



OWOSSO PUBLIC SCHOOLS

Ready for the World

**Board of Education Agenda**

**January 25, 2023**

**5:30 pm**

**Student Hearing to Immediately Follow Board Meeting**

Washington Campus

645 Alger Street

Owosso, Michigan 48867

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Building Reports**

Recognition of Transportation Department and Liaison Officers

Celebrate Kids –Emerson Elementary School

Student Representative Report – Alayna Scriptor

**4. Board Correspondence:**

Superintendent’s Report

Curriculum Director’s Report

**5. Public Participation**

**6. For Action**

▪ **Consent Agenda:**

December 14, 2022, Board of Education Regular Meeting Minutes-----	Report 21-68	Page 1
December 14, 2022, Closed Session Minutes-----	Report 21-69	At Place
January 11, 2023, Committee Meeting Minutes-----	Report 22-70	Page 8
Current Bills-----	Report 22-71	Page 13
Financials-----	Report 22-72	Page 22
▪ Bylaws Resolution-----	Report 22-73	Page 26
▪ Delegation of Election Duties-----	Report 22-74	Page 28
▪ Retainer – School Attorneys-----	Report 22-75	Page 30
▪ Authorization for Superintendent to Accept Resignations-----	Report 22-76	Page 32
▪ Designation of Financial Institutions/Authorized Signers-----	Report 22-77	Page 34
▪ SRES Designation of Representative-----	Report 22-78	Page 37
▪ Sinking Fund Project Administration -----	Report 22-79	Page 39
▪ Revised Policy 6110, 1 <sup>st</sup> Reading-----	Report 22-80	Page 45
▪ Revised Policy 6114, 1 <sup>st</sup> Reading -----	Report 22-81	Page 51
▪ Revised Policy 6325, 1 <sup>st</sup> Reading-----	Report 22-82	Page 58
▪ New Policy, 6108, 1 <sup>st</sup> Reading -----	Report 22-83	Page 65
▪ Revised Policy 6460, 1 <sup>st</sup> Reading -----	Report 22-84	Page 69
▪ Revised Policy 5160, 1 <sup>st</sup> Reading-----	Report 22-85	Page 72

**7. For Future Action**

▪ OHS Out of State Travel, SKILLS USA, Atlanta GA-----	Report 22-86	Page 81
▪ OHS Out of State Travel, Choir, Chicago IL-----	Report 22-87	Page 84
▪ General Fund Budget and School Service Budget Revision I-----	Report 22-88	Page 87

**8. For Information**

▪ Personnel Update-----	Report 22-89	Page 93
-------------------------	--------------	---------

**9. Public Participation**

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

**11. Upcoming Board Meeting Dates:**

**February 8:** Committee of the Whole Meeting, 5:30PM, Washington Campus Gymnasium

**February 22:** Board of Education Regular meeting, 5:30PM, Washington Campus Gymnasium

**Upcoming Important Dates:**

**January 26:** Central Student of the Month Breakfast, 8:15am, Central Gym

**January 27:** OHS Student of the Month Breakfast, 8:00am, Coliseum

**January 27:** OHS Varsity Cheer Conference Meet, 6:00pm, Corunna High School

**January 28:** Boys Varsity Wrestling John Harris Tournament, 9:00am, Shepherd High School

**January 28:** MIFA Districts, All Day Event, Performing Arts Center  
**January 30:** OHS Oscars, 7:00pm, Performing Arts Center  
**February 2:** Future Farmers of America District Leadership Contests, 4:00pm, Corunna High School  
**February 8:** MIFA Play Home Performance, 2:30PM, Performing Arts Center  
**February 9:** Half day for elementary students only, parent-teacher conferences in the afternoon

**12. Student Hearing**

**13. Adjournment**

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

## BOARD GUARANTEE (Adopted May 2006)

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

**Therefore**, we guarantee that:

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

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

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

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

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

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

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

Rick Mowen  
President




Marlene Webster  
Vice President



Olga Quick  
Treasurer



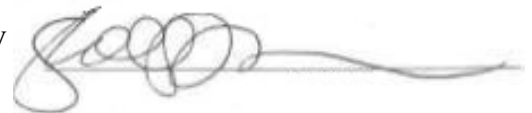
Ty Krauss  
Secretary



Adam Easlick  
Trustee



Shelly Ochodnicky  
Trustee



Nicholas Henne  
Trustee



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



OWOSSO PUBLIC SCHOOLS

*Ready for the World*

# BOARD OF EDUCATION NORMS

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



OWOSSO PUBLIC SCHOOLS

*Ready for the World*

## **Public Participation at Board Meetings Statement**

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

# For Action

# **December 14, 2022, Regular Meeting Minutes**

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Minutes**  
**Regular Meeting**  
**December 14, 2022**  
**Report 22-68**

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

Absent:

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

**Pledge of Allegiance**

**Building Reports**

CFO Julie Omer recognized the retirement of Human Resources Director Bev White. CFO Omer sincerely thanked Ms. White for her 19 years of service to the district and said her expertise, knowledge, and dedication to Owosso schools will be sorely missed by the OPS staff. CFO Omer wished Ms. White a restful retirement and joyful time with her children and grandchildren.

For the Celebrate Kids demonstration, Owosso High School counselor Mr. Jerry Ciarlino gave a short presentation on the mentor program he created. 25 high school students volunteer to work with three to four younger students on a daily basis, to role-model Trojan spirit and provide guidance on classwork and friendships. The program has been a big hit among the students and administration has received great feedback from those involved. Mr. Ciarlino said both the mentor and the mentee benefit from these interactions. The mentor program will continue to evolve as more students join in.

Student Representative Alayna Scriptor reported to the Board that the high school holiday choir concert is tonight at 7:00pm. Ms. Scriptor said the student government has been focused on the canned food drive the last couple of weeks; the drive will end this coming Friday. She said the seniors have taken the lead with 500 points. Ms. Scriptor ended her report by saying the students are looking forward to the upcoming winter break.

**Board Correspondence**

Dr. Tuttle reported the holiday performance season is in full swing. The middle school holiday choir concert was last night at the Performing Arts Center. She said she is proud of how hard the students prepare and practice for their concerts, and their preparation is evident in how well the students perform. The high school choir students will be giving their holiday performance tonight in the PAC as well. Dr. Tuttle said the Senior Citizen Holiday Breakfast took place on December 9. The seniors sat in the PAC and watched performances by the OHS Symphony Band, the OHS Madrigals, and the OHS Jazz Band. Each senior received a stocking full of sweet



and savory treats and an Owosso sticker. Dr. Tuttle gave kudos to the fine arts department's Mrs. Kowalczyk, Mr. Sterk, and Mr. Tolrud for the outstanding student shows. On November 30, Drug Education for Youth (DEFY) gave a presentation to parents and students; the presentation consisted of several emotional testimonials from people whose families have been negatively impacted by drug and alcohol addiction. She thanked the community for attending the presentation. Regarding athletics, Dr. Tuttle reported both girls' and boys' varsity basketball athletes competed at the Little Caesars Arena over the weekend. Dr. Tuttle also congratulated student athlete Kendall Ihm for being named Volleyball Player of the Year by the Argus Press. Kendall will be playing volleyball for Saginaw State University after she graduates high school. Dr. Tuttle also gave kudos to Mr. Chris Bird and his work with the Builder's Club. She is very impressed with his leadership and the community projects the students have been taking on. Dr. Tuttle gave an update on academia. On December 3, approximately 160 students from around the county took the SAT at the secondary campus for the Cook Family Foundation Shiawassee Scholarship. 40% of the students who tested were from Owosso. January 16 is a district wide professional development day and the State of the District address where Dr. Tuttle will announce the teacher and support-staff Member of the Year. Dr. Tuttle ended her report by saying the Owosso virtual program continues to do well and she thanked Lincoln High School Principal Carrie Rugenstein for keeping the program running smoothly.

### **Public Participation**

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

No public participants addressed the board.

### **For Action**

- Moved by Webster, supported by Easlick, to approve the November 16, 2022 regular meeting minutes, the November 16, 2022 closed session minutes, and the current bills and financials as presented. Motion carried unanimously.
- Moved by Quick, supported by Krauss to authorize the Owosso Public School's Maintenance department to dispose of a truck that can no longer meets the operational needs of the district. Motion carried unanimously.
- Moved by Krauss, supported by Quick to adopt the completed year-end evaluation for Superintendent Dr. Tuttle. In addition, resolve that the Board extend the Superintendent's contract two years to be employed under a five-year contract from July 1, 2023, through June 30, 2028. Secretary Webster conducted a roll-call vote. Krauss, Keyes, Easlick, Webster, Quick and Mowen voted aye. Vice President Ochodnický voted nay. Motion carried in 6-1 vote.

- Moved by Quick, supported by Webster, to authorize the renovation of the Bentley playground by GameTime out of Hollywood, MI in an amount not to exceed \$207,882.50 out of ARP Childcare Stabilization funds. Motion carried unanimously.
- Moved by Webster, supported by Easlick to authorize the Superintendent to sign the contract with Technical Building Automation, Inc. (TBA), for yearly maintenance and preventative maintenance for the boiler and HVAC system at a cost of \$5,500 for annual boiler maintenance and CSD-1 and \$29,400 for annual controls service and periodic preventative maintenance services. Motion carried unanimously.
- Moved by Keyes, supported by Quick to authorize the hiring of the following certified staff: Mallory Irelan, Owosso Middle School Computers teacher and Heidi King-Bigsby Lincoln Alternative Education High School teacher. Motion carried unanimously.

### **For Future Action**

- The board will be asked to approve the contract with Spicer Group, as presented, for retention of their services for the Sinking Fund Project Administration.

### **For Information**

Dr. Tuttle announced the following personnel changes:

### **Accepted Positions**

- Donna Collard has accepted the GSRP Paraprofessional position at Bentley Bright Beginnings.
- Mandy Goldman has accepted the Student Facilitator position at Bryant Elementary.
- Aubrey DeWitt has accepted the Office Secretary position at Bryant Elementary.

### **Resignations**

- Beth Burnett, Bus Driver has resigned effective November 14, 2022.
- Joe Hickey, Grounds/Maintenance has submitted his letter of resignation.
- John Quick, Skilled Trades HVAC has submitted his letter of resignation.
- Katy Voorhies, Executive Secretary at Bryant Elementary has submitted her letter of resignation effective March 31, 2023.
- Curran Jacobs, Physical Education Teacher at Owosso Middle School has submitted his resignation effective November 30, 2022.

### **Public Participation**

No public participants addressed the Board.

### **Board Comments**

Vice President Ochodnický thanked Mrs. Jessica Thompson for her work on Today's Trojans, she enjoyed flipping through the latest edition. She also thanked the fine arts department for their hard work and wonderful performances, she said it is a joy to see her grandchildren up on-stage having fun. Vice President Ochodnický is looking forward to the new year.

Secretary Webster thanked OPS for the holiday gifts and treats made for the Board. She echoed Vice President Ochodnický's comments on the holiday performances and said she's only heard great things from the community regarding the Performing Arts Center.

Trustee Quick thanked Mr. Ciarlino for his work with the OHS mentor program and Mr. Bird's work on the Builder's Club. She said she is in awe of the student's commitment to their community and the time and effort they put in to helping those in need and each other. She ended her comments by saying it has been a joy for her to watch a difference being made in the community.

Trustee Easlick thanked Treasurer Keyes for her presence on the Board over the years. He congratulated Ms. Bev White on her retirement and wished her well. He ended his comments by thanking Mr. Ciarlino for the mentor program, as it has clearly made a difference for the students at the secondary campus.

Trustee Krauss thanked the culinary department for the holiday cookies and thanked administration for the Board gifts. He thanked Ms. Keyes for her presence on the Board and he wished her well in her future endeavors.

President Mowen also thanked Ms. Keyes for her work on the Board over the years. He said her input not only as a community member but as a parent will be sorely missed. He wished her well.

Treasurer Keyes thanked everyone for their well wishes. She said she will certainly miss the monthly meetings but that it is time to move on. She wished Mr. Nick Henne good luck in the coming years and she is looking forward to remaining involved in OPS activities.

### **Upcoming Dates**

**December 14:** OHS Choir Concert, 7:00pm, PAC

**December 16:** OMS Fun Night, 3:00pm, PAC

**December 20:** Half day for students, 12:00pm dismissal

**December 20:** Emerson Hungry Howies Fundraiser, 4:00pm, Hungry Howies

**December 21-January 3:** Holiday Recess

**January 4:** First day back for students

Moved by Quick, supported by Easlick to move into closed session at 6:48pm for the purpose of conducting a student hearing. Motion carried unanimously.

**Adjournment**

Moved by Webster, supported by Krauss, to move into open session at 7:30pm for the purpose of adjournment.

Moved by Quick, supported by Easlick to adjourn at 7:31 p.m. Motion carried unanimously.

Minutes recorded by Brooke Barber.

Respectfully submitted,

---

Ty Krauss, Secretary

# **December 14, 2022, Closed Session Minutes (At Place)**

# **January 11, 2023 Committee Meeting Minutes**

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Minutes**  
**Committee of the Whole Meeting**  
**January 11, 2023**  
**Report 22-70**

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

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

**Pledge of Allegiance**

**Oath of Office**

Administrative assistant and notary public Ms. Brooke Barber administered the Oath of Office to newly elected Board member Mr. Nick Henne and to re-elected Board members Mr. Mowen, and Mrs. Quick. Mrs. Ochodnicky was absent.

**Election of Officers**

Superintendent Dr. Tuttle shared the process to be used by the Board of Education for the annual election of officers. Dr. Tuttle explained that she will open the nominations for Board President by taking the first nominations. The same process will be used by the newly elected President for the offices of Vice President, Secretary, and Treasurer. When the elections are completed, the meeting will continue with the new officers in place.

Superintendent Dr. Tuttle opened the nominations for the office of President. Mrs. Webster nominated Mr. Mowen for the office of Board President, and Mr. Mowen accepted the nomination. There were no other nominations for Board President. Mr. Mowen, Mr. Easlick, Mrs. Webster, Mrs. Quick, Mr. Krauss, and Mr. Henne voted to elect Mr. Mowen as Board President. Mrs. Ochodnicky was absent. Mr. Mowen was elected to serve as Board President effective immediately through January 1, 2024.

President Mowen opened the nominations for the office of Vice President. Mrs. Quick nominated Mrs. Webster for the office of Board Vice President, and Mrs. Webster accepted the nomination. There were no other nominations for Vice President. Mrs. Quick, Mr. Easlick, Mrs. Webster, Mr. Krauss, Mr. Henne and President Mowen voted to elect Mrs. Webster as Vice President. Mrs. Ochodnicky was absent. Mrs. Webster was elected to serve as Board Vice President effective immediately through January 1, 2024.

President Mowen opened the nominations for the office of Treasurer. Mr. Easlick nominated Mrs. Quick for the office of Board Treasurer, and Mrs. Quick accepted the nomination. There were no other nominations for Board Treasurer. Mrs. Quick, Mr. Easlick, Mr. Krauss, Mr. Henne, Vice President Webster, and President Mowen voted to elect Mrs. Quick as Board

Treasurer. Mrs. Ochodnicky was absent. Mrs. Quick was elected to serve as Board Treasurer effective immediately through January 1, 2024.

President Mowen opened the nominations for the office of Secretary. Vice President Webster nominated Mr. Krauss for the office of Board Secretary. Mr. Krauss accepted the nomination. There were no other nominations for Secretary. Treasurer Quick, Mr. Easlick, Mr. Henne President Mowen and Vice President Mowen voted for Mr. Krauss for the office of Secretary. Mrs. Ochodnicky was absent. Mr. Krauss was elected to serve as Board Secretary effective immediately through January 1, 2024.

### **Public Participation**

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

No public participants addressed the Board.

### **Wayne Wright Policy Update**

NEOLA representative Mr. Wayne Wright introduced the 2022 revised policies. Policy 6110, Grant Funds, has been revised to include the latest changes to the Education Department General Administrative Regulations (EDGAR). Specific requirements for Maintenance of Effort (MOE) and Maintenance of Equity (MOEquity) will need to be documented and provided at the time of audit of specific funded programs (ESSER, GEER, etc.) This revised policy reflects current EDGAR provisions and should be adopted to maintain accurate policies. Policies 6114, Cost Principals – Spending Federal Funds, and 6325, Procurement-Federal Grants/Funds, have been revised to include the latest changes to the Education Department General Administrative Regulations (EDGAR). Specific prohibitions regarding costs incurred for telecommunications and video surveillance services or equipment are included, along with the Davis-Bacon prevailing wage provisions for contracts in excess of \$2,000 related to construction, alteration, repairs, etc. These revisions reflect current EDGAR provisions and should be adopted to maintain accurate policies. Policy 6108, Authorization to Use Electronic Transfer Funds and Automated Clearing House Arrangements, is a new policy provided in response to client requests. In order to utilize electronic fund transfers and automated clearing house (ACH) arrangements and transactions, the District must have a written ACH policy in place. This policy includes the components required by Michigan statute. Policy 6460, Vendor Relations, has been revised at client request to provide optional language that allows for preferred vendor access to students and their parent/guardian for non-district purchases. Policy 5610, Emergency Removal, Suspension, and Expulsion of Students, has been revised to clarify the definition of suspension. The Board will have their first reading of these policies at the January 25 regular meeting.



### **Board Workshop**

Dr. Tuttle informed the Board that on February 8, MASB Representative Debbie Stair will be hosting a Board workshop in place of the regular Committee Meeting. The Board will discuss strategic planning, long-term facilities planning, and the sinking fund. Ms. Debbie Stair will provide guidance on Board member and superintendent relationships, as well as Board member relationships with the community.

### **County School Board Positions**

Dr. Tuttle reminded the Board that during the regular meeting on January 25, the Board will appoint representatives for the following positions: Shiawassee County School Board Executive Board and Shiawassee RESD Budget Review and Election. These appointments will require a motion, support, and vote of the Board.

### **Annual Board Meeting Agenda Items**

Dr. Tuttle reminded the Board that at the January 25 regular meeting the Board will vote on the following annual items: Bylaws resolution, Delegation of Election Duties, Retainer – School Attorneys, Authorization for Superintendent to Accept Resignations, Designation of Financial Institutions/Authorized signers, and the SRES Designation of Representative.

### **Board Comments**

Trustee Henne expressed his gratitude and excitement to be elected to the OPS School Board. He thanked everyone for their support and said he is looking forward to what is to come.

Trustee Easlick welcomed Mr. Henne and said he is looking forward to a great year.

Treasurer Quick said she is looking forward to working with Mr. Henne. Ms. Quick also thanked the OPS staff for their hard work year-round, and said she is in awe of all the opportunities students are given throughout the school year. She gave a special shout-out to Ms. Clark and her work with the Agri-science students.

Vice President Webster said she would like to see the Board make more of an effort to build comradery amongst each other this year. She acknowledged the contentious year regarding the pandemic, the contentious election, and she said with a new Board member it would benefit everyone to spend some time team building.

Secretary Krauss welcomed Mr. Henne and said he looks forward to building a bright future for Owosso students. He also echoed Vice President Webster's comments regarding relationship building. He said the Board needs to present a united front. He ended his comments by thanking Mr. Brooks for his work on professional development.

President Mowen welcomed Mr. Henne to the Board. He said he is looking forward to a great year and working with the Board again.

### **Upcoming Dates**

- **January 25:** Board of Education, Regular Meeting, 5:30PM, Washington Campus Gymnasium
- **February 8:** Board of Education, Committee of the Whole, 5:30PM, Washington Campus Gymnasium
- **February 22:** Board of Education, Regular Meeting, 5:30PM, Washington Campus Gymnasium

### **Adjournment**

Moved by Quick, supported by Krauss to adjourn at 6:06 p.m. Motion carried unanimously.

Minutes recorded by Brooke Barber.

Respectfully submitted,

---

Ty Krauss, Secretary

# Current Bills

OWOSSO PUBLIC SCHOOLS  
EXPENDITURE REPORT  
12/9-1/19/2023  
REPORT 22-71

**CHECK RUN ACTIVITY BY FUND**

GENERAL FUND	\$1,159,923.36
SERVICE FUND	\$95,978.57
SINKING FUND	\$193,908.58
BOND FUND	\$0.00
CAPITAL PROJECTS - COOK FAMILY FOUND	\$0.00
<b>CHECK RUN TOTAL</b>	<b><u>\$1,449,810.51</u></b>

**DRAW FROM ACCOUNT**

GORDON FOOD SERVICE PAYMENT (12/15/2022)	\$ 1,538.25
GORDON FOOD SERVICE PAYMENT (1/12/2022)	\$ 909.70
	<u>\$ 2,447.95</u>

**CREDIT CARD ACTIVITY BY FUND (12/01/2022-1/04/2023)\***

GENERAL FUND	\$ 23,693.90
SERVICE FUND	\$ 629.83
ORGANIZATIONAL FUND	\$ 2,285.17
<b>CREDIT CARD TOTAL</b>	<b><u>\$ 26,608.90</u></b>

PAYROLL (#12) 12/09/2023	\$ 882,071.41
PAYROLL (#13) 12/23/2023	\$ 1,099,236.37
PAYROLL (#14) 1/6/2024	\$ 799,927.92
STABILIZATION - 1/05/2023	\$ 284,463.86
	<u>\$ 3,065,699.56</u>

**GRAND TOTAL**

**\$ 4,544,566.92**

\* Not same as beginning statement date of December 5, 2022 due to timing of the December Board billing report

Check # / Date	Run	Status	Vendor	Invoice Description	Amount
106332 12/15/2022	1	Clr 01/09/2023	ADN ADMINISTRATORS INC	FUNDING REPLENISH - CLAIMS PAID 11/1-11/3	368.50
106333 12/15/2022	1	Clr 01/09/2023	APPLEBEE OIL COMPANY	TRANS/SECOR/PROPANE	154.28
106334 12/15/2022	1	Clr 01/09/2023	ARGUS-PRESS CO.	COMM/THOMPSON/SOC AD - DEC	530.00
106335 12/15/2022	1	Opn	BAKER COLLEGE	ADULT ED DEFERRED 7/1-11/30/22	51,533.75
106336 12/15/2022	1	Clr 01/09/2023	BLICK ART SUPPLY	OHS/GOBEL/SUPPLIES	1,793.99
106337 12/15/2022	1	Opn	BP ENERGY RETAIL COMPANY LLC	UTIL/NAT GAS - NOV 2022	16,618.77
106338 12/15/2022	1	Clr 01/09/2023	BSN SPORTS	ATH/SMITH/VBALL SCOREBOOKS	731.21
106339 12/15/2022	1	Clr 01/09/2023	CHERYL LYNN BARTON	COMM/THOMPSON/NOV-DEC DOG OBED	377.00
106340 12/15/2022	1	Clr 01/09/2023	CODDE, TARA	OMS/CODDE/SUPPLIES	13.68
106341 12/15/2022	1	Clr 01/09/2023	CONSUMERS ENERGY	UTIL/GAS & ELEC/NOV 2022	55,436.67
106342 12/15/2022	1	Clr 01/09/2023	CULLIGAN OF OWOSSO	ADM/HAHN/WATER	52.00
106343 12/15/2022	1	Opn	DURAND HIGH SCHOOL	ATH/SMITH/WRESTLING ENTRY 1/7	200.00
106344 12/15/2022	1	Clr 01/09/2023	ESS MIDWEST INC	HR/WHITE/BOYS SOCCER - HEAD COACH PM	42,732.75
106345 12/15/2022	1	Clr 01/09/2023	FORESIGHT SUPERSIGN	ADM/HAHN/NAME PLATES	62.00
106346 12/15/2022	1	Opn	GENESEE INTER.SCHOOL DISTRICT	OHS/OMER/GENNET ONLINE FEES	3,320.00
106347 12/15/2022	1	Clr 01/09/2023	GILBERT'S DO IT BEST HARDWARE	OPER/KLAPKO/NOV SUPPLIES	1,406.95
106348 12/15/2022	1	Clr 01/09/2023	HEINEMANN	ADM/BROOKS/TAKE HOME BAGS	831.60
106349 12/15/2022	1	Clr 01/09/2023	HURLEY OCCUPATIONAL HEALTH PR	HR/WHITE/DOT PHYSICAL	75.00
106350 12/15/2022	1	Clr 01/09/2023	HUTSON INC	OPER/KLAPKO/INSTALL CUTTING EDGES	741.07
106351 12/15/2022	1	Opn	ITHACA HIGH SCHOOL	ATH/SMITH/WRESTLING ENTRY 1/21	200.00
106352 12/15/2022	1	Clr 01/09/2023	J & H OIL CO.	TRANS/SECOR/GAS	10,400.10
106353 12/15/2022	1	Opn	JAMES LESS RUST	OPER/KLAPKO/SALT SPREADER REPAIRS	562.50
106354 12/15/2022	1	Clr 01/09/2023	KLAPKO, JOHN	OPER/NOV 2022 MILEAGE	323.25
106355 12/15/2022	1	Clr 01/09/2023	KONICA MINOLTA BUSINESS SOLUTI	LEASE PMT 42/60- 11/21/2022-12/20/2022	3,067.59
106356 12/15/2022	1	Clr 01/09/2023	KS STATEBANK	TRANS/SECOR/1 OF 3 LEASE PMTS - 2 LEASE	30,346.36
106357 12/15/2022	1	Clr 01/09/2023	LAKESHORE LEARNING MATERIALS	BB/HURLEY/KITCHENS	299.00
106358 12/15/2022	1	Clr 01/09/2023	MEMORIAL HEALTHCARE CENTER	HR/WHITE/DRIVER PHYSICAL	95.00
106359 12/15/2022	1	Clr 01/09/2023	MESSA	JAN 2023 BILL/TEACHERS	242,699.85
106360 12/15/2022	1	Clr 01/09/2023	MESSA	JAN 2023 BILL/ADMIN STAF	28,605.53
106361 12/15/2022	1	Clr 01/09/2023	MESSA	JAN 2023 BILL/NON-UNION	19,588.24
106362 12/15/2022	1	Clr 01/09/2023	MESSA	JAN 2023 BILL/OESPA STAFF	38,446.53
106363 12/15/2022	1	Clr 01/09/2023	MEYER ELECTRIC INC	OPER/KLAPKO/INSTALL FLOOR RECEPACLE	953.00
106364 12/15/2022	1	Opn	MHSBCA	ATH/SMITH/COACH DUES - MOORE/ARENDT	30.00
106365 12/15/2022	1	Clr 01/09/2023	MIO GUARD LLC	ATH/SMITH/TRAINER SUPPLIES	101.58
106366 12/15/2022	1	Clr 01/09/2023	MT. MORRIS HIGH SCHOOL	ATH/SMITH/GIRLS WRESTLING 12/22	120.00
106367 12/15/2022	1	Clr 01/09/2023	NAPA AUTO PARTS	OPER/KLAPKO/WINDSHIELD DEICER	28.38
106368 12/15/2022	1	Clr 01/09/2023	OREILLY AUTOMOTIVE INC	OPER/KLAPKO/SUPPLIES	57.00
106369 12/15/2022	1	Opn	OWOSSO PUBLIC SCHOOLS	CURR/BROOKS/WATER - ILC MTG	290.82
106370 12/15/2022	1	Clr 01/09/2023	QUADIENT INC	ADM/HAHN/POSTAGE METER RENTAL OCT 22	89.97
106371 12/15/2022	1	Clr 01/09/2023	SCHOOL SPECIALTY LLC.	CE/KLAPKO/CONSTRUCTION PAPER	55.70
106372 12/15/2022	1	Clr 01/09/2023	SEHI COMPUTER PRODUCTS	BRY/STINSON/TITLE1PRINTER	304.29
106373 12/15/2022	1	Clr 01/09/2023	SERGEANT, TAYLOR	BR/SERGEANT/MEMSPA CONF EXPENSES REI	269.10
106374 12/15/2022	1	Clr 01/09/2023	SHATTUCK SPECIALTY ADVERTISING	ADM/BARBER/ENGRAVED NAME PLATES - PA	225.00
106375 12/15/2022	1	Clr 01/09/2023	SOBAK'S HOME MEDICAL	OHS/PARSONS/WHEELS FOR WHEELCHAIRS	60.00
106376 12/15/2022	1	Clr 01/09/2023	SUPERIOR PRINTING INC	BB/ROWELL/DEPOSIT SLIPS	91.39
106377 12/15/2022	1	Clr 01/09/2023	TECHNICAL BUILDING AUTOMATION I	OPER/KLAPKO/ADDED RELAY & PROGRAM C	790.20
106378 12/15/2022	1	Clr 01/09/2023	THOMPSON, JESSICA	ADM/THOMPSON/SEASONINGS - HOLIDAY PR	61.40
106379 12/15/2022	1	Clr 01/09/2023	VIC BOND SALES	OPER/KLAPKO/PLUMBING SUPPLIES	355.89
106380 12/15/2022	1	Clr 01/09/2023	WIN'S CORPORATE OFFICE	OHS/PARSONS/CTE SUPPLIES	673.90
106381 12/22/2022	1	Opn	AUE, JESSICA	ADM/AUE/REIM MEMSPA CONF EXPENSES	246.25

Check # / Date	Run	Status	Vendor	Invoice Description	Amount
106382 12/22/2022	1	Clr 01/09/2023	CAROLINA BIOLOGICAL SUPPLY CO.	AE/KLAPKO/SUPPLIES	93.50
106383 12/22/2022	1	Opn	CHELSEA HIGH SCHOOL	ATH/SMITH/WRESTLING ENTRY 1/14	200.00
106384 12/22/2022	1	Clr 01/09/2023	DAYSTARR COMMUNICATIONS	UTIL/PHONE BILL	1,127.01
106385 12/22/2022	1	Opn	DESIGNS BY BEAN	AE/KLAPKO/AWARDS	485.80
106386 12/22/2022	1	Opn	DEWITT HIGH SCHOOL	ATH/SMITH/GIRLS WRESTLING ENTRY 1/6	120.00
106387 12/22/2022	1	Clr 01/09/2023	ESS MIDWEST INC	BB/ROWELL/STAFF PMT	15,913.67
106388 12/22/2022	1	Clr 01/09/2023	MANTIS PEST MANAGEMENT SVC LL	OPER/KLAPKO/DEC 2022 PEST MGMT	390.00
106389 12/22/2022	1	Opn	MHSAA	ATH/SMITH/CAP TRAINING - A POYNER	60.00
106390 12/22/2022	1	Clr 01/09/2023	MICHIGAN COMPANY, INC.	OPER/KLAPKO/DEC SUPPLIES	187.00
106391 12/22/2022	1	Opn	MURRAY, ANDREW	OMS/MURRAY/SUPPLIES	110.23
106392 12/22/2022	1	Opn	O'NEILL, TERESA	OMS/ONEILL/SUPPLIES	11.99
106393 12/22/2022	1	Opn	OWOSSO H.S. ORGANIZATION ACCT.	ADM/BARBER/SUPPLIES	560.00
106394 12/22/2022	1	Opn	OWOSSO PUBLIC SCHOOLS	ADM/BARBER/STAFF MEETING	295.01
106395 12/22/2022	1	Opn	SHEPHERD HIGH SCHOOL	ATH/SMITH/WRESTLING ENTRY 1/28	200.00
106396 12/22/2022	1	Opn	SHIAWASSEE RESD	EDUSTAFF BILL 10/30-11/12/22	10,620.00
106397 12/22/2022	1	Clr 01/09/2023	SPENCE BROTHERS	EM/OMER/INDOOR AIR QUAL APP #7	60,569.80
106398 12/22/2022	1	Clr 01/09/2023	SUMMERLAND, LORI	OMS/SUMMERLAND/CLASS REWARDS	80.63
106399 12/22/2022	1	Clr 01/09/2023	UNUM LIFE INSURANCE	JAN 2023 BILL/GF STAFF	2,787.83
106400 12/22/2022	1	Opn	US OMNI & TSACG COMPLIANCE SER	PLAN ADMIN FEE NOV 2022	127.02
106401 12/22/2022	1	Clr 01/09/2023	VERIZON NORTH	TECH/WATSON/JETPACKS FOR STUDENT	179.31
106402 12/22/2022	1	Clr 01/09/2023	YOHO, CARRIE	HR/MILEAGE TO MEETINGS	13.75
106403 01/05/2023	1	Opn	ADN ADMINISTRATORS INC	FUNDING REPLENISH - CLAIMS PAID 12/1-12/3	369.00
106404 01/05/2023	1	Opn	AGNEW GRAPHICS SIGNS PROMO LL	OPER/KLAPKO/SCOREBOARD REPAIRS	187.50
106405 01/05/2023	1	Opn	ATHERTON ROAD SALES, INC.	OPER/KLAPKO/MOWER	15,039.00
106406 01/05/2023	1	Opn	BASGALL, JAKE	TECH/DEC 2022 MILEAGE	90.41
106407 01/05/2023	1	Opn	BRAINERD, AMANDA	COMM/THOMPSON/LIFEGUARD	12.50
106408 01/05/2023	1	Opn	CINTAS CORPORATION # 308	OPER/KLAPKO/SANITIZER RENTALS	147.27
106409 01/05/2023	1	Opn	CITY OF OWOSSO	OPER/WATER & SEWER 9/21-12/19/22	24,070.41
106410 01/05/2023	1	Opn	DALTON ELEVATOR	OPER/KLAPKO/WELDING SUPPLIES	50.00
106411 01/05/2023	1	Opn	DIGNAN, THOMAS	TECH/DEC 2022 MILEAGE	112.48
106412 01/05/2023	1	Opn	EPS SECURITY	OPER/KLAPKO/CHANGE PROGRAMMING	385.00
106413 01/05/2023	1	Opn	ESS MIDWEST INC	HR/YOHO/OMS COACHES	18,374.29
106414 01/05/2023	1	Opn	GOLDBERG, DIANE	OPER/KLAPKO/NOV 22 MILEAGE	35.00
106415 01/05/2023	1	Opn	H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/DEC SUPPLIES	2,189.85
106416 01/05/2023	1	Opn	HUTSON INC	OPER/KLAPKO/REPAIR PUMP ON PLOW	378.00
106417 01/05/2023	1	Opn	KINECT ENERGY INC.	OPER/KLAPKO/JAN 2023 ENERGY MGMT	315.00
106418 01/05/2023	1	Opn	KONICA MINOLTA BUSINESS SOLUTI	LEASE PMT 43/60- 12/21/2022-1/20/2023	3,067.59
106419 01/05/2023	1	Opn	LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/DEC SUPPLIES	3,250.04
106420 01/05/2023	1	Opn	LEPLEY, CORY	OPER/MILEAGE	56.92
106421 01/05/2023	1	Opn	LIVINGSTON, EMMALEE	COMM/THOMPSON/LIFEGUARD	12.50
106422 01/05/2023	1	Opn	LIVINGSTON, EVAN	COMM/THOMPSON/LIFEGUARD	90.00
106423 01/05/2023	1	Opn	LIVINGSTON, JACK	COMM/THOMPSON/LIFEGUARD	30.00
106424 01/05/2023	1	Opn	MAIER, JENNIFER	HR/YOHO/SP ED TUITION REIM	4,148.93
106425 01/05/2023	1	Opn	MARSHALL MUSIC COMPANY INC.	OMS/TOLRUD/REPAIR	2,917.00
106426 01/05/2023	1	Opn	MASB	ADM/BARBER/CBA COURSE	396.00
106427 01/05/2023	1	Opn	MCGRAW-HILL LLC	ADM/BROOKS/MATH WITH ALEKS BUNDLE	210,629.42
106428 01/05/2023	1	Opn	MOMAR, INCORPORATED	OPER/KLAPKO/SUPPLY AGREEMENT	395.00
106429 01/05/2023	1	Opn	OWOSSO H.S. ORGANIZATION ACCT.	ADM/BARBER/BOARD OF ED GIFTS	85.00
106430 01/05/2023	1	Opn	OWOSSO PUBLIC SCHOOLS	OHS/PARSONS/CULINARY CLASS SUPPLIES	112.62
106431 01/05/2023	1	Opn	SCHOOL SPECIALTY LLC.	BRY/VOORHIES/LABEL/FOLDERS	197.48

Check # / Date	Run	Status	Vendor	Invoice Description	Amount
106432 01/05/2023	1	Opn	SET-SEG	JAN 2023 BILL/ADMIN STAF	637.84
106433 01/05/2023	1	Opn	SET-SEG	JAN 2023 BILL/GF STAFF	4,812.05
106434 01/05/2023	1	Opn	SHATTUCK SPECIALTY ADVERTISING	OPER/KLAPKO/SAFETY NUMBERS ON WINDO	4,512.00
106435 01/05/2023	1	Opn	STINSON, GUNNAR	TECH/DEC 2022 MILEAGE	299.60
106436 01/05/2023	1	Opn	TASC-CLIENT INVOICES	FEB 2023 ADMIN FEE	318.37
106437 01/05/2023	1	Opn	TEOC	OPER/KLAPKO/ASBESTOS INSPECTION	1,800.00
106438 01/05/2023	1	Opn	TOWN & COUNTRY POOLS	OPER/KLAPKO/POOL CHEMICALS	695.00
106439 01/05/2023	1	Opn	ULINE	OPER/KLAPKO/AMERICAN FLAGS	743.15
106440 01/05/2023	1	Opn	USHER, LILY	COMM/THOMPSON/LIFEGUARD	12.50
106441 01/05/2023	1	Opn	VIC BOND SALES	OPER/KLAPKO/PLUMBING SUPPLIES	1,467.48
106442 01/05/2023	1	Opn	WMPM MECHANICAL LLC	OPER/KLAPKO/REPLACED BAD MOTOR IN PO	11,981.48
106443 01/11/2023	1	Opn	BUSINESS PROF OF AMERICA	OHS/KLAPKO/FALL LEADERSHIP CONF	150.00
106444 01/12/2023	1	Opn	AMERICAN SPEEDY PRINTING CENTE	ADM/BARBER/YOHO BUSINESS CARDS	69.00
106445 01/12/2023	1	Opn	APPLEBEE OIL COMPANY	TRANS/SECOR/PROPANE	158.00
106446 01/12/2023	1	Opn	COLLEGE BOARD	OHS/WARNING/SAT TESTING	488.00
106447 01/12/2023	1	Opn	CONSUMERS ENERGY	UTIL/GAS & ELEC/DEC 2022	63,388.45
106448 01/12/2023	1	Opn	CULLIGAN OF OWOSSO	ADM/HAHN/WATER	45.50
106449 01/12/2023	1	Opn	DALTON ELEVATOR	OPER/KLAPKO/WELDING SUPPLIES	50.00
106450 01/12/2023	1	Opn	EASLICK, ADAM	ADM/BARBER/2022 BOARD STIPEND	595.00
106451 01/12/2023	1	Opn	EPS SECURITY	OPER/KLAPKO/REMOTE SERVICES	1,083.06
106452 01/12/2023	1	Opn	FENTON HIGH SCHOOL	ATH/SMITH/SWIM ENTRY 1/19	175.00
106453 01/12/2023	1	Opn	GILBERT'S DO IT BEST HARDWARE	OPER/KLAPKO/DEC SUPPLIES	1,047.82
106454 01/12/2023	1	Opn	GOPHER SPORTS	CE/KLAPKO/VOLLEYBALL TRAINERS	453.60
106455 01/12/2023	1	Opn	HI-QUALITY GLASS	OPER/KLAPKO/REPLACED BROKEN WINDOW	250.32
106456 01/12/2023	1	Opn	INDEPENDENT NEWSPAPERS/I60 ME	COMM/THOMPSON/TODAYS TROJANS	2,558.00
106457 01/12/2023	1	Opn	INTERNAL REVENUE SERVICE	PYRL/HILL/941 QUARTER 4 SICK PAY	107.61
106458 01/12/2023	1	Opn	J & H OIL CO.	TRANS/SECOR/GAS	8,307.80
106459 01/12/2023	1	Opn	J. W. PEPPER & SON INC.	OMS/TOLRUD/MUSIC	162.48
106460 01/12/2023	1	Opn	KEYES, SARA	ADM/BARBER/2022 BOARD STIPEND	595.00
106461 01/12/2023	1	Opn	KLAPKO, JOHN	OPER/KLAPKO/DEC 2022 MILEAGE	278.19
106462 01/12/2023	1	Opn	KONICA MINOLTA BUSINESS SOLUTI	QRTL Y MAINT PMT 10/1-12/31/2022	5,624.09
106463 01/12/2023	1	Opn	KRAUSS, TY	ADM/BARBER/2022 BOARD STIPEND	595.00
106464 01/12/2023	1	Opn	LAKESHORE LEARNING MATERIALS	BB/HURLEY/KITCHENS	199.00
106465 01/12/2023	1	Opn	MCGRAW-HILL LLC	ADM/BROOKS/MATH WITH ALEKS BUNDLE	19,094.40
106466 01/12/2023	1	Opn	MORRIS MECHAN. CONTRACTING INC	OPER/KLAPKO/CLEAN PAC BOILER IGNITER	637.50
106467 01/12/2023	1	Opn	MOWEN, RICK	ADM/BARBER/2022 BOARD STIPEND	595.00
106468 01/12/2023	1	Opn	NEOLA INC.	ADM/TUTTLE/UPDATE BOARD POLICIES	1,295.00
106469 01/12/2023	1	Opn	OCHODNICKY, SHELLY	ADM/BARBER/2022 BOARD STIPEND	595.00
106470 01/12/2023	1	Opn	OWOSSO PUB. SCH. ATHLETIC FUND	ATH/SMITH/OFFICIALS	5,000.00
106471 01/12/2023	1	Opn	OWOSSO PUBLIC SCHOOLS	COMM/THOMPSON/SENIOR EVENT	1,575.00
106472 01/12/2023	1	Opn	PIONEER VALLEY BOOKS	EM/CICALO/STORYBOOKS	143.00
106473 01/12/2023	1	Opn	POSTMASTER	OMS/WALWORTH/POSTAGE	420.00
106474 01/12/2023	1	Opn	POSTMASTER	OHS/PILON/CURRIC GUIDE MAILER- 9TH GRA	147.61
106475 01/12/2023	1	Opn	POSTMASTER	OHS/PILON/REPORT CARD MAILING	182.00
106476 01/12/2023	1	Opn	PRODRYERS	OPER/KLAPKO/SOAP REFILLS	620.58
106477 01/12/2023	1	Opn	QUADIENT FINANCE USA, INC.	ADM/HAHN/POSTAGE METER REFILL	500.00
106478 01/12/2023	1	Opn	QUICK, OLGA	ADM/BARBER/2022 BOARD STIPEND	595.00
106479 01/12/2023	1	Opn	REPUBLIC SERVICES # 237	OPER/TRASH SRVCS JAN 2023	2,245.13
106480 01/12/2023	1	Opn	RESERVE ACCOUNT	OHS/PARSONS/POSTAGE	1,000.00
106481 01/12/2023	1	Opn	ROBERTS INSTALLATION & REPAIR IN	OPER/KLAPKO/BLEACHER INSPECTION	3,770.00

Check # / Date	Run	Status	Vendor	Invoice Description	Amount
106482 01/12/2023	1	Opn	ROTARY CLUB OF OWOSSO	ADM/TUTTLE - DEC 2022 DUES	38.00
106483 01/12/2023	1	Opn	ROWELL, AMANDA	BB/ROWELL/MILEAGE	144.63
106484 01/12/2023	1	Opn	SCHOOL SPECIALTY LLC.	CE/KLAPKO/LAMINATE FILM	337.97
106485 01/12/2023	1	Opn	SEHI COMPUTER PRODUCTS	CE/KLAPKO/PENDANT MIC - PO 1CE0031	294.00
106486 01/12/2023	1	Opn	SHATTUCK SPECIALTY ADVERTISING	ADM/BARBER/STATE OF DISTRICT SUPPLIES	331.77
106487 01/12/2023	1	Opn	SHERWIN-WILLIAMS COMPANY	OPER/KLAPKO/PAINT	65.91
106488 01/12/2023	1	Opn	SHIA ECONOMIC DEV. PARTNERSHIP	ADM/BARBER/SEDP INVESTMENT	3,250.00
106489 01/12/2023	1	Opn	SHIAWASSEE COUNTY HEALTH DEPT	OPER/KLAPKO/POOL INSPECTION FEE	121.00
106490 01/12/2023	1	Opn	SHIAWASSEE RESD	AE/FALL 2022 EC-DE TUITION	1,200.00
106491 01/12/2023	1	Opn	THRUN LAW FIRM, P.C.	ADM/BARBER/ANNUAL RETAINER FEE	3,957.50
106492 01/12/2023	1	Opn	VALLEY LUMBER COMPANY	OHS/MALLORY/DRYWALL	1,403.59
106493 01/12/2023	1	Opn	VETCON DOOR SYSTEMS	OPER/KLAPKO/COMMERCIAL DOOR & OPENE	3,230.00
106494 01/12/2023	1	Opn	VIC BOND SALES	OPER/KLAPKO/PLUMBING SUPPLIES	887.44
106495 01/12/2023	1	Opn	WATSON, JOE	TECH/DEC 22 MILEAGE	291.79
106496 01/12/2023	1	Opn	WEBSTER, MARLENE	ADM/BARBER/2022 BOARD STIPEND	595.00
106497 01/12/2023	1	Opn	WMPM MECHANICAL LLC	OPER/KLAPKO/REPLACED LEAKING CIRCUIT	3,255.18
106498 01/19/2023	1	Opn	BSN SPORTS	ATH/SMITH/WRESTLING MATS	21,417.55
106499 01/19/2023	1	Opn	DURAND AUTO PARTS	TRANS/SECOR/PARTS	181.44
106500 01/19/2023	1	Opn	ELLSWORTH, HEIDI	OHS/ELLSWORTH/MATH WORKSHEETS SUBS	24.95
106501 01/19/2023	1	Opn	ESS MIDWEST INC	BB/ROWELL/SPECIAL PAYROLL	12,911.98
106502 01/19/2023	1	Opn	FLETCHER, KATELYNN	AE/BARBER/ESPORTS CONF MILEAGE REIM	79.79
106503 01/19/2023	1	Opn	HURLEY OCCUPATIONAL HEALTH	HR/YOHO/DOT PHYSICALS - GRAHAM & DOW	150.00
106504 01/19/2023	1	Opn	LAB, FRED	OPER/SUPPIES - USED PERSONAL CARD ON	50.99
106505 01/19/2023	1	Opn	MANTIS PEST MANAGEMENT SVC LL	OPER/KLAPKO/JAN 2023 PEST MGMT	390.00
106506 01/19/2023	1	Opn	MASSP	AE/KLAPKO/ESPORTS REGISTRATION	575.00
106507 01/19/2023	1	Opn	MOMAR, INCORPORATED	OPER/KLAPKO/SUPPLY AGREEMENT	395.00
106508 01/19/2023	1	Opn	MOSHER, CHAD	OMS/LITTLE/LEAGUE FEE - QUIZ BOWL	314.00
106509 01/19/2023	1	Opn	OVID-ELSIE HIGH SCHOOL	ATH/SMITH/WRESTLING ENTRY 1/27	100.00
106510 01/19/2023	1	Opn	SCHOOL SPECIALTY LLC.	OHS/PARSONS/SUPPLIES	232.29
106511 01/19/2023	1	Opn	SHATTUCK SPECIALTY ADVERTISING	OPS FOUND/THOMPSON/AWARDS	230.00
106512 01/19/2023	1	Opn	TECHNICAL BUILDING AUTOMATION I	BB/ROWELL/CONTROLS FOR HVAC	12,477.40
106513 01/19/2023	1	Opn	THOMPSON, JESSICA	COMM/THOMPSON/REIM K REGIS SUPPLIES	443.44
106514 01/19/2023	1	Opn	ULINE	OPER/KLAPKO/AIR PURIFIER - EMER	132.91
106515 01/19/2023	1	Opn	WAKELAND OIL	OPER/KLAPKO/GAS	643.43
<b>Total of All Checks</b>					1,159,923.36
<b>Less Volds</b>					0.00
<b>Grand Total</b>					1,159,923.36

**Check Summary**

Check Status	Count	Amount
Open	133	595,165.91
Cleared	51	564,757.45
Void	0	0.00
<b>Total</b>	<b>184</b>	<b>1,159,923.36</b>



Check # / Date	Run	Status	Vendor	Invoice Description	Amount
008267 12/15/2022	1	Opn	ADN ADMINISTRATORS INC	FUNDING REPLENISH - CLAIMS PAID 11/1-11/3	69.00
008268 12/15/2022	1	Opn	MESSA	JAN 2023 BILL/FS STAFF	1,983.78
008269 12/15/2022	1	Opn	PRAIRIE FARMS DAIRY	FS/PRINCE/FOOD PURCHASE	5,123.62
008270 12/15/2022	1	Opn	STAFFORD-SMITH INC.	FS/PRINCE/NIGHT COVER	2,129.89
008271 12/15/2022	1	Opn	VAN EERDEN FOOD SERVICE COMPA	FS/PRINCE/FOOD & PAPER PURCHASE	22,479.19
008272 01/05/2023	1	Opn	ADN ADMINISTRATORS INC	FUNDING REPLENISH - CLAIMS PAID 12/1-12/3	145.00
008273 01/05/2023	1	Opn	SEHI COMPUTER PRODUCTS	FS/PRINCE/COMPUTERS	16,431.36
008274 01/05/2023	1	Opn	SET-SEG	JAN 2023 BILLING/FS STAFF	154.78
008275 01/12/2023	1	Opn	BANANA BROTHERS PRODUCE	FS/PRINCE/FOOD PURCHASE	4,990.50
008276 01/12/2023	1	Opn	FD HAYES ELECTRIC CO.	FS/PRINCE/REPAIRS	184.00
008277 01/12/2023	1	Opn	MANNING, JEANNETTE	FS/MILEAGE	46.25
008278 01/12/2023	1	Opn	PRAIRIE FARMS DAIRY	FS/PRINCE/FOOD PURCHASE	7,983.57
008279 01/12/2023	1	Opn	VAN EERDEN FOOD SERVICE COMPA	FS/PRINCE/FOOD & SUPPLY PURCHASE	23,794.39
008280 01/19/2023	1	Opn	PRAIRIE FARMS DAIRY	FS/PRINCE/FOOD PURCHASE	9,206.67
008281 01/19/2023	1	Opn	SEROKA, GREGORY	FS/HARTMAN/STAFF TRAINING & CHEF SERVI	1,050.00
008282 01/19/2023	1	Opn	WAKELAND OIL	FS/PRINCE/GAS	206.57
<b>Total of All Checks</b>					<b>95,978.57</b>
<b>Less Voids</b>					<b>0.00</b>
<b>Grand Total</b>					<b>95,978.57</b>

**Check Summary**

Check Status	Count	Amount
Open	16	95,978.57
Cleared	0	0.00
Void	0	0.00
<b>Total</b>	<b>16</b>	<b>95,978.57</b>

Check # / Date	Run	Status	Vendor	Invoice Description	Amount
600998 12/22/2022	1	Opn	R. C. HENDRICK & SONS., INC.	SF/OMER/APP #3- DOOR WORK THRU 10/31	83,172.33
600999 12/22/2022	1	Opn	ROOFING INNOVATIONS LLC	SF/OMER/DOOR WORKING THRU 9/25 APP #2	102,831.00
601000 12/22/2022	1	Opn	SPICER GROUP INC.	SF/OMER/AIR COND PROJ THRU 11/26	7,905.25
<b>Total of All Checks</b>					<b>193,908.58</b>
<b>Less Voids</b>					<b>0.00</b>
<b>Grand Total</b>					<b>193,908.58</b>

### Check Summary

Check Status	Count	Amount
Open	3	193,908.58
Cleared	0	0.00
Void	0	0.00
<b>Total</b>	<b>3</b>	<b>193,908.58</b>

ACCOUNT SUMMARY

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

\* Indicates required field

SEARCH CRITERIA Advanced Search

Reporting Cycle: Select ▼

Date Range: From:\* 12/01/2022

To:\* 01/04/2023

Date Type: Posting Date ▼

Data available starting 01/20/2020 Search

SEARCH RESULTS

Search Total: (1,606.91)

Page 1 of 1 Page Go

Account Name	Account Number	Transaction Amount	Adjustment Amount	Total Transaction Amount
EMERSON ELEMENTARY	[REDACTED]	710.09	0.00	710.09
MIKE GRAHAM	[REDACTED]	469.47	0.00	469.47
FRED LAB	[REDACTED]	116.38	0.00	116.38
LINCOLN HIGH SCHOOL	[REDACTED]	629.83	0.00	629.83
OWOSSO SCHOOLS	[REDACTED]	373.54	0.00	373.54
CTE CULINARY ARTS	[REDACTED]	746.06	0.00	746.06
JOE HICKEY	[REDACTED]	39.48	0.00	39.48
OWOSSO PUBLIC SCHOOLS	[REDACTED]	0.00	(28,215.81)	(28,215.81)
DAN CLARK	[REDACTED]	57.00	0.00	57.00
TECHNOLOGY DEPT	[REDACTED]	220.00	0.00	220.00
OWOSSO MIDDLE SCHOOL	[REDACTED]	1,225.81	0.00	1,225.81
CENTRAL ELEMENTARY	[REDACTED]	274.67	0.00	274.67
OPERATIONS DEPT	[REDACTED]	18.34	0.00	18.34
CENTRAL OFFICE	[REDACTED]	12,146.90	0.00	12,146.90
OWOSSO HIGH SCHOOL 2	[REDACTED]	2,285.17	0.00	2,285.17
OWOSSO HIGH SCHOOL	[REDACTED]	2,959.17	59.99	3,019.16
DISTRICT TRAVEL	[REDACTED]	2,018.32	0.00	2,018.32
BRIGHT BEGINNINGS OFFICE	[REDACTED]	752.47	0.00	752.47
BRYANT ELEMENTARY	[REDACTED]	339.45	0.00	339.45
BRIGHT BEGINNINGS	[REDACTED]	1,166.76	0.00	1,166.76

Page 1 of 1 Page Go

26,608.90

# Financials

**OWOSSO PUBLIC SCHOOLS**  
**BOARD OF EDUCATION**  
**January 25, 2023**  
**Report 22-72**

**Statement of Deposits and Investments**  
**As of 12/31/2022**  
**Unaudited**

	General Fund	School Service	Building & Site	Capital Projects Bond Fund	Debt Service Fund	Total
<b>Summary of Deposits and Investments</b>						
Cash on hand	\$ 1,274,089	\$ 24,082	\$ 232	\$ 959	\$ 297,812	\$ 1,597,174
Investments	3,110,345		3,197,845	305,819	235,761	6,849,771
Total Deposits and Investments	<u>\$ 4,384,434</u>	<u>\$ 24,082</u>	<u>\$ 3,198,078</u>	<u>\$ 306,778</u>	<u>\$ 533,573</u>	<u>\$ 8,446,945</u>
 <b>Detail of Deposits and Investments</b>						
Cash on hand	\$ 1,274,089	\$ 24,082	\$ 232	\$ 959	\$ 297,812	\$ 1,597,174
Petty Cash on hand	-	-	-	-	-	-
Total Cash on hand	<u>\$ 1,274,089</u>	<u>\$ 24,082</u>	<u>\$ 232</u>	<u>\$ 959</u>	<u>\$ 297,812</u>	<u>\$ 1,298,403</u>
Chemical Bank Savings Account	\$ 6,338	\$ -	\$ 122			\$ 6,460
Mich Class Investment	3,104,007	-	3,197,723	305,819	235,761	6,843,311
Total Investments	<u>\$ 3,110,345</u>	<u>\$ -</u>	<u>\$ 3,197,845</u>	<u>\$ 305,819</u>	<u>\$ 235,761</u>	<u>\$ 6,849,771</u>
Total Deposits and Investments	<u>\$ 4,384,434</u>	<u>\$ 24,082</u>	<u>\$ 3,198,078</u>	<u>\$ 306,778</u>	<u>\$ 533,573</u>	<u>\$ 8,446,945</u>

**OWOSSO PUBLIC SCHOOLS**  
**BOARD OF EDUCATION**  
 January 25, 2023  
 Report 22-72

**Combined Statement of Revenue, Expenditures, and Fund Balance**  
**General, School Service, and Capital Project Funds**  
**As of 12/31/2022**  
 Unaudited

	General Fund			School Service Fund			Capital Projects Fund- Sinking Fund and Cook Family Foundation		
	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget
			% Rec'd/Used			% Rec'd/Used			% Rec'd/Used
<b>REVENUE</b>									
Local sources	3,764,064	363,893	(3,420,191)	10%					
State sources	26,319,348	8,071,139	(20,248,409)	29%	78,403	29,634	1,179,887	54,742	(1,125,145)
Federal sources	4,075,348	189,627	(3,886,721)	5%	66,411	12,762	45,577	-	(45,577)
Interdistrict sources-transfers	769,678	54,397	(715,281)	7%	1,689,631	927,585	-	-	-
Interdistrict sources-transfers in and other sources									
Total revenue and other sources	\$ 36,949,668	\$ 8,679,055	\$ (28,270,603)	23%	\$ 1,854,445	\$ 969,981	\$ 1,225,464	\$ 54,742	\$ (1,170,722)
<b>EXPENDITURES</b>									
<b>INSTRUCTION</b>									
<b>BASIC PROGRAMS:</b>									
ELEMENTARY	8,074,199	2,765,525	(5,308,674)	34%					
MIDDLE SCHOOL	3,599,610	1,218,910	(2,380,700)	34%					
HIGH SCHOOL	4,474,860	1,445,383	(3,029,467)	32%					
ALTERNATIVE EDUCATION	402,775	127,390	(275,385)	32%					
PRESCHOOL	167,567	50,371	(117,196)	30%					
PRESCHOOL (MICHIGAN READINESS/FED GSRP) GRANT	319,488	112,262	(207,226)	35%					
<b>TOTAL BASIC PROGRAMS</b>	\$ 17,038,499	\$ 5,719,850	\$ (11,318,649)	34%					
<b>ADDED NEEDS:</b>									
SPECIAL EDUCATION	3,722,215	1,379,102	(2,343,113)	37%					
CHILD CARE PROGRAM	308,909	136,331	(172,578)	44%					
TITLE I GRANT	854,053	254,357	(599,696)	30%					
ESSER GRANTS (ESSER II AND 23B FUNDS)	2,720,580	580,685	(2,139,895)	21%					
CHILD CARE GRANTS	110,459	123,627	13,168	112%					
VOCATIONAL EDUCATION	737,321	242,956	(494,363)	33%					
AT RISK GRANT	1,334,630	401,124	(933,506)	30%					
ROBOTICS AND PBT	24,745	-	(24,745)	0%					
ESSER III		1,405,515	1,405,515	0%					
EARLY LITERACY GRANT/LITERACY COACH GRANT.									
INNOV PROGRAMS	221,059	84,833	(136,226)	38%					
<b>TOTAL ADDED NEEDS</b>	\$ 10,033,971	\$ 4,608,532	\$ (5,425,439)	46%					
<b>CONTINUING EDUCATION:</b>									
ADULT EDUCATION	183,088	54,823	(128,275)	30%					
COMMUNITY EDUCATION	160,892	4,487	(156,405)	3%					
<b>TOTAL CONTINUING EDUCATION</b>	\$ 343,980	\$ 59,310	\$ (284,680)	17%					
<b>TOTAL INSTRUCTION</b>	\$ 27,416,460	\$ 10,387,692	\$ (17,028,768)	38%					
<b>SUPPORTING SERVICES</b>									
<b>PUPIL SERVICES:</b>									
GUIDANCE SERVICES	403,422	141,081	(262,341)	35%					
<b>TOTAL PUPIL SERVICES</b>	\$ 403,422	\$ 141,081	\$ (262,341)	35%					
<b>INSTRUCTIONAL STAFF:</b>									
TITLE II, PART A/RURAL EDUCATION GRANT/TITLE IV	263,016	49,500	(213,516)	19%					
IMPROVEMENT OF INSTRUCTION AND ASSESSMENTS	343,074	142,343	(200,731)	41%					
MEDIA SERVICES	168,594	62,313	(106,281)	37%					
<b>TOTAL INSTRUCTIONAL STAFF</b>	\$ 774,684	\$ 254,156	\$ (520,528)	33%					
<b>GENERAL ADMINISTRATION:</b>									
BOARD OF EDUCATION	135,940	49,377	(86,563)	36%					
EXECUTIVE ADMINISTRATION	438,176	208,121	(230,055)	47%					
HUMAN RESOURCES	258,717	114,999	(143,718)	44%					
<b>TOTAL GENERAL ADMINISTRATION</b>	\$ 832,833	\$ 372,497	\$ (460,336)	45%					
<b>SCHOOL ADMINISTRATION:</b>									

**OWOSSO PUBLIC SCHOOLS**  
**BOARD OF EDUCATION**  
 January 25, 2023  
 Report 22-72

**Combined Statement of Revenue, Expenditures, and Fund Balance**  
**General, School Service, and Capital Project Funds**  
**As of 12/31/2022**  
 Unaudited

	General Fund				School Service Fund				Capital Projects Fund- Sinking Fund and Cook Family Foundation			
	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/ Used	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/ Used	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/ Used
<b>SCHOOL ADMINISTRATION</b>	\$ 2,948,534	\$ 1,371,255	\$ (1,577,279)	47%								
<b>TOTAL SCHOOL ADMINISTRATION</b>	\$ 2,948,534	\$ 1,371,255	\$ (1,577,279)	47%								
<b>BUSINESS SERVICES:</b>												
FISCAL SERVICES	\$ 401,431	\$ 194,838	\$ (206,593)	49%								
TECHNOLOGY MANAGEMENT	\$ 560,482	\$ 220,097	\$ (340,385)	39%								
<b>TOTAL BUSINESS SERVICES</b>	\$ 961,913	\$ 414,934	\$ (546,979)	43%								
<b>OPERATIONS AND MAINTENANCE:</b>												
OPERATIONS AND MAINTENANCE	\$ 3,498,038	\$ 1,472,633	\$ (2,025,405)	42%								
<b>TOTAL OPERATIONS AND MAINTENANCE</b>	\$ 3,498,038	\$ 1,472,633	\$ (2,025,405)	42%								
<b>PUPIL TRANSPORTATION SERVICES:</b>												
PUPIL TRANSPORTATION SERVICES	\$ 1,155,261	\$ 502,247	\$ (653,014)	43%								
<b>TOTAL PUPIL TRANSPORTATION</b>	\$ 1,155,261	\$ 502,247	\$ (653,014)	43%								
<b>OTHER SERVICES:</b>												
COMMUNICATION SERVICES	\$ 55,117	\$ 94,556	\$ 39,439	172%								
ATHLETICS	\$ 537,466	\$ 223,904	\$ (313,562)	42%								
PRINTING AND OTHER SUPPORT SERVICES	\$ 56,286	\$ 21,885	\$ (34,401)	39%								
PERFORMING ARTS	\$ 3,356	\$ 3,356	\$ -									
<b>TOTAL OTHER SERVICES</b>	\$ 648,869	\$ 343,701	\$ (308,524)	53%								
<b>TOTAL SUPPORTING SERVICES</b>	\$ 11,223,554	\$ 4,872,505	\$ (6,354,404)	43%								
<b>OUTGOING TRANSFERS/FUND MODIFICATIONS:</b>												
OTHER	\$ 45,000	\$ 1,077	\$ (43,923)	2%								
<b>TOTAL OUTGOING TRANSFERS/FUND MODIFICATIONS</b>	\$ 45,000	\$ 1,077	\$ (43,923)	2%								
<b>FOOD SERVICE EXPENDITURES</b>												
<b>CAPITAL PROJECT EXPENDITURES</b>												
<b>TOTAL EXPENDITURES</b>	\$ 38,685,014	\$ 15,261,274	\$ (23,427,086)	39%	\$ 1,858,686	\$ 901,101	\$ (957,585)	48%	\$ 1,479,485	\$ 924,078	\$ (555,387)	62%
<b>REVENUE OVER or (UNDER) EXPENDITURES</b>	\$ (1,735,356)	\$ (6,582,219)	\$ (4,846,863)		\$ (4,251)	\$ 68,879	\$ 73,130		\$ (254,001)	\$ (869,336)	\$ (615,335)	
<b>AUDITED FUND BALANCE, JULY 1, 2022</b>	\$ 5,750,991	\$ 5,750,991	\$ -		\$ 124,340	\$ 124,340	\$ -		\$ 4,067,404	\$ 4,067,404	\$ -	
<b>PROJECTED FUND BALANCES - June 30, 2023</b>	\$ 4,015,635	\$ 4,015,635	\$ -		\$ 120,089	\$ 120,089	\$ -		\$ 3,813,403	\$ 3,813,403	\$ -	

# **Bylaws Resolution**



**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**January 25, 2023**  
**Report 22-73**

**FOR ACTION**

Subject:

Bylaws Resolution

Recommendation:

Resolve that the Owosso Board of Education Adopt the Bylaws for Owosso Public Schools as presented in this resolution.

**WHEREAS**, the Revised School Code changes the classification of the Owosso School District from a district of the third class to a general powers district under the code, and

**WHEREAS**, the Revised School Code requires that a general powers school district shall adopt bylaws to establish or change Board procedures, and

**WHEREAS**, under the Revised School Code current board procedures, bylaws, and policies in effect on January 1, 2020, shall continue in effect until changed by an action of the Board.

**THEREFORE BE IT RESOLVED**, that the Owosso Board of Education shall continue to operate under existing policies and procedures.

Motion

Seconded

Vote – Ayes

Nays

Motion

# Delegation of Election Duties

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
January 25, 2023  
Report 22-74**

**FOR ACTION**

Subject:

Delegation of Election Duties

Recommendation:

Resolve that the Owosso Board of Education authorize the Superintendent of Schools or his/her designee to conduct and manage any school elections for the calendar year 2023.

Facts:

The Board secretary is responsible for the management of the school election – customarily, the Board of Education authorizes the Superintendent or his/her designee to manage school election activity. This allows for an easier flow of election procedures. However, the Board still must adopt any resolution authorizing any elections that may take place throughout the year.

Motion

Seconded

Vote – Ayes

Nays

Motion

# **Retainer – School Attorneys**

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
January 25, 2023  
Report 22-75**

**FOR ACTION**

Subject:

Retainer – School Attorneys

Recommendation:

Resolve that the Owosso Board of Education retain Thrun Law Firm, P.C. as the District’s attorneys.

Facts:

Owosso Public Schools have a long-standing association with this law firm. The majority of school districts in Michigan retain the Thrun Law Firm. Thrun has proven to be a valuable resource to the Board and the Administration over the course of the relationship.

Motion  
Seconded  
Vote – Ayes                      Nays                      Motion

# **Authorization for Superintendent to Accept Resignations**

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**January 25, 2023**  
**Report 22 -76**

**FOR ACTION**

Subject:

Resignations of Professional Staff

Recommendation:

Resolve that the Board of Education authorize the superintendent or a Board designee to accept professional staff resignations on behalf of the Board.

Rationale:

The Board is the only body to hire, discharge or release professional staff. Because resignations are a formality and for the efficiency of the organization, the superintendent accepts professional staff resignations. The Board is notified of such resignations through an informational report.

Motion

Seconded

Vote – Ayes

Nays

Motion

# **Designation of Financial Institutions/Authorized Signers**



**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**January 25, 2023**  
**Report 22-77**

**FOR ACTION**

Subject:

Designated Financial Institution Accounts and Authorized Signers for the calendar year 2023

Recommendation:

Resolve that the depository and withdrawal authorized signers for the Owosso Public Schools' financial and banking transactions for the 2023 calendar year be approved as presented including authorization for necessary ACH transactions and/or bank transfers.

Rationale:

Every fiscal year it is necessary for the Board to approve the authorized individuals to transact banking business for the various accounts held in the name of the District.

Facts and Statistics:

- There have been no changes to the accounts presented from the prior year.
- Positions, rather than actual names, have been presented for authorization to expedite any needed changes that may occur in staffing throughout the fiscal year.
- This is a routine business item that appears before the Board on an annual basis.

Motion

Seconded

Vote – Ayes

Nays

Motion

**Owosso Public School**  
**Financial Institution Accounts and Authorized Individuals to transact**  
**banking on behalf of the District for the specified accounts**

**Calendar Year 2023**

**HUNTINGTON BANK (EXCEPT WHERE NOTED):**

ACCOUNT	AUTHORIZED SIGNERS/INITIATORS
General Account	Chief Financial Officer Board Treasurer
Payroll Account	Chief Financial Officer Board Treasurer
Sinking Fund	Chief Financial Officer Board Treasurer
Capital Projects Fund	Chief Financial Officer Board Treasurer
School Service Fund	Chief Financial Officer Board Treasurer
Debt Service Account	Chief Financial Officer Board Treasurer
Bond Capital Projects Fund	Chief Financial Officer Board Treasurer
High School Organization	Chief Financial Officer Board Treasurer
Middle School Organization	Chief Financial Officer Board Treasurer
Lincoln Organization account	Chief Financial Officer Board Treasurer Principal/Building Executive Secretary
Bryant Organization account	Chief Financial Officer Board Treasurer Principal/Building Executive Secretary
Central Organization account ( <b>Owosso PFCU</b> )	Chief Financial Officer Board Treasurer Principal/Building Executive Secretary
Emerson Organization account ( <b>Fifth Third bank</b> )	Chief Financial Officer Board Treasurer Principal/Building Executive Secretary
Athletic Officials	Chief Financial Officer Board Treasurer Athletic Secretary Athletic Director
Community Education/Bright Beginnings Account	Chief Financial Officer Board Treasurer
General Account Savings	Chief Financial Officer Board Treasurer
Sinking Fund Savings	Chief Financial Officer Board Treasurer

**MICHIGAN CLASS ACCOUNTS:**

ACCOUNT	AUTHORIZED SIGNERS/INITIATORS
General Account	Chief Financial Officer Board Treasurer
Sinking Fund	Chief Financial Officer Board Treasurer
Bond Capital Projects Fund	Chief Financial Officer Board Treasurer
Debt Service Account	Chief Financial Officer Board Treasurer
Capital Projects Fund	Chief Financial Officer Board Treasurer

# **SRES Designation of Representative**

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**January 25, 2023**  
**Report 22-78**

**FOR ACTION**

Subject:

SRESB Designation of Representative Resolution

Recommendation:

Resolve that the Board of Education appoint one member of their board as a representative of the Shiawassee County School Board Executive Board and at the SRESB Budget Review and Election.

Rationale:

According to Public Act 234 of 2004, it is required that a meeting be held to submit a proposed general operating fund budget of the Shiawassee Regional Education Service District (SRESB) to the constituent boards of education.

Facts:

Also pursuant to Public Act 234 of 2004, constituent Boards are required to adopt a resolution in support for or disapproval of the proposed budget. If the budget is not approved the district shall submit to Shiawassee RESD any specific objections and proposed changes the constituent district board has to the budget.

Motion

Seconded

Vote – Ayes

Nays

Motion

# **Sinking Fund Project Administration**

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**January 25, 2023**  
**Report 22-79**

**FOR ACTION**

Subject:

Sinking Fund Project Administration

Recommendation:

Resolve that the Board of Education approve the contract with Spicer Group, as presented, for retention of their services for the Sinking Fund Project Administration for 2023 sinking fund projects.

Rationale:

The district has been satisfied with the service provided by Spicer for assisting with the administration and architectural services for the sinking fund over the years.

Facts/Statistics:

The district has identified a sinking fund plan, which is funded by the millage that was renewed by the voters in August of 2018 with a renewal that took effect in December of 2019. The district anticipates the projects for the Summer of 2023 to be administered by Spicer entail renovations to the district's gyms and site improvements at various locations throughout the district inclusive of drainage improvements. (It should be noted that the agreement includes addressing the PA systems but after further investigation and review it has been determined that this project is not a good fit for sinking fund and improvements need to be further refined):

- The projects that would fall under the auspices of the project manager are multi-trade projects that require a complex knowledge of the trades involved.
- These projects are time consuming in nature to manage, which would draw District personnel away from other important operational areas.
- The bidding process requires a full knowledge of the players involved including the integrity of the bidders. A project manager would be held accountable for this process as well as the outcome thereby minimizing the risk to the District associated with these projects and the related contracted service.
- Communication is key in carrying out these projects. A project manager will be responsible for communicating to District personnel regarding the progress on these projects as well as meeting budgetary guidelines.
- The purpose of the contract administration will be to monitor progress during construction activities to ensure systems are in compliance with the construction documents. This will provide protection for the district that the projects involved are being done correctly and that the district is acting as a good steward of the taxpayers funds.

District Goal Addressed:

Facilities

Motion

Seconded

Vote – Ayes

Nays

Motion

December 5, 2022

Dr. Andrea Tuttle, Superintendent  
Owosso Public Schools  
645 Alger Street  
Owosso, Michigan 48867

RE: 2023 Sinking Fund  
Owosso Public Schools, Owosso, Michigan

Dr. Tuttle:

This document contains Spicer Group's proposal to you to act as the Owner's Representative and provide Professional Design Services for the Owosso Public School's Facilities Improvement Sinking Fund.

**BACKGROUND:**

The voters of Owosso Public Schools have entrusted a millage-financed sinking fund in the Board of Education to provide miscellaneous capital improvements at facilities owned by the Owosso Public Schools. Improvements are needed to provide the staff and students with a safe, secure, and positive physical environment conducive to learning. To attain the most value from these improvements, professional administration of the sinking fund is warranted. Spicer Group has been involved in the 2002 through 2022 sinking fund improvements and we believe this relationship to be of great benefit to both parties. We feel that it is imperative to start the design and permitting of the 2023 improvements as soon as possible to allow the work to be completed over the summer, if the lead time of ordered materials will allow it.

**SCOPE OF PROFESSIONAL SERVICES:**

Spicer's proposed services follow. They are phased as annual segments to reflect the orderly and reasonable progress of the project and, unless directed by you, we will only proceed from one year to the next with your concurrence and approval. This proposal will remain valid for sixty days. In the following narrative, "you" or "your" means Owosso Public Schools and "we" or "our" means Spicer Group, Inc.

**1.01 SINKING FUND ADMINISTRATION**

- 1.01.1 Meet with you to walk through the facilities. Based upon input from you, we shall coordinate, plan, develop, and detail the master schedule of identified improvements, including confirmation that the projects or portions of a project qualifies for payment out of the sinking fund per State of Michigan guidelines. This schedule, including appropriate cost estimates, will be revised from time-to-time on a semi-annual basis and will be reflective of the perspectives of the school district at large, the subject facility, construction "window" time periods, and budget. We will help you identify projects that will be done in house by the Operations Staff.
- 1.01.2 Update you periodically on the status and progress of each activity related to the sinking fund. This may include verbal reports at your meetings, memos, or information you may want to use for public or press release purposes. The frequency of these updates will be determined by you.
- 1.01.3 Advise and recommend to you any alternatives that may be more cost-efficient, that will achieve the same purpose, and that will add value to the project(s).

### 2.01 PROCUREMENT SERVICES

- 2.01.1 Upon your approval for construction, assist you in the bidding process for construction services. This will include advertising for bids in appropriate publications, hosting any necessary pre-bid meetings and walk through, coordinating any necessary addenda and assisting you when bids are opened. We will evaluate the low bids with emphasis on the bidder's ability to satisfactorily complete the project within the specified time and the bidder's ability to adequately staff, insure, bond, equip, and finance its efforts. In concert with the architect of record, if applicable, we will prepare letters of recommendation for you regarding approval of the award of the construction contract.
- 2.01.2 It is NOT the intent of the Procurement Services scope to develop and implement more than one (1) set of bidding and or procurement documents to support the 2023 Sinking Fund.

### 3.01 PROJECT ADMINISTRATION

- 3.01.1 During each design or construction phase, we will provide general administrative oversight to assure adherence to the contract's scope, budget, and schedule. This will include attendance at necessary pre-design, and post-bid conferences meetings and project team progress meetings at a frequency determined by you.
- 3.01.2 Provide general construction observation oversight, review and recommend any changes to the work; review and recommend approval of progress payments and change orders and provide periodic reports on the financial status of the project budget.
- 3.01.3 Inform and update you as to the progress of the particular project with memos and attendance at your meetings. This will include a weekly project meeting with you during the construction season.

### 4.01 FIELD SERVICES

- 4.01.1 As needed, if needed, and as approved by you and upon our recommendation we will provide specialized on site construction inspection and material testing services during certain identified segments of the construction project to assure a value and quality construction product and conformance to the approved bidding documents.

### 5.01 PROFESSIONAL DESIGN SERVICES

- 5.01.1 During the design phase of the project we will meet with School district personnel for input prior to beginning the design.
- 5.01.2 Provide field investigation to verify existing conditions in as much as feasible.
- 5.01.3 **District Interior Building Replacements/Renovations:** Prepare plans and specifications for permitting and construction for interior building renovation / replacements:
- Bentley School: Gym Improvements/Bleachers.
  - Bryant School: Gym Improvements/Bleachers and Exterior Door Replacements.
  - Central School: Gym Improvements/Bleachers.
  - Emerson School: Gym Improvements/Bleachers.
  - Washington School: Gym Improvements/Bleachers and Exterior Door Replacements.
  - High School: Gym Lighting & Exterior Door Replacements.



- 5.01.4 **District Site Improvements:** Prepare plans and specifications for permitting and construction for site improvements:
- Bryant School: Site Drainage Improvements.
  - Central School: Site Drainage Improvements.
  - Emerson School Drainage Improvements.
  - Washington School Drainage Improvements.
  - High School Site Drainage Improvements and Tennis Courts Resurfacing Improvements.
  - Willman Field: Fencing Replacement.
- 5.01.5 **District Bell, Clock, and Public Address (PA) System Replacement:**  
**NOTE:** Sinking Fund cannot be applied --- alternate funding source required:  
 Prepare plans and specifications for permitting and construction for Bell, Clock, and PA System Replacements:
- Bryant School: Bell, Clock, and PA Replacement.
  - Central School: Bell, Clock, and PA Replacement.
  - Emerson School: Bell and PA Replacement.
  - Washington School: Bell and PA Replacement.
- 5.01.6 Meet with School District personnel to review project documents and incorporate input from review.
- 5.01.7 Submit bidding documents to the State of Michigan for project approval, if required.
- 5.01.8 Review shop drawings submitted by the contractor.
- 5.01.9 At the end of construction provide the School District with record documents of the completed work.
- 5.01.10 Design Professionals responsible for the design will be involved with the construction process as needed to address design related issues.

**SERVICES NOT INCLUDED:**

We will not be providing any construction services. Testing of asbestos and lead paint will be required for gymnasium renovations. Professional Environmental Services will need to be obtained once the exact scope of potential abatement is understood.

**ADDITIONAL SERVICES:**

Additional services related to this project will be furnished by us after you review the scope and authorize the work. Our fee for the additional services will be determined at the time they are agreed to and rendered.

**FEE SCHEDULE:**

Our proposed fee schedule follows. We will submit monthly invoices to you for our basic professional services, any additional authorized services, and any reimbursable expenses. For each annual segment, our total proposed fee will be an amount equal to the schedule as follows:

- A. Administration – NOT USED
- B. Procurement – hourly rates not to exceed \$7,500.00
- C. Field Services– hourly rates not to exceed \$42,000.00.
- D. Professional Design Services – 6.9% of the construction costs (estimated at \$1,560,000) - \$107,500 to be billed at our standard hourly rates.

2023 Sinking Fund  
December 5, 2023  
Page 4 of 4

E. Our total estimate fee for basic services for 2023 Sinking Fund - \$157,000

Upon each annual amendment of this Agreement for subsequent segments, the fee will be negotiated and proposed in a similar fashion reflective of the services you request.

As the fee is hourly, not to exceed, our invoice will be based upon our actual effort and our standard hourly rates.

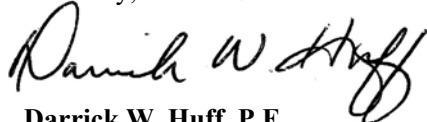
We have calculated these fees based on our understanding of what you want us to do and what you have told us. Should we approach the amount of the fee for any reason before we are finished with the work, if the scope changes or our understanding was incorrect, we will notify you and discuss with you the option of adjusting the amount of the fee or adjusting the scope of services.

In addition, attached to this letter is a copy of our general conditions for our services which are part of this agreement. Any changes to this agreement must be agreed to by both of us.

If this proposal meets with your approval, please acknowledge this approval with an authorized signature below and return the enclosed copy to us. Upon receipt, we will start our services promptly.

We deeply appreciate your confidence in Spicer Group. We look forward to working with you and for you on this exciting endeavor.

Sincerely,



**Darrick W. Huff, P.E.**  
Project Manager



**Aaron S. Wosek**  
Architectural Engineering Project Manager  
231-645-5992  
[Aaron.wosek@spicergroup.com](mailto:Aaron.wosek@spicergroup.com)

**SPICER GROUP, INC**  
230 S. Washington Avenue  
Saginaw, MI 48607  
Phone: (989) 754-4717  
Cell: (734) 787-0339  
mailto: darrickh@spicergroup.com

cc: SGI File 1133219SG2022  
John Klapko, Owosso Public Schools  
Julie Omer, Owosso Public Schools  
KAJ/ACCTG

q:\proj2022\133219sg2022 - 2023 owosso sinking  
fund\133219pr2023 - proposal\20221031\_itrgr\_owosso.doc

\_\_\_\_\_  
Above proposal accepted and approved  
by Owner.

**OWOSSO PUBLIC SCHOOLS**

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

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

# **Revised Policy 6110, 1<sup>st</sup> Reading**

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**January 25, 2023**  
**Report 22-80**

**FOR ACTION**

Subject:

**Revised Policy 6110 – Grant Funds, 1<sup>st</sup> reading**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1<sup>st</sup> reading: **Revised Policy 6110 – Grant Funds**

Facts / Statistics:

This policy has been revised to include the latest changes to the Education Department General Administrative Regulations (EDGAR). Specific requirements for Maintenance of Effort (MOE) and Maintenance of Equity (MOEquity) will need to be documented and provided at the time of audit of specific funded programs (ESSER, GEER, etc.)

This revised policy reflects current EDGAR provisions and should be adopted to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	6000 Finances
Title	Vol. 36, No. 2 - February 2022 Revised GRANT FUNDS
Code	po6110
Status	Committee Review
Adopted	July 11, 2005
Last Revised	June 27, 2016

## 6110 - **GRANT FUNDS**

It is the objective of the Board of Education to provide equal educational opportunities for all students within the District. Government agencies, as well as foundations, businesses, and individuals, periodically offer both human and material resources to the District that would benefit students and the educational program. Therefore, it is the intent of the Board to consider grant proposals and applications for their potential to enhance educational opportunities, the educational environment, and the physical and mental growth for each student.

The Superintendent shall review new Federal education legislation and prepare proposals for programs s/he deems would be of aid to the students of this District. The Superintendent shall approve each such proposal prior to its submission, and the Board shall approve all grants resulting from such proposals.

The Board regards available Federal funds of aid to local school districts and communities as a public trust. It forbids the use of Federal monies for partisan political activities and for any use that would not be in accordance with Federal regulations and guidelines.

No Federal funds received by the District shall be used (1) to develop or distribute materials, or operate programs or courses of instruction directed at youth, that are designed to promote or encourage sexual activity, whether homosexual or heterosexual; (2) to distribute or to aid in the distribution by any organization of legally obscene materials to minors on school grounds; (3) to provide sex education or HIV-prevention education in schools unless that instruction is age appropriate and includes the health benefits of abstinence; or (4) to operate a program of contraceptive distribution in schools.

### **Grant Proposal Development**

- A. All grant proposals must support at least one (1) District goal or priority.
- B. For projects where grant funds will not cover the entire cost of project implementation, additional fund sources must be identified, documented, and approved during the internal review process.

### **Grant Proposal Internal Review**

Each grant proposal shall be reviewed and approved by the Superintendent prior to submission to the funding source.

### **Grant Administration**

- A. The administration of grants will adhere to all applicable Federal, State, local, and grantor rules and regulations, including the terms and conditions of the Federal awards, as well as District policies and administrative guidelines.
- B. The Superintendent is responsible for the efficient and effective administration of grant awards through the application of sound management practices.
- C. The Superintendent is responsible for administering grant funds in a manner consistent with underlying agreements, applicable statutes, regulations, and objectives, and the terms and conditions of the grant award.
- D. The District, in recognition of its unique combination of staff, facilities, and experience, shall employ internal controls, including the organizational and management strategies necessary to assure proper and efficient administration of grant awards.

E. All Federal funds received by the District will be used in accordance with the applicable Federal law and regulations and the terms and conditions of the Federal award. The Superintendent shall require that each draw of Federal monies be aligned with the District's payment process (whether reimbursement, cash advance or a combination). If funds are permitted to be drawn in advance, all draws will be as close as administratively feasible to the related program expenditures and that, when restricted, such monies are used to supplement programs and funding and not to supplant or replace existing programming or current funding.

**Maintenance of Effort (MOE) and Maintenance of Equity (MOEquity) requirements of the Federal program will be met in accordance with the requirements of the specific funded program. The District shall maintain appropriate documentation and records to substantiate compliance or to justify allowable exceptions, exemptions, or waivers.**

### Financial Management

The financial management of grant funds shall be in compliance with all applicable Federal, State, local, and grantor rules, regulations, and assurances as well as District policies and administrative guidelines.

The District shall provide for the following:

- A. Identification, in District accounts, of all grant awards received and expended and the programs under which they were received. For Federal programs and awards, identification shall include the Catalog of Federal Domestic Assistance (CFDA) title and number, Federal award identification number and year, name of the Federal agency and name of the pass-through entity, as applicable.
- B. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements of the grant.
- C. Records that adequately identify the source and application of funds provided for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
- D. Effective control over, and accountability for, all funds, property, and other assets. The District must adequately safeguard all assets and assure that they are used solely for authorized purposes.

Further, the District must:

1. establish and maintain effective internal control over the Federal award that provides reasonable assurance that the District is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award;
  2. comply with Federal statutes, regulations and the terms and conditions of the Federal award;
  3. evaluate and monitor the District's compliance with statutes, regulations and the terms and conditions of the Federal award;
  4. take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings;
  5. take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and obligations of confidentiality.
- E. Comparison of expenditures with budget amounts for each Federal award.
- F. Recordkeeping and written procedures to the extent required by Federal, State, local, and grantor rules and regulations pertaining to the grant award and accountability, including but not limited to, the following areas:
1. cash management
  2. allowability
  3. conflict of interest
  4. procurement

5. equipment management
6. conducting technical evaluations of proposals and selecting recipients
7. compensation and fringe benefits
8. travel

G. Disclosure of any potential conflict of interest and all mandatory violation disclosures potentially affecting the Federal award/grant to the Federal awarding agency or pass-through agency in accordance with applicable Federal policy.

H. Insurance coverage for real property and equipment, if applicable, equivalent to such property owned by the District.

### **Program Income**

Program income means gross income earned by a grant recipient that is directly generated by a supported activity or earned as a result of the Federal award during the grant's period of performance.

It includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts and interest earned on any of them. Additionally, taxes, special assessments, levies, fines and other such revenues raised by a recipient are not program income unless the revenues are specifically identified in the Federal award or Federal awarding agency regulations as program income. Finally, proceeds from the sale of real property, equipment or supplies are not program income.

Unless it has received prior approval to use a different method or the terms and conditions of the grant authorize a different method, the District uses the deduction method of accounting for program income. Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the Federal awarding agency or pass-through entity.

Revised 2/25/13

Revised 12/14/15

© Neola ~~2016~~ 2022

Legal                      34 C.F.R. 75.707, 76.563, 76.565, 76.707  
                                   2 C.F.R. 200.56, 200.71, 200.77, 200.80, 200.112, 200.302, 200.307  
                                   2 C.F.R. 200.309, 200.310, 200.313, 200.318-.320, 200.343(b)&(e)

Last Modified by Brooke Barber on September 6, 2022

Last Modified by Brooke Barber on September 6, 2022



# **Revised Policy 6114, 1<sup>st</sup> Reading**

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
Report 22-81**

**FOR ACTION**

Subject:

**Revised Policy 6114 – Cost Principles – Spending Federal Funds, 1<sup>st</sup> reading**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1<sup>st</sup> reading: **Revised Policy 6114 – Cost Principles – Spending Federal Funds**

Facts / Statistics:

This policy have been revised to include the latest changes to the Education Department General Administrative Regulations (EDGAR). Specific prohibitions regarding costs incurred for telecommunications and video surveillance services or equipment are included, along with the Davis-Bacon prevailing wage provisions for contracts in excess of \$2,000 related to construction, alteration, repairs, etc.

These revisions reflect current EDGAR provisions and should be adopted to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	6000 Finances
Title	Vol. 36, No. 2 - February 2022 Revised COST PRINCIPLES - SPENDING FEDERAL FUNDS
Code	po6114
Status	Committee Review
Adopted	June 27, 2016
Last Revised	December 13, 2021

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

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

#### **Cost Principles**

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

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

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

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

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

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

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

1. the cost is needed for the proper and efficient performance of the grant program;
2. whether the cost is identified in the approved budget or application;
3. whether there is an educational benefit associated with the cost;
4. whether the cost aligns with identified needs based on results and findings from a needs assessment;

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

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

- B. Conform to any limitations or exclusions set forth in the cost principles in Part 200 or in the terms and conditions of the Federal award, **including prohibitions regarding costs incurred for telecommunications and video surveillance services or equipment.**
- C. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.
- D. Be accorded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to a Federal award as an indirect cost under another award.
- E. Be determined in accordance with generally accepted accounting principles.
- F. Be representative of actual cost, net of all applicable credits or offsets.

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

- G. Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.
- H. Be adequately documented:
  1. in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant-funded programs to assure that only permissible personnel expenses are allocated;
  2. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.

- I. Be incurred during the approved budget period.

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

### **Selected Items of Cost**

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

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

- A. Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the Federal awarding agency or pass-through entity.
- B. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the Federal awarding agency or pass-through entity.
- C. Capital expenditures for improvements to land, buildings, or equipment that materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the Federal awarding agency, or pass-through entity.

- D. ~~Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 CFR 200.436 and 2 CFR 200.465.~~ All Federally-funded contracts in excess of \$2,000 related to construction, alterations, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.
- E. When approved as a direct cost by the Federal awarding agency or pass-through entity under Sections A-C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal awarding agency.
- F. If the District is instructed by the Federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.

### Cost Compliance

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

### Determining Whether a Cost is Direct or Indirect:

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

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

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

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

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

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

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

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

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

Equipment and other capital expenditures are unallowable as indirect costs.

### Timely Obligation of Funds

Financial obligations are orders placed for property and services, contracts and subawards made, and similar transactions<sup>55</sup> that require payment. This term is used when referencing a recipient's or subrecipient's use of funds under a Federal award.

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

If the obligation is for:

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

### **Period of Performance**

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

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

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

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

### **2 C.F.R. 200.216**

Revised 2/22/21

© Neola ~~2021~~ 2022

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

Last Modified by Brooke Barber on September 6, 2022

# **Revised Policy 6325, 1<sup>st</sup> Reading**



**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
January 25, 2023  
Report 22-82**

**FOR ACTION**

Subject:

**Revised Policy 6325 – Procurement– Federal Grants/Funds 1<sup>st</sup> reading**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1<sup>st</sup> reading: **Revised Policy 6325 – Procurement – Federal Grants/Funds**

Facts / Statistics:

This policy has been revised to include the latest changes to the Education Department General Administrative Regulations (EDGAR). Specific prohibitions regarding costs incurred for telecommunications and video surveillance services or equipment are included, along with the Davis-Bacon prevailing wage provisions for contracts in excess of \$2,000 related to construction, alteration, repairs, etc.

These revisions reflect current EDGAR provisions and should be adopted to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	6000 Finances
Title	Vol. 36, No. 2 - Revised PROCUREMENT – FEDERAL GRANTS/FUNDS
Code	po6325
Status	Committee Review
Adopted	June 27, 2016
Last Revised	February 22, 2021

### 6325 - **PROCUREMENT – FEDERAL GRANTS/FUNDS**

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

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

**All Federally-funded contracts in excess of \$2,000 related to construction, alteration, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.**

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

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

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

#### **Competition**

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

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

- A. unreasonable requirements on firms in order for them to qualify to do business;
- B. unnecessary experience and excessive bonding requirements;
- C. noncompetitive pricing practices between firms or between affiliated companies;
- D. noncompetitive contracts to consultants that are on retainer contracts;

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

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

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

The District shall require that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to provide maximum open and free competition. The District shall not preclude potential bidders from qualifying during the solicitation period.

### **Solicitation Language (Purchasing Procedures)**

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

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

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

### **Procurement Methods**

The District shall have and use documented procedures, consistent with the standards described above for the following methods of procurement:

#### **A. Micro-purchases**

Procurement by micropurchase is the acquisition of supplies or services, the aggregate dollar amount of which is **not to exceed \$10,000**. To the maximum extent practicable, the District should distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if Superintendent considers the price to be reasonable based on research, experience, purchase history or other relevant information and documents are filed accordingly. The District shall maintain evidence of this reasonableness in the records of all purchases made by this method.

#### **B. Small Purchases**

Small purchases include the acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold established by the State. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources when the item cost exceeds \$5,000 and their item is not unique or proprietary.

Districts are responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk, and its documented procurement procedures which must not exceed the threshold established in the Federal Acquisition Regulations (FAR). When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.

#### **C. Sealed Bids**

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

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

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

When sealed bids are used, the following requirements apply:

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

#### **D. Proposals**

Procurement by proposals is a method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method

If this method is used, the following requirements apply:

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

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

#### **E. Noncompetitive Procurement**

Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only when one (1) or more of the following circumstances apply:

1. micro-purchases
2. the item is available only from a single source
3. the public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation

4. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District
5. after solicitation of a number of sources, competition is determined to be inadequate

### **Domestic Preference for Procurement**

As appropriate and to the extent consistent with law, the District shall, to the extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. Such requirements shall be included in all subawards including all contracts and purchase orders for work or products under the Federal award.

### **Contract/Price Analysis**

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

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

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

### **Time and Materials Contracts**

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

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

### **Suspension and Debarment**

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

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

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

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

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

### **Bid Protest**

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

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

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

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

### **Maintenance of Procurement Records**

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

Revised 1/28/19

Revised 10/28/19

© Neola ~~2020~~-2022

Legal                                    2 C.F.R. 200.317 - .326, Appendix II to Part 200  
    2 C.F.R. 200.520

Last Modified by Brooke Barber on September 6, 2022

# **New Policy 6108, 1<sup>st</sup> Reading**

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
January 25, 2023  
Report 22-83**

**FOR ACTION**

Subject:

**New Policy 6108 – Authorization to Use Electronic Fund Transfers and Automated Clearing House Arrangements–1<sup>st</sup> reading**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1<sup>st</sup> reading: **New Policy 6108 – Authorization to Use Electronic Fund Transfers and Automated Clearing House Arrangements**

Facts / Statistics:

This new policy is provided in response to client requests. In order to utilize electronic fund transfers and automated clearing house (ACH) arrangements and transactions, the District must have a written ACH policy in place. This policy includes the components required by Michigan statute.

This policy should be adopted in order to utilize electronic fund transfers and automated clearing house arrangements and transactions.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion



Book	Policy Manual
Section	Policies for the Board, September 2022
Title	Vol. 37, No. 1 - September 2022 New AUTHORIZATION TO USE ELECTRONIC FUND TRANSFERS AND AUTOMATED CLEARING HOUSE ARRANGEMENTS
Code	po6108
Status	

### **NEW POLICY - VOL. 37, NO. 1**

#### **6108- AUTHORIZATION TO USE ELECTRONIC FUND TRANSFERS AND AUTOMATED CLEARING HOUSE ARRANGEMENTS**

In accordance with the provisions of law, the Board of Education authorizes the acceptance and distribution/transmission of electronic fund transfers (ETFs) and automatic clearing house arrangements (ACH). The Superintendent shall put in place measures to protect the integrity and security of such transactions to comply with mandates of State and Federal agencies or programs, including Medicaid.

#### **Definitions**

"ACH arrangement" means the agreement between the originator of the ACH transaction and the receiver of the ACH transaction.

"ACH transaction" means an electronic payment, debit, or credit transfer processed through an automated clearing house.

"Automated clearing house" or "ACH" means a national and governmental organization that has authority to process electronic payments including, but not limited to, the national automated clearing house association and the Federal reserve system.

"Electronic transactions officer" or "ETO" means the Superintendent or another person designated by the Board to have the responsibilities of the ETO as prescribed in the Michigan Electronic Transactions of Public Funds Act.

All District staff shall comply with all provisions of the Uniform Electronic Transaction Act when creating, generating, sending, communicating, receiving, storing, processing, using, and relying upon electronic records. Further, all District staff and other persons who use electronic signatures when completing transactions with the Board shall do so in compliance with State law.

#### **ACH Transactions and Arrangements**

The Superintendent or another employee designated by the ETO is authorized to engage in electronic transfer of funds and ACH arrangements in accordance with this policy. The Superintendent shall be responsible for overseeing the District's ACH transactions, including payment approval, accounting, reporting, and compliance with this ACH policy.

#### **Internal Controls**

The Superintendent is responsible for disbursement of funds and shall submit appropriate documentation to the Board. Such documentation shall include:

- A. information regarding the goods or services purchased;
- B. the cost of goods or services;
- C. the date of the payment; and
- D. departments serviced by the payment.

This documentation shall be contained in the District's electronic general ledger software system or in a separate report to the Board. ACH invoices must be reviewed and approved prior to payment.

The District's system of internal controls (see Policy 6111 - Internal Controls) shall be used to monitor the use of ACH transactions.

The Superintendent is authorized to develop administrative guidelines concerning the use of electronic fund transfers and ACH transactions.

M.C.L. 124.301 - 124.305

© Neola 2022

Legal M.C.L. 124.301 - 124.305

Last Modified by Wayne Wright on August 31, 2022

# **Revised Policy 6460, 1<sup>st</sup> Reading**

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
January 25, 2023  
Report 22- 84**

**FOR ACTION**

Subject:

**Revised Policy 6460 – Vendor Relations–1<sup>st</sup> reading**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1<sup>st</sup> reading: **Revised Policy 6460 – Vendor Relations**

Facts / Statistics:

This policy has been revised at client request to provide optional language that allows for preferred vendor access to students and their parent/guardian for non-district purchases.

This option is offered for consideration.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	6000 Finances
Title	Vol. 37, No. 1 - September 2022 Revised VENDOR RELATIONS
Code	po6460
Status	Committee Review
Adopted	July 11, 2005

#### 6460 - **VENDOR RELATIONS**

The Board of Education shall not enter a contract knowingly with any supplier of goods or services to this District under which any Board member or officer, employee, or agent of this School District has any pecuniary or beneficial interest, direct or indirect, unless the person has not solicited the contract or participated in the negotiations leading up to the contract. This prohibition shall not prevent any person from receiving royalties upon the sale of any textbook of which s/he is the author and which has been properly approved for use in the schools of this District.

For the purpose of this policy "beneficial interest" shall be determined in accordance with M.C.L.A. 15.321 et. seq.

All sales persons, regardless of product, shall clear with the Superintendent's or principal's Office before contacting any teachers, students, or other personnel of the School District. Purchasing personnel shall not show any favoritism to any vendor. Each order shall be placed in accordance with policies of the Board on the basis of quality, price, and delivery with past service a factor if all other considerations are equal.

#### **Preferred Vendors for Non-District Purchases**

**The District may provide a vendor with exclusive access to market its products to parents/guardians and/or students at school events that the District considers to be limited public forums or nonpublic forums. Students and/or parents/guardians are not required to purchase goods or services from a preferred vendor; however, the District may choose to limit access to a preferred vendor to minimize distractions and maximize its ability to educate and/or communicate with parents and students.**

**To select a preferred vendor, the Superintendent or purchasing agent must solicit proposals for exclusive access from vendors and specifically identify the particular school event(s) at which the successful vendor will have exclusive access. The Superintendent or purchasing agent may interview potential vendors as part of the selection process.**

© Neola ~~2009~~ 2022

Legal M.C.L.A. 15.321 et seq.

Last Modified by Brooke Barber on September 6, 2022

# **Revised Policy 5160, 1<sup>st</sup> Reading**

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
January 25, 2023  
Report 22-85**

**FOR ACTION**

Subject:

**Revised Policy 5160 – Emergency Removal, Suspension, and Expulsion of Students–1<sup>st</sup> reading**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1<sup>st</sup> reading: **Revised Policy 5160 – Emergency Removal, Suspension, and Expulsion of Students**

Facts / Statistics:

This policy has been revised to reflect the current definition of suspension.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	5000 Students
Title	Copy of EMERGENCY REMOVAL, SUSPENSION, AND EXPULSION OF STUDENTS
Code	po5610
Status	Committee Review
Adopted	June 12, 2012
Last Revised	February 22, 2021
Last Reviewed	January 11, 2023

### 5610 - **EMERGENCY REMOVAL, SUSPENSION, AND EXPULSION OF STUDENTS**

The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment, a threat to safety or undue disruption of the educational environment.

#### **Factors to be Considered Before Suspending or Expelling a Student**

The Board of Education also recognizes that exclusion from the educational program of the schools is a severe sanction that should only be imposed after careful and appropriate consideration.

Except as otherwise noted below with respect to possession of a firearm in a weapon free school zone, if suspension or expulsion of a student is considered, the Board (Superintendent) shall consider the following factors prior to making a determination of whether to suspend or expel:

- A. the student's age
- B. the student's disciplinary history
- C. whether the student has a disability
- D. the seriousness of the violation or behavior
- E. whether the violation or behavior committed by the student threatened the safety of any student or staff member
- F. whether restorative practices will be used to address the violation or behavior
- G. whether a lesser intervention would properly address the violation or behavior

The Superintendent will exercise discretion over whether or not to suspend or expel a student. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Superintendent can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Superintendent will still consider these factors in making the determination.

#### **Restorative Practices**

The Superintendent shall consider using restorative practices as an alternative to or in addition to suspension or expulsion. If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct.

Restorative practices should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption and harassment and cyberbullying.

If the Superintendent decides to utilize restorative practices as an alternative to or in addition to suspension or expulsion, the restorative practices may include victim-offender conferences that:



- A. are initiated by the victim;
- B. are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim;
- C. are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");
- D. would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these.

The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

### **Due Process**

The Board recognizes exclusion from the educational programs of the District, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and is one that cannot be imposed without appropriate due process, since exclusion deprives a child of the right to an education. The Board also recognizes that it may be necessary for a teacher to remove a student from class for conduct disruptive to the learning environment, and that such removals are not subject to a prior hearing, provided the removal is for a period of less than twenty-four (24) hours. However, if an emergency removal may result in a suspension, then due process must be ensured.

In all cases resulting in short-term suspension, long-term suspension or expulsion, appropriate due process rights described in Policy 5611 and AG 5610 must be observed. The 504 Coordinator shall check to make sure the student is not classified as disabled under Section 504. Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with their rights under Federal law.

For purposes of this policy, suspension shall be either short-term (not more than ten (10) days) or long-term (for more than ten (10) days but less than permanent expulsion) removal of a student from a regular District program. The Superintendent may suspend a student for a period not to exceed ten (10) school days.

For purposes of this policy, unless otherwise defined in Federal and/or State law, expulsion is defined as the permanent exclusion of a student from the District. Students who are expelled may petition for reinstatement as provided below.

### **Emergency Removal or Short-Term Suspension**

A student may be removed from a class, subject, or activity for one (1) day by his/her teacher for certain conduct as specified in the Code of Conduct, or he/she may be given a short-term suspension by the Superintendent. A student so removed may not be allowed to attend other classes taught by other teachers during the term of the one (1) day removal. A student removed from the same class for ten (10) days will be entitled to the process for short-term suspensions outlined in AG 5610. A student removed from the same class for more than ten (10) days will be entitled to the process for long-term suspensions outlined in AG 5610. The Board designates the Superintendent as its representative at any hearings regarding the appeal of a suspension.

### **Long-Term Suspension or Expulsion**

Due process set out in Policy 5611 and AG 5610 shall be followed in all circumstances in which a student may be expelled or suspended for a period of more than ten (10) days.

~~The Superintendent may suspend a student for a period longer than ten (10) days or expel a student. The Board shall act on any appeal to the decision.~~

**The Superintendent may act as the hearing officer for all suspensions of ten (10) to fifty-nine (59) days or expulsions up to one-hundred and eighty (180) days.**

In all cases resulting in short-term suspension, long-term suspension, or expulsion, appropriate due process rights must be observed. In determining whether a student is to be suspended or expelled, District Administrators shall use a preponderance of evidence standard.

The Superintendent shall develop procedures to implement this policy that shall include the following:

- A. strategies for providing special assistance to students in danger of being expelled and not achieving the academic outcomes of the District's core curriculum;

- B. standards of behavior for all students in accordance with District Board policy on student discipline;
- C. procedures that ensure due process; and
- D. provision for make-up work at home, when appropriate.

When making a determination whether or not a student will be expelled or permanently excluded under this policy, the Superintendent shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315 - Information Management (i.e. "Litigation Hold")) created and/or received as part of an investigation.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

### **Persistent Disobedience or Gross Misconduct/CSC Against Another District Student**

Any student may be removed from the classroom, and/or, after consideration of the factors identified above, suspended or expelled for persistent disobedience or gross misconduct or if the student commits criminal sexual conduct against another student enrolled in the District regardless of the location of the conduct. A student may not be expelled or excluded from the regular school program based on pregnancy status.

### **Physical and Verbal Assault**

Unless a different determination is made after consideration of the factors identified above, the District shall permanently expel a student in grade six or above if that student commits physical assault at school against a staff member, a volunteer, or a contractor.

Unless a different determination is made after consideration of the factors identified above, the District shall suspend or expel a student in grade six or above for up to 180 school days if the student commits physical assault at school against another student.

Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

Unless a different determination is made after consideration of the factors identified above, the District shall suspend or expel a student in grade six or above and may discipline, suspend or expel a student in grade five and below for a period of time as determined at the Board's discretion if the student commits verbal assault at school against a District employee, volunteer, or contractor or makes a bomb threat or similar threat directed at school building, property, or at a school-related activity.

Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

"At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

The District may provide appropriate instructional services at home for an expelled student not placed in an Alternative Education Program. The instructional services provided shall be similar to those provided to homebound or hospitalized students and shall be contracted for in the same manner.

### **Weapons, Arson, Criminal Sexual Conduct**

In compliance with State and Federal law, and unless a different determination is made after consideration of the factors identified above, the District shall expel any student who possesses a dangerous weapon, other than a firearm, in the District's weapon-free school zone (except as noted below), commits either arson or criminal sexual conduct in a school building or on school property, including school buses and other District transportation, or pleads to, is convicted of or is adjudicated of criminal sexual conduct against another student enrolled in the District.

In compliance with State and Federal law, the District shall expel any student who possesses a firearm in the District's weapon-free school zone in violation of State law, unless the student can establish the mitigating factors relating to possession of a dangerous weapon set out below, by clear and convincing evidence.

For purposes of this policy, a "dangerous weapon" is defined by law as a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles. This definition also includes other devices designed to (or likely to) inflict bodily harm, including, but not limited to, air guns and explosive devices. The term "firearm" is defined as any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the

action of the explosive, the frame, or the bearer of any such weapon, as well as a firearm muffler, firearm silencer, or any<sup>76</sup> such destructive device.

The District need not expel a student for possession of a dangerous weapon, including a firearm, if the student can establish in a clear and convincing manner the following mitigating factor(s) to the satisfaction of the Board the:

- A. object or instrument was not possessed for use as a weapon, or for direct (or indirect) delivery to another person for use as a weapon; or
- B. weapon was not knowingly possessed; or
- C. student did not know (or have reason to know) that the object or instrument in his/her possession constituted a dangerous weapon; or
- D. weapon was possessed at the suggestion, request, direction of, or with the express permission of the Superintendent or the police.

There is a rebuttable presumption that expulsion for possessing the weapon is not justified if the Superintendent determines in writing that the student has established that he or she fits under one of the exceptions above by clear and convincing evidence, and that the student has no previous history of suspension or expulsion.

For expulsions for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor, the Superintendent shall provide that the expulsion is duly noted in the student's record, the student is referred to the Department of Human Services or Department of Community Health within three (3) school days after the expulsion, and the parents are informed of the referral. Furthermore, if a student who is expelled is below the age of sixteen (16), the Superintendent shall ensure notification of the expulsion is given to the Juvenile Division of the Probate Court. In compliance with Federal law, the Superintendent shall also refer any student (regardless of age) expelled for possession of a dangerous weapon to the criminal justice or juvenile delinquency system serving the District. In addition, the Superintendent shall send a copy of this policy to the State Department of Education and shall include a description of the circumstances surrounding the expulsion of the student for possessing a firearm or weapon in the District's weapon-free school zone, together with the name of the District, the number of students so expelled, and the types of firearms or weapons brought into the weapon-free school zone.

A student expelled under this policy for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may apply for reinstatement in accordance with the following guidelines:

- A. If the student is in grade five (5) or below at the time of the expulsion and was expelled for possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, adult student, or emancipated minor may submit a request for reinstatement after sixty (60) school days from the date of expulsion, but the student may not be reinstated before ninety (90) school days from the expulsion date.
- B. If the student is in grade five (5) or below at the time of the expulsion and was expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, or emancipated minor may submit a request for reinstatement at any time, but the student may not be reinstated before ten (10) school days from the expulsion date.
- C. If the student is in grade six (6) or above at the time of the expulsion, the parents, legal guardian, adult student, or emancipated minor may submit a request for reinstatement after 150 school days from the date of the expulsion, but the student may not be reinstated before 180 school days from the expulsion date.
- D. The parent, adult student, or emancipated minor shall submit the request for reinstatement to the Superintendent.
- E. Within ten (10) school days after receiving the petition, the Board shall appoint a committee consisting of two (2) Board members, a school administrator, a teacher, and a school-parent representative. During this time period, the Superintendent shall prepare and submit for consideration by the committee information concerning the circumstances of the expulsion and any factors mitigating for or against reinstatement.
- F. Within ten (10) school days after being appointed, the committee shall review all pertinent information and submit its recommendation to the Board. The recommendation may be for unconditional reinstatement, conditional reinstatement, or non-reinstatement, based on the committee's consideration of the following the:
  1. extent to which reinstatement would create a risk of harm to students or school staff;
  2. extent to which reinstatement would create a risk of school or individual liability for the Board or school staff;

3. age and maturity of the student;
4. student's school record before the expulsion incident;
5. student's attitude concerning the expulsion incident;
6. student's behavior since the expulsion and the prospects for remediation;

G. The degree of cooperation and support the parent has provided and will provide if the student is reinstated (if the request was filed by a parent), including, but not limited to the parent's receptiveness toward any conditions placed on the reinstatement. Such conditions, for example, might include a written agreement by the student and/or a parent who filed the reinstatement request to accomplish the following:

1. abide by a behavior contract involving the student, his/her parents, and an outside agency;
2. participate in an anger management program or other counseling activities;
3. cooperate in processing and discussing periodic progress reviews;
4. meet other conditions deemed appropriate by the committee;
5. accept the consequences for not fulfilling the agreed upon conditions

The Board shall make its decision no later than the next regular Board meeting following the committee's submission of its recommendations. The Board's decision shall be final and is not subject to appeal.

In the event a student who has been permanently expelled from another school requests admission to this District, in making its decision, the Board shall follow the same procedure it has established in paragraphs A-F, above, for the reinstatement of a student.

Students expelled for reasons other than dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may also petition the Board for reinstatement. The Board may, at its discretion, consider the petition in accordance with the procedures set forth above or upon any standards and with any procedures it determines appropriate under the circumstances.

The Superintendent shall ensure Board policies and procedures regarding a student's rights to due process are followed when dealing with a possible suspension or expulsion under this policy.

### **In-School Discipline**

The purpose of this policy is to provide an alternative to out of school suspension. The availability of in-school discipline options is dependent upon the financial ability of the Board to support such a program.

In-school discipline will only be offered at the discretion of the Superintendent for offenses found in the Student Code of Conduct.

The Superintendent is to establish procedures for the proper operation of such a program and to ensure appropriate due-process procedures are followed as applicable. (See Policy 5630.01)

### **Due Process Rights**

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following:

#### **A. Students Subject to Short-Term Suspension**

Except when emergency removal is warranted, a student must be given at least oral notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The Superintendent or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final.

#### **B. Students Subject to Long-Term Suspension and Expulsion**

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons

therefor, and must also be given an opportunity to appear before the Board with a representative to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. At the student/parent's request, the hearing shall be held in closed session, but the Board must act publicly. The Board shall act by providing a written decision on any appeal of an expulsion, a request for reinstatement, or a request for admission after permanent expulsion from another school.

The Superintendent shall develop procedures to ensure all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights shall be placed in all student handbooks, in a manner that facilitates understanding by students and their parents.

### **Corporal Punishment**

While recognizing that students may require disciplinary action in various forms, the Board does not condone the use of unreasonable force and fear as an appropriate procedure in student discipline.

Staff shall not use physical force or violence to compel obedience. If all other means fail, staff members may always resort to the removal of the student from the classroom or District through suspension or expulsion procedures.

Within the scope of their employment, all staff may use reasonable force and apply restraint to accomplish the following:

- A. restrain or remove a student who refuses to comply with a request to behave or report to the office;
- B. quell a disturbance threatening physical injury to self or others;
- C. obtain possession of weapons or other dangerous objects within the control of the student, for either self-defense; or
- D. the protection of persons or property.

In accordance with State law, corporal punishment shall not be permitted. If any staff member (full-time, part-time, or substitute) deliberately inflicts, or causes to be inflicted, physical pain upon the student (by hitting, paddling, spanking, slapping or any other kind of physical force) as a means of discipline, the staff member may be subject to discipline and possibly criminal assault charges. This prohibition also applies to volunteers and those with whom the District contracts for services.

The Superintendent shall provide guidelines, including a list of alternatives to corporal punishment.

### **Removal, Suspension, and Expulsion of Students with Disabilities**

The District shall abide by Federal and State laws in matters relating to discipline, suspension, and expulsion of disabled students.

Revised 12/8/08  
 Revised 6/26/17  
 Revised 2/25/19  
 Revised 1/11/2023

© Neola 2020

Legal M.C.L. 380.1301, 380.1309, 380.1310d, 380.1311  
 20 U.S.C. 3351  
 State Board of Education, Resolution to Address School Discipline Issues  
 Impacting Student Outcomes, Adopted June 12, 2012

**Last Modified by Brooke Barber on January 11, 2023**

# For Future Action

# **OHS Out of State Travel, SKILLS USA, Atlanta GA**

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**January 25, 2023**  
**Report 22-86**

**FOR FUTURE ACTION**

**Subject:**

OHS Engineering students SkillsUSA National Leadership and Skills Conference in Atlanta, GA

**Recommendation:**

Resolve that the Board of Education approve the out-of-state travel for the Owosso High School Engineering Students to the SkillsUSA National Skills and Leadership Conference in Atlanta, GA from June 18, 2023 through June 24, 2023.

**Rationale:**

The students and instructor will spend 5 days either competing or working and networking at the Skills and Leadership Conference.

**Statement of Purpose/Issue:**

One purpose of this trip is to provide the opportunity to receive national leadership instruction from professional SkillsUSA trainers and national student officers during the leadership workshop. One student is running for state office and if selected during the state leadership conference, he will serve as a state delegate at the national conference, network with national and state officers from all over the U.S. and have work responsibilities during the conference set by the state director. There are two students competing at the state level and could qualify to attend and compete at the national conference. There will be opportunities for students to network with industry professionals during the conference through the SkillsUSA TECHSPO.

**Facts/Statistics:**

- Additional Information about SkillsUSA NLSC: [NLSC-2022-Flyer- Web.pdf](#)
- Hotel: Omni Hotel - Downtown Atlanta
- Conference Location: State Farm Arena - Downtown Atlanta
- This trip would involve 1-5 members of OHS Engineering and/or construction class and 1 chaperone
- 1 student is running for state office in April. If elected, he will attend to represent Michigan at the National conference.
- Students will be competing in regional to qualify for states, then states to qualify for nationals. They all hope to qualify to compete at the National conference.
- Attendance is voluntary.
- Majority of the trip will be funded through CTE 6 la Added Cost Grant and Crest Fundraising account. SkillsUSA Michigan will be offering a group rate that will include transportation, hotel, registration, and potentially other additional activities.



- Students are being asked to pay nominal to help cover some fees, plus bring money for food and activities. We hope to purchase city passes for the group to improve access to city activities.

# **OHS Out of State Travel, Choir, Chicago IL**

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**January 25, 2023**  
**Report 22-87**

**FOR FUTURE ACTION**

Subject:

Out-of-State Student Travel – OHS 2023 Choral experience in New York City, NY

Recommendation:

Resolve that the Board of Education approve the out-of-state travel for Owosso High School Choir students and teacher Jessica Draper on a trip to New York City, NY March 22-25, 2023

Rationale:

Ms. Draper and approximately 53 OHS 9<sup>th</sup> – 12<sup>th</sup> grade students and chaperones will travel by Charter Bus for a vocal music experience in New York. Students will be accompanied by Ms. Draper and chaperones composed of OPS Staff/Parents. This is an enhancement to the Vocal Music curriculum and is a major extracurricular activity for the Vocal Music department for 2022-2023 school year.

Statement of Purpose:

The purpose of this trip is to provide our students with a global choral experience outside of the classroom. Students will be provided the opportunity to view Broadway performances and see many of the skills that we use in class daily in action. This will allow students to reflect not only what amazing things those performers are capable of, but what they personally are capable of as well. Students will also have the opportunity to visit the Staten Island Ferry, One World Observatory, the 9/11 Memorial/Museum, and explore the city.

Facts/Statistics:

This trip is sponsored by the OHS Vocal Music department. Students and Chaperones are responsible for all of the cost. Fundraising accounts (allowing for multi-year savings) are available to students to help differ costs. According to the current itinerary, chaperones and students will leave for the trip at 6:00 AM on Wednesday, March 22nd, 2023. We will return home on Saturday, March 25th, 2023. A parent meeting will take place before students go on the trip. Bob Rogers Travel is our trips organizer. Students were provided the opportunity to purchase trip insurance in case they are unable to attend.

Motion  
Seconded  
Vote – Ayes

Nays

Motion

# **General and School Service Fund Appropriations Revision #1**

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**January 25, 2023**  
**Report 22-88**

**FOR FUTURE ACTION**

Subject:

2022-23 General and School Service Fund Appropriations Revision #1

Recommendations:

Resolve that the Board adopt the Budget Revision #1 resolutions for the 2022-23 appropriations for the General, School Service and Sinking funds as presented.

Rationale:

The purpose of budget amendments is to provide a more accurate picture of what is anticipated for the financial year to look like for the district than was originally anticipated during the June 2022 budget process. This is then utilized for completion of the planning process for the current fiscal year as well as for the budgeting process for the coming fiscal year.

Statement of Purpose/Issue:

The Board is being asked to adopt the amendments to the budgets to incorporate projected revenues and expenditures to comply with statutory requirements.

Facts/Statistics:

- Revisions to the budget are always necessary to reflect changes in expenditures and revenues based on the best information available at the time of revision.
- Revised budgeted expenditures can be used for comparative purposes in the 2023-24 budgeting process with more validity.
- The major changes in the budget revisions stem from somewhat better estimates for revenue and expenses including staffing, particularly given the significant changes to the revenue sources that have taken place due to the pandemic.
- An executive summary of the major changes that have taken place since the June 2022 adoption will be provided to provide a more detailed picture of the changes that have occurred.
- Another budget revision, at a minimum, will be adopted in June 2023 as a final.
- It also should be noted that the budget, by law, is required to be posted on the district's website. After the potential adoption by the Board at the next regular meeting, the budget resolutions for the funds indicated will be posted by the Technology department.

Motion

Seconded

Vote – Ayes

Nays

Motion

**2022-23 GENERAL FUND BUDGET REVISION #1  
APPROPRIATION RESOLUTION  
FOR ADOPTION BY THE BOARD OF EDUCATION  
OF OWOSSO PUBLIC SCHOOLS AT A MEETING  
ON FEBRUARY 22, 2023**

RESOLVED, that this resolution shall be the General Appropriations of Owosso Public Schools for the fiscal year ending June 30, 2023: A resolution to make appropriations; to provide for the expenditures of the appropriations; and to provide for the disposition of income received by Owosso Public Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the general fund of the Owosso Public Schools for fiscal year ending June 30, 2023 is as follows:

Revenue:	
Local	\$ 4,067,266
State	29,484,740
Federal	7,842,253
Incoming Transfers & Other Transactions	<u>1,170,147</u>
Total Revenue	<u>\$42,564,406</u>
Audited Fund Balance, July 1, 2022	\$ 5,750,987
Less Appropriated Fund Balance	
Fund Balance Available to Appropriate	<u>\$ 5,750,987</u>
Total Available to Appropriate	<u>\$48,315,393</u>

BE IT FURTHER RESOLVED, that \$43,341,365 of the total available to appropriate in the general fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures	
Instruction:	
Basic Programs	\$17,058,356
Added Needs	13,928,403
Continuing Education	205,471
Support Services:	
Pupil	362,827
Instructional Staff	1,082,056
General Administration	561,166
School Administration	2,763,543
Business Services	360,765
Operation and Maintenance	3,584,547
Pupil Transportation	1,127,479
Central Services	1,140,004
Other Services	545,933
Community Services	325,815
Outgoing Transfers and Other Transactions	<u>295,000</u>
Total Appropriated	<u>\$43,341,365</u>
Estimated Ending Fund Balance, June 30, 2023	<u>\$ 4,974,028</u>

FURTHER RESOLVED, that 18 ad valorem mills shall be levied in 2022 on the taxable non-homestead and non-agricultural property located within the Owosso Public School District. The 18 mills shall be used for the appropriations itemized in this resolution.

FURTHER RESOLVED, that no Board of Education member or employee of the Owosso Public Schools shall expend any funds or obligate the expenditures of any funds except pursuant to appropriations made by the Board of Education keeping with the budgetary policy statement hitherto adopted by the Board. Changes in the amount unappropriated by the Board shall require approval by the Board.

BE IT FURTHER RESOLVED, that the Superintendent is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board.

BE IT FURTHER RESOLVED that, for purposes of meeting emergency needs of the school district, transfers of appropriations may be made upon the written authorization of the Superintendent per Board of Education Policy. In addition, the Superintendent or his/her designee authorize budget transfers between accounts specifically included in the individual building budget allocations provided the total amount allocated to a specific building does not exceed the allocation included in the Appropriations Act. When the Superintendent makes a transfer of appropriations as permitted by this resolution, except transfers within the building budget allocations, such transfer shall be presented to the Board of Education at its next regularly scheduled meeting in the form of an appropriation amendment, which amendment shall be adopted by the Board of Education at such meeting.

This appropriation resolution is to take effect on immediately after adoption.

Ayes:

Nays:

Absent:

Motion Declared:



**2022-23 SCHOOL SERVICE FUND BUDGET REVISION #1 FOR  
ADOPTION BY THE BOARD OF EDUCATION  
OF OWOSSO PUBLIC SCHOOLS AT A MEETING ON  
FEBRUARY 22, 2023**

RESOLVED, that this resolution shall be the School Service Fund Appropriations of the Owosso Public Schools for the fiscal year ending June 30, 2023. A resolution to make appropriations, to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by the Owosso Public Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the School Service Fund of the Owosso Public Schools for the fiscal year ending June 30, 2023 is as follows:

Revenue:	
Local	\$123,403
State	66,798
Federal	1,644,632
Incoming Transfers & Other Transactions	0
Total Revenue	<u>\$1,834,833</u>
Audited Fund Balance, July 1, 2022	\$124,340
Less Appropriated Fund Balance	0
Fund Balance Available to appropriate	<u>\$124,340</u>
Total Available to appropriate	<u><u>\$1,959,173</u></u>

BE IT FURTHER RESOLVED, that \$1,841,708 of the total available to appropriate in the School Service Fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures	
Food Service	\$1,841,708
Total Appropriated	<u>\$1,841,708</u>
Estimated Ending Fund balance, June 30, 2023	<u>\$ 117,465</u>

BE IT FURTHER RESOLVED, that no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

BE IT FURTHER RESOLVED, that the Superintendent is hereby charged with general supervision of the execution of the budget adopted by the Board.

This appropriation resolution is to take effect immediately after adoption.

Ayes:

Nays:

Absent:

Motion Declared:

# For Information

# Personnel Update

**OWOSSO PUBLIC SCHOOLS  
Board of Education  
January 25, 2023  
Report 22-89**

**FOR INFORMATION**

Subject:  
Personnel Update

**Accepted Positions**

**Resignations**

Madalyn Patrix, Food Service worker has resigned effective January 5, 2023

Mary Spencer, Food Service worker has resigned effective November 7, 2022