007726 POOL PACE	OPER/QUICK/FILTERS	1,419.54
096572	09/07/2017	1 Comp	Open	100135 QUILL CORPORATION	OHS/PILON/SUPPLIES	501.45
096573	09/07/2017	1 Comp	Open	101669 REALLY GOOD STUFF	EM/CICALO/SUPPLIES	428.17
096574	09/07/2017	1 Comp	Open	006775 SCHLEGEL, JILLIAN	HS/SCHLEGEL/BOOKS	104.00
096575	09/07/2017	1 Comp	Open	102443 SCHOLASTIC INC.	EM/NIDEFSKI/SUBSCRIPTION	1,847.90
096576	09/07/2017	1 Comp	Open	005520 SECURITY ALARM COMPANY INC.	OPER/KLAPKO/ALARM REPAIR	3,362.50
096577	09/07/2017	1 Comp	Open	005363 SHATTUCK SPECIALTY ADVERTISING	CE/KLAPKO/MOUSE PADS	200.49
096578	09/07/2017	1 Comp	Open	005600 SHERWIN-WILLIAMS COMPANY	OPER/KLAPKO/PARTS	59.36
096579	09/07/2017	1 Comp	Open	005625 SHIAWASSEE RESD	DUAL ENROLLMENT	720.00
096580	09/07/2017	1 Comp	Open	008301 STINSON, GUNNAR	ADM/STINSON/MILEAGE	74.31
096581	09/07/2017	1 Comp	Open	002948 THOMPSON, JESSICA	ADM/THOMPSON/MILEAGE	42.00
096582	09/07/2017	1 Comp	Open	001119 UNITED PARCEL SERVICE	HS/POSTAGE	35.58
096583	09/07/2017	1 Comp	Open	001667 UNIVERSITY OF OREGON	MS/COLLINS/SWIS PROGRAM	460.00
096584	09/07/2017	1 Comp	Open	007457 US BANK EQUIPMENT FINANCE	ADMIN/OMER/LEASE	2,132.95
096585	09/07/2017	1 Comp	Open	006511 WASTE MANAGEMENT OF FLINT	UTIL/TRASH SVC JULY 2017	3,992.02
096586	09/07/2017	1 Comp	Open	007985 WATSON, JOE	ADM/WATSON/MILEAGE	94.80

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096587	09/07/2017	1 Comp	Open	006882 WHEELER, JEREMY	ADM/WHEELER/MILEAGE	115.08
096588	09/07/2017	1 Comp	Open	005194 WILLIAMSTON HIGH SCHOOL	ATH/SMITH/8-18 SWIM ENTRY	150.00
096589	09/14/2017	1 Comp	Open	000240 AMERICAN SPEEDY PRINTING CENTERS	ATH/LINTNER/POSTCARDS	70.00
096590	09/14/2017	1 Comp	Open	000278 APPLEBEE OIL COMPANY	TRANS/DELONG/FUEL	660.01
096591	09/14/2017	1 Comp	Open	101431 BCAM	ATH/COACHES DUES	80.00
096592	09/14/2017	1 Comp	Open	100306 BIGGER FASTER STRONGER	OHS/R CLEVINGER/BENCH	138.74
096593	09/14/2017	1 Comp	Open	000810 CAROLINA BIOLOGICAL SUPPLY CO.	ALT/STAUFFER/BIOKITS	501.04
096594	09/14/2017	1 Comp	Open	007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	189.27
096595	09/14/2017	1 Comp	Open	001410 DALTON ELEVATOR	OPER/KLAPKO/WELDING SUPP	36.40
096596	09/14/2017	1 Comp	Open	100199 DISCOUNT SCHOOL SUPPLY	BB/VANHORN/LETTERS	22.49
096597	09/14/2017	1 Comp	Open	007715 FRONTLINE TECHNOLOGIES GROUP,LLC	2017-18 TIME & ATTEND COST	375.00
096598	09/14/2017	1 Comp	Open	007449 GIER-HELVIE, MELISSA	BB/GIER/MILEAGE	21.13
096599	09/14/2017	1 Comp	Open	101944 GOPHER SPORTS	CE/KLAPKO/PLAYGROUND EQUIP	634.90
096600	09/14/2017	1 Comp	Open	002614 GRAHAM, MIKE	TRANS/GRAHAM/PHYSICAL	85.00
096601	09/14/2017	1 Comp	Open	005183 HASSELBRING CLARK	ADM/AUG 2017 COPIER RENT	56.99
096602	09/14/2017	1 Comp	Open	006722 HUMPHREYS, CASSANDRA	BB/HUMPHRIES/SUPPLIES	110.19
096603	09/14/2017	1 Comp	Open	006696 I60 MEDIA	CE/SPEILMAN/POSTCARDS	157.50
096604	09/14/2017	1 Comp	Open	008220 J & H OIL CO.	OPER/KLAPKO/FUEL	10.70
096605	09/14/2017	1 Comp	Open	004730 J. W. PEPPER & SON INC.	MS/SCHAFFERT/MUSIC	136.08
096606	09/14/2017	1 Comp	Open	003080 JOHNNY MAC'S SPORTING GOODS	ATH/LINTNER/SOFTBALLS	33,475.45
096607	09/14/2017	1 Comp	Open	003153 KAPLAN EARLY LEARNING COMPANY	BR/COMPTON/PUZZLES	64.22
096608	09/14/2017	1 Comp	Open	102408 LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/CUSTODIAL SUPP	421.80
096609	09/14/2017	1 Comp	Open	101186 LLOYD MILLER & SONS INC.	OPER/KLAPKO/MOWER PARTS	87.88
096610	09/14/2017	1 Comp	Open	008332 MALLORY, ROBERT	HS/MALLORY/SUPPLIES	92.02
096611	09/14/2017	1 Comp	Open	003600 MARSHALL MUSIC COMPANY INC.	OMS/TOLRUD/REPAIRS	2,645.00
096612	09/14/2017	1 Comp	Open	007984 MASA REGION VI	ADM/TUTTLE/DUES	100.00
096613	09/14/2017	1 Comp	Open	003021 MELANIE LOUNDS	HS/LOUNDS/INK	37.48
096614	09/14/2017	1 Comp	Open	003756 MICHIGAN COMPANY, INC.	OPER/KLAPKO/CUSTODIAL SUPP	72.75
096615	09/14/2017	1 Comp	Open	008009 MISCA	HS/MURRAY/DUES	45.00
096616	09/14/2017	1 Comp	Open	008331 MIVCA	ATH/AFSEY/DUES	35.00
096617	09/14/2017	1 Comp	Open	100984 MSBOA	MS/TOLRUD/MEMBERSHIP	375.00
096618	09/14/2017	1 Comp	Open	005928 MURRAY, ANDREW	MS/MURRAY/SUPPLIES	44.60
096619	09/14/2017	1 Comp	Open	100001 OFFICE DEPOT INC.	EM/NIDEFSKI/SUPPLIES	363.21
096620	09/14/2017	1 Comp	Open	100280 ORIENTAL TRADING CO. INC.	BR/COMPTON/SUPPLIES	10.94
096621	09/14/2017	1 Comp	Open	001831 OWOSSO READY MIX COMPANY	OPER/KLAPKO/CEMENT	149.00
096622	09/14/2017	1 Comp	Open	004652 PCMI - WEST	BB/STAFF PAYMENT	11,524.51
096623	09/14/2017	1 Comp	Open	007853 PIONEER VALLEY BOOKS	EM/VERLINDE/MARKERS	27.00
096624	09/14/2017	1 Comp	Open	100362 PLANK ROAD PUBLISHING INC.	CE/HOWARD/MAGAZINE FILERS	26.40
096625	09/14/2017	1 Comp	Open	004860 POSTMASTER	MS/KNIGHT/POSTAGE	336.00
096626	09/14/2017	1 Comp	Open	100135 QUILL CORPORATION	OHS/LASKOWSKI/CHAIR MAT	131.48
096627	09/14/2017	1 Comp	Open	000323 ROTARY CLUB OF OWOSSO	HS/PHILLIPS/AUG DUES	105.00
096628	09/14/2017	1 Comp	Open	102443 SCHOLASTIC INC.	MS/PHILLIPS/MAGAZINES	356.13
096629	09/14/2017	1 Comp	Open	005420 SCHOOL SPECIALTY INC.	BENT/ANDERSON/SUPPLIES	2,506.32
096630	09/14/2017	1 Comp	Open	005520 SECURITY ALARM COMPANY INC.	OPER/KLAPKO/FIRE ALARM MON	1,051.85
096631	09/14/2017	1 Comp	Open	005625 SHIawassee RESD	BB/ROWELL/COR LICENSES	26.85
096632	09/14/2017	1 Comp	Open	006491 SOMERS, JOHN	MS/SOMERS/SUPPLIES	50.22
096633	09/14/2017	1 Comp	Open	008333 SPORTS ADDIX	ATH/LINTNER/SOCCER UNIFORM	6,900.36
096634	09/14/2017	1 Comp	Open	101057 STATE OF MICHIGAN	TRANS/DELONG/STORAGE FEE	61.50
096635	09/14/2017	1 Comp	Open	002623 TASC-CLIENT INVOICES	10/1-10/31/17 ADMIN FEE	308.74
096636	09/14/2017	1 Comp	Open	004604 TUTTLE, ANDREA	ADM/TUTTLE/MILEAGE	33.81
096637	09/14/2017	1 Comp	Open	001119 UNITED PARCEL SERVICE	HS/POSTAGE	20.70
096638	09/14/2017	1 Comp	Open	001667 UNIVERSITY OF OREGON	EM/SEDLAR/SWIS & CICO	1,730.00
096639	09/14/2017	1 Comp	Open	102233 VANHORN, TAMARA	HB/VANHORN/SUPPLIES	48.18
096640	09/14/2017	1 Comp	Open	008330 WHITFORD, CARLY	BR/WHITFORD/SUPPLIES	98.24



Check Register For Bank Account ID CHEM1

From 08/05/2017 to 09/17/2017

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
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CHECK TOTAL	736,141.76
LESS VOIDS	0.00
GRAND TOTAL	736,141.76

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	182	242,649.22	Computer	270	736,141.76
Cleared	88	493,492.54	Prepaid		
Void					
Scratch					
TOTAL	270	736,141.76	TOTAL	270	736,141.76

Check Register for Bank Account ID SERVIC

From 08/05/2017 to 09/17/2017

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
007048	08/10/2017	1 Comp	Cleared	08/31/2017 007480 BANANA BROTHERS PRODUCE	FS/PRINCE/FOOD PURCHASE	2,193.45
007049	08/10/2017	1 Comp	Cleared	08/31/2017 001995 CENTRAL RESTAURANT PRODUCTS	OHS/PRINCE/EQUIPMENT	642.00
007050	08/10/2017	1 Comp	Cleared	08/31/2017 002973 HANKERD SPORTSWEAR	FS/KLAPKO/SHIRTS	2,260.00
007051	08/10/2017	1 Comp	Cleared	08/31/2017 008220 J & H OIL CO.	FS/KLAPKO/FUEL	203.48
007052	08/17/2017	1 Comp	Cleared	08/31/2017 003759 HPS	FS/KLAPKO/17-18 DUES	3,150.00
007053	08/17/2017	1 Comp	Cleared	08/31/2017 008220 J & H OIL CO.	FS/KLAPKO/FUEL	98.78
007054	08/17/2017	1 Comp	Cleared	08/31/2017 002109 LUDINGTON ELECTRIC INC.	FS/KLAPKO/FOOD LINE CIRCUIT	675.09
007055	08/17/2017	1 Comp	Cleared	08/31/2017 004600 OPS FOOD SERVICE FUND	FS/PRINCE/START UP CASH	720.00
007056	08/24/2017	1 Comp	Cleared	08/31/2017 000240 AMERICAN SPEEDY PRINTING CENTERS	FS/PRINCE/MENUS	398.50
007057	08/24/2017	1 Comp	Cleared	08/31/2017 007480 BANANA BROTHERS PRODUCE	FS/PRINCE/SUMMER FOOD	2,951.05
007058	08/24/2017	1 Comp	Cleared	08/31/2017 001995 CENTRAL RESTAURANT PRODUCTS	OHS/PRINCE/EQUIPMENT	2,395.24
007059	08/24/2017	1 Comp	Cleared	08/31/2017 007396 MADELYN IRELAN	FS/IRELAN/MILEAGE	39.22
007060	08/24/2017	1 Comp	Cleared	08/31/2017 003780 MESSA	SEPT 2017 BILL/FS STAFF	1,030.52
007061	08/24/2017	1 Comp	Cleared	08/31/2017 003807 PRAIRIE FARMS DAIRY	FS/PRINCE/SUMMER FOOD	2,381.51
007062	08/24/2017	1 Comp	Open	007689 THEODORES SUPERIOR COFFEE ROASTERS	FS/PRINCE/FOOD PURCHASE	85.00
007063	08/31/2017	1 Comp	Open	002959 INDEPENDENT AD-VISOR INC.	FS/KLAPKO/SUMMER FOOD AD	1,584.00
007064	08/31/2017	1 Comp	Open	008220 J & H OIL CO.	FS/KLAPKO/OIL	18.25
007065	08/31/2017	1 Comp	Open	100001 OFFICE DEPOT INC.	FS/PRINCE/INK	426.81
007066	08/31/2017	1 Comp	Open	005432 REINHOLZ, JOANN	FS/STUDENT TRANSFER	23.97
007067	08/31/2017	1 Comp	Open	100017 SET-SEG	SEPT 2017 BILL/FS STAFF	171.45
007068	08/31/2017	1 Comp	Open	100267 UNUM LIFE INSURANCE	SEPT 2017 BILL/FS STAFF	50.42
007069	09/07/2017	1 Comp	Open	000240 AMERICAN SPEEDY PRINTING CENTERS	FS/PRINCE/MENUS	140.00
007070	09/07/2017	1 Comp	Open	004621 AUNT MILLIE'S BAKERIES	FS/PRINCE/FOOD PURCHASE	574.56
007071	09/07/2017	1 Comp	Open	007480 BANANA BROTHERS PRODUCE	FS/PRINCE/FOOD PURCHASE	10,495.75
007072	09/07/2017	1 Comp	Open	003758 GREAT LAKES COCA-COLA LLC	FS/PRINCE/FOOD PURCHASE	4,803.09
007073	09/07/2017	1 Comp	Open	008220 J & H OIL CO.	FS/KLAPKO/FUEL	187.60
007074	09/07/2017	1 Comp	Open	005756 KENTWOOD OFFICE FURNITURE	FS/KLAPKO/OFFICE FURNITURE	749.64
007075	09/07/2017	1 Comp	Open	007104 KLAPKO, JOHN	FS/KLAPKO/MILEAGE	128.21
007076	09/07/2017	1 Comp	Open	008326 KLUMP, TERESA	FS/KLUMP/MILEAGE	67.78
007077	09/07/2017	1 Comp	Open	006654 LANCE'S BAKERY	FS/PRINCE/OPENING DAY	260.00
007078	09/07/2017	1 Comp	Open	102408 LANSING SANITARY SUPPLY INC.	FS/KLAPKO/CLEANING SUPPLIES	507.75
007079	09/07/2017	1 Comp	Open	004354 MILLS REFRIGERATION, INC.	FS/PRINCE/EQUIP REPAIR	363.85
007080	09/07/2017	1 Comp	Open	003807 PRAIRIE FARMS DAIRY	FS/PRINCE/SUMMER FOOD	221.85
007081	09/14/2017	1 Comp	Open	000240 AMERICAN SPEEDY PRINTING CENTERS	FS/KLAPKO/MENUS	90.00
007082	09/14/2017	1 Comp	Open	000300 ARGUS-PRESS CO.	FS/KLAPKO/FREE FOOD AD	623.88
007083	09/14/2017	1 Comp	Open	004621 AUNT MILLIE'S BAKERIES	FS/PRINCE/FOOD PURCHASE	668.75
007084	09/14/2017	1 Comp	Open	007480 BANANA BROTHERS PRODUCE	FS/PRINCE/FOOD PURCHASE	11,010.40
007085	09/14/2017	1 Comp	Open	007802 DRURY, SHERENE	FS/DRURY/MILEAGE	47.83
007086	09/14/2017	1 Comp	Open	003758 GREAT LAKES COCA-COLA LLC	FS/PRINCE/FOOD PURCHASE	1,806.90
007087	09/14/2017	1 Comp	Open	002959 INDEPENDENT NEWSPAPER GROUP	FS/KLAPKO/FREE MEALS AD	1,254.00
007088	09/14/2017	1 Comp	Open	003537 MCLAREN RENT IT INC.	FS/KLAPKO/TABLE RENTAL	80.00
007089	09/14/2017	1 Comp	Open	007509 NIXON'S GROCERY	FS/PRINCE/FOOD PURCHASE	1,024.63
007090	09/14/2017	1 Comp	Open	003807 PRAIRIE FARMS DAIRY	FS/PRINCE/FOOD PURCHASE	2,248.21
007091	09/14/2017	1 Comp	Open	002509 PRINCE, MICHELE	FS/PRINCE/MILEAGE	42.37
CHECK TOTAL						58,895.79
LESS VOIDS						0.00
GRAND TOTAL						58,895.79

Check Register for Bank Account ID SF#1

From 08/05/2017 to 09/17/2017

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
600874	08/10/2017	1 Comp	Cleared	08/31/2017 005677 SPI INNOVATIONS INC	SINKING FUND WORK	109,277.47
600875	08/17/2017	1 Comp	Cleared	08/31/2017 005520 SECURITY ALARM COMPANY INC.	SINKING FUND PROJECTS	12,621.25
600876	08/17/2017	1 Comp	Cleared	08/31/2017 001274 SPICER GROUP INC.	SINKING FUND MANAGEMENT	6,385.13
600877	08/24/2017	1 Comp	Cleared	08/31/2017 001274 SPICER GROUP INC.	SINKING FUND MANAGEMENT	437.50
600878	09/14/2017	1 Comp	Open	005677 SPI INNOVATIONS INC	TECHNOLOGY/INFRASTRUCTURE/	2,575.00
CHECK TOTAL						131,296.35
LESS VOIDS						0.00
GRAND TOTAL						131,296.35

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	1	2,575.00	Computer	5	131,296.35
Cleared	4	128,721.35	Prepaid		
Void					
Scratch					
TOTAL		5	131,296.35	TOTAL 5 131,296.35	

Date Range: From: **08/04/2017**  
 To: **09/04/2017**  
 Date Type: **Posting Date**  
 Data available starting: 09/18/2014 Search

SEARCH RESULTS

Search Total: 19,895.7

Page 1 of 1 Page Go

<u>Account Name</u>	<u>Account Number</u>	<u>Transaction Amount</u>	<u>Adjustment Amount</u>	<u>Total Transaction Amount</u>
EMERSON ELEMENTARY	XXXX-XXXX-0517-2354	457.86	0.00	457.8
MIKE GRAHAM	XXXX-XXXX-0530-1557	1,411.32	0.00	1,411.3
FRED LAB	XXXX-XXXX-0532-9202	279.54	0.00	279.5
ED VAN STRATE	XXXX-XXXX-0532-9277	121.78	0.00	121.7
LINCOLN HIGH SCHOOL	XXXX-XXXX-0593-9232	219.90	0.00	219.9
BRIGHT BEGINNINGS OFFICE	XXXX-XXXX-1097-9983	736.00	0.00	736.0
OWOSSO SCHOOLS	XXXX-XXXX-1253-3820	1,999.93	0.00	1,999.9
CTE CONSTRUCTION TRADES	XXXX-XXXX-1311-0933	298.59	0.00	298.5
AL HUYCK	XXXX-XXXX-1323-6431	272.37	0.00	272.3
KARI SELLECK	XXXX-XXXX-5815-6677	147.15	0.00	147.1
OWOSSO PUBLIC SCHOOLS	XXXX-XXXX-0002-6361	0.00	(42,546.09)	(42,546.05)
SWIM PROGRAM	XXXX-XXXX-0173-5686	33.39	0.00	33.3
BRYANT ELEMENTARY	XXXX-XXXX-0177-1509	2,021.26	0.00	2,021.2
DAN CLARK	XXXX-XXXX-0188-5846	137.07	0.00	137.0
BEN COBB	XXXX-XXXX-0188-5861	243.13	0.00	243.1
OWOSSO HIGH SCHOOL	XXXX-XXXX-0223-2881	4,507.45	0.00	4,507.4
TECHNOLOGY DEPT	XXXX-XXXX-0270-9854	250.83	0.00	250.8
JOHN QUICK	XXXX-XXXX-0274-4836	566.63	0.00	566.6
OWOSSO MIDDLE SCHOOL	XXXX-XXXX-0316-8175	1,982.34	0.00	1,982.3
OPERATIONS DEPT	XXXX-XXXX-0322-6353	74.41	0.00	74.4
CENTRAL ELEMENTARY	XXXX-XXXX-0358-7523	912.37	0.00	912.3
DISTRICT TRAVEL	XXXX-XXXX-0372-6121	996.76	0.00	996.7
OWOSSO HIGH SCHOOL 2	XXXX-XXXX-0969-6765	4,988.82	0.00	4,988.8
BRIGHT BEGINNINGS	XXXX-XXXX-2811-1358	580.02	0.00	580.0
CENTRAL OFFICE	XXXX-XXXX-6279-7468	39,202.88	0.00	39,202.8

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Search Total: 19,895.7

Currently logged in as: Julie Omer (ONER 81101, Company Program Administrator)  
 Last Visit: 09/18/2017

**OWOSSO PUBLIC SCHOOLS  
BOARD OF EDUCATION  
August 31, 2017  
Report 17-24**

**Statement of Deposits and Investments  
As of 8/31/2017  
Unaudited**

	<u>General Fund</u>	<u>School Service</u>	<u>Building &amp; Site</u>	<u>Total</u>
<b>Summary of Deposits and Investments</b>				
Cash on hand	\$ 728,361	\$ 346,616	\$ 1,797,641	\$ 2,872,618
Investments	5,912,763		1,230,679	7,143,442
<b>Total Deposits and Investments</b>	<b>\$ 6,641,124</b>	<b>\$ 346,616</b>	<b>\$ 3,028,319</b>	<b>\$ 10,016,060</b>
 <b>Detail of Deposits and Investments</b>				
Cash on hand	\$ 728,361	\$ 345,896	\$ 1,797,641	\$ 2,871,898
Petty Cash on hand	-	720	-	-
<b>Total Cash on hand</b>	<b>\$ 728,361</b>	<b>\$ 346,616</b>	<b>\$ 1,797,641</b>	<b>\$ 2,872,618</b>
Chemical Bank Savings Account	\$ 61,452	-	\$ 111,734	\$ 173,186
Mich Class Investment	5,851,311	-	1,118,945	6,970,256
<b>Total Investments</b>	<b>\$ 5,912,763</b>	<b>\$ -</b>	<b>\$ 1,230,679</b>	<b>\$ 7,143,442</b>
<b>Total Deposits and Investments</b>	<b>\$ 6,641,124</b>	<b>\$ 346,616</b>	<b>\$ 3,028,319</b>	<b>\$ 10,016,060</b>

**OWOSSO PUBLIC SCHOOLS**  
**BOARD OF EDUCATION**  
**August 31, 2017**  
**Report 17-24**

**Combined Statement of Revenue, Expenditures, and Fund Balance**  
**General, School Service, and Capital Projects Funds**  
**As of 8/31/2017**  
 Unaudited

	General Fund				School Service Fund				Capital Projects Fund			
	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/Used	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/Used	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/Used
<b>REVENUE</b>												
Local sources	3,378,011	93,883	(3,284,128)	3%	294,399	16,293	(278,106)	5%	1,646,053	5,090	(1,640,963)	0%
State sources	24,595,201		(24,595,201)	0%	82,547		(82,547)	0%				
Federal sources	1,314,907		(1,314,907)	0%	1,593,439	21,113	(1,572,326)	1%				
Interdistrict sources-RESD	573,371		(573,371)	0%								
Interdistrict sources-transfers in and other sources	94,962		(94,962)	0%								
Total revenue and other sources	\$ 29,956,452	\$ 93,883	\$ (29,862,569)	0%	\$ 1,950,385	\$ 38,406	\$ (1,911,979)	2%	\$ 1,646,053	\$ 5,090	\$ (1,640,963)	0%
<b>EXPENDITURES</b>												
<b>INSTRUCTION</b>												
BASIC PROGRAMS:												
ELEMENTARY	\$ 7,005,926	\$ 124,866	\$ (6,881,060)	2%								
MIDDLE SCHOOL	3,485,026	52,063	(3,432,963)	1%								
HIGH SCHOOL	4,138,759	71,820	(4,066,939)	2%								
ALTERNATIVE EDUCATION	687,335	6,282	(681,053)	1%								
PRESCHOOL	127,668	180	(127,478)	0%								
PRESCHOOL (MICHIGAN READINESS) GRANT	176,818	303	(176,515)	0%								
TOTAL BASIC PROGRAMS	\$ 15,621,532	\$ 255,553	\$ (15,365,979)	2%								
ADDED NEEDS:												
SPECIAL EDUCATION	\$ 3,192,199	\$ 53,835	\$ (3,138,364)	2%								
CHILDCARE PROGRAM	291,553	27,588	(263,965)	9%								
TITLE I GRANT	1,011,912	20,862	(991,050)	2%								
VOCATIONAL EDUCATION	585,397	34,568	(550,829)	6%								
TARGETED LITERACY GRANT												
AT RISK GRANT	1,186,028	38,155	(1,147,873)	3%								
MISC STATE GRANTS	6,943		(6,943)	0%								
TOTAL ADDED NEEDS	\$ 6,274,030	\$ 178,008	\$ (6,096,022)	3%								
<b>CONTINUING EDUCATION:</b>												
COMMUNITY EDUCATION	\$ 142,179	\$ 22,809	\$ (119,370)	16%								
TOTAL CONTINUING EDUCATION	\$ 142,179	\$ 22,809	\$ (119,370)	16%								
<b>TOTAL INSTRUCTION</b>	\$ 22,037,741	\$ 454,170	\$ (21,583,571)									
<b>SUPPORTING SERVICES:</b>												
PUPIL SERVICES:												
GUIDANCE SERVICES	\$ 451,385	\$ 33,676	\$ (417,709)	7%								
TOTAL PUPIL SERVICES	\$ 451,385	\$ 33,676	\$ (417,709)	7%								
INSTRUCTIONAL STAFF:												
TITLE II, PART A/RURAL EDUCATION GRANT	\$ 287,545	\$ 10,884	\$ (276,661)	4%								
IMPROVEMENT OF INSTRUCTION	240,539	13,624	(226,915)	8%								
MEDIA SERVICES	281,181	4,505	(276,676)	2%								
TOTAL INSTRUCTIONAL STAFF	\$ 789,265	\$ 28,993	\$ (760,272)	4%								
<b>GENERAL ADMINISTRATION:</b>												
BOARD OF EDUCATION	\$ 100,149	\$ 8,391	\$ (91,758)	8%								
EXECUTIVE ADMINISTRATION	349,441	53,845	(295,596)	15%								
HUMAN RESOURCES	212,516	34,668	(177,847)	16%								
TOTAL GENERAL ADMINISTRATION	\$ 662,106	\$ 96,905	\$ (565,201)	15%								
<b>SCHOOL ADMINISTRATION:</b>												
SCHOOL ADMINISTRATION	\$ 2,443,932	\$ 285,578	\$ (2,158,354)	12%								
TOTAL SCHOOL ADMINISTRATION	\$ 2,443,932	\$ 285,578	\$ (2,158,354)	12%								
<b>BUSINESS SERVICES:</b>												

**OWOSSO PUBLIC SCHOOLS**  
**BOARD OF EDUCATION**  
 August 31, 2017  
 Report 17-24

**Combined Statement of Revenue, Expenditures, and Fund Balance**  
**General, School Service, and Capital Projects Funds**  
 As of 8/31/2017  
 Unaudited

	General Fund			School Service Fund			Capital Projects Fund		
	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget
FISCAL SERVICES	\$ 393,134	\$ 64,638	\$ (278,496)						
TECHNOLOGY MANAGEMENT	\$ 282,886	\$ 41,580	\$ (351,406)						
TOTAL BUSINESS SERVICES	\$ 726,130	\$ 96,229	\$ (629,901)						
OPERATIONS AND MAINTENANCE:									
OPERATIONS AND MAINTENANCE	\$ 2,790,218	\$ 454,687	\$ (2,335,531)						
TOTAL OPERATIONS AND MAINTENANCE	\$ 2,790,218	\$ 454,687	\$ (2,335,531)						
PUPIL TRANSPORTATION SERVICES:									
PUPIL TRANSPORTATION	\$ 1,046,348	\$ 98,779	\$ (947,569)						
TOTAL PUPIL TRANSPORTATION	\$ 1,046,348	\$ 98,779	\$ (947,569)						
OTHER SERVICES:									
PAC	\$ -	\$ -	\$ -						
COMMUNICATION SERVICES	\$ 62,632	\$ 2,686	\$ (59,946)						
ATHLETICS	\$ 444,779	\$ 31,252	\$ (413,527)						
PRINTING AND OTHER SUPPORT SERVICES	\$ 79,492	\$ 13,757	\$ (65,735)						
TOTAL OTHER SERVICES	\$ 566,903	\$ 47,715	\$ (519,188)						
TOTAL SUPPORTING SERVICES	\$ 9,486,287	\$ 1,142,562	\$ (8,343,725)						
OUTGOING TRANSFERS/FUND MODIFICATIONS:									
OTHER	\$ 71,331	\$ 3,481	\$ (67,850)						
TOTAL OUTGOING TRANSFERS/FUND MODIFICATIONS	\$ 71,331	\$ 3,481	\$ (67,850)						
FOOD SERVICE EXPENDITURES									
CAPITAL PROJECT EXPENDITURES	\$ 31,605,359	\$ 1,600,213	\$ (30,005,146)						
REVENUE OVER or (UNDER) EXPENDITURES	\$ (1,646,907)	\$ (1,506,330)	\$ 140,577						
PRELIMINARY AUDITED FUND BALANCE, JULY 1, 2017	\$ 3,911,651	\$ 3,911,651	\$ -						
PROJECTED FUND BALANCES - June 30, 2018	\$ 2,282,744								
				\$ 2,088,027	\$ 121,815	\$ (1,966,212)	\$ 1,532,576	\$ 108,248	\$ (1,424,328)
				\$ 2,088,027	\$ 121,815	\$ (1,966,212)	\$ 1,532,576	\$ 108,248	\$ (1,424,328)
				\$ (137,642)	\$ (85,408)	\$ 52,233	\$ 113,477	\$ (103,158)	\$ (216,635)
				\$ 241,082	\$ 241,082	\$ -	\$ 3,131,478	\$ 3,131,478	\$ -
				\$ 103,440	\$ -	\$ -	\$ 3,244,955	\$ -	\$ -





**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
September 25, 2017  
Report 17-25**

**FOR ACTION**

Subject:

Out-of-State Student Travel – OMS 2018 Washington D.C. trip.

Recommendation:

Resolve that the Board of Education approve the out-of-state travel for Owosso Middle School students and teacher Samantha Lieberman on a Washington D.C. trip, to the Capital of the United States on April 25-27 in the year 2018.

Rationale:

Mrs. Lieberman and approximately 50-70 OMS 8<sup>th</sup> grade students will travel by plane to the countries capital. Mrs. Lieberman and 5-8 other chaperones (OPS Staff and Parents) have gone on this trip for the past several years. This is an enhancement of the Social Studies curriculum and is the major extracurricular activity for the Social Studies department for 2017-2018.

Statement of Purpose:

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

Facts/Statistics:

This trip is sponsored by Owosso Middle School and the Social Studies department. Students are responsible to earn money for all of the cost. Chaperones and students will leave for the trip before school starts on April 25, 2018. Students will be home April 27 around 11:00 P.M. Two parent meetings will take place before students go on the trip. The cost of the trip this year is estimated at \$1100. Hemisphere Educational Travel is our trips organizer.

Motion

Seconded

Vote – Ayes

Nays

Motion

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
September 25, 2017  
17-26**

**FOR ACTION**

Subject:

AgriScience Textbook Adoption

Recommendation:

Resolve that the Board of Education authorize the adoption of AgriScience: Fundamentals and Applications, 6<sup>th</sup> edition, copyright 2015 by L. DeVere Burton, as the primary textbook for Owosso High School’s AgriScience instruction.

Facts/Statistics:

Comprehensive, yet easy to understand, AGRISCIENCE FUNDAMENTALS AND APPLICATIONS, Sixth Edition provides readers with an overview of the agricultural industry and the industry-based sciences. With coverage of topics such as the information age, natural resources, integrated pest management, plant sciences (including botany, crops, & ornamentals), animal science, food science, and communication and management, this introductory applied science book ensures that readers will develop a solid foundation in the basic principles and practices of agriscience. In addition to the extensive learning tools found in each chapter, the sixth edition now includes updated visual aids, glossary, and science and agricultural profiles.\

District Goal Addressed:

Student Achievement

Motion

Seconded

Vote – Ayes

Nays

Motion

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
September 25, 2017**

**Report 17-27**

**FOR ACTION**

**Subject:**

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

**Recommendation:**

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

**Rationale:**

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

**Facts/Statistics:**

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

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

Motion

Seconded

Vote – Ayes

Nays

Motion

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

Original to: CACS Finance Dept.  
Provider

Copy to: CACS Executive Director  
HS Associate Director  
Program Supervisor

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

**THIS AGREEMENT**, with the effective date of the 1st day of August, 2017, is entered into by and between **CAPITAL AREA COMMUNITY SERVICES, INC.**, a Community Action Agency, and **Owosso Public Schools** (hereinafter referred to as the "Provider") and together as Parties.

**RECITALS:**

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

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

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

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

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

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

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

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

**ARTICLE I - SCOPE OF SERVICES**

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

**ARTICLE 2 - COMPENSATION FOR ADMINISTRATION OF HEAD START SERVICES**

- A. C.A.C.S. Head Start agrees to pay the provider for services specified in Attachment B on a monthly basis in accordance with Attachment A, "Compensation for Services". Provider must document all services provided, and submit an invoice based on documented Enrollment, and C.A.C.S. Head Start will issue payment approximately two weeks after receiving the invoice from the Provider. Checks will be made payable to Owosso Public Schools. The total contract amount will not exceed \$ 41,584.23

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

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

- B. In addition to monetary compensation, C.A.C.S. Head Start agrees to
1. Loan equipment, if necessary, as outlined in Attachment A. C.A.C.S. Head Start will retain title to all equipment provided under this agreement.
  2. Provide payment for training activities and course work for Provider staff as determined by C.A.C.S. Head Start and in accordance with Attachment A.
- C. Match. The Provider agrees to provide services uncompensated by the payments under this Agreement and funded by non-federal sources with a minimum value of \$ 10,100 to be used towards C.A.C.S. Head Start's cost share or match for its Head Start grant as defined by 45 CFR § 75.2.
1. The Provider agrees that the cost of in-kind services used for match must meet the following criteria:
    - a. Are verifiable from the Provider's records;
    - b. Are not included as contributions for any other Federal award;
    - c. Are necessary and reasonable for accomplishment of this project's or program objectives;
    - d. Are allowable under Subpart E of 45 CFR part 75;
    - e. Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
    - f. Are provided for in the approved budget of this project; and
    - g. Conform to other provisions of 45 CFR Part 75, as applicable.
  2. For purposes of this Agreement, volunteer services furnished by third-party professional and technical personnel, consultants, and other skilled and unskilled labor may be counted as cost sharing or matching if the service is an integral and necessary part of this project.
  3. Rates for third-party volunteer services must be consistent with those paid for similar work by the Provider. In those instances in which the volunteer does not have the required skills, rates must be consistent with those paid for similar work in the labor market in which the Provider competes for the kind of services involved. In either case, paid fringe benefits that are reasonable, necessary, allocable, and otherwise allowable may be included in the valuation.

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

#### ARTICLE 3 - LIMITATION OF PAYMENTS

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

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

#### ARTICLE 4 - TERM

The term of this Agreement between C.A.C.S. Head Start and Provider shall be for a nine (9) month period commencing September 1, 2017 and continuing through May 31, 2018, at the end of which period this Agreement shall terminate.

#### ARTICLE 5 - TERMINATION

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

#### ARTICLE 6 - PROJECT DIRECTOR

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

#### ARTICLE 7 - PROJECT INVESTIGATOR

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

#### ARTICLE 8 - EQUIPMENT

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

**ARTICLE 9 - EVALUATION, REPORTING, AND INFORMATION REQUIREMENTS**

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

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

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



## ARTICLE 11 - EQUAL EMPLOYMENT OPPORTUNITY

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

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

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

## ARTICLE 12 - DATA PRIVACY

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

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

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

When required by the funding or regulatory agency, the Provider shall, at its expense, document compliance with the regulations of all county, state and federal agencies, and any regulatory agency acting under agencies of the U.S. Department of Health and Human Services, or other public sources of financial assistance.

#### ARTICLE 14 - INDEPENDENT CONTRACTOR

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

#### ARTICLE 15 - INDEMNIFICATION AND HOLD HARMLESS

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

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

#### ARTICLE 16 - STATEMENT OF ASSURANCE

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

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

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

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

#### ARTICLE 17 - INSURANCE

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

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

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

#### ARTICLE 18 - DEFAULT

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

#### ARTICLE 19 - SPECIAL PROVISIONS

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

#### ARTICLE 20 - NOTICES

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

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

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

#### ARTICLE 21 - WAIVERS

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

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

#### ARTICLE 22 - AMENDMENTS OR MODIFICATIONS

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

#### ARTICLE 23 - ASSIGNMENT OR SUBCONTRACTING

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

#### ARTICLE 24 - APPLICABLE LAW AND VENUE

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

#### ARTICLE 25 - TITLES

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

#### ARTICLE 26 - COMPLETE AGREEMENT

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

#### ARTICLE 27 - SEVERABILITY

If any clause or provision of this Agreement is rendered invalid or unenforceable because of any State or Federal statute or regulation or ruling by any tribunal of competent jurisdiction, that

clause or provision shall be null and void, and any such invalidity or unenforceability shall not affect the validity or unenforceability of the remainder of this Agreement. Where the deletion of the invalid or unenforceable provision of this Agreement results in the illegality or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the provision became invalid or unenforceable.

**ARTICLE 28 - CERTIFICATION OF AUTHORITY TO SIGN AGREEMENT**

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

**CAPITAL AREA COMMUNITY SERVICES, INC.:**

**FOR THE PROVIDER:**

By: \_\_\_\_\_  
Lucy McClintic  
Head Start Director

By: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_  
(Print or Type)

Title: \_\_\_\_\_  
(Print or Type)

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

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

**ATTACHMENT A**  
**COMPENSATION FOR SERVICES**

**Cash Compensation:**

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

September 2017	\$ 4,620.47
October 2017	\$ 4,620.47
November 2017	\$ 4,620.47
December 2017	\$ 4,620.47
January 2018	\$ 4,620.47
February 2018	\$ 4,620.47
March 2018	\$ 4,620.47
April 2018	\$ 4,620.47
May 2018	\$ 4,620.47

Each payment will be invoiced to C.A.C.S. prior to payment. Checks will be made payable to Owosso Public Schools. Checks are on an approximate two week turn around. The total contract amount will not exceed \$ 41,584.23. The total contract amount includes a 1.8% cost-of-living adjustment in the amount of \$ 411.76 for salary and fringe benefit enhancement. This amount will be a permanent adjustment to your per child rate.

**Non-Cash:**

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

**Non-Federal Share/In-kind Match:**

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

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

**ATTACHMENT B**  
**DESCRIPTION OF SERVICES**

**The Provider Agrees:**

- 1.) To maintain a current Michigan Department of Human Services license.
- 2.) To participate in a child nutrition food program sponsored by the US Department of Agriculture and to meet all requirements.
- 3.) To cooperate and coordinate with C.A.C.S. Head Start staff to maintain compliance with the Head Start Performance Standards.
- 4.) To provide consistent, high quality, preschool experience which is focused to the developmental stages of each enrolled child.
- 5.) To provide 128 days of services to enrolled families and to document absences as directed.
- 6.) To assist C.A.C.S. Head Start staff in recruiting eligible families by communicating with eligible parents to gather required documents and other information for enrollment.
- 7.) To assist C.A.C.S. Head Start staff in assuring provider staff working with Head Start children meet the education requirements.
- 8.) To adhere to the minimum Standards of Conduct in Attachment E
- 9.) To train its teachers to implement an approved valid and reliable curriculum and philosophy appropriate to the age of each child.
- 10.) The provider will provide at no cost the Head Start families, the following:
  - At least 1/2 to 2/3 of the enrolled children's daily nutritional needs in the form of meals and snacks, per the Head Start Performance Standards.
  - The provider will not charge Head Start parents any application or materials fees.
- 11.) To allow access to, and cooperate with, authorized C.A.C.S. Head Start staff, contractors and consultants in the observation and evaluation of the child care program C.A.C.S. Head Start will conduct scheduled or unannounced visits during Provider's posted hours of operation.
- 12.) Make its staff available at mutually agreed upon times to meet with C.A.C.S. Head Start staff to discuss each child's progress and overall needs of the Head Start grant and to participate in all reviews requested by C.A.C.S. Head Start funding source.
- 13.) To ensure staff practice Active Supervision Strategies so that children are supervised at all times and never left unattended.
- 14.) To complete and provide the following documentation for anyone who has contact with children (provider, assistant and substitutes) and to keep a record on site:
  - DHS Central Registry Clearance
  - DHS Record Clearance (fingerprinting – Program Director and Designee)
  - Signed Confidentiality Statement



- Physical and TB
- State Police Criminal History Search (ICHAT)

15.) To attend required Head Start meetings and trainings.

16.) To ensure the lead teacher has a Bachelor's degree in Child Development or related field.

17.) To maintain and/or complete the following documentation as required for each Head Start child's file:

- Portfolio
- Screenings and Assessments
- Physical and Immunizations
- Family Contacts as necessary

18.) To submit the following documentation as directed:

- Lesson Plans
- Weekly Program Attendance
- Monthly In-kind Documentation
- Monthly menus
- Home Visit reports
- Parent Teacher Conference forms
- Ongoing Child Assessment information at least three (3) times per year
- Monthly billing.

19.) To complete two (2) home visits annually with each enrolled Head Start child, and at least two (2) parent/teacher conferences, in accordance with Head Start Performance Standards.

20.) To encourage families to have their children in attendance on a regular basis. C.A.C.S reserves the right to withhold reimbursement for children with inconsistent attendance.

21.) If abuse of any child is suspected, Provider shall report in compliance with the laws of the State of Michigan. Also, Provider shall notify C.A.C.S. Head Start in writing of all actions taken by Provider or by others to Provider's knowledge concerning Child Abuse and Neglect.

22.) To notify C.A.C.S. Head Start Child Care Provider Supervisor within 24 hours of any reports made by the Provider or parent to the licensor or to Child Protective Services regarding allegations of child abuse or neglect. This will include any reports involving the provider or other individuals having access to the Provider's site.

23.) Use, at Provider's cost, the C.A.C.S. Head Start logo in its literature, signage and advertisements. Upon the termination of this Agreement, Provider shall remove and discontinue use of the C.A.C.S. Head Start logo and any reference to an affiliation, past or present, with Head Start.

24.) Give C.A.C.S. Head Start written notice, at least thirty (30) days in advance, of any changes in the curriculum or program that will affect the quality, extent, timeliness, or frequency of service delivered under the terms of this Agreement. Provider further agrees that no such changes shall be implemented without the prior written consent of C.A.C.S. Head Start. C.A.C.S. is not required to make payment for services rendered unless C.A.C.S. Head start has given written approval of such changes.

### C.A.C.S. HEAD START RESPONSIBILITIES

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

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

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

**Name of Provider:** \_\_\_\_\_

The Head Start Program Manual is available online at [www.cacasheadstart.org/](http://www.cacasheadstart.org/)

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

User Name: Head Start

Password: cacs1234

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

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

\_\_\_\_\_  
**Provider Signature**

\_\_\_\_\_  
**Date**

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

**STANDARD TERMS AND CONDITIONS - DISCRETIONARY GRANTS**

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

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

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

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

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

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

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

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

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

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

**Responsibility to Children**

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

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

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

### **Responsibility to Families**

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

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

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

### **Responsibility to Colleagues**

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

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

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

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
September 25, 2017**

**Report 17-28**

**FOR ACTION**

**Subject:**

New Teacher Hire

**Recommendation:**

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

Name	Building/Grade	Recommending Administrator	Salary Schedule Step
Matthew Klump	Owosso High School Special Education Teacher	Superintendent Dr. Tuttle	BA Step 1 Salary \$39,042

**District Goal Addressed:**

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion



**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**September 25, 2017**  
**17-29**

**FOR ACTION**

**Subject:**

L.A. Construction Change Order #2

**Recommendation:**

Resolve that the Board of Education authorize the Superintendent to sign Change Order #2 to add to the current contract with L.A. Construction of Flushing, Michigan an amount not to exceed \$17,225.36 resulting in an adjusted contract amount of \$334,685.36

**Facts/Statistics:**

At the April 24, 2017 Board meeting, the Board approved the contract with L.A. Construction in the amount of \$317,460 to address the OHS Track renovation, OHS Band Practice field lighting, OMS Gym resurfacing, and Washington sewer renovation. During the course of normal summer projects, other similar types of contract work are typically identified through the work of the contractors and through identification by district personnel as needing to be addressed. This is considered a prudent time to consider addressing these items since they can be done at an economical rate since the contractor is already mobilized to the site. These items typically can be handled through the contingency funds when deemed necessary and economical, however, the items needing to be addressed of an immediate nature this summer exceeded the amount set aside for contingency. This is due to the fact that the track required more extensive renovation than initially thought due to the subsurface having cracks that could not be identified during the discovery phase of the projects thereby resulting in the majority of the contingency funds being needed to address the track issues. The additional items that have been identified through the normal summer time process address the safety and security of the students and cannot wait for another contract cycle or be addressed in the normal operations budget. Thus, the additional amount of \$17,225.36 to be added to the original contract requires Board authorization in order to proceed on a timely basis.

The items to be addressed through this requested change are: minor roof repairs at the Middle School and Washington to maintain the integrity of the current structures; a security fence on the Bryant property to address concerns for safety of the students on the playground; and leveling of the discus site at the track for prevention of injuries for students using this area. These costs will be partially offset by liquidated damages in the amount of \$4,000 (per the contract) due to the subcontractor of L.A. Construction not completing the Middle School renovation (covered under the original contract) in a timely manner. This is also why the change order has been brought directly to a "For Action" item to allow for items to be completed before the weather becomes inclement.

**District Goal Addressed:**

Student safety and integrity of facilities

Motion

Seconded

Vote -- Ayes

Nays

Motion

**CHANGE ORDER #2**

September 7, 2017

**Owosso Public Schools  
2017 Sinking Fund Improvements  
High School Track Resurfacing & General Improvements  
645 Alger Street  
Owosso, Michigan 48867**

The following modifications and/or revisions to the above project will become part of the contract documents. It will be the responsibility of L.A. Construction, Flushing, MI to notify their subcontractors and/or suppliers of the contents of this change order. Please indicate acceptance of this change order by returning one signed copy where indicated.

These changes are as follows.

- **ITEM 1.** – Middle School Roof Repairs - \$8,556.71
- **ITEM 2.** - Bryant 6' Tall Privacy Fence (96') treated wood - \$2,835.00
- **ITEM 3.** - Washington Roof Repair - \$6,037.50
- **ITEM 4.** – Discus Site Leveling - \$3,796.15
- **ITEM 5.** – Liquidated Damages – 8 days at \$500/day – (\$4,000.00)

Total Increase to Contract - \$17,225.36

Original Contract Cost - \$317,460.00

Adjusted Contract Cost - \$334,685.36

The substantial completion date for this work scope shall be November 1, 2017 with a completion date of November 15, 2017.

Prepared – Owners Representative:  
SPICER GROUP, INC.

Accepted - Contractor:  
LA Construction

\_\_\_\_\_  
Darrick W. Huff, P.E.  
Project Manager

\_\_\_\_\_  
Aaron C. Adkins  
Vice-President

Accepted – Owner:  
OWOSSO PUBLIC SCHOOLS

\_\_\_\_\_  
Dr. Andrea Tuttle  
Superintendent

\_\_\_\_\_  
Julie Omer  
Business Manager

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**September 25, 2017**  
**17-30**

**FOR ACTION**

**Subject:**

Granting of a temporary easement to the south driveway and contiguous property of the Middle School located at 219 N. Water St to the Kincaid Henry Building Group, Inc. located at 934 Clark St., Lansing, Michigan and the Shiawassee Regional Chamber of Commerce located at 215 N. Water St., Owosso

**Recommendation:**

Resolve that the Board of Education authorize the Superintendent to sign off on a temporary easement to the property located by and inclusive of the south driveway alongside of the Owosso Middle School located at 219 N. Water St. to the Kincaid Henry Building Group, Inc. and Shiawassee Regional Chamber of Commerce inclusive of excavating 840 feet of the Owosso Middle School property, leveling it with sand and finishing with crushed limestone

**Facts/Statistics:**

The property located to the South of the Middle School inclusive of the driveway must be utilized by the construction group to move forward with the Chamber project involving the old armory building. This is to allow their machinery to access the property to facilitate the renovation and construction of the property owned by the Shiawassee Regional Chamber of Commerce. This includes leveling off the property to allow smooth access to the site and would eventually result in the potential for the property to be turned into additional parking for the staff and visitors to the Middle School. The construction company has offered to renovate the property by excavating the 840 feet of property necessary for access, level it with sand and finish it off with crushed limestone at no cost to the district. It is considered prudent when reasonably possible after the construction machinery no longer needs access to the site for the district to asphalt the area for additional parking for use by the Middle School site after the appropriate permits are obtained.

In the interim time, in order to avoid delaying the project and demonstrating “being a good neighbor”, it is being recommended that the Board grant the temporary easement to the Kincaid Henry Building Group and Shiawassee Regional Chamber of Commerce for the purpose necessary and include in the easement authorization the stipulation that the construction company must provide leveling, sand and crushed limestone fill for the 840 feet of property as indicated. It is duly noted that the property will continue to be owned by the District and that the easement being granted is for the term of the current project and does not extend beyond such a reasonable time frame for completion of said project.

**District Goal Addressed:**

Fiscal integrity

Motion

Seconded

Vote – Ayes

Nays

Motion



**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
September 25, 2017  
Report 17-31**

**FOR FUTURE ACTION**

Subject:

Biannual Art Appreciation Tour of NYC– 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 an Art Tour of New York City, March 14-17, 2018.

Rationale:

In response to the need for Owosso High School students to broaden their world vision with real world experiences, the Visual Arts Department under the direction of Mrs. Jayne Brown would like to provide this experience by proposing an Art Appreciation Tour of New York City to take place March 14-17, 2018 for thirty participants. The tour will consist of touring The Metropolitan Museum of Art, the Modern Museum of Art, the Guggenheim Museum of Art, the 911 Memorial, Historic St. Paul's Episcopal Church, a Broadway Show, a ferry ride on the East River to the Stature of Liberty around Ellis Island up to the Brooklyn Bridge. Students will tour the observation deck of the Empire State Building, and Central Park. Students will be transported by motor coach bus and have a tour guide from Junior Tours the entire time in NYC.

The price of approximately \$650 covers all museum costs, travel, hotel, breakfast and dinner. Students will be expected to pay for their own lunch and any shopping costs. The OHS Art Department has traveled to NYC with Junior Tours for at least 10 years and has a good partnership with Junior Tours. Junior Tours handles all the collection of money for the trip.

Statement of Purpose:

By offering this unique opportunity, it is hoped that the interest in travel and different cultures will be increased. It is hoped their vision of the world is enhanced through an increased understanding of the visual arts. Students will tour museums to help them understand the importance of art and art history in our culture. Students will also see a Broadway show (cross-curricular teaching opportunity with Language Arts), tour historical and architectural venues (Social Studies and Architectural Design) and experience culturally relevant cuisine as they take in the culture of America's largest cosmopolitan city.

Facts/Statistics:

The cost of the trip will be covered by each individual student.

Motion

Seconded

Vote – Ayes

Nays

Motion



**OWOSSO PUBLIC SCHOOLS  
Board of Education  
September 25, 2017**

**Report 17-32**

**FOR INFORMATION**

**Subject:**

Personnel Update

**Accepted Positions**

Sipriano Villarreal has accepted the 3.25-hour Food Service Worker position at Owosso Middle School.

Samantha Salyer has accepted the Kindergarten Paraprofessional position at Bryant Elementary.

Sarah Konsdorf has accepted the ECSE Paraprofessional position at Bentley Bright Beginnings.

Patty LaVigne has accepted the part time 4 Wings Lead Preschool position at Bentley Bright Beginnings.

Jacob Nelson has accepted the Custodian II position at Owosso High School.

Annette Richmond has accepted the 7-hour monitor position at Owosso High School.

Sharry Little has accepted the Monitor position at Emerson Elementary.

Mary Beth Ardelean has accepted the Food Service Distribution Coordinator position at Owosso High School.

Pam Will has accepted the Bus Driver position.

**Resignations**

Kari Selleck, Curriculum Director submitted her letter of resignation effective August 7, 2017.

Jessica Cords, ECSE Paraprofessional at Bentley Bright Beginnings has submitted her letter of resignation.

Reinie Morgan, 4 Wings Lead Preschool teacher has submitted her letter of resignation.

Michele Ainslie, Special Education Teacher at Owosso High School has submitted her letter of resignation.