



OWOSSO PUBLIC SCHOOLS
Ready for the World

Board of Education Agenda

5:00 pm – OHS CTE Showcase

January 27, 2020

5:30 pm Regular Meeting

Owosso High School Media Center
765 E. North Street
Owosso, Michigan 48867

1. Call to Order

2. Pledge of Allegiance

3. Oath of Office

4. Election of Officers

- 5. Building Reports:**
Celebrate Kids! – Bryant Elementary
School Board Member Recognition Month
Owosso High School Career and Technical Education Showcase
Cayden Whiteherse – Board of Education Student Representative

- 6. Board Correspondence:**
Superintendent’s Report
Curriculum Director’s Report

7. Public Participation

8. For Action

Consent Agenda:		
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9. For Future Action

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Audio System Recommendation – Bond Purchase-----	Report 19-188	Page 95
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10. For Information

▪ Personnel Update-----

11. Public Participation

12. Board Reports: Board Member Comments/Updates

13. Upcoming Board Meeting Dates:

February 10: Board Committee of the Whole Meeting, 5:30 pm

February 24: Regular Board Meeting, 5:30 pm

Important Upcoming Dates:

January 31: LHS Community Breakfast, 7:30 am

January 31: MAAA State Volleyball Tournament @ LHS Gym, 10 am – 2 pm

February 1: Drama Districts @ OHS, 9 am – 3 pm

February 5: OMS & OHS Drama Clubs MIFA Performance @ OMS Auditorium, 7 pm

February 8: District Band Solo & Ensemble

February 8: Drama Regionals, Holland

February 12: Pupil Count Day

February 14: Half Day for Students & Optional Teacher Work Day (PM)

February 14-15: Drama States

February 17: No School: President's Day

February 18: OMS Choir Concert, 7 pm

February 19: OHS Band Concert @ OMS, 7 pm

February 22: Jazz Band Dinner Dance @ D'Mar Banquet Facility, 6 pm

14. 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



OWOSSO PUBLIC SCHOOLS

Ready for the World

Public Participation at Board Meetings

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

BOARD GUARANTEE (Adopted May 2006)

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

Therefore, we guarantee that:

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

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

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

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

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

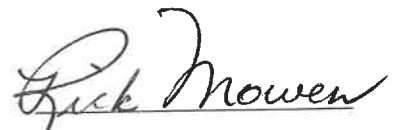
We will be enthusiastic and energetic in our support of the work in our schools by students, staff and volunteers. We will model this behavior by attending school sponsored events and working toward board certification through class work.

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

Timothy Jenc
President



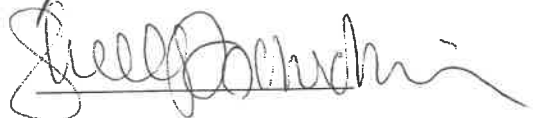
Rick Mowen
Vice-President



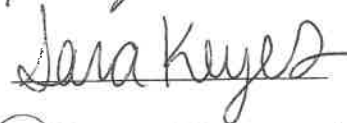
Marlene Webster
Treasurer



Shelly Ochodnicky
Secretary



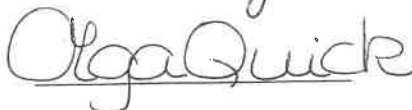
Sara Keyes
Trustee



Ty Krauss
Trustee



Olga Quick
Trustee



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



OWOSSO PUBLIC SCHOOLS

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
Board of Education Minutes
December 9, 2019
Report 19-157

1

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

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

Pledge of Allegiance

Building Reports

As part of the Celebrate Kids! segment of the meeting, Emerson Elementary Principal Jessica Anderson and students Amara Pakkala, Dreyden Smith, Nakita McGhee, Kayden Hanifan, and Bruce Hanifan shared details about the Notebook Mentors program that was started this year in honor of Dave Hoenshell. Mr. Hoenshell had a heart of gold and represented the true meaning of building relationships. Ms. Anderson thanked Dave's wife Sue; son Scott Hoenshell; and brother Terry Hoenshell for attending the meeting. Prior to his passing this past summer, Mr. Hoenshell was a recess aid/monitor at Emerson Elementary School and was gifted at working with students. Mrs. Pam Giffei, Student Facilitator explained that elementary students correspond with the high school mentors through writing in their notebooks. As a result, the program has helped boost the elementary student's morale. OHS Teacher Mrs. Jenelle Steele-Elkins explained that the mentor program was initially started about six years ago at the high school. Students anonymously mentored other students through the notebooks. After a period of time, the students approached Mrs. Steele-Elkins and stated that they felt it would be more beneficial if the program included younger students. Students in attendance at the meeting stated that they felt the program has helped them bond with each other and share issues that they have concerns with. The students also commented that they enjoy writing to each other and talk about their feelings.

Vice President Rick Mowen stated that he appreciated hearing the students express how much they like sharing their thoughts and feelings with their high school mentors and he is certain that the feelings are reciprocated.

Trustee Olga Quick commended the students for speaking about the Notebook Mentors program in front of a large crowd. She also applauded the adults that created the incredible program.

President Tim Jenc thanked the student presenters and commented that he is certain Dave Hoenshell is smiling down on them.

Superintendent Dr. Tuttle thanked the Hoenshell family and expressed appreciation for the parents that brought their children to the meeting.

Ms. Tricia Rogers, Vocal/Theater Performance Teacher at Owosso Middle School informed the Board that there is a wealth of talent in Owosso and several students are unable to take choir because of the many opportunities available to them during the school day. Last school year Ms. Rogers established an extra-curricular choir program that required students to participate in an audition. The program has been received well and expanded to approximately 30 students this year. The students meet twice a week after school. The students recently performed at the Festival of Trees and will also perform during an upcoming middle school choir concert. Ms. Rogers directed her students in a performance for the Board of Education. The student performers included Alice Banghart, Jacob Cummings, Gage Davis, Jenna Lang, Allison Martin, Ricardo Montenegro, Quinn Schemenauer, Olivia Scrimger, Sarina Shannon, Teresa Shaulis, Hayden Smith, Mackenzie Strauss, Madison Strauss, Robert Terry, Adin VanOver, Lexi Walter, Kara Yerrick, and Morgan Yerrick.

Superintendent Dr. Tuttle praised the middle choir students on their performance. She also thanked Ms. Rogers for establishing the program and giving students an opportunity to participate in the after school choir program. Superintendent Dr. Tuttle commented that Owosso Public Schools prides itself in being the District of opportunity.

Superintendent Dr. Tuttle recognized Bus Driver Joyce Malzahn on her retirement that will be effective on January 1, 2020. Mrs. Malzahn will be retiring after 25 years of service with the District. Mrs. Malzahn was unable to attend the meeting.

Board of Education Student Representative Cayden Whitehorse apologized for his late arrival and for missing the November 25th meeting.

Cayden Whiteherse reported that December is a busy month at Owosso High School with the kick-off of the canned food drive, fundraising events, Drama and Madrigal performances, winter athletic events, and other extra-curricular student activities. The Regional Honors Choir students participated in a Regional Choir competition over the past weekend and four students advanced to the State Honors Choir competition. Cayden invited the Board to the upcoming middle school and high school choir concerts that will feature Christmas music.

Cayden Whiteherse proudly announced that OHS senior Katie Clevenger earned fifth place in the State diving competition. The girls' varsity swim team earned 16th place in a relay competition. This was the first time in school history that the girls' varsity swim team had a relay advance to the second day of the competition.

Cayden Whiteherse informed the Board that Student Government plans to sell hot chocolate throughout the week in the commons with all proceeds going to the canned food drive. He announced that as of that day, the high school alone has raised approximately 10,000 pounds of food over the past month.

Cayden Whiteherse reported that Student Government recently made a decision to donate half of the proceeds from the winter dance back to the canned food drive. The dance will take place on January 24th following the boys' varsity basketball game and will be more casual than in previous years. The theme of the dance will be determined by the sophomore class who also won the Homecoming float contest.

Cayden Whiteherse explained that this school year all Student Government meetings are held during the lunch period. This allows more students an opportunity to participate in the meetings and voice their opinions.

Dr Dallas Lintner, Athletic Director introduced Katie Clevenger who was recently named an all-state diver for the second consecutive year by the Michigan High School Athletic Association. Katie recently signed her letter of intent to dive at Oakland University.

Mr. Kevin Lenkart, Director of Public Safety for the City of Owosso reported that on November 19, 2019 Owosso High School student Dakota Vincent suffered a medical emergency during school hours. OHS staff members Jeff Barter and Kim Venne immediately noticed Dakota's behavior and alerted staff who recognized that he was experiencing stroke like symptoms. The staff at OHS immediately called 911. First responders were alerted and arrived at the building in less than three minutes. The paramedics began stroke protocol on Dakota and notified Memorial Healthcare of the incident. The quick actions and protocols of Jeff Barter and Kim Venne allowed OHS staff, paramedics, and Memorial Healthcare staff to have a timeline of what occurred. Their heroic actions resulted in a positive outcome for Dakota. Chief Lenkart introduced Paramedics Brian Matthies, Dan Laknen, and Matt Harvey who have participated in ongoing critical care and advanced stroke training for first responders through Memorial Healthcare. On behalf of the City of Owosso, Chief Lenkart presented Jeff Barter and Kim Venne an award for their outstanding public service. Mr. Jeff Phillips and his staff were also thanked for their team effort and assistance with Dakota's medical emergency.

Rebecca Hackenberg of Memorial Healthcare informed the Board that their stroke program is a team effort through EMS, Emergency Department staff, doctors, lab technicians, and radiology technicians. Through EMS staff's quick neurological assessment of Dakota on the day of his emergency and notifying the hospital to activate their stroke alert, this enabled Memorial Healthcare to get all of their resources to the emergency department. The entire process would not have been possible without a team effort and everyone working together.

Superintendent Dr. Tuttle commented that she is very pleased to have Dakota in attendance at the meeting and at nearly a 100% recovery rate. She also expressed her gratitude for Jeff Barter, Kim Venne, the paramedics, and Memorial Healthcare on a job well done.

Board Correspondence

Superintendent Dr. Andrea Tuttle reported that Owosso High School students auditioned at the Regional Honors Choir over the weekend. Alex Elford, Kenny Hickmott, Tyler Hoag, and Wes LaVigne advanced to the prestigious MSVMA State Honors Choir and were selected for the TTBB (tenor, tenor, bass, bass) Choir. The students will perform in conjunction with the Michigan Music Conference in January. Superintendent Dr. Tuttle remarked that this is an impressive honor for these very talented students

Superintendent Dr. Tuttle thanked Secretary Shelly Ochodnicky, Treasurer Marlene Webster, Trustee Olga Quick and her fellow door greeter, Vice President Rick Mowen for attending the annual Senior Citizen Breakfast. She stated that it is such a joy to host this event that is made possible by members of the food staff, custodians, maintenance workers, band directors, Owosso High School choir, culinary arts students and Chef Poyner, and the art department for the student created placemats. Community Education Director Jessica Thompson was applauded for organizing the event and managing the over 300 rsvp's.

Superintendent Dr. Tuttle stated that there have been numerous student performances in celebration of the Christmas season in all buildings and at all grade levels.

Superintendent Dr. Tuttle reported that bond work at the secondary campus is still on schedule pending any unforeseen issues. She remarked that she remains optimistic about the middle school students moving to the campus and having all grades 6-12 students in the building with the start of the 2020-2021 school year. Additionally, road work is scheduled for North Street beginning in May 2020, which will result in traffic congestion in front of the secondary campus.

Superintendent Dr. Tuttle informed the Board that the District is working with Community Housing Network (CHN) on negotiating a purchase agreement for the middle school. It is her goal to present the Board with a purchase agreement for the property at the January 27, 2020 Board meeting.

Superintendent Dr. Tuttle stated that for the second consecutive year, an SAT prep was hosted at the middle school with the goal of preparing students for this assessment. Out of the approximately 200 Shiawassee County eighth grade students that took the SAT assessment, 60 were from Owosso Public Schools. The assessment determines which students qualify for the esteemed Cook Family Foundation and Shiawassee Scholars program.

Superintendent Dr. Tuttle commented that she believes it is important for the public to be aware of how much the District's buildings, students, and staff do for the community. The District greatly appreciates all that the community does to support the Owosso Public Schools. Superintendent Dr. Tuttle announced that all District buildings are participating in Toys for Tots. District buildings also took part in Giving Tuesday and collected approximately \$450, which will be donated to participating local non-profit organizations. Each building has Clothes Closets that provide needy students with hats, coats, and gloves. Staff at the Owosso Middle School donated enough money to provide 29 full turkey dinners (\$35 each) to families. They also adopted 25 students through the adopt a family fundraiser, which equated to approximately \$1,000. On November 26th Lincoln staff members and students participated in the LHS Day of Respect. Lincoln students are also volunteering as mentors at Bentley Bright Beginnings. Office staff at Owosso High School have adopted families. The students of OHS have initiated events that will garner money for the canned food drive. Administration office staff members at the Washington Campus adopted Lincoln High School students and have purchased Christmas gifts for them. Emerson Elementary staff garnered funds during their Turkey Trivia Night that allowed them the ability to provide eight turkey dinners. The building also has a virtual giving tree that provides clothes and presents to eight of their students. The Emerson staff has cooked on three separate Sundays for the Homeless Shelter. Additionally, Emerson's student council has made blankets for those in need. The Bryant Elementary staff in collaboration with Woodard Station donated 13 turkey dinners to Bryant families. Bryant staff selected 60 students that will be their special dinner guests, receive gifts, and complete a craft project at D'Mar. Sherriff Begole has adopted a Bryant family. Calvary Baptist Church adopted 16 families from Bryant. The Sawdust Santa organization adopted seven Bryant families and will provide gifts for 22 children. The staff at Bryant contributed \$85 for the Owosso Cares Backpack program and donated \$325 to the Owosso Cares Food Drive. Additionally, Bryant's student council will be making blankets for foster children in the community and are collecting funds for the Homeless Angels. The staff at Central Elementary School have also adopted families. Mrs. Miculka's first grade classroom adopted two families. Central's kindergarten students visit the long-term residents at the hospital every other week. The third grade kindness project has kicked off at Central with more than 60 individual kindness projects for the Homeless Angels. The students at Central are continuing with their weekly reading buddies visits to Oliver Woods. Central's fourth grade students also sang Christmas carols during a visit to Kiwanis Village. The students of Bentley Bright Beginnings Early Childhood Center are working on their goal of donating 600 canned goods to the canned food drive.

Superintendent Dr. Tuttle remarked that in addition to educating, keeping kids safe, athletics, and extra-curriculars; the staff, students, and families of Owosso Public Schools work together to support each other.

Curriculum Director Steve Brooks reported that six elementary teachers recently completed 24 hours of Advanced Math Recovery (AVMR). This training provides teachers with a better understanding of math concepts and specific strategies on early number sense. Ten teachers will be attending AVMR2 training early in 2020. The AVMR training is very extensive and requires teachers to complete homework after their training sessions.

Curriculum Director Steve Brooks informed the Board that the District continues to provide new teacher orientation for its newest educators. A follow-up session will occur with elementary teachers on December 10th to review approaches that are going well and areas of difficulty. This training has already been completed with secondary teachers. Mr. Brooks remarked that he is very proud that the District supports teachers with this specific training.

Curriculum Director Steve Brooks stated that a theater coach has been working with staff from the Owosso High School English department. The theater coach has been teaching this group drama techniques that will be incorporated into the English curriculum. This is already being incorporated into the 9th and 10th grade literature classes this year as an enhancement. Mr. Brooks commended the teachers for taking a risk and providing this to students.

Curriculum Director Steve Brooks reported that IB units are being rewritten by teachers in grades 6-10.

Curriculum Director Steve Brooks announced that during the past week, the school accountability index was released. He pointed out that Owosso Public Schools continues to do well in student growth, which he is very proud of. When comparing the District to schools in the surrounding area and including some of similar size in Genesee County, OPS is far superior.

Public Participation

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

There were no comments from the meeting's audience.

For Action

- Moved by Mowen, supported by Ochodnický to approve the November 25, 2019 regular meeting minutes, November 25, 2019 closed session minutes, current bills, and financials as presented. Motion carried unanimously.
- Moved by Ochodnický, supported by Mowen to approve the course listings presented for the Middle School, High School, and Lincoln High School for the 2019-20 school year. Motion carried unanimously.
- Moved by Quick, supported by Mowen to authorize the purchase of internal signage from Shattuck Advertising in an amount not to exceed \$24,300.29 including alternates for Unit B signs and directional signs. Motion carried unanimously.
- Moved by Mowen, supported by Krauss to adopt the evaluation for Superintendent Dr. Andrea Tuttle biennially as opposed to an annual evaluation effective with the 2019-2020 school year. This is based upon Dr. Tuttle receiving highly effective educator effectiveness ratings consecutively for 2012-2013 through the 2018-2019 school years. In addition, resolve that the Board of Education extend the Superintendent's contract one year to be employed under a five-year contract from July 1, 2020 through June 30, 2025. Secretary Ochodnický remarked that she feels Dr. Tuttle has created a cohesive relationship with the Board and administrative team. Dr. Tuttle and her team's leadership with the bond, use of tax payer dollars, and ensuring that the bond construction is being done correctly is appreciated. Secretary Ochodnický stated that she supports moving forward with a highly effective evaluation for Dr. Tuttle. President Tim Jenc echoed Mrs. Ochodnický's remarks. He added that great leaders surround themselves with great teams. Owosso Public Schools is very fortunate to have Dr. Tuttle, the administrative team, teaching staff, and a Board of Education that he is proud to serve with. President Jenc stated that Dr. Tuttle has a five-year contract and he is happy to add an additional year to her rolling contract. Secretary Ochodnický commented that when she attends meetings and conferences throughout the state with other Board members, she is often reminded of how lucky OPS is to have a Superintendent of Dr. Tuttle's caliber. Trustee Olga Quick remarked that she has spent a lot of time with Dr. Tuttle over the past year and she admires her abilities and what she has learned from her in a short period of time. Trustee Quick stated that prior to becoming a Board member she lacked an understanding behind the logic of a rolling contract and wondered if Dr. Tuttle has an opportunity to talk about her contract with the Board. President Jenc informed Trustee Quick that Dr. Tuttle meets with the Executive Board (President Jenc, Vice President Mowen, and Treasurer Webster) to discuss her contract and any concerns she may have in regards to her contract. President Jenc explained that it is the Board's intention to ensure that Dr. Tuttle feels secure in her position and the rolling contract provides that security. He also stated that Superintendent vacancies have become difficult to fill and many are leaving these positions. Secretary Ochodnický commented that Dr. Tuttle was initially placed on a three-year rolling contract, but after receiving highly effective evaluations consecutively, the Board collectively decided to change this to a five-year rolling contract, which is not an uncommon practice. Trustee Quick commented that the Board has not discussed the contract and asked if it has been reviewed by Dr. Tuttle and the Board. President Jenc responded that Dr. Tuttle's contract has been shared with the Board and Dr. Tuttle. The Board met in closed session on November 25, 2019 for the purpose of discussing Dr. Tuttle's contract. Trustee Quick commented that she has seen the contract and wondered if Dr. Tuttle is able to request changes or a review of specific areas to the contract. President Jenc

informed Trustee Quick that because Dr. Tuttle has been highly effective, a review of her contract did not take place. Additionally, the Board agreed to a biennial evaluation for the current year. Trustee Ty Krauss voiced his support of Dr. Tuttle and thanked her for her commitment to Owosso Public Schools. He stated that she does a fantastic job. Secretary Ochodnický conducted a roll call vote. Ayes: Quick, Ochodnický, Mowen, Jenc, and Krauss. Nays: none. Motion carried unanimously. Superintendent Dr. Tuttle stated that she feels extremely fortunate to work with the current Board of Education and her administrative team. She remarked that we all have options in this world, but she chooses to stay in the District because of the Board and administrators. She stated that she also feels extremely fortunate to have her children in the District. She is pleased to work in the District because of the professionalism that is displayed and where OPS is headed. She thanked the Board of Education for allowing her the ability to do her job. Vice President Rick Mowen commented that he has served on the Board for several years and believes that Owosso Public Schools would not be in the financial position it is in today without Dr. Tuttle's leadership.

- Moved by Quick, supported by Ochodnický to authorize district personnel to proceed with issuing purchase orders for furniture purchases for the secondary campus for the remaining areas at the 6-12 campus as construction is completed with a target date of August 2020 in an amount not to exceed \$640,000 including general allowances for items that must be directly purchased by the District. Secretary Ochodnický conducted a roll call vote. Ayes: Quick, Ochodnický, Mowen, Jenc, and Krauss. Nays: none. Motion carried unanimously.

For Future Action

- The Board of Education will be asked to approve the contract with Clark Construction Management, as presented, for retention of their services for the Sinking Fund Project Administration for the roofing project at the Owosso High School slated for spring/summer of 2020. Clark Construction will be providing the oversight on the secondary campus roofing bond project. The additional sinking fund roofing project at the secondary campus will be performed by the same contractor and therefore, in order to achieve consistency in oversight it is deemed prudent to retain the services of Clark Construction for this portion of the roof as well.
- The Board of Education will be asked to approve the out-of-state travel for approximately 54 Owosso High School 9th-12 grade Choir students, teacher Jessica Nieuwkoop, and chaperones on a trip to New York City, NY March 11-14, 2020.
- The Board of Education will be asked to authorize the Superintendent to enter into a three-year fair market value lease agreement or the purchase of two new or used buses.

For Information

Superintendent Dr. Tuttle reported that Jessica Lynch has accepted the Monitor position at Bryant Elementary. Joyce Malzahn, Bus Driver, has submitted her letter of retirement effective January 1, 2020 after 25 years of service with the District.

Public Participation

There were no comments from the meeting's audience.

Board Member Comments/Updates

Trustee Ty Krauss expressed his sincere appreciation for the Christmas gifts. He thanked the students, staff and administrators of OPS and remarked that every year the gifts are bigger and better. He wished everyone a Merry Christmas.

President Tim Jenc commented that it is so much fun to go home after the meeting and open the gifts that the Board receives.

President Tim Jenc referenced an email from Darrick Huff of Spicer expressing their continued support of the District. Mr. Jenc commented that it was a heartfelt email that was greatly appreciated.

President Tim Jenc remarked that about a year and a half ago, there was controversy and misunderstandings in regards to what some people in the community perceived as an elimination of the middle school choir program. He stated that choir was not eliminated and praised the middle school choir students on their awesome performance at the beginning of the meeting. Mr. Jenc's also praised the Notebook Mentor program that was also shared with the Board during the Celebrate Kids! segment of the meeting.

Vice President Rick Mowen stated that he thinks it is awesome that all students can audition for the middle school's after school choir program. He commented that the program reflects very well on the District and the instructor.

Vice President Rick Mowen referenced the ABC Channel 12 early morning pep assembly that kicked off the canned food drive and remarked that it is great to see the student participation. He stated that the Channel 12 newscasters made a special point of praising the students and community on the amount of food that is donated.

Vice President Rick Mowen praised the District, staff and students for giving back to the community and the numerous donations to those in need without expecting anything in return.

Vice President Rick Mowen applauded Curriculum Director Steve Brooks for providing ongoing support to new teachers.

Vice President Rick Mowen also thanked everyone for the wonderful Christmas gifts. He wished everyone a very Merry Christmas.

Secretary Shelly Ochodnicki commented that the students and staff of Owosso Public Schools have been wonderful supporting the Homeless Angels. She reported that Homeless Angels have housed seven students from the District since October 19, 2020. Mrs. Ochodnicki expressed her appreciation for the continued support that the District provides to the Homeless Angels.

Secretary Shelly Ochodnicki stated that one her favorite events is the Senior Citizen Breakfast. Jessica Thompson was thanked for putting on this great event.

Trustee Olga Quick commented that she continues to be impressed with the District and how blessed the Board is to be a part of all the great things that are happening. She expressed her gratitude for Mr. Jeff Barter and Mrs. Kim Venne for their quick actions that resulted in a positive outcome for Dakota Vincent during his medical emergency.

Trustee Olga Quick remarked that the Senior Citizen Breakfast was incredible. Jessica Thompson was praised for organizing the event.

Trustee Olga Quick thanked everyone for the wonderful Christmas gifts. She wished everyone a Merry Christmas and a Happy New Year.

Upcoming Board Meeting Dates:

January 13: Board Committee of the Whole Meeting, 5:30 pm

January 27: Regular Board Meeting, 5:30 pm

Important Upcoming Dates:

December 10: OMS Choir Holiday Concert, 7 pm

December 12: OHS Choir Concert at OMS, 7 pm

December 13: Emerson Christmas Caroling, 6:30 pm

December 20: Half Day for All Students: Teacher Work Day

December 23-January 3: No School: Holiday Recess

January 6: School Resumes

January 15: LHS Parent/Teacher Conferences, 5:30 pm

January 18: Snow Globe at OHS

January 21: OHS Oscars, 7 pm

January 25: OHS Winter Formal, 7 pm

Adjournment

Moved by Ochodnicki, supported by Mowen to adjourn at 6:51 pm. Motion carried unanimously.

Minutes recorded by Clara Pitt

Respectfully submitted,

Shelly Ochodnicki, Secretary

OWOSSO PUBLIC SCHOOLS
Board of Education Committee of the Whole Meeting Minutes
January 13, 2020
Report 19-158

President Jenc called the Board of Education Committee of the Whole Meeting to order at 5:30 pm. The meeting was held at the Owosso High School, 765 E. North Street, Owosso, MI 48867.

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

Public Participation

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

There were no comments from the public.

Tour Facility

Superintendent Dr. Tuttle gave the Board of Education a tour of the high school and the new construction that has been completed to date. After completing the tour, the Board reconvened in one of the new classrooms.

Middle School Purchase Agreement

Superintendent Dr. Tuttle shared the middle school purchase agreement that has been proposed from Community Housing Network (CHN). It has been discovered that the Northwest portion of the property is on a 100-year floodplain which has become an issue. The installation of a seawall to redirect the water flow is a possible solution; however, the redirection of the water flow will cause issues elsewhere and needs to be addressed. CHN may have to postpone submitting their application for MSHDA grants until this is resolved. There is also a possibility that MSHDA would allow moving forward knowing that the floodplain issue will be addressed.

Important Upcoming Dates

- State Superintendent's Visit: Superintendent Dr. Tuttle announced that State Superintendent Dr. Michael Rice plans to visit the District on Friday, January 17th. A schedule of his visit was shared with the Board. Dr. Tuttle stated that Dr. Rice has very high standards and she is very excited to have him at the helm. She stated that it is her intention to provide Dr. Rice with a unique perspective of the District during his visit.
- January 27th Board Meeting: Superintendent Dr. Tuttle reminded the Board that the organizational meeting will occur during the January 27th Board meeting.
- Kindergarten Registration: Superintendent Dr. Tuttle explained that kindergarten registration is one of the bigger events to occur in the District each year. The theme for this year's kindergarten registration is "The Ingredients for Success are ALL IN Owosso's Kindergarten Program!" Steve Brooks and Jessica Thompson are working on the creation of a video that will be utilized as a promotional tool on the District's webpage, during registration, etc.
- State of the District Address: The Board was invited to Dr. Tuttle's annual State of the District address on March 4th at 2:30 pm. The Teacher of the Year and Staff Person of the Year will be announced during the address.

Proposed Board Policy 5330.02 – Opioid Antagonists

Superintendent Dr. Tuttle informed the Board that Board Policy 5330.02 will be presented as a first reading at the January 27th Board meeting. The policy will allow the District to purchase opioid antagonists (Narcan) and administer to an individual that is experiencing an opioid-related overdose. She stated that the District's Liaison Officers currently carry Narcan.

GST Michigan Works!

Superintendent Dr. Tuttle stated that during the January 27th meeting the Board will be presented with the Michigan Works contract. This agreement provides on-the-job training and assist the participant in attaining knowledge and skills essential to the job outlined in the training plan. It is determined that the occupation(s) in which training is proposed is a demand occupation in the local labor market. GST will provide payment of extraordinary training costs on the basis outlined in the Training Plan. Payment shall be made according to the provisions agreed upon in the payment schedule. This amount shall not exceed 50/75% of the regular wages, not exceeding the wage cap paid during the training period, as supported by the employer's monthly time and attendance records and payroll records.

2020-2021 Calendar and Professional Development

- First Day of School: September 8, 2020
- Christmas Break: December 21, 2020 to January 1, 2021
- Spring Break: March 29, 2021 to April 2, 2021

Superintendent Dr. Tuttle shared the above dates with the Board. She explained that the delayed start of school for the 2020-2021 school year will benefit the construction schedule for the secondary campus. The City of Owosso plans to begin the reconstruction of North Street in May 2020. It expected that this street project will be completed by the middle to end of September 2020. During this time, traffic will be redirected to the Middleton Road access and the road to the baseball fields. Christmas break and spring break are consistent county-wide. The balance of the 2020-2021 school calendar will be determined during negotiations.

Superintendent Dr. Tuttle explained that the state is now allowing school districts to count professional development days. A district may count up to 38 hours of qualifying PD time for teachers as hours of pupil instruction if all requirements are satisfied. She stated that for this year only, she would like to count PD as student contact time. The 2020-2021 calendar of PD events will be discussed further during negotiations.

Curriculum

Curriculum Director Steve Brooks informed the Board that he has been working on preparing and collecting health related materials for the upcoming Health Advisory Board (HAB) meeting. The state requires this committee to meet every two years with a committee consisting of clergy, administrators, Board members, teachers, students, health professionals, and parents. This committee will charge the District with collecting health related data. Mr. Brooks explained that his role is to inform the committee of state requirements and what is allowed and/or not allowed to be taught using guidelines from the Michigan Health Model curriculum. The HAB will report back to the Board of Education on recommendations, strategies, and improvements to the curriculum. Mr. Brooks remarked that sex education can be quite controversial and there are two types of curriculum which can be taught: abstinence only and abstinence based. He stated that the OPS curriculum is abstinence based. The first HAB meeting of the school year will be held on January 15th. Mr. Brooks explained that anytime there are changes to the Michigan Health Model, a meeting must be held. Changes to the curriculum in regards to opioids prompted the meeting.

Curriculum Director Steve Brooks reported that he is working with a video company on a series of short video clips highlighting the District and its programs. The intent of the video is to promote Owosso Public Schools.

Budget

Julie Omer, Chief Financial Officer announced that budget revision I will be shared during the January 27th Board meeting.

Bond Budget

Superintendent Dr. Tuttle shared an update on the bond budget.

Round Table

Trustee Olga Quick stated that she assisted at the high school on January 6th with the new student lockers. She remarked that it was a lot of fun and she was amazed with how efficient the process went. She was especially impressed with the staff and their willingness to help the students.

Trustee Sara Keyes remarked that it is very nice and exciting to see everything come together at the high school.

Secretary Shelly Ochodnický stated that she was able to help with the kindergarten pancake breakfast at Central before Christmas break. It was a fun event and great to be in the building.

President Tim Jenc commented that the tour of the new construction at the high school was impressive. He stated that the industrial ceilings are great and he is impressed every time he comes into the building.

President Tim Jenc reminded the Board that the Snow Globe Classic special Olympics basketball game is scheduled for Saturday, January 18 in the OHS gym.

Trustee Ty Krauss stated that the new construction looks great and he is very impressed.

Vice President Rick Mowen commented that this was the first time he has toured the new construction at the secondary campus and he is amazed at how well everything is coming together. The additions blend in very well with the existing building.

Vice President Rick Mowen stated that it is obvious how much the OPS staff cares about students. He shared a conversation he recently had with a man that was a substitute at the middle school and how much admiration the man had for Dr. Dallas Lintner.

Secretary Shelly Ochodnický reported that the Homeless Angels Shelter has been able to place 15 people into housing since October 2019. Some of these people are OPS students. She remarked that this is so exciting. She is very proud of how much the community has supported the shelter.

Adjournment

The meeting was adjourned at 7:02 pm

Minutes recorded by Clara Pitt

Respectfully submitted,

Shelly Ochodnický, Secretary

OWOSSO PUBLIC SCHOOLS
EXPENDITURE REPORT
12/2/2019-1/19/2020
REPORT 19-159

CHECK RUN ACTIVITY BY FUND

GENERAL FUND	\$629,599.30
SERVICE FUND	\$64,652.00
SINKING FUND	\$0.00
CAPITAL PROJECTS - BOND FUND	\$4,037,414.58
CAPITAL PROJECTS - COOK FAMILY FOUNDATION	\$0.00

CHECK RUN TOTAL \$4,731,665.88

CREDIT CARD ACTIVITY BY FUND (12/03-1/04/2020)*

GENERAL FUND	\$ 16,141.79
SERVICE FUND	\$ 515.60
ORGANIZATIONAL FUND	\$ 2,129.58

* Not through statement close date due to shortened report period

CREDIT CARD TOTAL \$ 18,786.97

GORDON FOOD SERVICE ACTIVITY (SERVICE FUND)

ELECTRONIC FUNDS TRANSFER -12/3/2019	\$ 42,540.35
ELECTRONIC FUNDS TRANSFER -12/10/2019	\$ 24,360.46
ELECTRONIC FUNDS TRANSFER -12/17/2019	\$ 15,380.02
ELECTRONIC FUNDS TRANSFER -1/02/2020	\$ 24,699.06

DIRECT DRAW FROM BANK ACCOUNT

\$ 106,979.89

PAYROLL (#12) 12/06/2019	\$ 845,301.78
PAYROLL (#13) 12/20/2019	\$ 847,248.05
PAYROLL (#14) - 1/03/2020	\$ 790,254.40
PAYROLL (#15) - 1/17/2020	\$ 782,032.53
STABILIZATION - 12/04/2019	\$ 368,419.76
STABILIZATION - 1/06/2020	\$ 184,209.87
	<u>\$ 3,817,466.39</u>

GRAND TOTAL

\$ 8,674,899.13

Detailed payment information can be obtained from the Chief Financial Officer, Julie Omer, by calling (989) 723-8131 or by mailing a written request to Owosso Public Schools, P.O. Box 340, 645 Alger Street, Owosso, MI 48867

Check Register for Bank Account ID CHEM1

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From 12/02/2019 to 01/19/2020

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
101164	12/05/2019	1 Comp	Cleared	12/31/2019 008620 ASSETGENIE, INC.	ADM/STINSON/KEYBOARDS	779.00
101165	12/05/2019	1 Comp	Void	12/17/2019 001363 C & S MOTORS INC.	TRANS/SECOR/PARTS	32.54
101166	12/05/2019	1 Comp	Cleared	12/31/2019 008872 CATHOLIC DIOCESE OF LANSING	ST PAUL CONF REGISTRATION	1,215.00
101167	12/05/2019	1 Comp	Cleared	12/31/2019 001020 CHREST SUPPLY COMPANY	OPER/KLAPKO/PLUMBING SUPP	126.58
101168	12/05/2019	1 Comp	Cleared	12/31/2019 007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	163.30
101169	12/05/2019	1 Comp	Cleared	12/31/2019 008849 COHOON, TAMMY	OPER/COHOON/MILEAGE	60.33
101170	12/05/2019	1 Comp	Cleared	12/31/2019 100455 D & G EQUIPMENT INC.	OPER/KLAPKO/WHEEL KIT	133.92
101171	12/05/2019	1 Comp	Cleared	12/31/2019 005924 DELUX TROPHIES	BR/COLLISON/DOOR SIGNS	96.72
101172	12/05/2019	1 Comp	Cleared	12/31/2019 007248 FIRST	#5260 FIRST ROBOTICS COMP	2,805.00
101173	12/05/2019	1 Comp	Cleared	12/31/2019 102363 GRAHAM, TERESA	MS/GRAHAM/SUPPLIES	54.90
101174	12/05/2019	1 Comp	Cleared	12/31/2019 000070 H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/CUSTODIAL SUPP	83.50
101175	12/05/2019	1 Comp	Cleared	12/31/2019 006632 HAMMOND, PENNY	HS/HAMMOND/CONF REIMBURSEM	53.49
101176	12/05/2019	1 Comp	Cleared	12/31/2019 002973 HANKERD SPORTSWEAR	ADM/TUTTLE/SUPPLIES	35.00
101177	12/05/2019	1 Comp	Cleared	12/31/2019 002810 HI-QUALITY GLASS	OPER/KLAPKO/GLASS REMOVAL	100.00
101178	12/05/2019	1 Comp	Cleared	12/31/2019 005929 IRELAN, STEVE	LHS/IRELAN/SUPPLIES	82.66
101179	12/05/2019	1 Comp	Cleared	12/31/2019 008359 KINECT ENERGY INC.	MONTHLY ENERGY MGT FEE	315.00
101180	12/05/2019	1 Comp	Cleared	12/31/2019 007104 KLAPKO, JOHN	OPER/KLAPKO/MILEAGE	97.59
101181	12/05/2019	1 Comp	Cleared	12/31/2019 102408 LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/CUSTODIAL SUPP	684.66
101182	12/05/2019	1 Comp	Open	004187 MASON PUBLIC SCHOOLS	ATH/SMITH/12-14 SWIM ENTRY	150.00
101183	12/05/2019	1 Comp	Cleared	12/31/2019 003660 MEDLER ELECTRIC COMPANY	OPER/KLAPKO/ELECTRICAL SUP	191.28
101184	12/05/2019	1 Comp	Open	002224 MHSBCA	HS/MOORE/DUES	30.00
101185	12/05/2019	1 Comp	Cleared	12/31/2019 001902 MHSSCA	ATH/SMITH/DUES	60.00
101186	12/05/2019	1 Comp	Cleared	12/31/2019 100496 MICHALEC, KAREN	MS/MICHALEC/SUPPLIES	52.96
101187	12/05/2019	1 Comp	Cleared	12/31/2019 007158 MOMAR, INCORPORATED	OPER/KLAPKO/BOILER AGREEME	327.00
101188	12/05/2019	1 Comp	Cleared	12/31/2019 002743 MORRICE AREA SCHOOLS	CONF REG KAREN MICHALEC	110.00
101189	12/05/2019	1 Comp	Cleared	12/31/2019 100396 NORTH AMERICAN OVERHEAD DOOR	OPER/KLAPKO/DOOR REPAIR	1,839.60
101190	12/05/2019	1 Comp	Cleared	12/31/2019 100001 OFFICE DEPOT INC.	ADM/SMITH/SUPPLIES	147.81
101191	12/05/2019	1 Comp	Cleared	12/31/2019 004600 OPS FOOD SERVICE FUND	BR/COLLISON/VETERANS DAY	217.05
101192	12/05/2019	1 Comp	Cleared	12/31/2019 007851 OREILLY AUTO PARTS	OPER/KLAPKO/SUPPLIES	28.96
101193	12/05/2019	1 Comp	Cleared	12/31/2019 004652 PCMI - WEST	ATH/LINTNER/FALL COACHES	22,620.92
101194	12/05/2019	1 Comp	Cleared	12/31/2019 008363 PELECH, TONIA	OPER/PELECH/MILEAGE	16.60
101195	12/05/2019	1 Comp	Cleared	12/31/2019 100135 QUILL CORPORATION	ALT/PARSONS/SUPPLIES	118.19
101196	12/05/2019	1 Comp	Cleared	12/31/2019 002774 R. H. MEIHLS & ASSOCIATES	MS/MCCLUNG/POSTCARDS	65.00
101197	12/05/2019	1 Comp	Cleared	12/31/2019 005420 SCHOOL SPECIALTY INC.	OHS/COLLINS/SUPPLIES	813.80
101198	12/05/2019	1 Comp	Open	008871 SHAHEEN, MARK	ADM/BROOKS/11-26 PD	300.00
101199	12/05/2019	1 Comp	Cleared	12/31/2019 005610 SHIAWASSEE COUNTY HEALTH DEPT.	LHS PART TIME NURSE	6,500.00
101200	12/05/2019	1 Comp	Cleared	12/31/2019 005625 SHIAWASSEE RESD	CONF REGISTRATIONS	300.00
101201	12/05/2019	1 Comp	Cleared	12/31/2019 006585 SIGNATURE FORD	MAINT/KLAPKO/TRUCK-BD APP	27,458.00
101202	12/05/2019	1 Comp	Cleared	12/31/2019 002074 SMILE MAKERS	EM/NIDEFSKI/HOLDER& SET	83.94
101203	12/05/2019	1 Comp	Cleared	12/31/2019 008301 STINSON, GUNNAR	ADM/STINSON/MILEAGE	51.89
101204	12/05/2019	1 Comp	Cleared	12/31/2019 008614 SUMMER INSPIRATIONS INC.	MS/MICHALEC/SHIRTS	921.00
101205	12/05/2019	1 Comp	Cleared	12/31/2019 002623 TASC-CLIENT INVOICES	12/1-12/31/19 ADMIN FEE	371.42
101206	12/05/2019	1 Comp	Cleared	12/31/2019 006230 THRUN LAW FIRM, P.C.	NOV LEGAL SERVICES	1,104.00
101207	12/05/2019	1 Comp	Cleared	12/31/2019 008873 VETCON DOOR SYSTEMS	OPER/KLAPKO/DOOR TRACK REP	462.00
101208	12/05/2019	1 Comp	Cleared	12/31/2019 006511 WASTE MANAGEMENT OF FLINT	UTIL/TRASH SVC/DEC 2019	2,468.70
101209	12/05/2019	1 Comp	Cleared	12/31/2019 007985 WATSON, JOE	ADM/WATSON/MILEAGE	136.05
101210	12/12/2019	1 Comp	Cleared	12/31/2019 001178 ADVANCE AUTO PARTS	OPER/KLAPKO/REPAIR PARTS	53.44
101211	12/12/2019	1 Comp	Cleared	12/31/2019 000240 AMERICAN SPEEDY PRINTING CENTERS	BR/LAMAY/EXHIBITION	72.00
101212	12/12/2019	1 Comp	Cleared	12/31/2019 000300 ARGUS-PRESS CO.	ADM/TUTTLE/SUBSCRIPTION	3,582.00
101213	12/12/2019	1 Comp	Cleared	12/31/2019 101431 BCAM	ATH/SMITH/COACHES DUES	40.00
101214	12/12/2019	1 Comp	Cleared	12/31/2019 100938 BRUCKMAN'S MOVING & STORAGE	OPER/KLAPKO/BOXES	500.00
101215	12/12/2019	1 Comp	Cleared	12/31/2019 001363 C & S MOTORS INC.	TRANS/SECOR/BUS REPAIR	4,673.80
101216	12/12/2019	1 Comp	Cleared	12/31/2019 006077 CHERYL LYNN BARTON	COMM ED INSTRUCTOR FMT	720.00
101217	12/12/2019	1 Comp	Cleared	12/31/2019 007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	81.65

Check Register for Bank Account ID CHEM1

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From 12/02/2019 to 01/19/2020

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
101218	12/12/2019	1 Comp	Cleared	12/31/2019 008635 COLONY HARDWARE CORP.	OPER/KLAPKO/FENCE POSTS	816.44
101219	12/12/2019	1 Comp	Cleared	12/31/2019 001202 CONSUMERS ENERGY	UTIL/GAS&ELEC/NOV 2019	44,157.71
101220	12/12/2019	1 Comp	Cleared	12/31/2019 100455 D & G EQUIPMENT INC.	OPER/KLAPKO/PLOW	6,415.00
101221	12/12/2019	1 Comp	Cleared	12/31/2019 002390 GILBERT'S DO IT BEST HARDWARE	OPER/KLAPKO/SUPPLIES	1,231.52
101222	12/12/2019	1 Comp	Cleared	12/31/2019 002962 INDUSTRIAL SUPPLY OF OWOSSO INC.	OPER/KLAPKO/FLEX BELTS	33.60
101223	12/12/2019	1 Comp	Cleared	12/31/2019 008220 J & H OIL CO.	TRANS/SECOR/FUEL	8,777.24
101224	12/12/2019	1 Comp	Cleared	12/31/2019 003168 JAMES, VALERIE	MS/JAMES/SUPPLIES	99.75
101225	12/12/2019	1 Comp	Cleared	12/31/2019 001884 JONES SCHOOL SUPPLY	BR/COLLISON/RIBBONS	336.00
101226	12/12/2019	1 Comp	Cleared	12/31/2019 006244 JUNIOR LIBRARY GUILD	BR/COLLISON/BOOKS	734.70
101227	12/12/2019	1 Comp	Cleared	12/31/2019 001566 LAB, FRED	OPER/LAB/SUPPLIES	53.96
101228	12/12/2019	1 Comp	Cleared	12/31/2019 102408 LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/PAD RETAINER	32.25
101229	12/12/2019	1 Comp	Cleared	12/31/2019 003448 LOCKER ROOM & TROPHY PLACE	ADM/PITT/RETIREMENT AWARD	42.50
101230	12/12/2019	1 Comp	Cleared	12/31/2019 008805 MANTIS PEST MANAGEMENT SVC LLC	OPER/KLAPKO/DEC PEST MGT	742.00
101231	12/12/2019	1 Comp	Cleared	12/31/2019 003600 MARSHALL MUSIC COMPANY INC.	HS/KOWALCZYK/REPAIRS	20.00
101232	12/12/2019	1 Comp	Open	008295 MSVMA	HS/NIEUWKOOP/FESTIVAL FEE	575.00
101233	12/12/2019	1 Comp	Cleared	12/31/2019 005928 MURRAY, ANDREW	ATH/MURRAY/MILEAGE	62.64
101234	12/12/2019	1 Comp	Cleared	12/31/2019 004600 OPS FOOD SERVICE FUND	HS/POYNER/SUPPLIES	94.73
101235	12/12/2019	1 Comp	Cleared	12/31/2019 007851 OREILLY AUTO PARTS	OPER/KLAPKO/GREASE&SPRAY	45.61
101236	12/12/2019	1 Comp	Cleared	12/31/2019 004750 PERMA-BOUND	OMS/WALKER/BOOKS	1,766.90
101237	12/12/2019	1 Comp	Cleared	12/31/2019 008349 PETERSON, BROOKE	ATH/SMITH/MILEAGE	180.03
101238	12/12/2019	1 Comp	Cleared	12/31/2019 007725 ROVIN CERAMICS	HS/DIGNAN/ART SUPPLIES	353.00
101239	12/12/2019	1 Comp	Cleared	12/31/2019 006641 ROWELL, AMANDA	BB/ROWELL/TRANSCRIPTS	8.00
101240	12/12/2019	1 Comp	Cleared	12/31/2019 000273 SCHOLASTIC BOOK CLUBS INC.	CE/BINGER, WILLYERD/RIME MA	191.27
101241	12/12/2019	1 Comp	Cleared	12/31/2019 102443 SCHOLASTIC INC.	MS/KETCHUM/MAGAZINES	111.22
101242	12/12/2019	1 Comp	Cleared	12/31/2019 100017 SEG WORKERS COMPENSATION FUND	3RD QUARTER WORKERS COMP	8,343.00
101243	12/12/2019	1 Comp	Cleared	12/31/2019 001704 SUNBURST GARDENS INC.	OPER/KLAPKO/REPAIR SOCCER	537.00
101244	12/12/2019	1 Comp	Cleared	12/31/2019 006510 VALLEY LUMBER COMPANY	OPER/KLAPKO/SHELVING	1,244.48
101245	12/12/2019	1 Comp	Open	008879 VREIBEL, BRIAN	ATH/SMITH/MILEAGE	31.32
101246	12/12/2019	1 Comp	Cleared	12/31/2019 007788 WAKELAND OIL	OPER/KLAPKO/FUEL	900.19
101247	12/12/2019	2 Comp	Cleared	12/31/2019 000722 MANER COSTERISAN	FINAL PMT 2018-19 AUDIT	7,950.00
101248	12/19/2019	1 Comp	Cleared	12/31/2019 007659 A PARTS WAREHOUSE	TRANS/SECOR/CAMERAS	1,663.00
101249	12/19/2019	1 Comp	Cleared	12/31/2019 000278 APPLEBEE OIL COMPANY	TRANS/SECOR/FUEL	1,760.48
101250	12/19/2019	1 Comp	Cleared	12/31/2019 004168 CENTRAL MONTCALM HIGH SCHOOL	ATH/SMITH/12-28 WRESTLING	175.00
101251	12/19/2019	1 Comp	Cleared	12/31/2019 007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	81.65
101252	12/19/2019	1 Comp	Cleared	12/31/2019 100959 COVERMASTER INC.	OPER/KLAPKO/FLOOR TAPE	425.81
101253	12/19/2019	1 Comp	Cleared	12/31/2019 001410 DALTON ELEVATOR	OPER/KLAPKO/WELDING SUPP	53.20
101254	12/19/2019	1 Comp	Cleared	12/31/2019 008591 DAVIS, LILYANNE	COMM ED LIFE GUARD	42.75
101255	12/19/2019	1 Comp	Cleared	12/31/2019 008658 ENGINEERED PROTECTION SYSTEM INC	OPER/KLAPKO/ALARM REPAIR	329.50
101256	12/19/2019	1 Comp	Cleared	12/31/2019 002155 FLINN SCIENTIFIC INC.	OHS/GILLETT, A/SUPPLIES	102.20
101257	12/19/2019	1 Comp	Cleared	12/31/2019 008883 GIBSON, AMY	BB/ROWELL/OVERPAYMENT	33.43
101258	12/19/2019	1 Comp	Open	002294 GILLETT, AARON	HS/GILLETT/SUPPLIES	40.85
101259	12/19/2019	1 Comp	Cleared	12/31/2019 006861 GRAHAM, ANGELA	EM/GRAHAM/CONF REIMB	47.39
101260	12/19/2019	1 Comp	Open	102363 GRAHAM, TERESA	MS/GRAHAM/STAMPS	35.00
101261	12/19/2019	1 Comp	Cleared	12/31/2019 008796 GRAND VALLEY AUTOMATION, INC.	OPER/KLAPKO/BOILER REPAIR	210.00
101262	12/19/2019	1 Comp	Cleared	12/31/2019 008839 GUTE, NATHAN	COMM ED LIFE GUARD	128.25
101263	12/19/2019	1 Comp	Open	008416 HAMPTON INN & SUITES	CONF REG HILLARD & SEIBEL	282.31
101264	12/19/2019	1 Comp	Cleared	12/31/2019 008531 HUBER, CRYSTAL	BB/HUBER/SUPPLIES	38.62
101265	12/19/2019	1 Comp	Cleared	12/31/2019 008220 J & H OIL CO.	TRANS/DELONG/FUEL	856.24
101266	12/19/2019	1 Comp	Cleared	12/31/2019 008292 KONICA MINOLTA BUSINESS SOLUTION	LEASE PMT 12/21-1/20/2020	3,067.59
101267	12/19/2019	1 Comp	Open	006775 KOWALCZYK, JILLIAN	HS/KOWALCZYK/MILEAGE	187.90
101268	12/19/2019	1 Comp	Cleared	12/31/2019 101186 LLOYD MILLER & SONS INC.	OPER/KLAPKO/MOWER PARTS	152.83
101269	12/19/2019	1 Comp	Cleared	12/31/2019 000668 MCCLUNG, JESSICA	MS/MCCLUNG/SUPPLIES	52.24
101270	12/19/2019	1 Comp	Open	008158 MICHIGAN COLLEGE ACCESS NETWORK	HS/KURTZ/CONF REG	185.00
101271	12/19/2019	1 Comp	Open	004068 MICHIGAN MUSIC CONFERENCE	BR/HILLARD/CONF REG	175.00

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From 12/02/2019 to 01/19/2020

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
101272	12/19/2019	1 Comp	Open	004068 MICHIGAN MUSIC CONFERENCE	ST PAUL CONF REGISTRATION	275.00
101273	12/19/2019	1 Comp	Open	004068 MICHIGAN MUSIC CONFERENCE	CONF REG KATHLEEN SEIBEL	175.00
101274	12/19/2019	1 Comp	Open	008808 MICHIGAN STATEWIDE CARPENTERS &	HS/KRUEGER/TEXT BOOKS	1,518.82
101275	12/19/2019	1 Comp	Open	004934 MT. PLEASANT PACERS	ATH/SMITH/1-4-20 WRESTLING	185.00
101276	12/19/2019	1 Comp	Open	006741 NEVADOMSKI, COREY	BR/NEVADOMSKI/SUPPLIES	64.94
101277	12/19/2019	1 Comp	Cleared 12/31/2019	001018 OMER, JULIE	ADM/OMER/CONF MILEAGE	36.77
101278	12/19/2019	1 Comp	Open	008122 OP AQUATICS-LANSING	OPER/KLAPKO/POOL SUPPLIES	870.97
101279	12/19/2019	1 Comp	Open	004600 OPS FOOD SERVICE FUND	HS/DIGNAN/EXCHANGE LUNCH	112.00
101280	12/19/2019	1 Comp	Cleared 12/31/2019	004750 PERMA-BOUND	OMS/WALKER/BOOKS	227.44
101281	12/19/2019	1 Comp	Open	101833 PERRY PUBLIC SCHOOLS	MS/DWYER/CHEER INVITE	125.00
101282	12/19/2019	1 Comp	Open	004860 POSTMASTER	MS/GRAHAM/POSTAGE	245.00
101283	12/19/2019	1 Comp	Cleared 12/31/2019	008350 PUMFORD, ALEXANDRIA	COMM ED LIFE GUARD	66.50
101284	12/19/2019	1 Comp	Cleared 12/31/2019	003692 RESERVE ACCOUNT	ADM/PITT/POSTAGE	500.00
101285	12/19/2019	1 Comp	Cleared 12/31/2019	005420 SCHOOL SPECIALTY INC.	EM/CROSS/SUPPLIES	710.02
101286	12/19/2019	1 Comp	Cleared 12/31/2019	004568 SECOR-JENKS, RENEE	TRANS/SECOR-JENKS/FUEL REI	20.00
101287	12/19/2019	1 Comp	Cleared 12/31/2019	100017 SET-SEG	JAN 2020 BILL/ADMIN STAFF	616.07
101288	12/19/2019	1 Comp	Cleared 12/31/2019	100017 SET-SEG	JAN 2020 BILL/GF STAFF	5,542.22
101289	12/19/2019	1 Comp	Open	002661 SHIA. AREA TRANSPORTATION AGENCY	NOV 2019 TRIP	10.50
101290	12/19/2019	1 Comp	Cleared 12/31/2019	001704 SUNBURST GARDENS INC.	OPER/KLAPKO/FIELD WORK	5,960.00
101291	12/19/2019	1 Comp	Cleared 12/31/2019	002623 TASC-CLIENT INVOICES	1/1/-1/31/2020 ADMIN FEE	371.42
101292	12/19/2019	1 Comp	Cleared 12/31/2019	008675 TSA CONSULTING GROUP, INC.	NOV 2019 ADMIN FEE	153.30
101293	12/19/2019	1 Comp	Cleared 12/31/2019	100267 UNUM LIFE INSURANCE	JAN 2020 BILL/GF STAFF	1,253.07
101294	12/19/2019	1 Comp	Cleared 12/31/2019	100267 UNUM LIFE INSURANCE	JAN 2020 BILL/ADMIN STAFF	1,130.87
101295	12/19/2019	1 Comp	Cleared 12/31/2019	006510 VALLEY LUMBER COMPANY	OPER/KLAPKO/SHELVING	70.09
101296	12/19/2019	1 Comp	Cleared 12/31/2019	001354 VSC, INC.	OMS/COLLINS/ELMOS	1,167.00
101297	12/19/2019	1 Comp	Open	003443 WEBBERVILLE HIGH SCHOOL	MS/DWYER/CHEER INVITE	125.00
101298	01/09/2020	1 Comp	Open	000300 ARGUS-PRESS CO.	ADM/BID ADS	2,437.00
101299	01/09/2020	1 Comp	Open	100918 BRANDON HIGH SCHOOL	ATH/LINTNER/DUES	600.00
101300	01/09/2020	1 Comp	Open	002307 BRD PRINTING INC.	ADM/THOMPSON/MAILING LIST	152.48
101301	01/09/2020	1 Comp	Open	100938 BRUCKMAN'S MOVING & STORAGE	OPER/KLAPKO/BOXES	62.50
101302	01/09/2020	1 Comp	Open	001020 CHREST SUPPLY COMPANY	OPER/KLAPKO/PLUMBING SUPP	1,210.41
101303	01/09/2020	1 Comp	Open	007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	244.95
101304	01/09/2020	1 Comp	Open	001050 CITY OF OWOSSO	WATER/SEWER OCT-DEC 2019	18,443.20
101305	01/09/2020	1 Comp	Open	001197 CLEVENGER, DEB	ATH/SMITH/BODY FAT TEST	120.00
101306	01/09/2020	1 Comp	Open	008849 COHOON, TAMMY	OPER/COHOON/MILEAGE	43.56
101307	01/09/2020	1 Comp	Open	008887 COLEMAN, TYLER	ADM/COLEMAN/MILEAGE	117.27
101308	01/09/2020	1 Comp	Open	008889 CUSTOM RESOURCES, LLC	HS/HANKERD/SUPPLIES	1,177.00
101309	01/09/2020	1 Comp	Open	006588 DAYSTARR COMMUNICATIONS	ADM/PHONE BILL	1,101.93
101310	01/09/2020	1 Comp	Open	005924 DELUX TROPHIES	ADM/WATSON/LANYARDS	420.75
101311	01/09/2020	1 Comp	Open	003383 DORMAN, ALAN	HS/DORMAN/CONF REIMBURSEME	99.24
101312	01/09/2020	1 Comp	Open	101560 EDWARDS SIGN & SCREEN PRINTING	OPER/KLAPKO/TRUCK DECAL	125.00
101313	01/09/2020	1 Comp	Open	008658 ENGINEERED PROTECTION SYSTEM INC	OPER/KLAPKO/ALARM REPAIR	112.00
101314	01/09/2020	1 Comp	Open	004753 FREEMAN, GREG	HS/FREEMAN/CONF MILEAGE	26.10
101315	01/09/2020	1 Comp	Open	100065 GRAINGER	HS/HANKERD/SUPPLIES	496.98
101316	01/09/2020	1 Comp	Open	007563 HANKERD, JOHN	HS/HANKERD/SUPPLIES	250.25
101317	01/09/2020	1 Comp	Open	008779 HILGENDORF, HALEY	ADM/HILGENDORF/MILEAGE	49.91
101318	01/09/2020	1 Comp	Open	002959 INDEPENDENT AD-VISOR INC.	ADM/THOMPSON/ADVERTISING	703.75
101319	01/09/2020	1 Comp	Open	002962 INDUSTRIAL SUPPLY OF OWOSSO INC.	HS/DIGNAN/WOODWORKING SUPP	279.00
101320	01/09/2020	1 Comp	Open	004730 J. W. PEPPER & SON INC.	HS/KOWALCZYK/MUSIC	166.83
101321	01/09/2020	1 Comp	Open	004227 KETCHUM, HEATHER	MS/KETCHUM/SUPPLIES	94.41
101322	01/09/2020	1 Comp	Open	008359 KINECT ENERGY INC.	JAN 2020 ENERGY MGT FEE	315.00
101323	01/09/2020	1 Comp	Open	007104 KLAPKO, JOHN	OPER/KLAPKO/MILEAGE	111.45
101324	01/09/2020	1 Comp	Open	003448 LOCKER ROOM & TROPHY PLACE	HS/DIGNAN/MEDALS	622.10
101325	01/09/2020	1 Comp	Open	002109 LUDINGTON ELECTRIC INC.	OPER/KLAPKO/ELECTRICAL SUP	24.65

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Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
101326	01/09/2020	1	Comp Open	003660 MEDLER ELECTRIC COMPANY	OPER/KLAPKO/ELECTRICAL SUP	495.00
101327	01/09/2020	1	Comp Open	003780 MESSA	JAN 2020 BILL/OESPA STAFF	47,526.79
101328	01/09/2020	1	Comp Open	003780 MESSA	JAN 2019 BILL/TEACHERS	231,051.16
101329	01/09/2020	1	Comp Open	003780 MESSA	JAN 2020 BILL/ADMIN	24,376.31
101330	01/09/2020	1	Comp Open	003780 MESSA	JAN 2020 BILL/NON-UNION	14,271.77
101331	01/09/2020	1	Comp Open	008802 MICHIGAN FARM BUREAU	EM/ANDERSON/SCIENCE LAB	75.00
101332	01/09/2020	1	Comp Open	008578 MILLER, GRACE	OMS GAME MANAGEMENT	140.00
101333	01/09/2020	1	Comp Open	007158 MOMAR, INCORPORATED	OPER/KLAPKO/BOILER AGREEME	327.00
101334	01/09/2020	1	Comp Open	008295 MSVMA	MS/ROGERS/FESTIVAL ENTRY	345.00
101335	01/09/2020	1	Comp Open	004600 OPS FOOD SERVICE FUND	ADM/PITT/BOARD MEETING	1,307.00
101336	01/09/2020	1	Comp Open	101103 OVID-ELSIE AREA SCHOOLS	ATH/SMITH/1-11 WRESTLING	200.00
101337	01/09/2020	1	Comp Open	002649 OWOSSO BAND BOOSTERS	HS/KOWALCZYK/FESTIVAL FEE	260.00
101338	01/09/2020	1	Comp Open	004652 PCMI - WEST	BB/ROWELL/STAFF PAYMENT	30,843.75
101339	01/09/2020	1	Comp Open	008888 PELECH, TONIA	OPER/PELECH/MILEAGE	14.76
101340	01/09/2020	1	Comp Open	004790 PITNEY BOWES	ADM/SMITH/METER RENTAL	117.00
101341	01/09/2020	1	Comp Open	004860 POSTMASTER	HS/FILON/POSTAGE	52.93
101342	01/09/2020	1	Comp Open	000323 ROTARY CLUB OF OWOSSO	HS/PHILLIPS/NOV DUES	99.50
101343	01/09/2020	1	Comp Open	003911 SPIELMAN, BRIDGIT	CE/SPIELMAN/CONF REIMBURSE	37.14
101344	01/09/2020	1	Comp Open	008301 STINSON, GUNNAR	ADM/STINSON/MILEAGE	30.76
101345	01/09/2020	1	Comp Open	002948 THOMPSON, JESSICA	ADM/THOMPSON/MILEAGE	45.54
101346	01/09/2020	1	Comp Open	006230 THRUN LAW FIRM, P.C.	DEC 2019 LEGAL FEES	3,165.83
101347	01/09/2020	1	Comp Open	006250 TIRE FACTORY	OPER/KLAPKO/TIRE PATCH	25.99
101348	01/09/2020	1	Comp Open	101336 TOLRUD, MICHAEL	MS/TOLRUD/SEPT MILEAGE	114.00
101349	01/09/2020	1	Comp Open	001119 UNITED PARCEL SERVICE	HS/POSTAGE	8.01
101350	01/09/2020	1	Comp Open	006510 VALLEY LUMBER COMPANY	HS/MALLORY/SUPPLIES	503.79
101351	01/09/2020	1	Comp Open	006511 WASTE MANAGEMENT OF FLINT	UTIL/TRASH SVC/JAN 2020	2,525.99
101352	01/09/2020	1	Comp Open	008420 WATER TECH	OPER/KLAPKO/WATER TEST FEE	22.00
101353	01/09/2020	1	Comp Open	007985 WATSON, JOE	ADM/WATSON/MILEAGE	114.87
101354	01/10/2020	2	Comp Open	008890 TOOLOTS, INC	HS/HANKERD/LATHE-END MILL	2,530.35
101355	01/16/2020	1	Comp Open	006502 ACCO BRANDS USA	BR/HARTNAGLE/LAMINATE	81.40
101356	01/16/2020	1	Comp Open	004253 ALLAN GOETZINGER	ATH/SMITH/EXTRA TRAINER	600.00
101357	01/16/2020	1	Comp Open	006231 APPLE INC.	BR/COLLISON/IPAD	2,392.00
101358	01/16/2020	1	Comp Open	000278 APPLEBEE OIL COMPANY	TRANS/SECOR/PROPANE	980.89
101359	01/16/2020	1	Comp Open	005935 BP CANADA ENERGY MARKETING GROUP	UTIL/NATURAL GAS PURCHASE	9,353.88
101360	01/16/2020	1	Comp Open	007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	163.30
101361	01/16/2020	1	Comp Open	007131 CSH ELECTRIC MOTOR SUPPLY	OPER/KLAPKO/MOTOR REPAIR	250.63
101362	01/16/2020	1	Comp Open	008658 ENGINEERED PROTECTION SYSTEM INC	OPER/KLAPKO/ALARM MONITORI	498.12
101363	01/16/2020	1	Comp Open	008028 GOLDBERG, DIANE	OPER/GOLDBERG/MILEAGE	72.39
101364	01/16/2020	1	Comp Open	008796 GRAND VALLEY AUTOMATION, INC.	OPER/KLAPKO/HVAC SUPPORT	157.50
101365	01/16/2020	1	Comp Open	000070 H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/CUSTODIAL SUPP	3,114.40
101366	01/16/2020	1	Comp Open	007018 HASTINGS AIR-ENERGY CONTROL, INC	HS/DIGNAN/SUPPLIES	364.95
101367	01/16/2020	1	Comp Open	002810 HI-QUALITY GLASS	OPER/KLAPKO/GLASS REPAIR	356.56
101368	01/16/2020	1	Comp Open	002959 INDEPENDENT AD-VISOR INC.	ADM/THOMPSON/ADVERTISING	460.00
101369	01/16/2020	1	Comp Open	004863 JENC, TIMOTHY	ADM/2019 BOARD STIPEND	595.00
101370	01/16/2020	1	Comp Open	005463 JOSTENS	ALT/PARSONS/DIPLOMA COVERS	522.65
101371	01/16/2020	1	Comp Open	008181 KEYES, SARA	ADM/2019 BOARD STIPEND	595.00
101372	01/16/2020	1	Comp Open	008195 KRAUSS, TY	ADM/2019 BOARD STIPEND	595.00
101373	01/16/2020	1	Comp Open	101621 KURTZ, PAM	HS/KURTZ/POSTAGE	19.91
101374	01/16/2020	1	Comp Open	102408 LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/CUSTODIAL SUPP	393.96
101375	01/16/2020	1	Comp Open	008805 MANTIS PEST MANAGEMENT SVC LLC	OPER/KLAPKO/JAN 2020 PEST	392.00
101376	01/16/2020	1	Comp Open	003600 MARSHALL MUSIC COMPANY INC.	MS/TOLRUD/REPAIRS	1,783.77
101377	01/16/2020	1	Comp Open	003871 MICHIGAN ALT. ATHLETIC ASSOC.	ATL/IRELAN/2020 VBALL TOUR	200.00
101378	01/16/2020	1	Comp Open	003756 MICHIGAN COMPANY, INC.	OPER/KLAPKO/CUSTODIAL SUPP	199.28
101379	01/16/2020	1	Comp Open	004050 MORRIS MECHAN. CONTRACTING INC.	OPER/KLAPKO/BOILER MAINT	4,950.00

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Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
101380	01/16/2020	1 Comp	Open	003297 MOWEN, RICK	ADM/2019 BOARD STIPEND	595.00
101381	01/16/2020	1 Comp	Open	004121 NAPA AUTO PARTS	OPER/KLAPKO/SUPPLIES	49.99
101382	01/16/2020	1 Comp	Open	007540 OCHODNICKY, SHELLY	ADM/2019 BOARD STIPEND	595.00
101383	01/16/2020	1 Comp	Open	100001 OFFICE DEPOT INC.	ADM/SMITH/SUPPLIES	242.82
101384	01/16/2020	1 Comp	Open	001018 OMER, JULIE	ADM/OMER/CONF MILEAGE	52.20
101385	01/16/2020	1 Comp	Open	004600 OPS FOOD SERVICE FUND	HS/POYNER/SUPPLIES	181.16
101386	01/16/2020	1 Comp	Open	007851 OREILLY AUTO PARTS	OPER/KLAPKO/AIR FILTERS	103.80
101387	01/16/2020	1 Comp	Open	002649 OWOSSO BAND BOOSTERS	HS/DIGNAN/BAND REGISTRATIO	72.00
101388	01/16/2020	1 Comp	Open	004652 PCMI - WEST	OMS WRESTLING COACHES	2,168.80
101389	01/16/2020	1 Comp	Open	100240 PRECISION DATA PRODUCTS	OMS/LITTLE/HEADPHONES	832.00
101390	01/16/2020	1 Comp	Open	006261 QUICK, OLGA	ADM/2019 BOARD STIPEND	595.00
101391	01/16/2020	1 Comp	Open	100135 QUILL CORPORATION	CE/HP LASERJET TONER/KLAPK	444.74
101392	01/16/2020	1 Comp	Open	003692 RESERVE ACCOUNT	HS/DIGNAN/POSTATE	1,000.00
101393	01/16/2020	1 Comp	Open	006641 ROWELL, AMANDA	BB/ROWELL/MILEAGE	35.15
101394	01/16/2020	1 Comp	Open	005420 SCHOOL SPECIALTY INC.	EM/NIDEFSKI/SUPPLIES	742.25
101395	01/16/2020	1 Comp	Open	000693 SEHI COMPUTER PRODUCTS	CE/KLAPKO/FRONT ROW BATTER	60.32
101396	01/16/2020	1 Comp	Open	005428 SKILLS USA	HS/DIGNAN/STUDENT DUES	68.00
101397	01/16/2020	1 Comp	Open	003911 SPIELMAN, BRIDGIT	CE/SPIELMAN/MANUALS	49.09
101398	01/16/2020	1 Comp	Open	006510 VALLEY LUMBER COMPANY	OPER/KLAPKO/SHELF BRACKETS	17.96
101399	01/16/2020	1 Comp	Open	006592 VIRTUAL ENTERPRISES, INC.	HS/GREGORY/BOOTH RENTAL	400.00
101400	01/16/2020	1 Comp	Open	007541 WEBSTER, MARLENE	ADM/2019 BOARD STIPEND	595.00
101401	01/16/2020	1 Comp	Open	005194 WILLIAMSTON HIGH SCHOOL	ATH/SMITH/1-18 WRESTLING	225.00
101402	01/16/2020	1 Comp	Open	006845 WIN'S CORPORATE OFFICE	OPER/KLAPKO/ELECTRICAL SUP	45.46
CHECK TOTAL						629,631.84
LESS VOIDS						32.54
GRAND TOTAL						629,599.30

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	127	434,197.90	Computer	238	629,599.30
Cleared	111	195,401.40	Prepaid		
Void	1	32.54			
Scratch					
TOTAL	239	629,631.84	TOTAL	238	629,599.30

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From 12/01/2019 to 01/19/2020

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Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
007617	12/05/2019	1 Comp	Open	007480 BANANA BROTHERS PRODUCE	FS/MANNS/FOOD PURCHASE	11,541.70
007618	12/05/2019	1 Comp	Open	005058 FD HAYES ELECTRIC CO.	FS/MANNS/EQUIP REPAIR	521.85
007619	12/05/2019	1 Comp	Open	008258 GREAT LAKES COCA-COLA DISTRIBUTI	FS/MANNS/FOOD PURCHASE	5,819.28
007620	12/05/2019	1 Comp	Open	007104 KLAPKO, JOHN	FS/KLAPKO/MILEAGE	97.59
007621	12/05/2019	1 Comp	Open	102408 LANSING SANITARY SUPPLY INC.	FS/KLAPKO/CLEANING SUPP	857.16
007622	12/05/2019	1 Comp	Open	004621 PERFECTION BAKERIES INC.	FS/MANNS/FOOD PURCHASE	1,113.02
007623	12/05/2019	1 Comp	Open	003807 PRAIRIE FARMS DAIRY	FS/MANNS/FOOD PURCHASE	6,874.01
007624	12/05/2019	1 Comp	Open	006782 ROBINSON, KAREN	FS/ROBINSON/MILEAGE	56.84
007625	12/05/2019	1 Comp	Open	008854 VAN EERDEN FOOD SERVICE COMPANY	FS/MANNS/FOOD PURCHASE	3,513.62
007626	12/12/2019	1 Comp	Open	007480 BANANA BROTHERS PRODUCE	FS/MANNS/FOOD PURCHASE	5,638.00
007627	12/12/2019	1 Comp	Open	008878 MANNING, JEANNETTE	FS/MANNING/10/29-12-4 MILE	117.56
007628	12/12/2019	1 Comp	Open	004621 PERFECTION BAKERIES INC.	FS/MANNS/FOOD PURCHASE	553.64
007629	12/12/2019	1 Comp	Open	003807 PRAIRIE FARMS DAIRY	FS/MANNS/FOOD PURCHASE	13,718.16
007630	12/12/2019	1 Comp	Open	008854 VAN EERDEN FOOD SERVICE COMPANY	FS/MANNS/FOOD PURCHASE	2,212.57
007631	12/12/2019	1 Comp	Open	007788 WAKELAND OIL	FS/KLAPKO/FUEL	196.79
007632	12/19/2019	1 Comp	Open	007480 BANANA BROTHERS PRODUCE	FS/MANNS/FOOD PURCHASE	1,605.50
007633	12/19/2019	1 Comp	Open	005058 FD HAYES ELECTRIC CO.	FS/MANNS/EQUIP REPAIR	484.90
007634	12/19/2019	1 Comp	Open	008258 GREAT LAKES COCA-COLA DISTRIBUTI	FS/MANNS/FOOD PURCHASE	1,786.72
007635	12/19/2019	1 Comp	Open	004354 MILLS REFRIGERATION, INC.	FS/MANNS/EQUIP REPAIR	450.64
007636	12/19/2019	1 Comp	Open	100017 SET-SEG	JAN 2020 BILL/FS STAFF	190.61
007637	12/19/2019	1 Comp	Open	007689 THEODORES SUPERIOR COFFEE ROASTE	FS/MANNS/COFFEE	345.00
007638	12/19/2019	1 Comp	Open	007812 ULINE	FS/MANNS/TRASH CANS	457.38
007639	12/19/2019	1 Comp	Open	100267 UNUM LIFE INSURANCE	JAN 2020 BILL/FS STAFF	47.86
007640	01/09/2020	1 Comp	Open	007104 KLAPKO, JOHN	FS/KLAPKO/MILEAGE	111.45
007641	01/09/2020	1 Comp	Open	003780 MESSA	JAN 2020 BILL/FS STAFF	1,671.79
007642	01/09/2020	1 Comp	Open	008854 VAN EERDEN FOOD SERVICE COMPANY	FS/MANNS/FOOD PURCHASE	2,836.36
007643	01/16/2020	1 Comp	Open	007480 BANANA BROTHERS PRODUCE	FS/MANNS/FOOD PURCHASE	1,738.50
007644	01/16/2020	1 Comp	Open	004679 TOBEY, CHRISTINE	FS/TOBEY/MILEAGE	93.50
CHECK TOTAL						64,652.00
LESS VOIDS						0.00
GRAND TOTAL						64,652.00

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	28	64,652.00	Computer	28	64,652.00
Cleared			Prepaid		
Void					
Scratch					
TOTAL	28	64,652.00	TOTAL	28	64,652.00

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From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
900252	12/13/2019	2 Comp	Void	01/10/2020	008815 ARCHITECTURAL METALS INC.	CONST THRU 11-30-2019 439,560.00
900253	12/13/2019	2 Comp	Open		005142 CLARK CONSTRUCTION	NOV 2019 SECONDARY GENERAL 153,453.15
900254	12/13/2019	2 Comp	Open		008717 CONCRETE PLACEMENT, LLC.	CONST THRU 11-30-2019 25,540.20
900255	12/13/2019	2 Comp	Open		008780 DELTA STEEL	CONST THRU 11-30-2019 24,120.04
900256	12/13/2019	2 Comp	Open		008632 DICKERSON MECHANICAL, INC.	CONST THRU 11-30-2019 124,546.50
900257	12/13/2019	2 Comp	Open		008800 GREAT LAKES FIRE PROTECTION	CONST THRU 11-30-2019 20,804.94
900258	12/13/2019	2 Comp	Open		008595 J. PEREZ CONSTRUCTION INC.	CONST THRU 11-30-2019 18,997.20
900259	12/13/2019	2 Comp	Open		008864 KERKSTRA PRECAST, INC.	CONST THRU 11-30-2019 2,520.00
900260	12/13/2019	2 Comp	Open		008446 KINGSCOTT ASSOCIATES INC.	MAY 2019 6-12CAMPUS FEES 156,850.25
900261	12/13/2019	2 Comp	Open		008816 MIKE & SON ASPHALT, INC.	CONST THRU 11-30-2019 69,670.14
900262	12/13/2019	2 Comp	Open		008596 MOORE TROSPER CONSTRUCTION CO.	CONST THRU 11-30-2019 64,656.90
900263	12/13/2019	2 Comp	Open		008801 NILES CONSTRUCTION SERVICES INC.	CONST THRU 11-30-2019 6,964.20
900264	12/13/2019	2 Comp	Open		008781 PROFESSIONAL THERMAL SYSTEMS INC	CONST THRU 11-30-2019 244,467.00
900265	12/13/2019	2 Comp	Open		008782 R. C. HENDRICK & SONS., INC.	CONS THRU 11-30-2019 24,300.00
900266	12/13/2019	2 Comp	Open		008783 SCHIFFER MASON CONTRACTORS INC.	CONST THRU 11-30-2019 261,796.58
900267	12/13/2019	2 Comp	Open		100253 STAPLES BUSINESS ADVANTAGE	BOND FURNITUR/SECONDARY 1,558.70
900268	12/13/2019	2 Comp	Open		007046 SUPERIOR ELECTRIC OF LANSING INC	CONST THRU 11/30/2019 294,701.40
900269	12/13/2019	2 Comp	Open		008784 THE WILLIAM C. REICHENBACH CO.	CONST THRU 11-30-2019 18,774.00
900270	12/13/2019	2 Comp	Open		008817 TRAVERSE CITY GLASS	CONST THRU 11-30-2019 41,850.00
900271	12/13/2019	2 Comp	Open		008450 VECTOR TECH GROUP	BOND/SECONDARY/TECHNOLOGY 17,018.00
900272	12/19/2019	1 Comp	Open		007334 DIGITAL AGE TECHNOLOGIES INC.	BOND/SECONDARY 2,017.00
900273	12/19/2019	1 Comp	Open		008300 PRESIDIO NETWORKED SOLUTIONS	TECHNOLOGY WK 6-12 CAMPUS 51,816.88
900274	12/19/2019	1 Comp	Open		008450 VECTOR TECH GROUP	WATSON/ELEM BOND/INFRASTRU 19,347.00
900275	01/10/2020	2 Comp	Open		008815 ARCHITECTURAL METALS INC.	CONST THRU 11-30-2019 439,528.00
900276	01/16/2020	1 Comp	Open		008815 ARCHITECTURAL METALS INC.	CONST THRU 12-31-19 25,830.00
900277	01/16/2020	1 Comp	Open		005142 CLARK CONSTRUCTION	CONST MGT FEES DEC 2019 101,538.44
900278	01/16/2020	1 Comp	Open		008632 DICKERSON MECHANICAL, INC.	CONST THRU 12-31-2019 130,014.00
900279	01/16/2020	1 Comp	Open		008892 FLAIRWOOD	CONST THRU 12-31-2019 51,094.80
900280	01/16/2020	1 Comp	Open		008800 GREAT LAKES FIRE PROTECTION	CONST THRU 12-31-2019 27,469.01
900281	01/16/2020	1 Comp	Open		008595 J. PEREZ CONSTRUCTION INC.	CONST THRU 12-31-2019 65,250.00
900282	01/16/2020	1 Comp	Open		008801 NILES CONSTRUCTION SERVICES INC.	CONST THRU 12-31-2019 42,772.63
900283	01/16/2020	1 Comp	Open		008781 PROFESSIONAL THERMAL SYSTEMS INC	CONST THRU 12-31-2019 351,784.98
900284	01/16/2020	1 Comp	Open		008782 R. C. HENDRICK & SONS., INC.	CONST THRU 12-31-2019 182,399.84
900285	01/16/2020	1 Comp	Open		008783 SCHIFFER MASON CONTRACTORS INC.	CONST THRU 12/31/2019 362,269.25
900286	01/16/2020	1 Comp	Open		007046 SUPERIOR ELECTRIC OF LANSING INC	CONST THRU 12-31-2020 338,425.20
900287	01/16/2020	1 Comp	Open		008784 THE WILLIAM C. REICHENBACH CO.	CONST THRU 12-31-2019 83,638.35
900288	01/16/2020	1 Comp	Open		008817 TRAVERSE CITY GLASS	CONST THRU 12-31-2019 189,630.00
						CHECK TOTAL 4,476,974.58
						LESS VOIDS 439,560.00
						GRAND TOTAL 4,037,414.58

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	36	4,037,414.58	Computer	36	4,037,414.58
Cleared			Prepaid		
Void	1	439,560.00			
Scratch					
TOTAL	37	4,476,974.58	TOTAL	36	4,037,414.58

Date Range: From:* 12/03/2019 
 To:* 01/04/2020 
 Date Type: Posting Date 

Data available starting 01/19/2017 Search

SEARCH RESULTS

Search Total

Page 1 of 1 Page

<u>Account Name</u>	<u>Account Number ^</u>	<u>Transaction Amount</u>	<u>Adjustment Amount</u>	<u>Total Transaction</u>
EMERSON ELEMENTARY	XXXX-XXXX-0212-0001	432.89	0.00	
MIKE GRAHAM	XXXX-XXXX-0212-1000	1,781.57	0.00	
FRED LAB	XXXX-XXXX-0212-0000	363.79	0.00	
LINCOLN HIGH SCHOOL	XXXX-XXXX-0507-0000	520.04	0.00	
BRIGHT BEGINNINGS OFFICE	XXXX-XXXX-0007-0000	447.90	0.00	
OWOSSO SCHOOLS	XXXX-XXXX-0212-0000	515.60	0.00	
CTE CULINARY ARTS	XXXX-XXXX-0212-0000	1,110.44	0.00	
CTE CONSTRUCTION TRADES	XXXX-XXXX-0212-0000	779.18	0.00	
OWOSSO PUBLIC SCHOOLS	XXXX-XXXX-0212-0000	0.00	(20,934.79)	(20,934.79)
SWIM PROGRAM	XXXX-XXXX-0212-0000	39.94	0.00	
BRYANT ELEMENTARY	XXXX-XXXX-0212-1000	649.64	0.00	
DAN CLARK	XXXX-XXXX-0100-0000	37.49	0.00	
BEN COBB	XXXX-XXXX-0212-0000	385.15	0.00	
OWOSSO HIGH SCHOOL	XXXX-XXXX-0212-0000	2,274.99	0.00	
JOHN QUICK	XXXX-XXXX-0212-0000	487.77	0.00	
OWOSSO MIDDLE SCHOOL	XXXX-XXXX-0212-0000	693.55	0.00	
CENTRAL ELEMENTARY	XXXX-XXXX-0212-0000	96.55	0.00	
OPERATIONS DEPT	XXXX-XXXX-0212-0000	164.07	0.00	
CENTRAL OFFICE	XXXX-XXXX-0212-0000	4,921.33	0.00	
OWOSSO HIGH SCHOOL 2	XXXX-XXXX-0212-0000	2,129.58	0.00	
BRIGHT BEGINNINGS	XXXX-XXXX-0212-0000	955.50	0.00	

18786.97

Page 1 of 1 Page

Search Total

OWOSSO PUBLIC SCHOOLS
BOARD OF EDUCATION
 December 31, 2019
 Report 19-160

Statement of Deposits and Investments
As of 12/31/2019
Unaudited

	<u>General Fund</u>	<u>School Service</u>	<u>Building & Site</u>	<u>Capital Projects Bond Fund</u>	<u>Debt Service Fund</u>	<u>Total</u>
Summary of Deposits and Investments						
Cash on hand	\$ 1,126,465	\$ 23,644	\$ 1,304	\$ 775	\$ 382,574	\$ 1,534,762
Investments	3,985,189		\$ 5,128,951.70	27,381,249	221,336	\$ 36,716,726
Total Deposits and Investments	<u>\$ 5,111,654</u>	<u>\$ 23,644</u>	<u>\$ 5,130,256</u>	<u>\$ 27,382,024</u>	<u>\$ 603,910</u>	<u>\$ 38,251,487</u>
 Detail of Deposits and Investments						
Cash on hand	\$ 1,126,465	\$ 22,924	\$ 1,304	\$ 775	\$ 382,574	\$ 1,534,042
Petty Cash on hand	-	720	-	-	-	-
Total Cash on hand	<u>\$ 1,126,465</u>	<u>\$ 23,644</u>	<u>\$ 1,304</u>	<u>\$ 775</u>	<u>\$ 382,574</u>	<u>\$ 1,151,413</u>
Chemical Bank Savings Account	\$ 9,787	-	\$ 1,771			\$ 11,558
Mich Class Investment	3,975,402	-	5,127,180	27,381,249	221,336	\$ 36,705,168
Total Investments	<u>\$ 3,985,189</u>	<u>\$ -</u>	<u>\$ 5,128,952</u>	<u>\$ 27,381,249</u>	<u>\$ 221,336</u>	<u>\$ 36,716,726</u>
Total Deposits and Investments	<u>\$ 5,111,654</u>	<u>\$ 23,644</u>	<u>\$ 5,130,256</u>	<u>\$ 27,382,024</u>	<u>\$ 603,910</u>	<u>\$ 38,251,487</u>

OWOSSO PUBLIC SCHOOLS
BOARD OF EDUCATION
December 31, 2019
Report 19-160

Combined Statement of Revenue, Expenditures, and Fund Balance
General, School Service, and Capital Projects Funds
As of 12/31/2019
Unaudited

	General Fund			School Service Fund			Capital Projects Fund- Sinking Fund					
	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/Used	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/Used	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/Used
REVENUE												
Local sources	3,690,247	669,274	(3,020,973)	18%	145,591	52,226	(93,365)	36%	1,185,130	51,533	(1,133,597)	4%
State sources	25,333,397	7,185,293	(18,148,104)	28%	74,190	19,503	(54,687)	26%	-	47,732	47,732	-
Federal sources	1,468,939	44,462	(1,468,939)	0%	1,632,490	615,653	(1,016,837)	38%	-	-	-	-
Interdistrict sources-RESO	667,782		(623,320)	7%	-	-	-	-	-	-	-	-
Interdistrict sources-transfers in and other sources	89,253		(95,253)	0%	-	-	-	-	-	-	-	-
Total revenue and other sources	\$ 31,259,618	\$ 7,899,029	\$ (23,360,589)	25%	\$ 1,852,271	\$ 687,382	\$ (1,164,889)	37%	\$ 1,185,130	\$ 99,265	\$ (1,085,865)	8%
EXPENDITURES												
INSTRUCTION												
BASIC PROGRAMS:												
ELEMENTARY	7,122,896	2,471,920	(4,650,976)	35%								
MIDDLE SCHOOL	3,606,627	1,282,740	(2,323,887)	36%								
HIGH SCHOOL	4,044,781	1,341,662	(2,703,119)	33%								
ALTERNATIVE EDUCATION	622,738	211,893	(410,845)	34%								
PRESCHOOL	139,212	86,531	(52,681)	62%								
PRESCHOOL (MICHIGAN READINESS) GRANT	185,200	42,853	(142,347)	23%								
TOTAL BASIC PROGRAMS	\$ 15,721,454	\$ 5,437,399	\$ (10,284,055)	35%								
ADDED NEEDS:												
SPECIAL EDUCATION	3,358,573	1,203,373	(2,155,200)	36%								
CHILDCARE PROGRAM	296,733	104,587	(192,146)	35%								
TITLE I GRANT	1,053,121	371,897	(681,224)	35%								
VOCATIONAL EDUCATION	660,099	182,553	(477,546)	28%								
AT RISK GRANT	1,392,896	314,957	(1,077,939)	23%								
ROBOTICS/CTE COUNSELOR/ADULT ED/TESTING GRANTS	110,398	48,120	(62,278)	44%								
SAFETY GRANT	-	162,504	162,504	-								
EARLY LITERACY GRANT/LITERACY COACH GRANT	83,979	30,224	(53,755)	36%								
TOTAL ADDED NEEDS	\$ 6,955,799	\$ 2,418,215	\$ (4,537,584)	35%								
CONTINUING EDUCATION:												
COMMUNITY EDUCATION	149,671	73,054	(76,617)	49%								
TOTAL CONTINUING EDUCATION	\$ 149,671	\$ 73,054	\$ (76,617)	49%								
TOTAL INSTRUCTION	\$ 22,826,924	\$ 7,928,668	\$ (14,898,256)	35%								
SUPPORTING SERVICES:												
PUPIL SERVICES:												
GUIDANCE SERVICES	432,372	182,249	(250,123)	42%								
TOTAL PUPIL SERVICES	\$ 432,372	\$ 182,249	\$ (250,123)	42%								
INSTRUCTIONAL STAFF:												
TITLE II, PART A/RURAL EDUCATION GRANT/TITLE IV IMPROVEMENT OF INSTRUCTION	358,918	75,550	(283,368)	21%								
MEDIA SERVICES	319,824	115,696	(204,128)	36%								
TOTAL INSTRUCTIONAL STAFF	\$ 881,733	\$ 271,524	\$ (610,209)	31%								
GENERAL ADMINISTRATION:												
BOARD OF EDUCATION	95,172	39,165	(56,007)	41%								
EXECUTIVE ADMINISTRATION	371,375	183,103	(188,272)	49%								
HUMAN RESOURCES	221,461	101,172	(120,289)	46%								
TOTAL GENERAL ADMINISTRATION	\$ 688,008	\$ 323,440	\$ (364,568)	47%								
SCHOOL ADMINISTRATION:												
SCHOOL ADMINISTRATION	2,519,389	1,147,244	(1,372,145)	46%								
TOTAL SCHOOL ADMINISTRATION	\$ 2,519,389	\$ 1,147,244	\$ (1,372,145)	46%								

OWOSSO PUBLIC SCHOOLS
BOARD OF EDUCATION
December 31, 2019
Report 19-160

Combined Statement of Revenue, Expenditures, and Fund Balance
General, School Service, and Capital Projects Funds
As of 12/31/2019
 Unaudited

	General Fund			School Service Fund			Capital Projects Fund- Sinking Fund					
	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/ Used	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/ Used	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/ Used
BUSINESS SERVICES:												
FISCAL SERVICES	\$ 369,064	\$ 176,388	\$ (192,676)	48%								
TECHNOLOGY MANAGEMENT	\$ 498,715	\$ 137,184	\$ (361,531)	28%								
TOTAL BUSINESS SERVICES	\$ 867,779	\$ 313,572	\$ (554,207)	36%								
OPERATIONS AND MAINTENANCE:												
OPERATIONS AND MAINTENANCE	\$ 3,035,237	\$ 1,337,578	\$ (1,697,659)	44%								
TOTAL OPERATIONS AND MAINTENANCE	\$ 3,035,237	\$ 1,337,578	\$ (1,697,659)	44%								
PUPIL TRANSPORTATION SERVICES:												
PUPIL TRANSPORTATION SERVICES	\$ 939,911	\$ 424,554	\$ (515,357)	45%								
TOTAL PUPIL TRANSPORTATION	\$ 939,911	\$ 424,554	\$ (515,357)	45%								
OTHER SERVICES:												
COMMUNICATION SERVICES	63,951	14,470	(49,481)	23%								
ATHLETICS	471,298	174,408	(296,890)	37%								
PRINTING AND OTHER SUPPORT SERVICES	38,078	18,474	(19,604)	49%								
TOTAL OTHER SERVICES	\$ 573,325	\$ 207,352	\$ (365,973)	36%								
TOTAL SUPPORTING SERVICES	\$ 9,937,754	\$ 4,207,513	\$ (5,730,241)	42%								
OUTGOING TRANSFERS/FUND MODIFICATIONS:												
OTHER	94,000	20,757	(73,243)	22%								
TOTAL OUTGOING TRANSFERS/FUND MODIFICATIONS	\$ 94,000	\$ 20,757	\$ (73,243)	22%								
FOOD SERVICE EXPENDITURES												
CAPITAL PROJECT EXPENDITURES												
TOTAL EXPENDITURES	\$ 32,858,878	\$ 12,156,938	\$ (20,701,940)	37%								
REVENUE OVER or (UNDER) EXPENDITURES	\$ (1,599,060)	\$ (4,257,909)	\$ (2,658,849)									
AUDITED FUND BALANCE, JULY 1, 2019	4,395,702	4,395,702	-		71,728	71,728	-		5,972,807	5,972,807	-	
PROJECTED FUND BALANCES - June 30, 2020	2,796,642				71,681				4,250,749			

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 27, 2020
Report 19-161**

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

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 27, 2020
19-162**

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 2020.

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

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 27, 2020**

Report 19-163

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

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 27, 2020**

Report 19-164

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

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 27, 2020
Report 19-165

FOR ACTION

Subject:

Designated Financial Institution Accounts and Authorized Signers for the calendar year 2020

Recommendation:

Resolve that the depository and withdrawal authorized signers for the Owosso Public Schools' financial and banking transactions for the 2020 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:

- The only changes to the list has been to include each building organization account as part of the authorization process. These accounts have been in existence for a number of years but have not formally been included on the list for authorization. Due to the fact that these accounts were originally opened utilizing the tax i.d. of the District, it was deemed prudent to include them in the annual process. It should be noted that these accounts are subject to the same review and audit process as the other accounts that are routinely utilized for District business.
- 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 2020

CHEMICAL BANK:

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
Durant 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	Chief Financial Officer Board Treasurer Principal/Building Executive Secretary
Emerson Organization account	Chief Financial Officer Board Treasurer Principal/Building Executive Secretary
Athletic Officials	Chief Financial Officer Board Treasurer Athletic Secretary Athletic Director
Community Education Account	Chief Financial Officer Board Treasurer

CHEMICAL BANK SAVINGS ACCOUNTS:

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

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 27, 2020
Report 19-166**

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, which will be presented on Monday, May 4, 2020. If the budget is not approved the district shall submit to Shiawassee RESB any specific objections and proposed changes the constituent district board has to the budget.

Motion

Seconded

Vote – Ayes

Nays

Motion

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 27, 2020

Report 19-167

FOR ACTION

Subject:

Sinking Fund Project Administration – Additional Sinking Fund Roof project at the secondary campus

Recommendation:

Resolve that the Board of Education approve the contract with Clark Construction Management, as presented, for retention of their services for the Sinking Fund Project Administration for the roofing project at the Owosso High School slated for spring/summer of 2020.

Rationale:

Clark Construction will be providing the oversight on the secondary campus roofing **bond** project. The additional **sinking fund** roofing project at the secondary campus will be performed by the same contractor and therefore, in order to achieve consistency in oversight it is deemed prudent to retain the services of Clark Construction for this portion of the roof as well.

Facts/Statistics:

In order to protect the investment of the renovations taking place at the 6-12 campus that did not involve bond roof work, it was deemed prudent to review the status of the existing roof prior to going out to bid. During that process, it was identified that roofing renovation was necessary for existing roofing systems at the 6-12 campus that were not outlined in the bond work and was not and could not have been anticipated as part of the bond process. In order to garner information about cost, during the bidding process for the bond, the additional roofing needs was identified as alternates with the idea that if funds were available from sinking fund, there would be an opportunity to have economies of scale for any contractor that was performing the bond work to also perform the renovations identified with the potential of the work being performed in the summer of 2020. Royal-West was awarded both the bond and sinking fund components of this project. Given that Clark Construction is managing the bond roof work it is considered in the best interests of the District to have them also manage the sinking fund component of the project. This work was not part of their original contract for the bond so requires a separate contract. The fee being charged of approximately 5.6% of project costs is consistent with industry standard for management of similar projects.

- This project is time consuming in nature to manage, which would draw District personnel away from other important operational areas.
- 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 the course of 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 taxpayer's funds.
- The total fee for 2018-19 is \$37,512.00 and will be paid for out of sinking fund proceeds.

Motion

Seconded

Vote – Ayes

Nays

Motion



Headquarters
 3535 Moores River Drive
 P.O. Box 40087, Lansing, MI 48901
 517.372.0940 phone | 517.372.0668 fax
Southeast Michigan Office
 29110 Inkster road, Suite 150
 Southfield, MI 48075
 248.286.1000 phone | 248.286.1010 fax

October 29, 2019

Dr. Andrea Tuttle, Superintendent
 Owosso School District
 Owosso, MI 48867

Re: Owosso School District – 6-12 Campus Existing Roof Replacement Proposal

Dear Mrs. Tuttle,

Clark Construction Company is pleased to provide our proposal for Construction Management Services associated with the following projects. The approximate total construction budget for project is \$673,500.

- Existing Roof Replacement (with Alt 2 and Alt 1b)
 - Alt 2 – New Roofing = \$584,000
 - Alt 1b – Infill Skylights and Roof Area E = \$89,500
 - TOTAL = \$673,500**

The following is our proposed cost for CM services.

- CM Fee (2%) \$ 13,941.00
 (\$673,500 X 2%)
- CM Staffing \$ 20,540.00
 [PE Rate \$51.35/hr x 400hrs (10 weeks)]
- Insurance \$ 3,031.00
 (\$673,500 X .45%)
- Total \$37,512.00**

As discussed, we have on-site Project Engineer time for Submittal/RFI, and administration duties for the duration of the roofing project and thru the closeout/warranty period. We have planned for Mike Fillinger and/or Don Barber, Site Superintendents to coordinate and oversee the Roofing operation with Royal West.

We have not included project general conditions costs associated with construction activities (permits, testing and inspections.). We have not included Construction Contingencies as part of this proposal.





Please contact me with any questions. We look forward to working with Owosso School District.

Sincerely,

CLARK CONSTRUCTION COMPANY

Nick Henne
Project Manager



Page 2 of 2

Michigan's First
Platinum Contractor

An Equal Opportunity Employer

OWOSSO 6-12 CAMPUS BID PACKAGE 5 765 EAST NORTH STREET OWOSSO, MI 48867

ROOF PLAN GENERAL NOTES:

1. THE CONTRACTOR SHALL VERIFY ALL ROOF CONDITIONS, INCLUDING BUT NOT LIMITED TO, THE EXISTING ROOF STRUCTURE, ROOF FINISHES, AND ROOF DRAINAGE SYSTEMS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE COVERAGE.
2. THE CONTRACTOR SHALL VERIFY THE EXISTING ROOF DRAINAGE SYSTEMS AND SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE COVERAGE.
3. THE CONTRACTOR SHALL VERIFY THE EXISTING ROOF STRUCTURE AND SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE COVERAGE.
4. THE CONTRACTOR SHALL VERIFY THE EXISTING ROOF FINISHES AND SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE COVERAGE.
5. THE CONTRACTOR SHALL VERIFY THE EXISTING ROOF DRAINAGE SYSTEMS AND SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE COVERAGE.
6. THE CONTRACTOR SHALL VERIFY THE EXISTING ROOF STRUCTURE AND SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE COVERAGE.
7. THE CONTRACTOR SHALL VERIFY THE EXISTING ROOF FINISHES AND SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE COVERAGE.
8. THE CONTRACTOR SHALL VERIFY THE EXISTING ROOF DRAINAGE SYSTEMS AND SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE COVERAGE.
9. THE CONTRACTOR SHALL VERIFY THE EXISTING ROOF STRUCTURE AND SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE COVERAGE.
10. THE CONTRACTOR SHALL VERIFY THE EXISTING ROOF FINISHES AND SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE COVERAGE.

ROOF PLAN LEGEND AND REMARKS:

- 1. ROOF FINISHES TO BE INSTALLED AS SHOWN ON THE ROOF PLAN.
- 2. ROOF DRAINAGE SYSTEMS TO BE INSTALLED AS SHOWN ON THE ROOF PLAN.
- 3. ROOF STRUCTURE TO BE INSTALLED AS SHOWN ON THE ROOF PLAN.
- 4. ROOF FINISHES TO BE INSTALLED AS SHOWN ON THE ROOF PLAN.
- 5. ROOF DRAINAGE SYSTEMS TO BE INSTALLED AS SHOWN ON THE ROOF PLAN.
- 6. ROOF STRUCTURE TO BE INSTALLED AS SHOWN ON THE ROOF PLAN.
- 7. ROOF FINISHES TO BE INSTALLED AS SHOWN ON THE ROOF PLAN.
- 8. ROOF DRAINAGE SYSTEMS TO BE INSTALLED AS SHOWN ON THE ROOF PLAN.
- 9. ROOF STRUCTURE TO BE INSTALLED AS SHOWN ON THE ROOF PLAN.
- 10. ROOF FINISHES TO BE INSTALLED AS SHOWN ON THE ROOF PLAN.

- Base Contract
- Alternate 1 Including skylights
- Alternate 2



1 ROOF PLAN

Revisions
 NO. DATE DESCRIPTION
 1 11/11/11 11/11/11



32
 A057
 11/11/11

SECTION 004126
 BID FORM

7.1. The undersigned acknowledges that it shall meet requirements of the Project Schedule (Section 003113).

8. EXTRA WORK

8.1. The undersigned agrees that:

- A. A maximum of 15% overhead and profit will be allowed for Changes in the Work performed by the Trade Contractor.
- B. A maximum of 5% overhead and profit will be allowed for Changes in the Work for any tier Subcontractor.
- C. For changes involving both additional costs and credits to the Contract, the mark-up will be allowed on the net add only after all credits have been deducted from the additional Work.

9. ALTERNATES

9.1. General

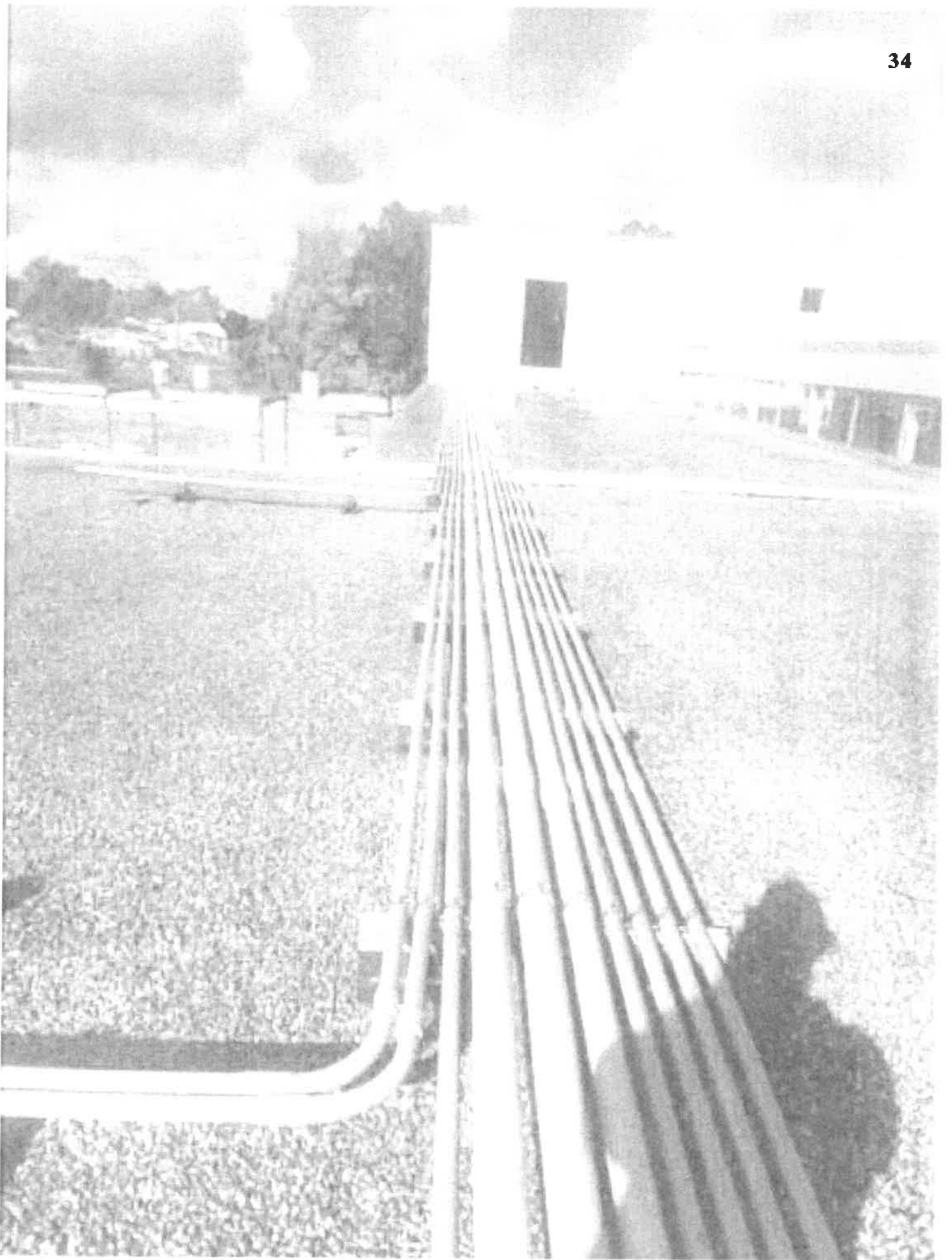
- A. Each Bidder must furnish alternate pricing for the Work of its respective Bid Category for the following alternates.
- B. Alternates shall not be included in the Lump Sum Base Bid.
- C. Alternate price shall include all cost for labor, material, equipment, service, overhead and profit including any bonds and taxes as required in the Bid Documents to complete the Work of the Bid Category.

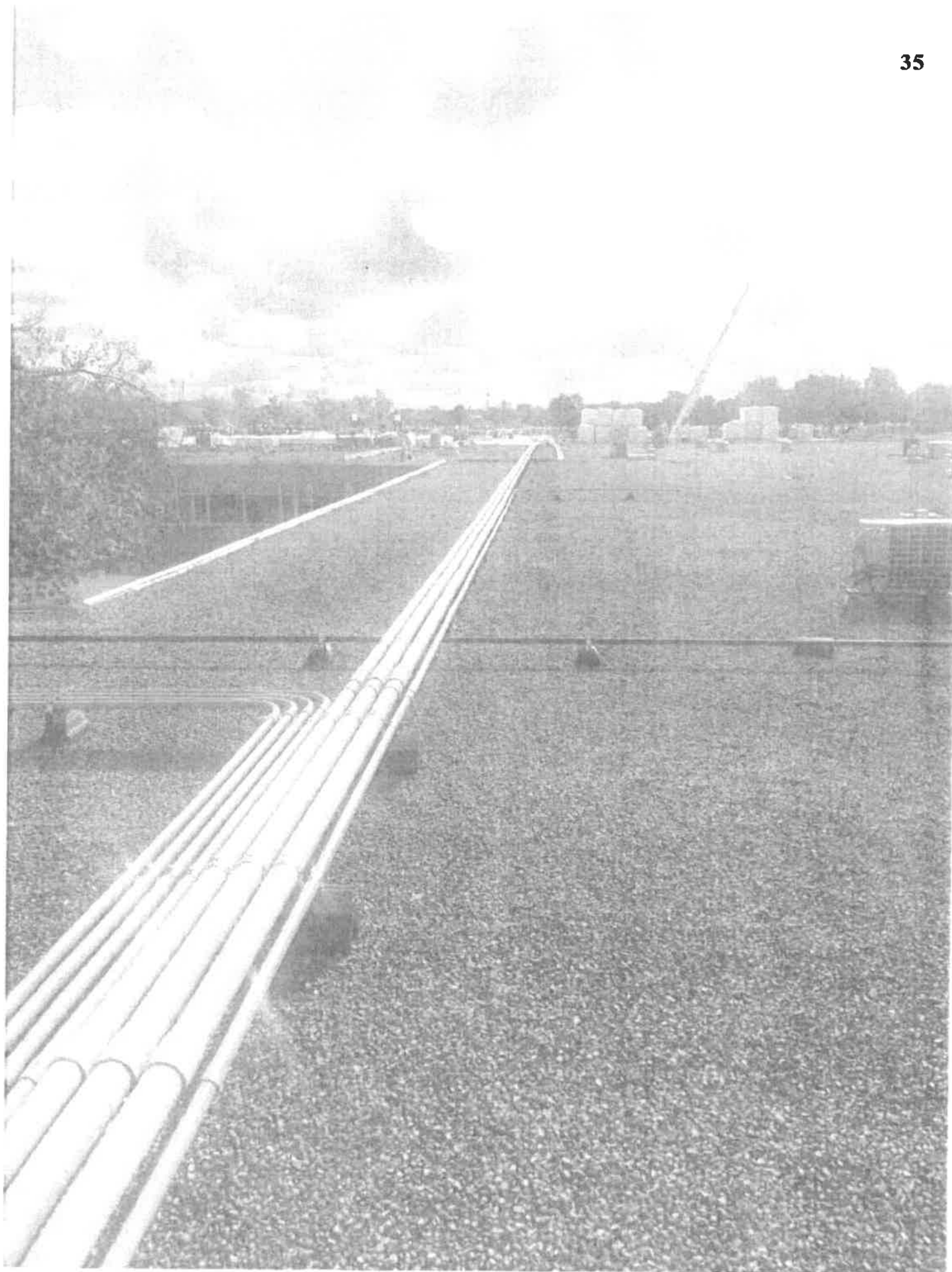
9.2. Pricing for Roofs by Area

- A. Alternate A1.a with New Skylights: ONE HUNDRED TWO THOUSAND
 - a. Add Deduct (Circle one) \$ 102,000.00
- B. Alternate A1.b Infill Skylights: EIGHTY NINE THOUSAND FIVE HUNDRED
 - a. Add Deduct (Circle one) \$ 89,500.00
- C. Alternate A2: FIVE HUNDRED SIXTY EIGHT THOUSAND
 - a. Add Deduct (Circle one) \$ 568,000.00

Revised to accommodate roof top piping (conduit and gas piping now run on roof) = \$584,000.00

\$ N/A







OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 27, 2020
Report 19-168

FOR ACTION

Subject:

Out-of-State Student Travel – OHS 2020 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 Nieuwkoop on a trip to New York City, NY March 11-14, 2020.

Rationale:

Ms. Nieuwkoop and approximately 54 OHS 9th – 12th grade students and chaperones will travel by Charter Bus for a vocal music experience in New York City. Students will be accompanied by Ms. Nieuwkoop 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 2019-2020 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 two Broadway performance and see many of the skills that we use in class daily in action. Students will also have the opportunity to work and talk with professional Broadway actors. 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 an opportunity to perform for a professional theatre director and receive a clinic. Students will also have the opportunity to visit the One World Tower, the 9/11 memorial park and museum, Times Square, and spend time exploring the city.

Facts/Statistics:

This trip is sponsored by Owosso High School 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 11, 2020. We will return home on Saturday March 14, 2020 around 1:00 PM. Two parent meetings will take place before students go on the trip. Bob Rogers Travel is our trips organizer.

Motion

Seconded

Vote – Ayes

Nays

Motion



PREPARED FOR THE: OWOSSO HIGH SCHOOL CHOIR
UNDER THE DIRECTION OF: MRS. JESSICA A. NIEUWKOOP, VOCAL MUSIC DIRECTOR
TOUR DESTINATION: NEW YORK, NEW YORK
TOUR DATES: MARCH 11 – 14, 2020
ITINERARY AS OF OCTOBER 28, 2019
BOB ROGERS TRAVEL - EMERGENCY NUMBER (800) 373-1423
COMPASS COACH - EMERGENCY NUMBER (616) 213-9988

WEDNESDAY, MARCH 11TH

MEALS INCLUDED TODAY: **NONE / ALL MEALS EN-ROUTE WILL BE AT YOUR EXPENSE**

- 6:00 AM Your privately chartered motor coach (**with COMPASS COACH – ONE 56 PASSENGER MOTOR COACH**) arrives for loading at:
Owosso High School
765 East North Street
Owosso, MI 48867
- 7:00 AM Coach departs for the **BIG APPLE!**
 🎵 The estimated driving distance is 680 miles; the calculated drive time is approximately 12 hours without stops. 2 hours of additional time has been factored into your travel for driver changes, rest & meal stops and traffic delays. Your route will not take you through Canada. Dinner stop en-route at your own expense.
- 9:00 PM Arrive in New Jersey at your hotel:
Crowne Plaza Englewood
401 South Van Brunt Street
Englewood, NJ 07631 (201) 871-2020
 Upon your arrival you'll secure your luggage and check-in to your rooms.

ELISE DWORKIN, YOUR PROFESSIONAL BOB ROGERS TRAVEL TOUR DIRECTOR WILL MEET YOU HERE AND ACCOMPANY YOUR GROUP THROUGHOUT YOUR TOUR.

ONE PRIVATELY HIRED SECURITY GUARD ON DUTY AT YOUR HOTEL FROM 10:30 – 5:30 AM

THURSDAY, MARCH 12TH

MEALS INCLUDED TODAY: **BREAKFAST & DINNER**

- 8:00 AM Enjoy an **American breakfast buffet** at your hotel this morning.
- 9:00 AM Board the coach and transfer to the **St. George Staten Island Ferry Terminal.**

THURSDAY, MARCH 12TH CONTINUED

- 10:00 AM Take the **Staten Island Ferry**, where from the deck you will have a perfect view of Ellis Island and the Statue of Liberty. You'll see the skyscrapers and bridges as you get closer to Lower Manhattan.
- 10:30 AM Arrive at the **Whitehall Terminal**. You'll have the opportunity to explore lower Manhattan.
- Lunch will be at your own expense in lower Manhattan this afternoon.
- 12:30 PM Arrive at the **National September 11 Memorial**. The National September 11 Memorial is a tribute of remembrance and honor to the nearly 3,000 people killed in the terror attacks of September 11, 2001 at the World Trade Center site, near Shanksville, Pa., and at the Pentagon, as well as the six people killed in the World Trade Center bombing in February 1993. The Memorial's twin reflecting pools are each nearly an acre in size and feature the largest manmade waterfalls in North America. The pools sit within the footprints where the Twin Towers once stood. **Bob Rogers Travel is a Charter Member and Memorial Builder for the National September 11 Memorial.**
- 1:00 PM Entry time to the **9/11 Memorial Museum**. The 9/11 Memorial Museum is an educational and historical institution honoring the victims and examining 9/11 and its continued global significance.
- 3:15 PM Walk to the **One World Observatory**.
- 3:30 PM Ascend to the **One World Observatory**. Start by ascending to the top of the tallest building in the Western Hemisphere in less than 60 seconds. Once you've arrived to the top experience three levels of innovation and inspiration, then look towards the horizon and feel the city's invincible spirit.
- 4:30 PM Board the coach and transfer to dinner at:
Ellen's Stardust Diner
1650 Broadway (212) 956-5151
- 5:30 PM Arrive for dinner at **Ellen's Stardust Diner**, home of the World Famous Singing Waitstaff!
- 7:00 PM Walk to the:
Minskoff Theatre
200 West 45TH Street

THURSDAY, MARCH 12TH CONTINUED

- 7:00 PM **Curtain rises on Disney's The Lion King!**
- 10:00 PM Board the coach and return to your hotel for the evening.

ONE PRIVATELY HIRED SECURITY GUARD ON DUTY AT YOUR HOTEL FROM 10:30 – 5:30 AM

FRIDAY, MARCH 13TH

MEALS INCLUDED TODAY: **BREAKFAST & DINNER**

- 7:30 AM Enjoy an **American breakfast buffet** at your hotel this morning.
- 8:30 AM Check-out of your rooms and load your luggage onto the coach from Michigan. **PLEASE DON'T LEAVE ANY PERSONAL ITEMS ON THIS COACH THAT YOU'LL NEED FOR TODAY AS YOUR DRIVER WILL REMAIN AT THE HOTEL FOR REQUIRED DOWNTIME.**
- 9:00 AM Board your **locally hired coach with Academy Bus** and transfer in to Manhattan for your Broadway Workshop at:
Chelsea Studios
151 West 26TH Street (6TH Floor)
- 10:30 AM Your **Making Music Workshop begins. GREAT FOR CHOIRS!** Participants will learn techniques of vocal dynamics and acting through song while working with a musical director on a piece of Broadway music. Explore the art of marrying music and drama to effectively achieve great emotional impact. Then the group has the opportunity to perform the piece they just learned with a Broadway guest performer, followed by a question-and-answer session.
- 12:00 PM Walk to the **Times Square** area where you'll have an opportunity to shop and explore.
- Lunch will be at your own expense this afternoon.

POTENTIAL FREE AFTERNOON ACTIVITIES:

- You'll have the opportunity to explore/shop **5TH Avenue**.
- Visit **Columbus Circle & Macy's**.
- Visit **St. Patrick's Cathedral**.
- Walk the **High Line**. A shining example of brilliant urban renewal, this eye-catching attraction is one of New York's best-loved green spaces.


FRIDAY, MARCH 13TH CONTINUED

- **Hudson Yards' Vessel Sculpture.** The Vessel is a climbable staircase sculpture, at 150 feet tall, 2,500 steps, 154 interconnected flights of stairs and 80 landings. The Vessel has a steel exoskeleton in a beehive shape. There is one mile of vertical climbing to be done.

5:30 PM Meet for dinner at:
Crossroads American Kitchen/Marriott Marquis Hotel
1535 Broadway (212) 704-8834
 A vibrant Times Square restaurant and lounge. Dine in a dramatic atrium setting, with a spectacular 21-foot mirrored spiral bar.

7:00 PM Walk to the:
August Wilson Theatre
245 West 52ND Street

8:00 PM **Curtain rises on Mean Girls!**

11:00 PM Board the coach for your return trip home.
 📌 The estimated driving distance is 680 miles; the calculated drive time is approximately 12 hours without stops. 2 hours of additional time has been factored into your travel for driver changes, rest & meal stops and traffic delays. Your route will not take you through Canada. Dinner stop en-route at your own expense.

SATURDAY, MARCH 14TH

MEALS INCLUDED TODAY: NONE / ALL MEALS EN-ROUTE WILL BE AT YOUR EXPENSE

1:00 PM Approximate arrival time to **Owosso High School.**

**WELCOME HOME AND THANK YOU FOR TRAVELING WITH BOB ROGERS TRAVEL. WE
 HOPE YOU HAVE MADE MANY SPECIAL MEMORIES!**

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 27, 2020
Report 19-169

FOR ACTION

Subject:

Awarding the lease of two new buses

Recommendation:

Resolve that the Board of Education authorize the Superintendent to enter into a three-year fair market value lease agreement with the option to purchase for the lease of two new 77 passenger gasoline buses at an annual cost of \$27,402.74.

Rationale:

Due to the unexpected removal of two buses out of the fleet due to irreparable damages and unexpected repairs, the District is in need of replacement of these two buses as soon as possible.

Statement of Purpose/Issue:

To obtain Board approval to lease two buses to replace existing buses in the Fleet.

Facts/Statistics:

Due to the immediate need for the buses, the District put out a Request For Proposal (RFP) for stock gasoline buses (buses that are on the lot of bus dealers) that were new or used due to other Districts disposing of viable buses. Options for either purchasing or leasing were reviewed for 1) Ability to arrange lease financing depending on where the bus is originating i.e. either through a dealer or through another district; 2) Whether the bus would be viable as a long term solution to include in the fleet given the specifications of the bus including but not limited to engine, body style, braking system, mileage etc...; and 3) The overall economic ability of the District to fit the lease/purchase within the confines of the budget. It is recognized that this situation is less than ideal but highlights the need for the District to continuously review the bus fleet and be as proactive as budget parameters will allow.

The was only one bidder that responded to the request for proposal which was Holland bus company. The Director of Transportation and the mechanic are recommending that the district lease two new stock gasoline buses with the option to purchase at the end of a three-year term. This is based on the need to have buses that are fully operational without the concern that the District will “inherit” challenges from another district and that the new buses provide the specifications outlined in the bid document. The leasing company will be the same one that the District has utilized in the past with all details remaining the same as previous agreements which were vetted by the District’s counsel. Holland has proven to be a reliable partner and has provided consistent and competitive bids. The amount of the lease has been included in the proposed Budget Revision #1 in order for the budget to accommodate this unexpected need for buses.

The details of their bid are provided in the table that follows (for all leases – the annual mileage is 15,000):

OPTION	LEASE COST/BUS	PURCHASE	BUYOUT
New – 3 year Lease no purchase option	\$14,075.92	\$81,983.00	N/A
New – 3 year Lease purchase option	\$13,701.37	\$81,983.00	\$49,534.00/bus
New – 5 year Installment Purchase	\$17,701.37	\$81,983.00	Own at the end of the term
Used hydraulic brake(31-33,000 miles)	\$11,638.64	\$67,722.00	\$39,000
Used air brakes (30-34,000 miles)	\$11,844.54	\$67,145.00	\$40,000

Motion

Seconded

Vote – Ayes

Nays

Motion

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 27, 2020
Report 19-170

FOR ACTION

Subject:

Revised Policies 1420 – School Administrator Evaluation and 3220 – Professional Staff Evaluation, 1st readings.

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policy 1420 – School Administrator Evaluation and 3220- - Professional Staff Evaluation.**

Facts / Statistics:

The revisions to policies 1420 and 3220 include the removal of expired dates. Revisions to these policies also reflect S.B. 122 and S.B. 202 annual year-end evaluations for teachers and school administrators who are regularly involved in instructional matters.

These revisions reflect current law and should be adopted in order to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Vol 34 No 1 - REVISIONS
Title	Copy of SCHOOL ADMINISTRATOR EVALUATION
Code	po1420
Status	
Adopted	February 28, 2011
Last Revised	June 27, 2016

1420 - SCHOOL ADMINISTRATOR EVALUATION

The Board of Education, through the powers derived from the School Code and other relevant statutes, is responsible for the employment and discharge of all personnel. To carry out this responsibility, with the involvement of school administrators, it delegates to the Superintendent, the function of establishing and implementing a rigorous, transparent, and fair performance evaluation system that does all of the following:

- A. Evaluates the school administrator's job performance at least annually in a year-end evaluation, while providing timely and constructive feedback.

The Superintendent or designee shall perform administrators' evaluations. Administrators rated high effective on three (3) consecutive year-end evaluations may be evaluated every other year, at the District's discretion.

- B. Establishes clear approaches to measuring student growth and provides school administrators with relevant data on student growth.
- C. Evaluates a school administrator's job performance as highly effective, effective, minimally effective or ineffective, using multiple rating categories that take into account student growth and assessment data. For the 2018-2019 school year ~~2015-2016, 2016-2017 and 2017-2018 school years~~ twenty-five (25) percent of the annual year-end evaluation shall be based on student growth and assessment data. Beginning with the ~~2018-~~ 2019-2020 school year, forty (40) percent of the annual year-end evaluation shall be based on student growth and assessment data.

For building level administrators, the data to be used is the aggregate student growth and assessment data that are used in teacher annual year- end evaluations in each school in which the school administrator works as an administrator. For a central-office-level administrator, the pertinent data is that of the entire School District.

- D. Uses the evaluations, at a minimum, to inform decisions regarding all of the following:
1. The effectiveness of school administrators, so that they are given ample opportunities for improvement
 2. Promotion, retention, and development of school administrators, including providing relevant coaching, instruction support, or professional development
 3. Removing ineffective school administrators after they have had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures
- E. The portion of the annual year-end evaluation that is not based on student growth and assessment data shall be based on at least the following for the school in which the school administrator works as an administrator:
1. The school administrators' training and proficiency in conducting teacher performance evaluations if s/he does so or his/her designee's proficiency and training if the administrator designates such duties.
 2. The progress made by the school or District in meeting the goals established in the school/District improvement plan.
 3. Student attendance.

4. Student, parent and teacher feedback and other information considered pertinent by the Board.

F. For the purposes of conducting annual year-end evaluations under the performance evaluation system, ~~by the beginning of the 2016-2017 school year,~~ the District shall adopt and implement one (1) or more of the evaluation tools for teachers or administrators, if available, that are included on the list established and maintained by the Michigan Department of Education ("MDE"). However, if the District has one (1) or more local evaluation tools for administrators or modifications of an evaluation tool on the list, and the District complies with G., below, the district may conduct annual year-end evaluations for administrators using one (1) or more local evaluation tools or modifications. The evaluation tools shall be used consistently among the schools operated by the District so that all similarly situated school administrators are evaluated using the same measures.

G. ~~Beginning with the 2016-2017 school year,~~ The district shall post on its public website all of the following information about the measures it uses for its performance evaluation system for school administrators:

1. The research base for the evaluation framework, instrument, and process or, if the district adapts or modifies an evaluation tool from the MDE list, the research base for the listed evaluation tool and an assurance that the adaptations or modifications do not compromise the validity of that research base.
2. The identity and qualifications of the author or authors or, if the district adapts or modifies an evaluation tool from the MDE list, the identity and qualifications of a person with expertise in teacher evaluations who has reviewed the adapted or modified evaluation tool.
3. Either evidence of reliability, validity, and efficacy or a plan for developing that evidence or, if the district adapts or modifies an evaluation tool from the MDE list, an assurance that the adaptations or modifications do not compromise the reliability, validity, or efficacy of the evaluation tool or the evaluation process.
4. The evaluation frameworks and rubrics with detailed descriptors for each performance level on key summative indicators.
5. A description of the processes for conducting classroom observations, collecting evidence, conducting evaluation conferences, developing performance ratings, and developing performance improvement plans.
6. A description of the plan for providing evaluators and observers with training.

H. ~~Beginning with the 2016-2017 school year~~ The District shall also:

1. ~~The District shall provide~~ Provide training to school administrators on the measures used by the district in its performance evaluation system and on how each of the measures is used. This training may be provided a district or by a consortium consisting of (2) or more districts, the intermediate school district or a public school academy.
2. ~~The District shall ensure~~ Ensure that training is provided to all evaluators and observers. The training shall be provided by an individual who has expertise in the evaluation tool or tools used by the District, which may include either a consultant on that evaluation tool or framework or an individual who has been trained to train others in the use of the evaluation tool or tools. The District may provide the training in the use of the evaluation tool or tools if the trainer has expertise in the evaluation tool or tools.

The evaluation system shall ensure that if the administrator is rated as minimally effective or ineffective, the person(s) conducting the evaluation shall develop and require the school administrator to implement an improvement plan to correct the deficiencies. The improvement plan shall recommend professional development opportunities and other measures designed to improve the rating of the administrator on his/her next annual year-end evaluation. An administrator rated as "ineffective" on three (3) consecutive year-end evaluations must be dismissed from employment with the District.

The evaluation program shall aim at the early identification of specific areas in which the individual administrator needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to an administrator shall not release that professional staff member from the responsibility to improve. If an administrator, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal, or non-renewal procedures may be invoked. In such an instance, all relevant evaluation documents may be used in the proceedings.

Evaluations shall be conducted of each administrator as stipulated in the revised School Code, the employment contract, the Superintendent's administrative guidelines and as directed by the Michigan Department of Education. An administrator shall be given a copy of any documents relating to his/her performance which are to be placed in the personnel file.

This policy shall not deprive an administrator of any rights provided by State law or any contractual rights consistent with State law.

Revised 9/26/11
Revised 12/8/14
Revised 5/11/15
Revised 1/25/16

© Neola ~~2016~~ 2019

Legal

M.C.L. 380.1249

Last Modified by Clara Pitt on January 13, 2020

Book	Policy Manual
Section	Vol 34 No 1 - REVISIONS
Title	Copy of PROFESSIONAL STAFF EVALUATION
Code	po3220
Status	
Adopted	February 28, 2011
Last Revised	June 27, 2016

3220 - PROFESSIONAL STAFF EVALUATION

The Board of Education, through the powers derived from the School Code and other relevant statutes, is responsible for the employment and discharge of all personnel. To carry out this responsibility, with involvement of professional staff, it delegates to the Superintendent the function of establishing and implementing a rigorous, transparent, and fair performance evaluation system that does all of the following:

- A. evaluates the employee's job performance at least annually while providing timely and constructive feedback

Teachers rated highly effective on three (3) consecutive year-end evaluations may be evaluated every other year, at the District's discretion.

- B. establishes clear approaches to measuring student growth and provides professional staff with relevant data on student growth

~~Commencing with the 2015-16 school year, the year-end evaluation of student growth shall be based on the most recent three (3) consecutive school years of student growth data, or all available student growth data if less than three (3) years is available.~~

- C. evaluates an employee's job performance, using rating categories of highly effective, effective, minimally effective and ineffective, which take into account student growth and assessment data. For the ~~2015-2016, 2016-2017 and 2017-2018~~ 2018-2019 school year -~~school years~~ twenty-five (25) percent of the annual year-end evaluation shall be based on student growth and assessment data. Beginning with the ~~2019-2020-2018-2019~~ school year, forty (40) percent of the annual year-end evaluation shall be based on student growth and assessment data.

Evaluations must also comply with ~~For these purposes, student growth shall be measured by the~~ following:

- ~~Beginning with the 2016-2017 school year, t~~he portion of a teacher's annual year-end evaluation that is not based on student growth and assessment data shall be based primarily on a teacher's performance as measured by the District as described below.
- Beginning with the 2018 - 2019 school year, for core content areas in grades and subjects in which state assessments are administered, fifty (50) percent of student growth must be measured using the state assessments, and the portion of student growth not measured using state assessments must be measured using multiple research-based growth measures or alternative assessments that are rigorous and comparable across schools within the District. Student growth also may be measured by student learning objectives or nationally normed or locally adopted assessments that are aligned to state standards, or based on achievement of individualized education program goals.
- The portion of a teacher's evaluation that is not measured using student growth and assessment data or using the evaluation tool developed or adopted by the District shall incorporate criteria enumerated in section M.C.L. 380.1248(1)(b)(i) to (iii) that are not otherwise evaluated under the tool. (See Policy 3131.)
- If there are student growth and assessment data available for a teacher for at least three (3) school years, the annual year-end evaluation shall be based on the student growth and assessment data for the most recent three (3) consecutive-school-year period. If there are not student growth and assessment data available for a teacher for at

least three (3) school years, the annual year-end evaluation shall be based on all student growth and assessment data that are available for the teacher. **48**

D. uses the evaluations, at a minimum, to inform decisions regarding all of the following:

1. the effectiveness of employees, so that they are given ample opportunities for improvement
2. promotion, retention, and development of employees, including providing relevant coaching, instruction support, or professional development
3. whether to grant tenure or full certification, or both, to employees, using rigorous standards and streamlined, transparent, and fair procedures
4. removing ineffective tenured and untenured employees after they have had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures

E. provides a mid-year progress report for every certificated teacher who is in the first year of probation or has received a rating of minimally effective or ineffective on the most recent annual year-end evaluation

This mid-year report shall not replace the annual year-end evaluation. The mid-year report shall:

1. be based, at least in part, on student achievement;
2. be aligned with the teacher's individualized development plan;
3. include specific performance goals and any recommended training for the remainder of the school year, as well as written improvement plan developed in consultation with the teacher that incorporates the goals and training.

F. includes classroom observations in accordance with the following:

1. must include review of the lesson plan, state curriculum standards being taught and student engagement in the lesson;
2. must include multiple observations unless the teacher has received an effective or higher rating on the last two (2) year-end evaluations;
3. observations need not be for an entire class period
4. ~~beginning with the 2016—2017 school year~~, at least one (1) observation must be unscheduled;
5. ~~beginning with the 2016—2017 school year~~, the school administrator responsible for the teacher's performance evaluation shall conduct at least one (1) of the observations;

Other observations may be conducted by other observers who are trained in the use of the evaluation tool as described below. These other observers may be teacher leaders.

6. ~~beginning with the 2016—2017 school year~~, the district shall ensure that, within thirty (30) days after each observation, the teacher is provided with feedback from the observation.

G. For the purposes of conducting annual year-end evaluations under the performance evaluation system, ~~by the beginning of 2016—2017 school year~~, the District will adopt and implement one (1) or more of the evaluation tools for teachers that are included on the list established and maintained by the Michigan Department of Education ("MDE").

The evaluation tool(s) shall be used consistently among the schools operated by the District so that all similarly situated teachers are evaluated using the same evaluation tool.

H. ~~Beginning with the 2016—2017 school year~~, the District will post on its public website all of the following information about the measures it uses for its performance evaluation system for teachers:

1. The research base for the evaluation framework, instrument, and process or, if the District adapts or modifies an evaluation tool from the MDE list, the research base for the listed evaluation tool and an assurance that the

adaptations or modifications do not compromise the validity of that research base.

2. The identity and qualifications of the author or authors or, if the District adapts or modifies an evaluation tool from the MDE list, the identity and qualifications of a person with expertise in teacher evaluations who has reviewed the adapted or modified evaluation tool.
3. Either evidence of reliability, validity, and efficacy or a plan for developing that evidence or, if the District adapts or modifies an evaluation tool from the MDE list, an assurance that the adaptations or modifications do not compromise the reliability, validity, or efficacy of the evaluation tool or the evaluation process.
4. The evaluation frameworks and rubrics with detailed descriptors for each performance level on key summative indicators.
5. A description of the processes for conducting classroom observations, collecting evidence, conducting evaluation conferences, developing performance ratings, and developing performance improvement plans.
6. A description of the plan for providing evaluators and observers with training.

I. The District shall also ~~Beginning with the 2016—2017 school year:~~

1. ~~The District will p~~Provide training to teachers on the evaluation tool(s) used by the District in its performance evaluation system and how each evaluation tool is used. This training may be provided by a district or by a consortium consisting of the District, the intermediate school district or a public school academy.
2. ~~The District will e~~Ensure that training is provided to all evaluators and observers. The training shall be provided by an individual who has expertise in the evaluation tool or tools used by the District, which may include either a consultant on that evaluation tool or framework or an individual who has been trained to train others in the use of the evaluation tool or tools. The District may provide the training in the use of the evaluation tool or tools if the trainer has expertise in the evaluation tool or tools.

The staff evaluation program shall aim at the early identification of specific areas in which the individual professional staff member needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to a professional staff member shall not release that professional staff member from the responsibility to improve. If a professional staff member, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal, or non-renewal procedures may be invoked. A teacher rated as "ineffective" on three (3) consecutive year-end evaluations must be dismissed from employment as a teacher with the District. In such an instance, all relevant evaluation documents may be used in the proceedings.

If a non-probationary teacher is rated as ineffective on an annual year-end evaluation, the teacher may request a review of the evaluation and the rating by the Superintendent. The request for a review must be submitted in writing within twenty (20) days after the teacher is informed of the rating. Upon receipt of the request, the Superintendent shall review the evaluation and rating and may make any modifications as appropriate based on his/her review. However, the performance evaluation system shall not allow for a review as described in this subdivision more than twice in a three (3) school-year period.

~~Beginning with the 2018—2019 school year, t~~The District shall not assign a student to be taught in the same subject area for two (2) consecutive years by a teacher who has been rated as ineffective on his/her two (2) most recent annual year-end evaluations. If the District is unable to comply with this and plans to assign a student to be taught in the same subject area for two (2) consecutive years by a teacher who has been rated as ineffective on his/her two (2) most recent annual year-end evaluations, the Board will notify the student's parent or legal guardian in writing not later than July 15 immediately preceding the beginning of the school year for which the student is assigned to the teacher, that the District is unable to comply and that the student has been assigned to be taught in the same subject area for a second consecutive year by a teacher who has been rated as ineffective on his/her two (2) most recent annual year-end evaluations. The notification shall include an explanation of why the Board is unable to comply.

Evaluations shall be conducted of each professional staff member as stipulated in the Teacher Tenure Act, the revised School Code, a negotiated agreement or contract, the Superintendent's administrative guidelines and as directed by the Michigan Department of Education. A professional staff member shall be given a copy of any documents relating to his/her performance which are to be placed in the personnel file.

This policy shall not deprive a professional staff member of any rights provided by State law or contractual rights consistent with State law.

Revised 9/26/11

Revised 12/8/14

Revised 5/11/15

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Legal M.C.L. 380.1249 (as amended)

Last Modified by Clara Pitt on January 13, 2020

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 27, 2020
Report 19-171

FOR ACTION

Subject:

New Policy 2265 – Child Care Center Staff and Volunteers, 1st reading.

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **New Policy 2265 – Child Care Center Staff and Volunteers.**

Facts / Statistics:

This new policy is provided to comply with a change to the child Care Organizations Act requiring more intensive background checks for anyone who works in a qualifying program, including volunteers if they have unsupervised contact with kids. The Act requires districts to have a policy regarding volunteer supervision. Although a policy is not required on background checks, the district is required to do them.

This new policy reflects current law and should be adopted in order to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book Policy Manual
 Section Vol 34 No 1 - REVISIONS
 Title Vol. 34, No. 1 - September 2019 New CHILD CARE CENTER STAFF AND VOLUNTEERS
 Code po2265
 Status

2265 - CHILD CARE CENTER STAFF AND VOLUNTEERS

Background Checks

All staff members employed by the District whose job responsibilities include working with children in the District's

- pre-school programs,
- before or after school programs,
- early childhood development programs,
- child or day care center,
- drop-in program, and/or

and all other persons 18 years or older who provide unsupervised care or have unsupervised access to the children in the program(s) **OPTION [X]**, including volunteers, must consent to and complete a comprehensive background check compliant with the requirements of the Child Care Organizations Act.

[OPTION] [X] Volunteers shall not engage in unsupervised care or supervision of the children or be provided unsupervised access to the children in the program(s).

All staff members and any volunteers who have contact with children in the program(s) at least four (4) hours per week for more than two (2) consecutive weeks must have test results on file with the District indicating that they are free from communicable tuberculosis. The test results must have been verified within one (1) year before employment or volunteering.

Supervision of Volunteers

All persons who volunteer in the program(s), including the parents or guardians of a child receiving care or services, will be supervised by the District staff member(s) who are working in the program(s). District staff members will be informed of their supervisory roles **(X)** including the requirement that volunteers shall not engage in unsupervised care or supervision of the children or be provided unsupervised access to the children in the program(s).

District staff members must report any issues or concerns of any nature relating to volunteers to the **[X] building principal - Superintendent** at the first available opportunity. The building principal will promptly address all issues or concerns and determine whether any instruction, changes, corrective action or other remedies should be implemented.

All volunteers must comply with Board policies and District guidelines while acting as a volunteer and are subject to removal or prohibition from participating as a volunteer in the program(s).

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Legal M.C.L. 722.111, et seq.

Last Modified by Clara Pitt on January 15, 2020

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 27, 2020
Report 19-172

FOR ACTION

Subject:

Revised Policy 2450 – Community and Adult Education, 1st reading.

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policy 2450 – Community and Adult Education.**

Facts / Statistics:

The addition to this policy is provided for districts that offer adult education/job training programs that are eligible for tuition funds paid by the U.S. Department of Veterans Affairs and enforced at Institutions of Higher Learning, Non-College Degree Programs, and Flight Schools. The recently enacted Veterans Benefits and Transition Act of 2018 requires Michigan’s State Approving Agency (SAA) to disapprove all courses at educational institutions that have a policy inconsistent with the following criteria for recipients of Chapter 31 and Chapter 33 of the G.I. Bill.

This revision reflects the current Federal law and should be adopted if the district provides such adult education/job training programs.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Vol 34 No 1 - REVISIONS
Title	Copy of COMMUNITY AND ADULT EDUCATION
Code	po2450
Status	
Adopted	July 11, 2005

2450 - COMMUNITY AND ADULT EDUCATION

The Board of Education believes that education is a continuous process throughout life and supports the position that the District should cooperate with other community agencies in providing educational, cultural, and recreational opportunities for all of its citizens. The school, in this setting, becomes a force for community service and improvement; and the values the community seeks for children in the regular school program are, thus, available for all citizens through the community and/or adult program.

With regard to community education, the Board may provide programs in the evening and day.

With regard to adult education, the Board also shall provide a basic high school continuation program for anyone over the age of sixteen (16) who is not attending high school as an opportunity to complete the requirements for a high school diploma.

[X] Veterans Benefits and Transition Act

The Board shall permit for GI Bill and Vocational Rehabilitation and Employment Program beneficiaries to attend a course of education or training for up to ninety (90) days pending payment from the Veterans Administration (VA) for the course. To be eligible, the beneficiary must provide a certificate of eligibility for entitlement to educational assistance (valid/current VAF 28-1905), and a written request to use the entitlement. Documentation must be submitted no later than the first day the course or training commences. The ninety (90) day period starts on the date when the District certifies tuition and fees following receipt of the required documents.

The District shall not impose a penalty, deny access to classes or facilities, or require the beneficiary to borrow additional funds to cover tuition and fees due to late payments from the VA. The State Approving Agency (SAA) or the VA may act to approve or disapprove certain courses of education, which may be subject to a waiver by the VA.

The Superintendent shall develop and implement administrative guidelines whereby the schools are available to residents of the District for the above-stated purposes and such programs have equal access to the District's facilities and its instructional equipment, materials, and supplies.

Legal	A.C. Rule 388.281 et seq.
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Last Modified by Clara Pitt on January 15, 2020

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 27, 2020
Report 19-173

FOR ACTION

Subject:

Revised Policy 2628 – State Aid Incentives, 1st reading.

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policy 2628 – State Aid Incentives.**

Facts / Statistics:

The revision to this policy reflects the current “At-Risk” characteristics specified in Section 31a(20) of the Michigan School Aid Act.

This revision reflects the current state of the law and should be adopted to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book Policy Manual
 Section Vol 34 No 1 - REVISIONS
 Title Copy of STATE AID INCENTIVES
 Code po2628
 Status
 Adopted February 27, 2017

2628 - STATE AID INCENTIVES

The Board of Education, in its efforts to provide a quality education for the students of this District, shall review annually the State School Aid Act to determine any programs or incentives that offer additional revenues.

The Superintendent shall examine the requirements for each of the programs or incentives to determine which are feasible for this District and provide the Board with the necessary resolutions for those selected.

At Risk Funding

The State School Aid Act provides Section 31a funding for instructional and pupil support services who meet the at-risk identification characteristics specified in Section 31a(20).

At-risk characteristics include low achievement on State- or local-administered assessments in mathematics, English language arts, social studies or science; failure to meet proficiency standards in reading by the end of 3rd grade or career and college readiness for high school students at the end of 12th grade; a victim of child abuse or neglect; is a pregnant teenager or teenage parent; has a family history of school failure, incarceration or substance abuse; economically disadvantaged; is an English learner (EL); is chronically absent as defined and reported to the Center for Educational Performance and Information (CEPI); is an immigrant who has immigrated within the immediately preceding three (3) years~~a student in a priority or priority successor school~~; and in the absence of State or local assessment data, meets at least two or more identified risk factors.

Section 31a funds are limited to instructional services, and direct non-instructional services to pupils. They may not be used for administration or other related costs. The District shall implement multi-tiered systems of support, as required, in order to access such funding.

Annually, the Superintendent shall allocate such funding to appropriate programs and services based on District priorities. Section 31a funds may be used to provide an anti-bullying or crisis intervention program.

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Legal State School-Aid Act

Last Modified by Clara Pitt on January 13, 2020

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 27, 2020
Report 19-174

FOR ACTION

Subject:

Revised Policy 3210 – Staff Ethics, 1st reading.

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policy 3210 – Staff Ethics.**

Facts / Statistics:

This policy has been revised to include the provisions of the recently approved (May 2019) Michigan Code of Educational Ethics (Code). The Code is adapted from the Model Code of Ethics for Educators (MCEE), adopted by the National Association of State Directors of Teacher Education and Certification Board of Directors.

Revisions to this policy are recommended for adoption by NEOLA.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Vol 34 No 1 - REVISIONS
Title	Copy of STAFF ETHICS
Code	po3210
Status	
Adopted	July 11, 2005

3210 - **STAFF ETHICS**

3210 - **STAFF ETHICS**

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all professional staff members to maintain high standards in their working relationships, and in the performance of their professional duties, to:

1. **Responsibility to the Profession**

1. demonstrate responsibility for oneself as an ethical professional;
2. acknowledge, address and attempt to resolve ethical issues in an appropriate manner;
3. promote and advance the profession within and beyond the school community;

2. **Responsibility to Professional Competence**

1. demonstrate commitment to high standards of practice;
2. demonstrate responsible use of data, materials, research and assessment;
3. act in the best interest of all students;

3. **Responsibility to Students**

1. respect the rights and dignity of students;
2. demonstrate an ethic of care for students;
3. maintain student trust and confidentiality in a developmentally appropriate manner and within appropriate limits;

4. **Responsibility to the School Community**

1. promote effective and appropriate relationships with parents/guardians;
2. promote effective and appropriate relationships with colleagues;
3. promote effective and appropriate relationships with the community and other stakeholders;
4. promote effective and appropriate relationships with employers;
5. understand the problematic nature of dual or multiple relationships;

5. Responsible and Ethical Use of Technology

1. use technology in a responsible manner;
2. ensure student safety and well-being when using technology;
3. maintain confidentiality in the use of technology;
4. promote the appropriate use of technology in educational settings;
6. (X) recognize basic dignities of all individuals with whom they interact in the performance of duties;
7. (X) represent accurately their qualifications;
8. (X) exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
9. (X) seek and apply the knowledge and skills appropriate to assigned responsibilities;
10. (X) keep in confidence legally-confidential information as they may secure;
11. (X) ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
12. (X) avoid accepting anything of value offered by another for the purpose of influencing judgment;
13. (X) refrain from using position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. This will not be implemented in a manner that limits constitutionally or legally protected rights as a citizen. ~~in no way limit constitutionally or legally protected rights as a citizen.~~

In keeping with the ethical responsibilities of the professional staff, the Board of Education prohibits staff from engaging in a romantic or sexual relationship of any kind with students of this District, regardless of the student's age. Professional staff should not provide alcohol, drugs, cigarettes, or any other contraband to a student.

Legal M.C.L.A. 750.520b, 750.520c, 750.520d, 750.520e

Last Modified by Clara Pitt on January 13, 2020

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 27, 2020
Report 19-175

FOR ACTION

Subject:

New Policy 5230 – Late Arrival and Early Dismissal, 1st reading.

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: New Policy 5230 – Late Arrival and Early Dismissal.

Facts / Statistics:

This policy provides an option for the District to require photo identification when releasing a student to a non-parent/guardian.

This option is recommended for adoption by NEOLA.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book Policy Manual
 Section Vol 34 No 1 - REVISIONS
 Title Vol. 34, No. 1 - September 2019 New LATE ARRIVAL AND EARLY DISMISSAL
 Code po5230
 Status

5230 - LATE ARRIVAL AND EARLY DISMISSAL

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The Board of Education recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

[X] As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by

(X) written

(X) personal

request of the student's parent, which shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the Administrator.

If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the noncustodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents.

[X] Presentation of photo identification is required of anyone authorized such custody. (See Form 5230-F1)

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Last Modified by Clara Pitt on January 15, 2020

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 27, 2020
Report 19-176

FOR ACTION

Subject:

Revised Policy 5330.02 – Opioid Antagonists, 1st reading.

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policy 5330.02 – Opioid Antagonists.**

Facts / Statistics:

This policy has been revised to reflect the changes of Public Act 38 and Public Act 39 resulting in the creation of the new Administration of Opioid Antagonist Act (AOAA). The Act is effective as of September 24, 2019.

These revisions reflect the current state of the law and should be adopted to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book Policy Manual
 Section Vol 34 No 1 - REVISIONS
 Title Vol. 34, No. 1 - September 2019 Revised OPIOID ANTAGONISTS
 Code po5330.02
 Status

5330.02 - OPIOID ANTAGONISTS

The Board has determined that it is in the best interests of its students and employees to have opioid antagonists available to be administered, if necessary, by appropriately trained personnel. Therefore, the Board adopts this policy to govern the handling and administration of opioid antagonists consistent with the following processes, procedures and limitations.

District shall purchase opioid antagonists and distribute the opioid antagonists to an employee or agent of the District who has been trained in the administration of that opioid antagonist. An opioid antagonist is naloxone hydrochloride or any other similarly acting and equally safe drug approved by the U.S. Food and Drug Administration for the treatment of drug overdose.

A District employee or agent may possess an opioid antagonist distributed to that employee or agent and may administer that opioid antagonist to an individual only if both of the following apply:

- A. The employee or agent has been trained in the proper administration of that opioid antagonist.
- B. The employee or agent has reason to believe that the individual is experiencing an opioid-related overdose.

An opioid-related overdose is a condition, including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death, that results from the consumption or use of an opioid or another substance with which an opioid was combined or that ~~a reasonable person or individual who has received training approved by a licensed professional nurse in the administration of an opioid antagonist~~ would believe to be an opioid-related overdose that requires medical assistance.

Any school personnel who have reason to believe that a student is having an opioid-related overdose must call 911.

Any person who administers an opioid antagonist to a student shall promptly notify the

(X) Building Principal, who shall be responsible for promptly notifying the student's parent/guardian that an injection has been administered.

The person who notifies the student's parent/guardian must encourage the parent or guardian to seek treatment for the student from a substance use disorder services program.

It shall be the responsibility of the **Building Principal** to be sure that the supply of opioid antagonists is maintained at the appropriate level and they have not expired. The **Building Principal** shall also be responsible for coordinating the training of District employees to administer the opioid antagonists and to maintain the list of employees authorized to administer the antagonists.

The District's training regarding, administration of, and the maintenance and storage of opioid antagonists shall be consistent with PO 5330, AG 5330 and the Michigan Department of Education's medication administration guidelines, as amended.

At least annually, Building Principal will report all instances in which an opioid antagonist was administered to a student using the school's stock of opioid antagonists to the Michigan Department of Education, using the form and in the manner required by the MDE.

An opioid antagonist is naloxone hydrochloride or any other similarly acting and equally safe drug approved by the U.S. Food and Drug Administration for the treatment of drug overdose.

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Legal Administration of Opioid Antagonists Act

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 27, 2020
Report 19-177

FOR ACTION

Subject:

Revised Policy 6800 – System of Accounting, 1st reading.

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policy 6800 – System of Accounting.**

Facts / Statistics:

This policy has been revised to reflect the reporting requirements of the Governmental Accounting Standards Board, Statement No. 84 (GASB 84) regarding student and school-related activity funds.

This revision reflects the requirements in the Michigan Public Schools Accounting Manual and should be adopted.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Vol 34 No 1 - REVISIONS
Title	Copy of SYSTEM OF ACCOUNTING
Code	po6800
Status	
Adopted	July 11, 2005
Last Revised	June 27, 2011

6800 - SYSTEM OF ACCOUNTING

It is the policy of the Board of Education that a chart of accounts be established in accordance with the requirements of the State Department of Education for the accounting of all District funds. The Superintendent is responsible for an accounting of all capital assets to protect the financial investment of the District against catastrophic loss. Further, the Superintendent will establish procedures and regulations necessary to properly account for capital assets and comply with generally accepted accounting principles (GAAP) and ensure that the District's capital assets are properly insured.

GASB 84

The District's system of accounting shall comply with all applicable requirements of the Governmental Accounting Standards Board, Statement No. 84 (GASB 84). In accordance with GASB 84, the District will report applicable fiduciary activities as identified in either the private purpose trust fund or the custodial fund. Typically, these activities include recognized student and school-related activity funds held in a bank account maintained by the District. These funds shall be subject to the accounting and requirements specified in the Michigan Public Schools Accounting Manual. An activity not identified as a fiduciary activity under GASB 84 will be deemed a governmental activity and will be reported in a governmental fund.

GASB 54

The District's system of accounting shall comply with all requirements of the Governmental Accounting Standards Board, Statement No. 54 (GASB 54). In accordance with GASB 54, the District will report its fund balances in the following categories:

- *Nonspendable fund balance*—amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund).
- *Restricted fund balance*—amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
- *Committed fund balance*—amounts constrained to specific purposes by the Board; to be reported as committed, amounts cannot be used for any other purpose unless the Board takes action to remove or change the constraint.
- *Assigned fund balance*—amounts the Board intends to use for a specific purpose; intent can be expressed by the Board or by an official or committee to which the Board delegates the authority.
- *Unassigned fund balance*—amounts that are available for any purpose; these amounts are reported only in the general fund.

The Board authorizes the auditors and directs its administrative staff to take all steps necessary to comply with the requirements of GASB 54. All revenue and funds will be designated to one of the above categories.

The Superintendent shall be responsible for the proper accounting of all District funds. S/He shall ensure that expenditures are budgeted under and charged against those accounts which most accurately describe the purpose for which such monies are to be or have been spent. Wherever appropriate and practicable, salaries of individual employees, expenditures for single pieces of

equipment, and the like shall be prorated under the several accounts which most accurately describe the purposes for which such monies are to be or have been spent. 66

The Superintendent is responsible to implement procedures and practices that will determine: 1) Capitalization policies for District assets (i.e., which assets will be capitalized and depreciated over their estimated useful life versus which assets will be expensed in year of purchase); 2) Methods for calculating annual and accumulated depreciation expense for assets including estimates for asset lives, residual asset values, and depreciation methodology; 3) Procedures for recording gain or loss on sale of capital assets and proceeds from the sale of capital assets in compliance with GAAP Reporting of estimated cash values or replacement values to District insurance providers.

A report of the revenues and expenditures in the fund reporting categories established above shall be made to the Board on a monthly basis by the Superintendent.

The Board's annual financial statements will include information such as: 1) beginning and ending balances of capital assets; 2) beginning and ending balances of accumulated depreciation, 3) total depreciation expense for the fiscal year.

Such reporting shall include description of significant capital asset activity during the fiscal year including: acquisitions through purchase or donation, sales or dispositions including the proceeds and gains or losses on the sale, changes in methods of calculating depreciation expense or accumulated depreciation, such as, estimates of useful life, residual values, depreciation methodology (e.g. straight line or other method).

Before implementing procedures or changing procedures, the Superintendent will review the proposed procedure with the CPA appointed by the Board of Education to conduct the Board's financial audit. The procedures established shall comply with all statutorily required standards and generally accepted accounting procedures.

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Legal M.C.L.A. 41.422 et seq., 141.421 et seq.
A.C. Rule R340.351 et seq.
GASB #34
GASB # 54

Last Modified by Clara Pitt on January 13, 2020

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 27, 2020
Report 19-178

FOR ACTION

Subject:

Revised Policy 7300 – Disposition of Real Property, 1st reading.

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policy 7300 – Disposition of Real Property.**

Facts / Statistics:

This policy has been revised to specifically list certain options that are available to districts regarding disposition of real property.

Revisions to this policy are recommended by NEOLA, although not required.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book Policy Manual
 Section Vol 34 No 1 - REVISIONS
 Title Copy of DISPOSITION OF REAL PROPERTY
 Code po7300
 Status
 Adopted July 11, 2005

7300 - **DISPOSITION OF REAL PROPERTY**

The Board of Education believes that the efficient administration of the District requires the disposition of property and goods no longer necessary for the maintenance of the educational program or the operation of the School District.

"Real Property" means land, including land improvements, structures and appurtenances thereto, but excludes moveable machinery and equipment.

The Board shall direct the periodic review of all District property and authorize the disposition by sale, donation, trade, or discard of any property not required for school purposes in accordance with the provisions of this policy and Policy 7310 – Disposition of Surplus Property. The Board must approve the terms of any sale, lease or other disposition of real property.

- A. Written offers shall be referred to the Board Finance Committee for review and recommendations. Offers, when received, will be distributed to the members of the Board.
- B. All property considered for (sale) disposition may be subjected to a current, outside, professional appraisal prior to the solicitation of offers.
- C. All property considered for lease or sale shall be reviewed by the Board prior to solicitation of offers. The solicitation of offers by the Board shall include an expiration date.
- D. The authorized agents of the Board to review all purchase or lease offers pertaining to sale or lease of property shall be the Superintendent and the Board Finance Committee. The Board shall give final approval of all contracts.
- E. In consideration of the best interest of the District and of the residents and taxpayers, the Board reserves the right to reject any and all offers at its sole discretion, regardless of price and terms.
- F. Potential purchasers or lessees shall demonstrate financial capability to meet the terms and conditions of their purchase or lease offer.
- G. Potential purchasers shall demonstrate reasonable likelihood of obtaining necessary city/township approvals and/or compliance with city/township zoning ordinances.

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Legal M.C.L. 380.1260
 2 C.F.R. 200.78, 200.85

Last Modified by Clara Pitt on January 13, 2020

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 27, 2020
Report 19-179

FOR ACTION

Subject:

New Policy 7440.03 – Small Unmanned Aircraft Systems, 1st reading.

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **New Policy 7440.03 – Small Unmanned Aircraft Systems.**

Facts / Statistics:

Neola first issued guidance on drones in August 2015, providing a sample resolution for district to prohibit the operation of small unmanned aircraft systems on school property, to be in compliance with MHSAA bylaws. Such aircraft systems are regulated by the Federal Aviation Administration (FAA), with rulemaking by that agency in the early stages at that time. However, rulemaking has become somewhat settled with the issuance of SMALL UNMANNED AIRCRAFT RULE (PART 107). This new policy and administrative guideline reflect the provisions of that rule (Part 107) and the prohibition advanced by the MHSAA.

This policy and guideline are recommended by NEOLA.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book Policy Manual
 Section Vol 34 No 1 - REVISIONS
 Title Vol. 34, No. 1 - September 2019 New SMALL UNMANNED AIRCRAFT SYSTEMS
 Code po7440.03
 Status

7440.03 - **SMALL UNMANNED AIRCRAFT SYSTEMS**

The Board prohibits the operation of small Unmanned Aircraft Systems (sUAS) at any time by any individual who is not employed by the District, as well as by any District staff member or administrator who is not expressly authorized to do so by the Superintendent, on property owned or leased or contracted for by the Board.

The Board also prohibits the operation of a sUAS (drone) on property owned or leased or contracted for by the Board during District-sponsored contests (including scrimmages and previews), practices, tournaments, and activities under the auspices of the Michigan High School Athletic Association (MHSAA). District officials may deny admission or entry to anyone attempting to use a sUAS until the event has been completed. Any exceptions to this prohibition must be approved in advance by the Superintendent.

To be authorized to operate a drone on property owned or leased or contracted for by the Board, a staff member or administrator must have a Remote Pilot Certificate issued by the Federal Aviation Administration (FAA). Further, the drone must be registered with the FAA and properly marked in accordance with 14 C.F.R. Part 107.

A staff member or administrator authorized to operate a drone on property owned or leased or contracted for by the Board, must also comply with all rules set forth in 14 C.F.R. Part 107. (See AG 7440.03)

Failure to adhere by all rules set forth in 14 C.F.R. Part 107 and AG 7440.03 may result in loss of authorization to operate a drone to operate on property owned or leased or contracted for by the Board, referral to local law enforcement, and/or further disciplinary action, up to and including termination.

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Legal 14 C.F.R. Part 107

Last Modified by Clara Pitt on January 16, 2020

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 27, 2020
Report 19-180

FOR ACTION

Subject:

Revised Policy 8462 – Student Abuse and Neglect, 1st reading.

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policy 8462 – Student Abuse and Neglect.**

Facts / Statistics:

This policy has been revised to include all “mandatory reporters” as specified by Michigan statute. Given recent additions to the list of individuals required to report suspicion of child abuse, the term “professional staff” was not sufficiently inclusive.

The revised policy reflects the current state of law and should be adopted to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion
Seconded
Vote – Ayes Nays Motion

Book	Policy Manual
Section	Vol 34 No 1 - REVISIONS
Title	Copy of STUDENT ABUSE AND NEGLECT
Code	po8462
Status	
Adopted	July 11, 2005

8462 - **STUDENT ABUSE AND NEGLECT**

The Board of Education is concerned with the physical and mental well-being of the students of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law.

Each professional staff member employed by this District and all other persons employed by this District who are mandatory reporters under the law who has reasonable cause to suspect child abuse or neglect shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a student by other than accidental means.

The professional staff member or appropriate administrator in the presence of the staff member shall immediately call the local office of the Family Independence Agency and shall secure prompt medical attention for any such injuries reported.

S/He shall also notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect.

Any support staff member who has reasonable cause to suspect child abuse or neglect shall immediately report any such case to the principal who shall, in turn, immediately notify the Family Independence Agency.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. A reporting staff member shall not be dismissed or otherwise penalized for making a report of child abuse or neglect.

Information concerning alleged child abuse is confidential. Any unauthorized disclosure by an official or employee of the District is a violation of the law and subjects the disseminator to civil liability for resulting damages.

Each principal should be mindful of the possibility of physical or mental abuse being inflicted on a student by a staff member. Any such instances, whether real or alleged, should be dealt with in accordance with the administrative guidelines established by the Superintendent.

Neola 2019

Legal M.C.L.A. 722.621 et seq.

Last Modified by Clara Pitt on January 13, 2020

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 27, 2020
Report 19-181

FOR ACTION

Subject:

Revised Policy 2410 – Prohibition of Referral or Assistance, 1st reading.

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policy 2410 – Prohibition of Referral or Assistance.**

Facts / Statistics:

This policy has been revised to remove the \$100,000 and 3% financial penalty against any officer, agent, or employee of the Board of Education who assist and who is not the parent or the legal guardian of the student involved.

The revised policy reflects the current state of law and should be adopted to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Special Update Oct 2019-Revisions
Title	Copy of PROHIBITION OF REFERRAL OR ASSISTANCE
Code	po2410
Status	
Adopted	December 11, 2017

2410 - PROHIBITION OF REFERRAL OR ASSISTANCE

~~In accordance with Michigan statute, any officer, agent, or employee of the Board of Education is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion.~~

~~Whenever it becomes necessary to discipline a member of the staff for violation of this policy, the Superintendent shall utilize related procedures described in the Staff Discipline Policy 1439, Policy 3139, and Policy 4139 or the current negotiated agreement, if applicable.~~

~~Using due process procedures, the Superintendent shall conduct an investigation, as appropriate to the situation, including providing the employee with reasonable notice and the opportunity to respond.~~

~~If it is determined that any officer, agent, or employee of the Board has violated this policy, the Board shall apply a financial penalty against such individual that is equivalent to not less than three percent (3%) of that individual's annual compensation.~~

~~The District shall refund to the State School Aid fund an amount of money equal to the amount of the penalty or fine.~~

In accordance with Michigan statute, any school official, member of the Board of Education, or employee of the Board who is not the parent or the legal guardian of the student involved is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion. Any school official, member of the Board, or employee of the Board who violates this policy is subject to disciplinary action.

Any alleged violation of this policy shall be reported to the Superintendent, who shall follow the procedures set out in Policy 1439, Policy 3139, Policy 4139 or the current negotiated bargaining agreement, whichever is applicable, to investigate the allegation. If the allegation relates to a school official, member of the Board, or employee of the Board to whom Policy 1439, Policy 3139, Policy 4139 or a current negotiated bargaining agreement does not apply, the Superintendent shall conduct an investigation, as appropriate to the situation, including providing the person with reasonable notice and the opportunity to respond. All disciplinary measures available under Board Policy 1439, Policy 3139 or Policy 4139 may be utilized, as appropriate, if the Superintendent determines that a violation of this policy occurred.

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Legal M.C.L. 388.1766

Last Modified by Clara Pitt on January 16, 2020

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 27, 2020
Report 19-182

FOR ACTION

Subject:

Revised Policy 2414 – Reproductive Health and Family Planning, 1st reading.

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policy 2414 – Reproductive Health and Family Planning.**

Facts / Statistics:

This policy has been revised to add language that any school official, member of the Board, or employee of the Board who is not the parent or legal guardian of the student involved is prohibited from referring a student for an abortion.

The revised policy reflects the current state of law and should be adopted to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Special Update Oct 2019-Revisions
Title	Copy of REPRODUCTIVE HEALTH AND FAMILY PLANNING
Code	po2414
Status	
Adopted	July 11, 2005
Last Revised	December 11, 2017

2414 - REPRODUCTIVE HEALTH AND FAMILY PLANNING

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

No person shall dispense or otherwise distribute in a District school or on District school property a family planning drug or device. Additionally, any school official, member of the Board, or employee of the Board who is not the parent or the legal guardian of the student involved is prohibited from referring a student for an abortion. ~~Additionally, any officer, agent, or employee of the Board is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion.~~

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

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

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

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

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Legal	M.C.L. 380.1169, 380.1507, 388.1766 A.C. Rule 388.273 et seq.
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Last Modified by Clara Pitt on January 16, 2020

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 27, 2020
Report 19-183

FOR ACTION

Subject:

Revised Policy 2418 – Sex Education, 1st reading.

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policy 2418 – Sex Education.**

Facts / Statistics:

This policy has been revised to add language that any school official, member of the Board, or employee of the Board who is not the parent or legal guardian of the student involved is prohibited from referring a student for an abortion.

The revised policy reflects the current state of law and should be adopted to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Special Update Oct 2019-Revisions
Title	Copy of SEX EDUCATION
Code	po2418
Status	
Adopted	December 11, 2017

2418 - **SEX EDUCATION**

In accordance with Michigan statute, the Board of Education authorizes instruction in sex education. Such instruction may include family planning, human sexuality, and the emotional, physical, psychological, hygienic, economic, and social aspects of family life. Instruction may also include the subjects of reproductive health and the recognition, prevention, and treatment of sexually transmitted disease.

The instruction described in this policy shall stress that abstinence from sex is a responsible and effective method of preventing unplanned or out-of-wedlock pregnancy and sexually transmitted disease and is a positive lifestyle for unmarried young people.

Such instruction shall be elective and not a requirement for graduation.

A student shall not be enrolled in a class in which the subjects of family planning or reproductive health are discussed unless the student's parent or guardian is notified in advance of the course and the content of the course, is given a prior opportunity to review the materials to be used in the course and is notified in advance of his or her right to have the student excused from the class. The Michigan Board of Education shall determine the form and content of the notice required in this policy.

Upon the written request of a student or the student's parent or legal guardian, the student shall be excused, without penalty or loss of academic credit, from attending a class described in this policy. If a parent or guardian submits a continuing written notice, the student will not be enrolled in a class described in this policy unless the parent or guardian submits a written authorization for that enrollment.

The District shall provide the instruction by teachers qualified to teach health education. The Board shall establish a sex education advisory board and shall determine terms of service for the sex education advisory board, the number of members to serve on the advisory board, and a membership selection process that reasonably reflects the District's population. The Board shall appoint two (2) co-chairs for the advisory board, at least one (1) of whom is a parent of a child attending a District school. At least (one-half) 1/2 of the members of the sex education advisory board shall be parents who have a child attending a District school, and a majority of these parent members shall be individuals who are not employed by a District. The sex education advisory board shall include students of the District, educators, local clergy, and community health professionals. Written or electronic notice of a sex education advisory board meeting shall be sent to each member at least two (2) weeks before the date of the meeting.

The sex education advisory board shall:

- A. Establish program goals and objectives for student knowledge and skills that are likely to reduce the rates of sex, pregnancy, and sexually transmitted diseases. Additional program goals and objectives may be established by the sex education advisory board that are not contrary to Michigan law.
- B. Review the materials and methods of instruction used and make recommendations to the Board for implementation. The advisory board shall take into consideration the District's needs, demographics, and trends, including, but not limited to, teenage pregnancy rates, sexually transmitted disease rates, and incidents of student sexual violence and harassment.
- C. At least once every two (2) years, evaluate, measure, and report the attainment of program goals and objectives established by the advisory board. The Board shall make the resulting report available to parents in the District.

Before adopting any revisions in the materials or methods used in instruction under this policy, including, but not limited to, revisions to provide for the teaching of abstinence from sex as a method of preventing unplanned or out-of-wedlock pregnancy and sexually transmitted disease, the Board shall hold at least two (2) public hearings on the proposed revisions. The hearings shall be held at least one (1) week apart and public notice of the hearings shall be given in the manner required for Board meetings. A public hearing held pursuant to this section may be held in conjunction with a public hearing held pursuant to M.C.L. 380.1169.

Each person who provides instruction to K to 12 students in accordance with this policy shall receive training based on District **79** approved standards and in accordance with training requirements of the Michigan Department of Education (MDE) and the Michigan Department of Health and Human Services (MDHHS).

No person shall dispense or otherwise distribute in a District school or on District school property a family planning drug or device. Additionally, any school official, member of the Board, or employee of the Board who is not the parent or legal guardian of the student involved is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion. ~~Additionally, any officer, agent, or employee of the Board is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion.~~

For purposes of this policy, "family planning" means the use of a range of methods of fertility regulation to help individuals or couples avoid unplanned pregnancies; bring about wanted births; regulate the intervals between pregnancies; and plan the time at which births occur in relation to the age of parents. It may include the study of fetology. It may include marital and genetic information. Clinical abortion shall not be considered a method of family planning, nor shall abortion be taught as a method of reproductive health.

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Legal

M.C.L 380.1507. 380.1169. 388.1766

Last Modified by Clara Pitt on January 16, 2020

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 27, 2020
Report 19-184

FOR FUTURE ACTION

Subject:

2019-20 General Fund Appropriations Revision #1

Recommendations:

Resolve that the Board adopt the revised resolution to the appropriations for the General Fund 2019-20 fiscal year.

Rationale:

The purpose of a budget amendment is to provide a more accurate picture of what is anticipated for the financial year to look like for the District than was originally previewed during the June 2019 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 will adopt an amendment to the budget to incorporate projected revenues and expenditures in order 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 2020-21 budgeting process with more validity.
- The major changes in the budget revision stem from somewhat better estimates for revenue and known adjustments to plans for utilization of funds including federal grants.
- An executive summary of the major changes that have taken place since the June 2019 adoption will be provided to provide a more detailed picture of the changes that have occurred.
- Another budget revision will be adopted, at a minimum, in June 2020 as a final.
- It also should be noted that the budget, by law, is required to be posted on the District's website. After adoption by the Board at the February meeting, the budgets for the funds indicated will be posted by the Technology department.

Motion

Seconded

Vote – Ayes

Nays

Motion

**2019-20 GENERAL FUND BUDGET REVISION #1
 APPROPRIATION RESOLUTION
 FOR ADOPTION BY THE BOARD OF EDUCATION
 OF OWOSSO PUBLIC SCHOOLS AT A MEETING
 ON FEBRUARY 24, 2020**

RESOLVED, that this resolution shall be the General Appropriations of Owosso Public Schools for the fiscal year ending June 30, 2020: 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, 2020 is as follows:

Revenue:	
Local	\$ 3,836,426
State	26,143,551
Federal	1,242,452
Incoming Transfers & Other Transactions	<u>842,465</u>
Total Revenue	<u>\$32,064,894</u>
Audited Fund Balance, July 1, 2019	\$ 4,395,702
Less Appropriated Fund Balance	
Fund Balance Available to appropriate	<u>\$ 4,395,702</u>
Total Available to appropriate	<u>\$36,460,596</u>

BE IT FURTHER RESOLVED, that \$32,836,141 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	\$15,655,830
Added Needs	6,863,914
Continuing Education	325,033
Support Services	
Pupil	434,737
Instructional Staff	908,681
General Administration	699,248
School Administration	2,533,582
Business Services	877,295
Operation and Maintenance	2,882,686
Pupil Transportation	989,420
Other Services	571,715
Outgoing Transfers and Other Transactions	<u>94,000</u>
Total Appropriated	<u>\$32,836,141</u>
Estimated Ending Fund Balance, June 30, 2020	<u>\$ 3,624,455</u>

FURTHER RESOLVED, that 18 ad valorem mills shall be levied in 2019 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 immediately after adoption.

Ayes:

Nays:

Absent:

Motion Declared:

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 28, 2020
Report 19-185

FOR FUTURE ACTION

Subject:

2019-20 School Service Fund Appropriations Revision #1

Recommendations:

Resolve that the Board adopt the revised resolution to the appropriations for the School Service Fund for the 2019-20 fiscal year.

Rationale:

The purpose of a budget amendment is to provide a more accurate picture of what is anticipated for the financial year to look like for the District than was originally previewed during the June 2019 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 will adopt an amendment to the budget to incorporate projected revenues and expenditures in order 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 2020-21 budgeting process with more validity.
- The major changes in the budget revision stem from somewhat better estimates for revenue and expenses including staffing.
- An executive summary of the major changes that have taken place since the June 2019 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 2020 as a final.
- It also should be noted that the budget, by law, is required to be posted on the District's website. After adoption by the Board in February, the budgets for the funds indicated will be posted by the Technology department.

Motion

Seconded

Vote – Ayes

Nays

Motion

**2019-20 SCHOOL SERVICE FUND BUDGET REVISION #1 FOR
ADOPTION BY THE BOARD OF EDUCATION
OF OWOSSO PUBLIC SCHOOLS AT A MEETING ON
JUNE 24, 2019**

RESOLVED, that this resolution shall be the School Service Fund Appropriations of the Owosso Public Schools for the fiscal year ending June 30, 2020. 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, 2020 is as follows:

Revenue:	
Local	\$145,591
State	71,518
Federal	1,643,545
Incoming Transfers & Other Transactions	0
Total Revenue	<u>\$1,860,654</u>
Audited Fund Balance, July 1, 2019	\$71,728
Less Appropriated Fund Balance	0
Fund Balance Available to Appropriate	<u>\$71,728</u>
Total Available to Appropriate	<u>\$1,932,382</u>

BE IT FURTHER RESOLVED, that \$1,927,912 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	\$1,927,912
Total Appropriated	<u>\$1,927,912</u>
Estimated Ending Fund balance, June 30, 2020	<u>\$ 4,470</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:

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 27, 2020
Report 19-186

FOR FUTURE ACTION

Subject:

Allocation of funds for the new fitness center equipment at the secondary campus

Recommendation:

Resolve that the Board of Education authorize the purchase of fitness center equipment in an amount not to exceed \$ _____ from the following vendor(s)

Rationale:

To outfit the new fitness center at the secondary campus with fitness equipment designed to maximize the use of the center.

Statement of Purpose/Issue:

To obtain Board approval for the purchase of fitness center equipment for the new fitness center

Facts/Statistics:

In November, 2019, the Board approved the sponsorship agreement between the district and Memorial Healthcare Center that allows for \$90,000 in support to be garnered over a three-year fiscal period for the purchase of fitness equipment to outfit the new fitness center at the secondary campus. In order to facilitate this purchase, the following actions have been and will be taken:

- District personnel compiled a complete listing of equipment that was being requested for bid for the purpose of outfitting the new fitness center to create a fitness center that would enhance the health, wellbeing and fitness of the students that are to utilize the center
- The request for bids was put out as a package at the beginning of January with a response date requested of Tuesday, February 4th.
- Once bids are received, district personnel including but not limited to the Athletic Director and Football Coach will review the bids for compliance with the bid specifications and determine the lowest and most responsible bidd(ers). It is conceivable that there will be more than one bidder that is awarded various components of the bid.
- The bid package will be customized to fit the \$90,000 sponsorship with the district to front the additional \$60,000 that will be received in year 2 and year 3 of the grant. In addition, the Athletic Director and Football coach are looking to find additional funds to supplement the sponsorship funds to provide a more complete package of equipment to fully outfit the fitness center. The final recommendation provided to the board will outline the funding for the complete package.

The report is being brought "For Future Action" to the board without the bids being received given the time sensitive nature of ordering the equipment in time to be of use to the District. The exact timing will be dependent upon when the Fitness Center is available for use as a fitness center and no longer needing to be used for an alternate education space for band and/or choir to ensure that the new equipment can be moved directly into the new fitness center. Once all details have been finalized, it is anticipated that the equipment currently in the weight room that cannot be re-utilized will be asked to be declared obsolete by the Board and be disposed of in a manner fitting of the condition of the equipment.

Motion

Seconded

Vote – Ayes

Nays

Motion

Report 20-187

FOR FUTURE ACTION

Subject:

Michigan Works Contract

Recommendation

Resolve that the Board of Education authorize the Superintendent to enter into a contract with GST (Genesee Shiawassee Thumb) Michigan Works through June 30 of 2020 to take effect immediately upon signature at the February 24, 2020 meeting.

Facts/Statistics:

Michigan Works has proposed a contract with the District (contract #: 2019/2020 GSTMIWorks-Shiawassee-14) to provide On-The-Job Training (OJT) for eligible employees whereby the GST Michigan Works would reimburse the District training costs associated with “onboarding” new support staff as outlined in the agreement. (A copy of the proposed agreement has been provided to accompany this report).

The agreement is felt to be a “win-win” for the District as it has become increasingly difficult to recruit and retain support staff. The contract allows for reimbursement of training time and training costs for employees being brought on in a support staff capacity and potentially for utilizing funds to train new bus drivers. Regardless of the areas for which the training funds would be used, the district is not obligated to retain employees that do not meet training standards established by the district at the end of the training period. In addition, these funds can be used to fill existing positions if they are vacated without any obligation to add additional positions to the current employee structure.

All aspects of the contract are felt to be reasonable, fair and within the scope of the normal hiring practices of the district and will only allow for additional resources in the recruiting/hiring/training process. Thus it is being recommended that the Board of Education approve the accompanying contract for signature by the Superintendent.

Motion

Seconded

Vote – Ayes

Nays

Motion

ON-THE-JOB TRAINING MASTER AGREEMENT

CONTRACT#: 2019/2020 GSTMIWORKS-SHIAWASSEE-14

Service Provider	Employer
Name: GST Michigan Works!	Name:
Address: 1975 W Main St	Address:
City, State, Zip: Owosso, MI 48867	City State Zip:
Phone: 989-729-9599	Phone:
Fax:	Contact:
Contact: Christian Schueler	Current Number of Employees:
	Employer ID #:
Workers Comp Carrier and Policy #	

This Agreement is entered into by GST Michigan Works! and the above-named Employer to provide On-the-Job Training (hereinafter referred to as OJT) for Workforce Innovation Opportunity Act (WIOA) or Partnership, Accountability, Training & Hope (PATH) participants.

I. THE EMPLOYER AGREES:

- A. That it possesses the legal authority to execute this contract. Further that its governing body has authorized the signatory official to enter into this Agreement and bind the Employer to the terms of this Agreement and any subsequent modifications hereto.
- B. To conduct any and all activities under this Agreement in accordance with the Workforce Innovation Opportunity Act (WIOA) hereafter referred to as the Act and to such Act and Regulations and any and all applicable Federal, State, Local statutes, rules, regulations, directives, issuances and ordinances in effect or promulgated during the term of this Agreement.
- C. To provide extraordinary training to the participant to attain the knowledge and skills essential to the full and adequate performance of the job outlined in the participant's training plan.
- D. To hire the participant at the start of this Agreement for not less than the hours per week specified in the participant's training plan; also, to hire the participant as a member of the regular work force and to retain the participant as a regular employee at the conclusion of this Agreement provided the participant has attained the knowledge and skills necessary to adequately perform the job.
- E. To provide the necessary instruction, supervision and equipment needed to train the participant and shall not subcontract this On-The-Job Training agreement. Employer reimbursement is for straight time worked and must not include overtime pay, holiday, sick pay or commissions. Training time reimbursement shall be for hours worked in the pay period. If the participant works over 40 hours, reimbursement shall be given above the 40 hours but only at the straight time rate.

- F. To ensure that: The participant receives the same benefits (Including wages, working conditions, insurance coverage, pay and fringe benefits) as other employees performing similar work; is paid the wage indicated on the attached Training Plan and is provided with adequate FICA benefits. The employer agrees to provide proof of worker's compensation coverage for the period of this agreement. Failure to provide satisfactory proof of coverage prior to the start of training nullifies this agreement.
- G. To maintain timecards and a record of the participant's employment and progress in training, or other sufficient records to support the payments made to the employer for training costs. These records shall be retained for a period of five (5) years from the date of termination of this Agreement. If prior to the expiration of the five (5) year retention period any litigation or audit is begun the records must be maintained until the litigation, audit or other claim is resolved. The Employer further agrees to allow the Workforce Development Agency, the MWA, the Service Provider, or its representative access to said records during regular business hours.
- H. To submit time/attendance/payroll records. Participate in monitoring during OJT period. Skill evaluations shall be submitted at the end of training.
- I. To submit all documents pertaining to training and job retention completed satisfactory and received no later than 30 days after the 30-day retention period following completion of training. Failure to comply may result in a request for corrective action by the Employer, up to and including forfeiture of training payments.
- J. To give the U.S. Department of Labor, State of Michigan/Workforce Development Agency, and GST Michigan Works through any authorized representative, access to and the right to examine all records and documents related to this Agreement for monitoring and audit purposes, and to conduct Employer and participant interviews. The Employer will maintain said records and documents for a period of five (5) years from the date of termination of this Agreement.
- K. To have the following records, at a minimum available for review during scheduled monitoring visits:
1. Time and attendance records for the training and retention periods;
 2. Certified payroll records for the training and retention periods; and
 3. Participant's employment (training) start date.
- L. The Employer agrees to follow GST Michigan Works! Grievance and Complaint procedures for participants. The employer has been advised of the MWA's Grievance and Complaint policy and is aware that the complete policy can be found at gstmiworks.org. By signing this contract, the employer acknowledges that they have received information regarding the content of the local policy, how to access the entire policy and agrees to follow the policy.

II. GST MICHIGAN WORKS! AGREES:

- A. It has determined that the occupation(s) in which training is proposed is a demand occupation in the local labor market.
- B. To refer eligible participants to the Employer.
- C. To develop with the employer's assistance, all Individual Employment Development Plan (IEP) or Individual Service Strategy (ISS) for each participant.
- D. To provide payment of extraordinary training costs on the basis outlined in the Training Plan. Payment shall be made according to the provisions of Section IV Payment Schedule. This amount shall not exceed 50/75% of the regular wages, not exceeding the wage cap paid during the training period, as supported by the employer's monthly time and attendance records and payroll records.
- E. To provide the Employer seven (7) days written notice of pending monitoring visits by GST Michigan Works! staff.

III. ASSURANCES AND PROVISIONS

- A. The employer assures that it will comply with the terms and provision of this Agreement incorporating all specified Attachments. The Employer further assures compliance with all applicable federal, state, and local laws and regulations, including those dealing with employment, safety and health and the Fair Labor Standards Act as amended.
- B. The Employer assures that they will comply with 29 CFR Part 38 – Implementation of the Nondiscrimination and Equal Opportunity provisions of the Workforce Innovation and Opportunity Act, and other federal and/or state statutes prohibiting discrimination in programs, services and activities.
- C. OJT Agreements are prohibited with Employers who have exhibited a “pattern of failure” with five (5) or more previous contracts by failing to provide participants continued long- term employment as a regular employee with wages and working conditions at the same level and to the same extent as similarly situated employees. Exceptions include voluntary resignation and termination with cause.
- D. The Employer certifies that a legitimate need for training exists and that the WIOA/PATH participant would not have been considered for employment by the employer without the training stipulated in this Agreement. The Employer certifies the expectation of continued, long-term employment (not less than six (6) months) for individuals completing training in this occupation has been established.
- E. Payments made to the Employer are deemed to be compensation for extraordinary training costs associated with training WIOA/PATH participants. Costs to the employer associated with vacation, holidays, overtime sick leave, plant closure and other fringe benefits and training normally provided to all employees are not deemed to be training costs under this Agreement.

- F. The Employer assures that no payments specific to the training of the participant are received from any other source, i.e. Michigan Rehabilitation Services, etc.
- G. Individuals hired by the Employer prior to the effective date of this Agreement are not eligible to participate in the OJT program under this Agreement. Current employees are not eligible to participate in the OJT program under this Agreement.
- H. The Employer agrees to inform GST Michigan Works! of absenteeism, sickness, layoff, hiring freeze or other problems that may arise regarding a participant enrolled in the program funded by this Agreement. The employer also agrees to provide GST Michigan Works! with a written notification and explanation of termination of a participant for any reason within three (3) days of the termination.
- I. The Employer agrees to notify GST Michigan Works! in writing, in advance of any proposed changes in the trainee's job title, assigned duties and tasks, training plan or schedule. Changes in training conditions without prior notice to and request for modification of the Agreement, prior to the end of the Agreement, may void the Agreement. All modifications to the Agreement must be pre-approved by GST Michigan Works! and will be attached to the Agreement as an addendum. All changes to the Agreement will be signed. No alteration or variation of the terms of this Agreement shall be valid and/or binding unless made in writing and signed by the parties hereto.
- J. Participants in the program will not be employed on the construction, operation or maintenance of that part of a facility which is used for religious instruction or worship.
- K. Federal law prohibits contracting for OJT when persons not in an OJT status are laid off from the same or similar positions or a hiring freeze for these positions is in effect. In addition, no currently employed worker shall be displaced by any WIOA/PATH participant. This includes partial displacement such as a reduction in the hours of non-overtime work, wages or employment benefits, or termination of another employee in anticipation of filling the vacancy with a WIOA/PATH funded participant. The OJT position shall not infringe in any way upon the promotional opportunities of currently employed individuals.
- L. Appropriate standards for health and safety in work and training situations will be maintained by the employer. All state and federal laws regarding health and safety shall be followed by the Employer.
- M. No funds received under an OJT Agreement may be used to assist, promote or deter union organizing.
- N. No funds received under an OJT Agreement may be used to promote political activities.
- O. The Employer certifies that all WIOA and PATH funds shall not be used for contributions to retirement plans on behalf of participants.
- P. The Employer agrees that all laborers and mechanics employed by contractors or subcontractors in any construction, alteration or repair, including painting and decorating of projects, buildings and

works which are federally assisted under this Act shall be at rates not less than those prevailing on similar construction in the locality, in accordance with the Davis-Bacon Act. **91**

- Q. The Employer certifies that the company has not relocated within the last 120 days to Michigan from another state or from another location within Michigan which resulted in an increase in unemployment in the area of original location or any other area.
- R. The Employer agrees to indemnify GST Michigan Works! their officers, agents and employees, harmless from any and all claims and/or liability for damages or injury to persons, or damage to property in connection with the operation of the program funded by this Agreement or Amendment thereto which may arise as a result of any Employer breach of this Agreement, Employer violation of law, or acts and omission involving the employer /employee relationship. The Employer shall repay the Service Provider such amounts-determined to be expended in violation of this Agreement. Further the Employer agrees that payment authorization may be withheld by the Grant Recipient if it determines such payment to be unsubstantiated or not legally proper. All payments under this Agreement are subject to audit. Accordingly, the Employer shall assume liability for repayment of funds disbursed where such disbursement is subsequently determined to be improper and/or unauthorized by the Service Provider, GST Michigan Works, the State of Michigan, the U.S. Department of Labor or authorized representatives of such named bodies. Repayment of such funds shall occur within thirty (30) calendar days of notification of discovery. Michigan Works would provide documentation of the expenses and cost to be reimbursed.
- S. If a participant does not begin training with Employer following execution of this Agreement and/or an attached Training Plan, GST Michigan Works! will not be responsible for any costs incurred by the Employer nor will Employer be entitled to any payment for training the participant.
- T. If a participant terminates prior to the completion of training and/or does not attain the skills per the Training Plan no payment will be made to the Employer. Payment is due only upon successful completion of training and upon retention of the participant (as defined in Section III, D).
- U. Notwithstanding any of the above, the Service Provider may cancel this Agreement upon written notice to the Employer by certified mail or equivalent method, if at any time the funding source fails to fund, or reduces, terminates, or de-obligates the contract through which this Agreement is funded. In such instance, earned payments will be paid up to the date the cancellation notice is received; thereafter neither the Service Provider nor the Employer shall have any obligation to complete or otherwise continue the program. In addition, this Agreement may be terminated by the other party should either fail to perform its duties in accordance with this Agreement or any Amendments thereto. Termination shall be effective upon delivery by certified mail or equivalent method of written termination notice to the Employer.
- V. "Equal Opportunity is The Law". This recipient will abide by 29 CFR Part 38 – Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act (WIOA), and other federal and/or state statutes prohibiting discrimination in programs, services and activities.

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under a WIOA Title I—financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

**Jerome H. Lewis, Equal Opportunity Manager
GST Michigan Works!
3270 Wilson St.
Marlette, MI 48453**

Or

**Director
Civil Rights Center (CRC)
U.S. Department of Labor
200 Constitution Avenue NW, Room N-4123
Washington, DC 20210**

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.”

IV. PAYMENT SCHEDULE

- A. Training costs shall be paid in two installments based on the training hours completed which lead to attainment of proficiency of the tasks as outlined in the Training Plan.
- B. Payment of training costs will be made only after verification of successful training completion and/or job retention, as described below.
 - (1) 50% of the training costs shall be earned upon written verification of training completion. Completion shall be defined as completing the prescribed training hours and the attainment of proficiency in the tasks outlined in the Training Plan by the specified end date. Verification of successful completion shall include receipt of all Time/Attendance Records and Skill Evaluation, to support the participant's attainment of proficiency in the designated tasks.
 - (2) 50% of the training costs shall be earned upon meeting the criteria for (1) above and upon written verification that the participant has met retention criteria with the employer. Retention shall be defined as having continued regular employment, working the hours designated in the OJT Training Plan and at or above the completion wage for not less than 30 days after the completion of training. Verification includes receipt of a completed Verification of Employment Retention Form.
- C. Payment of training costs shall be prorated if attainment of all the designated tasks are accomplished in less than the negotiated training hours.
- D. All payments are subject to funding availability.

This agreement shall be effective on 12/10/2019 and shall end on 6/30/2020. Prescribed training hours and competency levels required for completion are indicated on the attached Training Plan, incorporated and made a part of this Agreement. All oral and written agreements related to the subject matter of the Agreement made prior to the date of commencement have been reduced to writing and are contained herein.

This Agreement is executed below on behalf of the parties by their authorized representatives. By signing below, the Employer confirms that they have received an orientation of the Training Plan, general rules for administering an OJT program, reimbursement procedures and the evaluation process.

Service Provider	Employer
Name: Christian Schueler	Name:
Title: Business Solutions Professional	Title:
Date: 12/10/2019	Date: 12/10/2019
Business Services Representative Signature:	Employer Representative Signature:

If the Employer has a Collective Bargaining Agreement covering the grade and class of workers who will receive training pursuant to this contract, concurrence by the union representing the workers covered by such an agreement must be obtained below by the employer from an authorized union representative.

IDENTITY OF BARGAINING AGENT

Labor Organization:	Signature of Concurrence:
Local Number:	Name (Print):
Phone Number:	Title:

NON-UNION ACKNOWLEDGEMENT

I certify that there is not currently a union representing any workers at this facility. Therefore, there is no union concurrence necessary.

Employer Representative Signature:	Title:
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OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 27, 2020
Report 19-188

FOR FUTURE ACTION

Subject:

Awarding of the bond contract for audio systems at the secondary campus.

Recommendation:

Recommend that the Board authorize the Superintendent to sign the contract for the audio system for the secondary campus with Digital Age Technologies from Davison, MI in an amount not to exceed \$75,910 (base bid of \$70,944 with 7% or \$4,966 for contingency).

Statement of Purpose/Issue:

To award the bid for the audio systems to be installed in the new Middle school gym, current High school gym, cafeteria and pool as well as provide a new portable audio system for the secondary campus to be used primarily for Board of education meetings.

Facts/Statistics:

As part of the prequalification application for the bond approved by the voters, there was an allocation for technology for the elementary schools and for the secondary campus. At the secondary campus, the budget was intended to include an allocation for the sound system. As identified in a request for proposal, the sound systems were requested for the new middle school addition, the current high school gym, the cafeteria and the pool. In addition, a new portable audio system was requested that will be used primarily for use at the Board of Education meetings held at the secondary campus in order to provide a better mechanism for the public to hear and make comments during the presentations than the one currently being utilized. Bids were due on January 13, 2020 with four complete and compliant bid responses being received as outlined in the following table:

BIDDER	BID AMOUNT (Not including 7% contingency)
Digital Age Technologies, Davison, MI	\$70,944.00
ElectroMedia, Spring Lake, MI	\$72,884.00
Acorn Sound Technology, Hamilton, MI	\$73,711.00
Innovative Communications, Saginaw, MI	\$79,978.00

After conducting a detailed review of the submitted bids, it was determined that the bid response from the low bidder, Digital Age Technologies, was compliant with the specification in the Request for Bid. In addition, Digital Age Technologies is also the vendor currently installing the classroom audio and video systems at the secondary campus for the bond project. Wright and Hunter, the consultants hired on behalf of the district by Kingscott for the technology component of the bond project, has deemed the work performed by Digital Age Technologies to be excellent and the vendor willing to accommodate schedules after hours and weekends in order to get the work completed on a timely basis. Based on these factors, Digital Age Technologies is found to be the low and responsible bidder and therefore is being recommended for the award of the aforementioned contract.

The award of this contract is within the parameters established for the technology budget for the bond and all funds for the contract will be come from the bond proceeds.

Motion

Seconded

Vote – Ayes

Nays

Motion

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 27, 2020

Report 20-189

FOR FUTURE ACTION

Subject:

Declaration of Obsolete Material – Maintenance and Food Service

Recommendation

Resolve that the Board of Education authorize the Owosso Public School’s transportation and food service departments to dispose of two buses and one Hobart mixer

Facts/Statistics:

Pursuant to Board Policy #7300, “the Board shall direct the periodic review of all District property and authorize the disposition by sale, donation, trade, or discard of any property not required for school purposes”. The transportation department has identified the following two buses as no longer being able to transport students safely and fully expecting them to be unable to pass inspection:

- Bus #98-29, VIN #1HVBBAAP3VH495883, 260,961 miles
- Bus #04-37, VIN #4DRBRAAP34B961813, 294,622 miles

The food service department has identified the following item as no longer being able to be utilized in the food service department:

- Hobart 60 Qt. Commercial Planetary Floor Mixer, Model HL600, HZ 50/60 HP, 2.7 ML, 41063, V 200-240, PH 1 A 16.0, PH 3 A 8.0

If authorized by the Board, the District will put these items up for bid through a closed bid process advertised on the District’s website, the Argus Press, district email and via Facebook in an effort to obtain the best prices. Once bids are received, the pricing will be compared to the scrap value to ensure that the District is making the most financially responsible decision. Proceeds for the sale of the bus will be returned to the general fund while proceeds from the mixer will be returned to the school service fund.

Motion

Seconded

Vote – Ayes

Nays

Motion

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 27, 2020

Report 19-190

FOR FUTURE ACTION

Subject:

Authorize the Superintendent to sign the Purchase Agreement with CHN (Community Housing Network) for the sale of the current Middle School located at 219 N. Water St.

Recommendation:

Recommend that the Board of Education authorize the Superintendent sign the proposed purchase agreement to sell the Owosso Middle School to Community Housing Network

Rationale:

In order to allow CHN to proceed with the possibility of purchasing the Middle School, the proposed purchase agreement negotiated with CHN needs to be approved by the Board of Education allowing the Superintendent to sign it

Statement of Purpose/Issue:

To allow the Superintendent to move forward with signing the proposed purchase agreement

Facts/Statistics:

As a result of the approval by the community in November of 2017 of the bond proposal that included creating a 6-12 campus that would include housing the students that are currently at the Owosso Middle School located at 219 N. Water St., the current middle school will be vacated upon completion of the 6-12 campus. With the recognition that this building is a significant part of the downtown and the community, it was deemed prudent to begin looking for a viable partner that would reutilize the building in a manner consistent with the needs of the community. CHN responded to the RFP and appears to have a well thought out plan for reutilization of the current Middle school that is consistent with the needs of the community.

In order for CHN to move forward, similar to the Lincoln development approved by the Board in 2014, there are some specific approvals that must be garnered including being awarded a MSHDA (Michigan State House Development Association) grant in order for CHN to make the plan financially viable. At the November 2019 Board of Education meeting the Board authorized the Superintendent to move forward with negotiating an agreement with CHN. The agreement accompanying this report outlines the results of this negotiation process. It should be noted that CHN has to achieve certain milestones for grant and approval processes in order to proceed with the purchase. This will take significant time and may not result in CHN being able to purchase the Middle School at the end of the time outlined in the agreement. However, CHN has a good reputation in moving forward with projects of this nature and since the plan is consistent with the desires outlined by the Board in the request for proposal for the prospective buyers of the property, it is considered to be worthy of presenting the agreement to the Board for consideration for approval.

Motion

Seconded

Vote – Ayes

Nays

Motion

OWOSSO PUBLIC SCHOOLS
Board of Education
January 27, 2020
Report 19-191

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FOR INFORMATION

Subject:
Personnel Update

Accepted Positions

Jacob Basgall has accepted the Computer Technician position effective January 13, 2020.

Resignations

Tyler Coleman, Computer Technician, has submitted his letter of resignation effective January 2, 2020.

Kerry Baker, Food Service Worker at Bryant Elementary has submitted her letter of resignation effective January 11, 2020.

Retirements

Pam Kurtz, Student Services Center at Owosso High School has submitted her letter of retirement effective at the conclusion of the 2019-2020 school year after 27 years of service with the District.