



OWOSSO PUBLIC SCHOOLS
Ready for the World

Board of Education Agenda
May 14, 2018
5:00 pm Regular Meeting (Note time change)

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

1. Call to Order

2. Pledge of Allegiance

3. Building Reports:

Celebrate Kids! – Owosso High School & Lincoln High School Top Graduates
Celebrate Kids! – Central Elementary 5th Grade Project Lead the Way Robotics
Recognition of Shiawassee Scholars
Owosso Public Schools Retiree Recognition
Argus Press “Best of the Best” Awards
Andrew Pond and Dustin Taphouse – Board of Education Student Representative

4. Board Correspondence:

Superintendent’s Report
Curriculum Director’s Report

5. Public Participation

6. For Action

▪ **Consent Agenda:**

| | | |
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| April 23, 2018 Regular Meeting Minutes----- | Report 17-136 | Page 1 |
| April 23, 2018 Closed Session Minutes----- | Report 17-136A | At Place |
| Current Bills----- | Report 17-137 | Page 10 |
| Financials----- | Report 17-138 | Page 17 |
| ▪ Revised Board Bylaw 0143.1, Second Reading----- | Report 17-139 | Page 20 |
| ▪ Revised Policies 3121/4121, New Policy 1421, Second Readings----- | Report 17-140 | Page 36 |
| ▪ Revised Policy 4162, Second Reading----- | Report 17-141 | Page 51 |
| ▪ Revised Policy 5111, Second Reading----- | Report 17-142 | Page 58 |
| ▪ Replacement Policy 7540.02, Second Reading----- | Report 17-143 | Page 61 |
| ▪ Revised Policy 8321, Second Reading----- | Report 17-144 | Page 73 |
| ▪ Student Handbook Revisions for 2018-19----- | Report 17-145 | Page 87 |
| ▪ Phone Replacement Project----- | Report 17-146 | Page 89 |
| ▪ Obsolete Material - Vehicle----- | Report 17-147 | Page 91 |
| ▪ SRESD Budget Approval----- | Report 17-148 | Page 92 |
| ▪ Out-of-State Travel – FCCLA National Convention----- | Report 17-149 | Page 97 |
| ▪ Resolution of the Sale of the 2018 School Building and Site Bonds----- | Report 17-150 | Page 98 |
| ▪ New Hire Certified Staff----- | Report 17-151 | Page 130 |

7. For Future Action

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| ▪ Obsolete Material----- | Report 17-152 | Page 104 |
| ▪ Baker College Pathways Contract Renewal----- | Report 17-153 | Page 105 |
| ▪ Cash Flow Borrowing----- | Report 17-154 | Page 106 |
| ▪ 2017-2018 Final Budget Revision----- | Report 17-155 | Page 107 |
| ▪ 2018-19 Budget Approval----- | Report 17-156 | Page 108 |

8. For Information

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| ▪ Personnel Update----- | Report 17-157 | Page 109 |
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9. Public Participation

10. Board Reports:

Board Member Comments/Updates

11. Upcoming Board Meeting Dates:

June 11: Board of Education Committee of the Whole Meeting, 5 pm

June 25: Regular Board Meeting and Budget Hearing, 7:00 pm

Important Upcoming Dates:

May 15: OMS Choir Concert, 7 pm

May 16: OPS Bond-Elementary Steering Committee Meeting, 12-2 pm

May 18 & 19: Cabaret at OHS, 7 pm

May 20: Cabaret at OHS, 4 pm

May 21: Athletic Awards Ceremony at OHS, 7 pm

May 22: Honors Convocation at OHS, 7 pm

May 24: Owosso High School Graduation, 7 pm

May 25: Half Day of School for all Students

May 25: LHS Community Breakfast, 7:45 am

May 28: No School – Memorial Day

May 29: Exchange Student Luncheon-OHS Room 306, 11 am

May 29: Lincoln Graduation Dinner-LHS Gym, 6 pm

May 31: Lincoln High School Graduation-OMS Auditorium, 7 pm

June 2: 8th Grade Awards Ceremony-OMS Auditorium, 6 pm

June 2: 7th & 8th Grade Spring Fling-OHS Gym & Cafeteria, 7 pm

June 4: OPS Bond-MS/HS Steering Committee Meeting, 3-5 pm

June 8: Last Day of School (half day for all students)

June 13: OPS Bond-MS/HS Steering Committee Meeting, 10am -12 pm

June 14: OPS Bond-Elementary Steering Committee Meeting, 12-2 pm

12. Closed Session: Negotiations Discussion

13. Adjournment:

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

Board Policy 0166

BOARD GUARANTEE (Adopted May 2006)

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

Therefore, we guarantee that:

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

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

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

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

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

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

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

Timothy Jenc
President



Rick Mowen
Vice-President



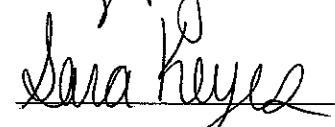
Cheryl Paez
Treasurer



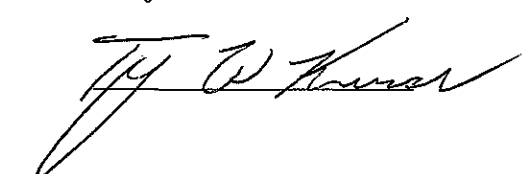
Shelly Ochodnicky
Secretary



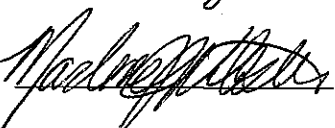
Sara Keyes
Trustee



Ty Krauss
Trustee



Marlene Webster
Trustee



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



OWOSSO PUBLIC SCHOOLS

Ready for the World

BOARD OF EDUCATION NORMS

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



OWOSSO PUBLIC SCHOOLS

Ready for the World

Public Participation at Board Meetings

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

OWOSSO PUBLIC SCHOOLS
Board of Education Minutes
April 23, 2018
Report 17-136

President Jenc called the meeting of the Board of Education to order at 7:02 pm. The meeting was held in the media center located at Owosso High School, 765 E. North Street, Owosso, Michigan.

Present: Jenc, Keyes, Krauss, Mowen, Ochodnicki, Paez, Webster
 Absent: All members were present

Pledge of Allegiance

President Jenc informed the Board that the agenda had been amended to include a presentation by Bentley Bright Beginnings and Emerson staff as part of the Celebrate Kids! segment of the meeting.

Building Reports

Superintendent Tuttle excitedly announced that The Cook Family Foundation members have committed \$1.1 million to support the arts in Owosso Public Schools by converting the multi-purpose performance space in our new secondary campus into a true auditorium. This means that the multi-purpose performance space that our community voted for will be upgraded to meet the high standard of performing arts excellence that our students, staff, and community have come to expect from Owosso Public Schools. The following upgrades to the multi-purpose performance space will be made possible by The Cook Family Foundation in order to create a true auditorium for our students and community:

- Enhanced Theatre Rigging \$250,000
- Arbor Pit \$40,000
- Theatrical Drapery \$85,000
- Orchestra pit with cover \$150,000
- Enhanced Theatrical Lighting \$200,000
- Orchestra shell and towers \$175,000
- Enhanced Audio Visual system \$100,000
- Equipment Total \$1,000,000
- 10% Fees/Contingency \$100,000
- Total Contribution: \$1,100,000

With the conversion of the multi-purpose performing space to a true auditorium, Owosso students will have daily accessibility to a space that will foster cross-curricular learning and the development of real-life skills that enhance communication, technology, and public speaking skills. The arts develop well-rounded individuals who are creative thinkers, communicators, and problem solvers. A true auditorium, complete with the amenities highlighted, will not only provide drama students the opportunity to prepare for state of the art performances but equally important, it will afford our students the chance to engage in theatre experiences while meeting the state-wide academic standards from a variety of subject matters such as construction trades (set construction), technology (operating the light and sound boards and strategically using digital media and visual displays to express information and enhance understanding), engineering (CAD set design), and English (knowing your audience, public speaking, and knowing your voice).

Owosso continues to offer superior opportunities for our students and the conversion of a 1,000 seat multi-purpose performance center to a state of the art auditorium is just one more opportunity that sets Owosso apart from other districts.

For decades, The Cook Family Foundation has supported Owosso Public Schools in our innovative curriculum endeavors such as the implementation of our International Baccalaureate Program; providing at least 150 scholarships to Owosso High School graduates to attend the University of Michigan including five (5) students from the Class of 2018; ensuring the performing arts are integral to Owosso elementary students' educational experience through the Performing Arts Committee; the integration of the theatrical arts more specifically drama, into the English Language Arts curriculum at Owosso High School; and supporting cutting-edge environmental initiatives such as the Owosso High School Rain Garden. Owosso Public Schools are able to provide numerous unique 21st century learning experiences for our students because of our relationship with The Cook Family Foundation.

Superintendent Tuttle stated that she is humbled and joyful for this exceptional donation! The Cook Family Foundation members Mr. Bruce Cook, Mrs. Jacqueline Cook (former OPS Board Member), Mr. Tom Cook, Mrs. Anna Owens, Mr. Paul Cook, and Mrs. Laurie Caszatt Cook (former OPS Board Member) were thanked by the Board of Education and the meeting's audience.

Mr. Tom Cook commented that The Cook Family Foundation believes that we are at our best as a community when we come together and collaborate on a really important task. He remarked that over the past 25 years, he cannot think of a stronger collaboration or a more important task than passing the November 2017 bond measure. The Cook Family Foundation would like to be a part of this success. The Cook Family Foundation has a long history with the Owosso Schools. Their benefactor and his grandfather, Mr. Donald Cook graduated from Owosso High School in 1920, four of their trustees graduated from Owosso Public Schools, and two have served on the school Board. Four members of their next generation also graduated from Owosso High School. As private citizens, they have worked on several millage campaigns. Additionally, all members of The Cook Family Foundation have served on various committees within the District and volunteered in classrooms. Mr. Cook stated that they believe that the success of our schools depends on several key items, including foresightful leadership by the Board of Education. He thanked the Board and Administration for all that they have done to highlight and advance excellence in education. Mr. Cook applauded teachers for their quality instruction and curriculum. Parents and students were also thanked for making Owosso Public Schools an engaged learning place. Community support for schools, volunteers, civic and service club donations are important as well. However, the most profound level of community support is what was witnessed in November 2017 when people voluntarily voted to invest their tax dollars to upgrade our schools. The Cook Family Foundation wants to partner with these groups to celebrate this success. The Cook Family Foundation believes that the Arts are a central component of a quality education. The new auditorium will enable excellence in the performing arts and allow for a number of musical and theatrical performances. Mr. Cook commented that they are particularly excited about the District's commitment to include performing arts in the tenth grade Language Arts/English curriculum. The performing arts also teaches important work place skills, whether it is in communication, technology, problem solving, building sets, running lights, and sound are all opportunities to learn and apply technical skills. Theater may be the most practical way of problem solving that many of our youth can actually engage in. Mr. Cook stated that they are excited to be part of this collaboration and they look forward to seeing Owosso Public Schools becoming a star on the educational stage of Michigan. He thanked everyone who helped make this opportunity possible, not only his grandfather and family, but the OPS leadership and the voters.

Superintendent Tuttle acknowledged the accomplishments of Board members Shelly Ochodnicki and Sara Keyes for achieving the Michigan Association of School Boards Level One Certification and the Award of Merit. Secretary Ochodnicki and Trustee Keyes used their valuable time to improve their leadership effectiveness by completing board development courses.

Central Elementary Principal Bridgit Spielman introduced third grade teacher Megan Friend to the Board of Education. Mrs. Friend thanked the Board for inviting her and two of her students back to share details about her journey to Haiti over spring break to deliver school supplies that the students had collected. The students have been learning about the effects of spreading their kindness to the children of Haiti

throughout the school year. Since her return from Haiti, the students have had time to reflect on their kindness after seeing photos and hearing stories about Mrs. Friend's journey. Mrs. Friend provided an overview of her mission trip that included visits to an orphanage. There are eight million people that live in Haiti and one million are orphans. She visited a town called the Naked Village where a majority of the residents do not have clothing. Mrs. Friend explained that many Haitian mothers are very young. Prior to her arrival, mothers from the Naked Village took a two-week parenting course and a graduation ceremony was held during her trip as part of their mission for Women in Empowerment. The women of the Naked Village were given an opportunity to shop for a dress. Mrs. Friend commented that it was amazing to witness the women's transformation and their happiness because many of them had never owned a dress. The missionaries delivered mattresses to people that were sleeping on dirt floors and a wheel chair for an 11-year boy. The trip included a visit to a tent city where people have resided since the 2010 earthquake. Mrs. Friend reported that they also cleared boulders to create a soccer field for students, cleaned schools and repackaged food. The Haitian students also made cards with their school supplies that Mrs. Friend brought back to her students. Mrs. Friend commented that in spite of how the Haitian people live, they were the happiest, humblest and kindest people she has ever met.

Mrs. Friend's student Ethan Gunther commented that he feels good about giving school supplies to the students of Haiti because they can use them to draw and do school work. When he and his classmates collected the school supplies, they were demonstrating the IB propensity of caring.

Central third grader Guendalyn Bernard remarked that she demonstrated the IB propensity of caring by helping pack the school supplies. She used the thinker propensity by thinking about what to put into the packages and was open-minded when she didn't freak out after she learned that Mrs. Friend was going to Haiti.

In closing, Mrs. Friend stated the main reason she visited Haiti was to spread kindness in her classroom and as part of a corporate social responsibility project that is being turned into a documentary.

Mrs. Amanda Rowell, Director of Bentley Bright Beginnings Early Childhood Center introduced Great Start Readiness Program (GSRP) Teacher Ms. Erika Anderson and Emerson Elementary Second Grade Teacher Mrs. Jacalynn Buza who shared information about their second grade buddies program. Ms. Anderson reported that second grade buddies were introduced by her and Mrs. Buza to help the second graders develop leadership and relationship skills through their work with Bentley Bright Beginnings four-year old students. The four-year olds are transported from Bentley to Emerson for the program. The students work together on STEM related projects. Ms. Anderson commented that she has enjoyed watching her four-year old students grow and learn new skills from their older buddies.

Mrs. Jacalynn Buza commented that one of the main things her second graders have learned is patience which they also practice in class.

Emerson Elementary second grader Brynley Miller explained that it is very exciting to work with their pre-school pals. They work on different activities together such as reading and have a lot of fun.

Caiden Nidefski commented that having a preschool buddy helps him be a role model. He also likes helping his pal when he needs it.

KhiaLa Keyes remarked that she likes being a role model for her preschool buddy, how they look up to her and how kind they are. She hopes that her buddy will remember her as a role model when they are older and will be a buddy also.

A slide-show of the preschool students displaying what they like best about their second grade buddies was shared with the Board of Education. Ms. Anderson commented that she and Mrs. Buza really enjoy the second grade buddies program and hope they can continue it.

Board of Education Student Representative Cayden Whiteherse informed the Board that he is a sophomore at Owosso High School and an intern/student representative for student government. He stated that next year he plans to run for an officer's position on the Student Government E-Board.

Cayden Whiteherse reported that the high school recently hosted the Ms. Magnificent Pageant. Each of the female contestants chose an organization that they donated money to. The Shiawassee County Humane Society will be presented with a \$100 check from the pageant's proceeds and the ARC will receive a check for \$85. Cayden announced that Jenna Grubb was awarded Miss Congeniality. Morgan Hebekeuser received the People's Choice award for earning the most money for her organization. Olivia Bernard was the winner of the Ms. Magnificent Pageant.

Cayden Whiteherse announced that members of Flint Metro-League Student Government organization will travel to Eastern Michigan University to work in the food bank for the first time.

Cayden Whiteherse informed the Board that the ABC Spirit Cup competition ends in May. Morning Reporter Marc Jacobson informed the students during his last visit that Owosso High School has a good chance of winning this year.

Board Correspondence

Superintendent Dr. Andrea Tuttle commented that several of the meetings presentations have focused on what happens in the District beyond the classroom and all of the great things that continue to occur.

Superintendent Tuttle drew attention to the incredible IB personal projects that have been completed by OHS students and were on exhibit as people entered the meeting. The projects are an IB initiative and each year they become more complex as students begin to understand what is involved in the projects. She encouraged the Board to examine the projects as they exit the meeting.

Superintendent Tuttle announced that the second annual Dueling Pianos event was a huge success. Collectively, all three elementary schools profited over \$25,000 from the PTO sponsored event. All proceeds will be returned to the elementary buildings.

Superintendent Tuttle reported that the Blue and Gold Banquet was recently held to honor high school seniors that have achieved a 3.5 or higher grade point average throughout high school. Students with a 4.0 grade point honored their Star Fish recipient during the banquet by writing how this person has made a positive influence on them. Superintendent Tuttle commented that she felt the students had some of the best writings she has ever heard.

Superintendent Tuttle stated that earlier that day she participated in the second annual Bryant Elementary Career Day. She recognized Ms. Michele Collison, Bryant Interim Principal for organizing the event. Community members were invited to Career Day to share information about their job with the students. Students were able to choose the career presentations they were most interested in. Superintendent Tuttle stated that she enjoys participating in the event, but also likes seeing the various careers that are represented by community members.

Superintendent Tuttle commented that Lincoln High School students listened to a great presentation by the Alliance for a Drug-Free Shiawassee. Sergeant Doug Chapman spoke to students about drug education for youth and the loss of his daughter due to a drug overdose. The presentation was very impactful and will be shared with Owosso High School students on May 4.

Superintendent Tuttle informed the Board that elementary students will be transported to Owosso High School on April 25th for a symphony band concert.

Superintendent Tuttle reported that all three elementary schools recently participated in the "Paint the Town Blue" campaign. Students planted pinwheels around town to raise awareness about child abuse and neglect.

Superintendent Tuttle stated that Mr. Demetrius Lemanski took his second and fifth grade students bowling. Mrs. Dede Raffaelli organized a fourth grade art show for Bryant and Central students. Teachers also planned a healthy hero's walking club to promote physical activity. Superintendent Tuttle explained that these are a few examples of all the extra activities that teachers do for the kids of OPS.

Superintendent Tuttle announced that the OEA Retirement Dinner was held on April 20th at the Wrought Iron Grill. The event was organized by Mrs. Brena Irelan and OEA President Josh Dewley to celebrate teachers that have dedicated their lives to education and will be retiring at the conclusion of the school year.

Superintendent Tuttle recognized the OPS Food Service Department for hosting the foreign exchange student luncheons. She encouraged Board members to attend the luncheons and sample the great cuisine that has been chosen by the exchange students while they learn about different cultures.

Superintendent Tuttle reported that OHS construction trades students have been busy building equipment spaces in the District's baseball field dugouts. The students are learning some beneficial skills while benefiting the District.

Superintendent Tuttle announced that the Emerson Elementary baseball fields are in the process of being rejuvenated by Mr. Michael Ihm of Owosso Hit and Pitch.

Superintendent Tuttle informed the Board that administrators recently attended the Michigan State University Job Fair with hopes of obtaining some good candidates for positions that will be available next year.

Superintendent Tuttle explained that the architects have informed her that the District is on a great pace for completing the design concepts for the bond. Once completed, the designs will be sent to the construction managers to ensure that they are on budget. She announced that the District has received an A rating for the S & P bonds. According to our financial managers, an A rating is very good.

Curriculum Director Steve Brooks reported that it is testing season and students are in the midst of the M-STEP assessment and SAT testing. Students are dedicated to completing these tests according to schedules. He commented that staff members have been integral in providing a positive atmosphere for a great testing experience. Representatives from the Michigan Department of Education recently visited the Owosso Middle School to complete a testing audit and the school passed the audit with flying colors.

Mr. Brooks stated that administrators are working on completing teacher evaluations. Teachers have submitted student growth reports for their classes, which are being reviewed by administrators as part of their annual evaluation.

Mr. Brooks explained that the District's perception surveys have been reviewed by leadership teams in each building. Data from the surveys help determine strengths and weaknesses when developing school improvement plans for the 2018-2019 school year.

Mr. Brooks reported that summer professional development opportunities are being reviewed so teachers are not taken out of the classroom during the school year. He stated that kindergarten through fifth grade teachers are in the process of scheduling their attendance at Project Lead the Way (PLTW) training over the summer. In addition to the purchase of PLTW modules for training grades 6-8 science department teachers.

Mr. Brooks announced that the high school English department is very excited to develop the performing arts curriculum. They are in the process of exploring various options that will fit the District's needs. They have established a timetable and writing the curriculum in conjunction with the English department.

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.

City of Owosso Mayor Chris Eveleth thanked The Cook Family Foundation for their generous donation to Owosso Public Schools. For several generations they have been wonderful participants and contributed so much to the Owosso community.

On behalf of the City of Owosso, Mayor Chris Eveleth reported that the city's Parks and Recreational division received a grant opportunity through the Michigan Economic Corporation to raise \$30,000 within a month's timeframe. If the goal was met, they would match the amount with another \$30,000. Mayor Eveleth announced that they were able to raise the \$30,000 requirement ahead of time and the funds will be used to create a skate park. This was achieved through a partnership with the schools. Mayor Eveleth recognized the fundraising efforts of students from Bryant and Central Elementary Schools. He reminded the Board that if anything is needed from the City, they will gladly support the District.

For Action

- Moved by Mowen, supported by Webster to approve the March 26, 2018 regular meeting minutes, April 16, 2018 committee of the whole meeting minutes, April 16, 2018 closed session minutes, current bills, and financials as presented. Motion carried unanimously
- Moved by Keyes, supported Krauss to authorize the Superintendent to renew the contract with PCMI/Willsub for the fiscal year 2018-19 to provide contracted services for the Athletic Department for non-employee coaches, Bentley Bright Beginnings non-certified/non-administrative staff and for special circumstances in which specialized non-union staff are needed. Motion carried unanimously.
- Moved by Keyes, supported by Krauss to adopt the Resolution calling for a Special Election to renew two (2) mills which is less than the currently approved three (3) mills for the sinking fund for a term of five (5) years. Motion carried unanimously.
- Moved by Mowen, supported by Ochodnický to resolve that the depository and withdrawal authorized signers of the Chief Financial Officer and the Treasurer of the Board for the Owosso Public Schools be authorized to open bond accounts in the name of the District inclusive of authorization for any future ACH transactions and/or bank transfers. Motion carried unanimously.
- Moved by Mowen, supported by Paez to adopt Revised Policy 5722 – School Sponsored Publication and Productions, as a second reading. Motion carried unanimously.
- Moved by Mowen, supported by Paez to adopt Revised Bylaw 0143.1 – Public Expression by Board Members, as a first reading. Motion carried unanimously.
- Moved by Mowen, supported by Paez to adopt Revised Policies 3121 and 4121, New Policy 1421 – Criminal History Record Check (administrative, professional, and support staff), as a first reading. Motion carried unanimously.
- Moved by Mowen, supported by Paez to adopt Revised Policy 4162 – Controlled Substances and Alcohol Policy for Commercial Motor Vehicle (CMV) Drivers and Other Employees Who Perform Safety Sensitive Functions, as a first reading. Motion carried unanimously.
- Moved by Mowen, supported by Paez to adopt Revised Policy 5111 – Eligibility of Resident/Nonresident Students, as a first reading. Motion carried unanimously.

- Moved by Mowen, supported by Paez to adopt Replacement Policy 7540.02 – Web Accessibility, Content, Apps and Service, as a first reading. Motion carried unanimously.
- Moved by Mowen, supported by Paez to adopt Revised Policy 8321 – Criminal Justice Information Security (Non-Criminal Justice Agency), as a first reading. Motion carried unanimously.

For Future Action

- The Board of Education will be asked to approve the 2018-2019 student handbooks for Bentley Bright Beginnings, elementary, middle and high schools as presented.
- The Board of Education will be asked to authorize the Superintendent to sign the contract with BSB Communications for the purchase of a replacement phone system in an amount not to exceed \$146,464.46 and approve the purchase of the server to support the phone system from Dell in the amount of \$21,611.77. The current phone system is 20+ years old and has exceeded its expected end of life date. In addition, the current phone system is **NOT** capable of supporting E-911. The new system is fully capable of supporting all E-911 compliance standards which will go into effect on December 31, 2018.
- The Board of Education will be asked to authorize the Operations Department to dispose of the following obsolete vehicle: 1998 Ford Van, 167,636 miles – VIN #1FPRE1429WHB52721. The vehicle has been deemed to be no longer viable for use in the Operations Department due to the wear and tear that has taken place over the years.

For Information

Superintendent Tuttle reported that Janice Coppersmith has accepted the 4-hour Bus Driver position effective April 10, 2018. Kirsten Schaffert, OMS Choir Teacher, has submitted her letter of resignation effective at the conclusion of the school year. Anne Crowe, Paraprofessional at Bryant Elementary has submitted her letter of resignation effective April 20, 2018. Cindy Helvie, Executive Secretary at Bentley Bright Beginnings has submitted her letter of intent to retire effective June 15, 2018 after 27 years of service with the District.

Public Participation

There were no comments from the public.

Board Member Comments/Updates

Trustee Marlene Webster stated that there has been a rumor going around that she was considering running for the Shiawassee County Board of Commissioners and earlier that day she confirmed that the rumors are true. She announced that it has also been confirmed that if she is elected, she can remain on the Board of Education and plans to continue to serve Owosso Public Schools.

Treasurer Cheryl Paez congratulated Mrs. Webster on her new endeavor. She also thanked The Cook Family Foundation for their most generous donation to Owosso Public Schools and looks forward to seeing the completed facility.

Secretary Shelly Ochodnický remarked that last year she attended the Exchange Student Luncheon and met a student from Slovakia, which is where her husband's family is from. She encouraged the Board to attend future luncheons if they are able.

Mrs. Ochodnický stated that she was able to attend the sold-out Dueling Piano's fundraiser. She applauded Bridgit Spielman and Carrie Muculka for organizing the fun event. The event was well done and the silent auction items were very impressive.

Vice President Rick Mowen also thanked The Cook Family Foundation for their continued support of the District. He stated that he is always amazed by how the community comes together when there is a true need.

Mr. Mowen commented that he attended the Blue and Gold Banquet and after listening to the students speak about their Star Fish recipient, he was impressed that the main focus was about the relationships the students had established with their teachers, coaches, band directors, etc. He stated that there is so much more to education than just opening a book and reading. The relationships that have been established will continue for years.

Mr. Mowen referenced the second grade buddy's presentation. He remarked that the connections that are built will continue to grow for many years and these role models are what makes a community successful.

Trustee Sara Keyes echoed Mr. Mowen's comments about the Blue and Gold Banquet and the importance of connections between students and their Star Fish recipient.

Mrs. Keyes reported that The Kindness Sisters have been nominated for the Y-Pif award. The ePIFanyNow Award honors youth who are passing kindness forward and making a positive contribution to their communities. Mrs. Keyes asked people to vote for the girls by going to their Facebook page, follow the link and donate one dollar. If the girls win they will receive \$500 for Emerson Elementary School and \$500 towards their next project, which would be donated to the Shiawassee Hope organization for the installation of a playscape at the Pleasant Valley trailer park.

Trustee Ty Krauss added his thanks to The Cook Family Foundation for their generous donation that will immensely benefit the District.

Mr. Krauss commented that he enjoyed attending the Blue and Gold Banquet and witness the impact that our teachers and staff have on our students. He stated that as a Board member, he witnesses this all the time and he is very proud of everyone.

Mr. Mowen remarked that the highest honors seniors recognize the person that has had the most impact on them throughout their education at the Blue and Gold Banquet. In addition to this, every student in the District is also given the opportunity to recognize someone that has made a difference in their lives.

Mrs. Ochodnicki stated that Owosso Middle School teacher Mr. Zeb Perrin has his students write a letter to themselves that they open during their senior year. She commented that her daughter recently opened her letter and it made her realize how much she has grown.

President Tim Jenc remarked that the meeting was great!

Upcoming Board Meeting Dates:

May 14: Regular Board Meeting, 5 pm (meeting is being held at 5 pm and on the second Monday of the month)

Important Upcoming Dates:

April 24: High School Honor's Luncheon at D'Mar Banquet Center, 11:30 am

April 24: OMS Band Concert, 7 pm

April 25-27: OMS Washington, DC Trip

April 27: LHS Community Breakfast at Washington Campus, 7:45 am

April 28: OHS Prom at D'Mar Banquet Center, 8-11 pm

May 1: Shiawassee Scholars at D'Mar Banquet Center, 7 pm

May 2: OHS Band Concert, 7 pm

May 8: Fifth Grade Parent Night at OMS, 6 pm

May 11: Fifth Grade Fun Night at OMS, 4-5:30 pm

Closed Session

Moved by Mowen, supported by Ochodnicki to move into closed session at 8:16 pm for the purpose of a negotiations discussion. Motion carried unanimously.

Moved by Keyes, supported by Ochodnicki to return to open session at 8:43 pm. Motion carried unanimously.

Adjournment

Moved by Webster, supported by Paez to adjourn at 8:44 pm. Motion carried unanimously.

Minutes recorded by Clara Pitt

Respectfully submitted,

Shelly Ochodnicki, Secretary

OWOSSO PUBLIC SCHOOLS
EXPENDITURE REPORT
APRIL 16, 2018 - MAY 6, 2018
REPORT 17-137

CHECK RUN ACTIVITY BY FUND

| | |
|--------------|--------------|
| GENERAL FUND | \$467,882.76 |
| SERVICE FUND | \$20,050.24 |
| SINKING FUND | \$16,537.09 |

| | |
|------------------------|---------------------|
| CHECK RUN TOTAL | <u>\$504,470.09</u> |
|------------------------|---------------------|

CREDIT CARD ACTIVITY BY FUND (4/06/18-5/03/2018 - Posting date)

| | |
|--------------------------------------|--------------|
| GENERAL FUND (APRIL ACTIVITY) | \$ 22,576.52 |
| SERVICE FUND (APRIL ACTIVITY) | \$ 134.81 |
| ORGANIZATIONAL FUND (APRIL ACTIVITY) | \$ 2,214.54 |

| | |
|--------------------------|---------------------|
| CREDIT CARD TOTAL | <u>\$ 24,925.87</u> |
|--------------------------|---------------------|

GORDON FOOD SERVICE ACTIVITY (SERVICE FUND)

| | |
|-----------------|--------------|
| PAYMENT 4/24/18 | \$ 17,539.24 |
| PAYMENT 5/03/18 | \$ 17,088.34 |

| | |
|--------------------------------------|---------------------|
| DIRECT DRAW FROM BANK ACCOUNT | <u>\$ 34,627.58</u> |
|--------------------------------------|---------------------|

| | |
|-----------------------|---------------|
| PAYROLL (#22) 4/27/18 | \$ 817,163.02 |
|-----------------------|---------------|

| | |
|----------------------|----------------------|
| PAYROLL TOTAL | <u>\$ 817,163.02</u> |
|----------------------|----------------------|

| | |
|--------------------|------------------------|
| GRAND TOTAL | <u>\$ 1,381,186.56</u> |
|--------------------|------------------------|

05/03/2018 6:04 pm

Owosso Schools

Page: 1

Check Register for Bank Account ID CHEM1

From 04/16/2018 to 05/06/2018

From Check First to Last

| Check# | Date | Run Type | Status | Vendor Name | Invoice Description | Amount |
|--------|------------|----------|-----------|---|----------------------------|------------|
| 097836 | 04/19/2018 | 1 | Comp Open | 002154 COMPTON, VICKI | BR/COMPTON/SUPPLIES | 85.96 |
| 097837 | 04/19/2018 | 1 | Comp Open | 001202 CONSUMERS ENERGY | UTIL/GAS&ELEC APRIL 2018 | 41,656.84 |
| 097838 | 04/19/2018 | 1 | Comp Open | 002390 GILBERT'S DO IT BEST HARDWARE | HS/FREEMAN/SUPPLIES | 962.88 |
| 097839 | 04/19/2018 | 1 | Comp Open | 005929 IRELAN, STEVE | ALT/IRELAN/REIMBURSEMENT | 72.23 |
| 097840 | 04/19/2018 | 1 | Comp Open | 003168 JAMES, VALERIE | MS/JAMES/REWARDS | 32.43 |
| 097841 | 04/19/2018 | 1 | Comp Open | 007730 JESSA BAUMDRAHER | COMM ED LIFE GUARD | 133.00 |
| 097842 | 04/19/2018 | 1 | Comp Open | 007104 KLAPKO, JOHN | OPER/KLAPKO/MILEAGE | 136.12 |
| 097843 | 04/19/2018 | 1 | Comp Open | 007397 MALLORY IRELAN | COMM ED LIFE GUARD | 370.50 |
| 097844 | 04/19/2018 | 1 | Comp Open | 008350 PUMFORD, ALEXANDRIA | COMM ED LIFE GUARD | 71.25 |
| 097845 | 04/19/2018 | 1 | Comp Open | 008448 WILSON, ROBERT | REFUND WATER AEROBICS | 50.00 |
| 097846 | 04/26/2018 | 1 | Comp Open | 000240 AMERICAN SPEEDY PRINTING CENTERS | HS/DIGNAN/BLUE&GOLD | 317.00 |
| 097847 | 04/26/2018 | 1 | Comp Open | 008407 APPLIED IMAGING | COPIER RENTAL | 57.50 |
| 097848 | 04/26/2018 | 1 | Comp Open | 000300 ARGUS-PRESS CO. | OPER/KLAPKO/TRUCK AD | 2,793.12 |
| 097849 | 04/26/2018 | 1 | Comp Open | 008459 ATHERTON ROAD SALES | OPER/KLAPKO/MAINTENANCE | 209.28 |
| 097850 | 04/26/2018 | 1 | Comp Open | 007465 CINTAS CORPORATION # 308 | OPER/KLAPKO/UNIFORM RENT | 121.80 |
| 097851 | 04/26/2018 | 1 | Comp Open | 000124 CONTROL SOLUTIONS INC. | OPER/KLAPKO/HVAC WORK | 120.00 |
| 097852 | 04/26/2018 | 1 | Comp Open | 100920 CORUNNA HIGH SCHOOL | ATH/SMITH/4-11 TRACK EN | 200.00 |
| 097853 | 04/26/2018 | 1 | Comp Open | 003248 CRYSTAL CLEAN WATER | ADM/WATER | 82.50 |
| 097854 | 04/26/2018 | 1 | Comp Open | 007131 CSH ELECTRIC MOTOR SUPPLY | OPER/KLAPKO/HVAC SUPPLIES | 483.96 |
| 097855 | 04/26/2018 | 1 | Comp Open | 001410 DALTON ELEVATOR | OPER/KLAPKO/WELDING SUPPLI | 45.00 |
| 097856 | 04/26/2018 | 1 | Comp Open | 100197 DESIGNS BY BEAN | HS/DIGNAN/BLUE&GOLD | 605.60 |
| 097857 | 04/26/2018 | 1 | Comp Open | 101560 EDWARDS SIGN & SCREEN PRINTING | HS/DIGNAN/SIGNS | 15.00 |
| 097858 | 04/26/2018 | 1 | Comp Open | 006452 FCCLA | HS/STUDENT NAT'T CONVENTIO | 1,155.00 |
| 097859 | 04/26/2018 | 1 | Comp Open | 002916 GCR TIRE CENTER | TRANS/DELONG/TIRES | 656.00 |
| 097860 | 04/26/2018 | 1 | Comp Open | 002330 GENESEE INTER.SCHOOL DISTRICT | OHS/DUAL ENROLLMENT/SPRING | 1,624.00 |
| 097861 | 04/26/2018 | 1 | Comp Open | 002390 GILBERT'S DO IT BEST HARDWARE | OPER/KLAPKO/SUPPLIES | 662.53 |
| 097862 | 04/26/2018 | 1 | Comp Open | 000070 H. K. ALLEN PAPER COMPANY | BR/COLLISON/KLEENEX | 37.90 |
| 097863 | 04/26/2018 | 1 | Comp Open | 002959 INDEPENDENT AD-VISOR INC. | ADM/THOMPSON/ADVERTISING | 1,108.00 |
| 097864 | 04/26/2018 | 1 | Comp Open | 006403 IRELAN, BRENA | HS/IRELAN/TESTING | 41.20 |
| 097865 | 04/26/2018 | 1 | Comp Open | 008220 J & H OIL CO. | TRANS/DELONG/OIL | 1,407.00 |
| 097866 | 04/26/2018 | 1 | Comp Open | 004730 J. W. PEPPER & SON INC. | HS/NIEUWKOOP/MUSIC | 62.97 |
| 097867 | 04/26/2018 | 1 | Comp Open | 008292 KONICA MINOLTA BUSINESS SOLUTION | MAINT PAYMENT 1/1-3/31/18 | 11,284.85 |
| 097868 | 04/26/2018 | 1 | Comp Open | 003187 KRANTZ, JASON | HS/KRANTZ/CONF MILEAGE | 93.74 |
| 097869 | 04/26/2018 | 1 | Comp Open | 003448 LOCKER ROOM & TROPHY PLACE | HS/DIGNAN/AWARDS | 1,059.48 |
| 097870 | 04/26/2018 | 1 | Comp Open | 003740 MASE | KRAUSS CBA ON-LINE COURSES | 380.00 |
| 097871 | 04/26/2018 | 1 | Comp Open | 003780 MESSA | MAY 2018 BILL/ADMIN STAFF | 24,455.67 |
| 097872 | 04/26/2018 | 1 | Comp Open | 003780 MESSA | MAY 2018 BILL/NON-UNION | 15,409.66 |
| 097873 | 04/26/2018 | 1 | Comp Open | 003780 MESSA | MAY 2018 BILL/OESPA STAFF | 52,641.14 |
| 097874 | 04/26/2018 | 1 | Comp Open | 003780 MESSA | MAY 2018 BILL/TEACHERS | 218,461.89 |
| 097875 | 04/26/2018 | 1 | Comp Open | 004050 MORRIS MECHAN. CONTRACTING INC. | OPER/KLAPKO/BOILER REPAIR | 4,950.00 |
| 097876 | 04/26/2018 | 1 | Comp Open | 005928 MURRAY, ANDREW | MS/MURRAY/SUPPLIES | 24.85 |
| 097877 | 04/26/2018 | 1 | Comp Open | 004600 OPS FOOD SERVICE FUND | ADM/BOARD MEETING SUPP | 1,160.22 |
| 097878 | 04/26/2018 | 1 | Comp Open | 007851 OREILLY AUTO PARTS | OPER/KLAPKO/VEHICLE REPAIR | 302.87 |
| 097879 | 04/26/2018 | 1 | Comp Open | 002766 OVID FARMERS ELEVATOR | OPER/KLAPKO/FIELD LIME | 288.00 |
| 097880 | 04/26/2018 | 1 | Comp Open | 004652 PCMI - WEST | BB STAFF PAYMENT | 9,868.46 |
| 097881 | 04/26/2018 | 1 | Comp Open | 004790 PITNEY BOWES | HS/DIGNAN/SERVICE CONTRACT | 297.48 |
| 097882 | 04/26/2018 | 1 | Comp Open | 004860 POSTMASTER | HS/DIGNAN/STAMPS | 38.96 |
| 097883 | 04/26/2018 | 1 | Comp Open | 100710 RUSH TOWNSHIP | REFUND OVERPAYMENT OF TAXE | 3,973.34 |
| 097884 | 04/26/2018 | 1 | Comp Open | 005600 SHERWIN-WILLIAMS COMPANY | OPER/KLAPKO/PAINT | 151.76 |
| 097885 | 04/26/2018 | 1 | Comp Open | 101515 SHIANASSEE FAMILY YMCA | HS/DIGNAN/TESTING ACTIVITI | 200.00 |
| 097886 | 04/26/2018 | 1 | Comp Open | 005625 SHIANASSEE RESD | BB/ROWELL/ASSESSMENT | 6,972.15 |
| 097887 | 04/26/2018 | 1 | Comp Open | 008460 SPENCER, ALISHA | BB/CHILDCARE REFUND | 38.50 |
| 097888 | 04/26/2018 | 1 | Comp Open | 101518 ST. JOHNS HIGH SCHOOL | ATH/SMITH/5-4 TRACK ENTRY | 200.00 |
| 097889 | 04/26/2018 | 1 | Comp Open | 006230 THRUN LAW FIRM, P.C. | MARCH LEGAL FEES | 539.00 |

Check Register for Bank Account ID CHEM1

From 04/16/2018 to 05/06/2018

From Check First to Last

| Check# | Date | Run Type | Status | Vendor Name | Invoice Description | Amount |
|--------|------------|----------|-----------|---------------------------------------|----------------------------|----------|
| 097890 | 04/26/2018 | 1 | Comp Open | 006250 TIRE FACTORY | OPER/KLAPKO/TIRE | 764.48 |
| 097891 | 04/26/2018 | 1 | Comp Open | 100267 UNUM LIFE INSURANCE | MAY 2018 BILL/GF STAFF | 1,030.55 |
| 097892 | 04/26/2018 | 1 | Comp Open | 100267 UNUM LIFE INSURANCE | MAY 2018 BILL/GF STAFF | 1,383.85 |
| 097893 | 04/26/2018 | 1 | Comp Open | 008012 WALTERS, MARIA | OPER/WALTERS/LIGHT BULBS | 12.38 |
| 097894 | 04/26/2018 | 1 | Comp Open | 001193 WAVERLY COMMUNITY SCHOOLS | HOMELESS TRANSPORTATION | 1,784.50 |
| 097895 | 04/26/2018 | 1 | Comp Open | 008003 YOHO, CARRIE | ADM/YOHO/CONF REIMBURSEMEN | 234.92 |
| 097896 | 05/03/2018 | 1 | Comp Open | 001178 AAP FINANCIAL | OPER/KLAPKO/BATTERY | 194.98 |
| 097897 | 05/03/2018 | 1 | Comp Open | 008443 BK INTERACTIVE LLC | ADM/BROOKS/K-5 SCIENCE | 4,997.00 |
| 097898 | 05/03/2018 | 1 | Comp Open | 003794 BRYANT ELEMENTARY | COCA-COLA REIMBURSMENT | 61.63 |
| 097899 | 05/03/2018 | 1 | Comp Open | 001363 C & S MOTORS INC. | TRANS/DELONG/BUS REPAIR | 2,850.47 |
| 097900 | 05/03/2018 | 1 | Comp Open | 007228 CENTRAL SCHOOL | COCA-COLA REIMBURSEMENT | 26.24 |
| 097901 | 05/03/2018 | 1 | Comp Open | 007465 CINTAS CORPORATION # 308 | OPER/KLAPKO/UNIFORM RENTAL | 60.90 |
| 097902 | 05/03/2018 | 1 | Comp Open | 004065 CONRAD, CHRIS | OPER/CONRAD/MILEAGE | 64.53 |
| 097903 | 05/03/2018 | 1 | Comp Open | 100455 D & G EQUIPMENT INC. | OPER/KLAPKO/REPAIR PARTS | 513.47 |
| 097904 | 05/03/2018 | 1 | Comp Open | 102034 DELL MARKETING, L.P. | ADM/WATSON/WARRANTY UPGRAD | 400.27 |
| 097905 | 05/03/2018 | 1 | Comp Open | 100197 DESIGNS BY BEAN | OPER/KLAPKO/HATS | 252.00 |
| 097906 | 05/03/2018 | 1 | Comp Open | 002976 DEWLEY, JOSH | ATL/DEWLEY/SUPPLIES | 11.67 |
| 097907 | 05/03/2018 | 1 | Comp Open | 101899 EDUCATIONAL INSIGHTS | EM/GRAHAM/MAGNETS | 89.91 |
| 097908 | 05/03/2018 | 1 | Comp Open | 000008 EMERSON ELEMENTARY SCHOOL | COCA-COLA REIMBURSEMENT | 67.50 |
| 097909 | 05/03/2018 | 1 | Comp Open | 008461 FAIRVIEW PET CENTER | HS/DIGNAN/AG SCIENCE SUPPL | 1,727.30 |
| 097910 | 05/03/2018 | 1 | Comp Open | 101867 FASTENAL COMPANY | HS/DIGNAN/BALL FILED | 43.10 |
| 097911 | 05/03/2018 | 1 | Comp Open | 006197 FRONTIER | UTIL/PHONE SVC APRIL 18 | 1,951.96 |
| 097912 | 05/03/2018 | 1 | Comp Open | 008028 GOLDBERG, DIANE | OPER/GOLDBERG/MILEAGE | 22.67 |
| 097913 | 05/03/2018 | 1 | Comp Open | 000070 H. K. ALLEN PAPER COMPANY | OPER/KLAPKO/MOP HANDLES | 60.00 |
| 097914 | 05/03/2018 | 1 | Comp Open | 008445 HARRIS & SON LLC | ATH/SMITH/PORT-A-JON RENTA | 422.50 |
| 097915 | 05/03/2018 | 1 | Comp Open | 100069 HEINEMANN | CE/BINGER/TAKE HOME BAGS | 209.00 |
| 097916 | 05/03/2018 | 1 | Comp Open | 007614 HEMLOCK HIGH SCHOOL | ATH/SMITH/5-5 SOFTBALL | 200.00 |
| 097917 | 05/03/2018 | 1 | Comp Open | 007325 HOLOCAUST MEMORIAL CENTER | MS/GRAHAM/FIELD TRIP | 420.00 |
| 097918 | 05/03/2018 | 1 | Comp Open | 003080 JOHNNY MAC'S SPORTING GOODS | OMS/GRAHAM/CHAIRS | 3,725.00 |
| 097919 | 05/03/2018 | 1 | Comp Open | 100333 K-LOG COMPANY | OHS/FREEMAN,G/CTE SUPPLIES | 5,929.81 |
| 097920 | 05/03/2018 | 1 | Comp Open | 008359 KINECT ENERGY INC. | GAS MANANGEMENT FEE | 315.00 |
| 097921 | 05/03/2018 | 1 | Comp Open | 007986 LITERACY RESOURCES INC. | BB/ROWELL/PHONEMIC AWARENE | 309.96 |
| 097922 | 05/03/2018 | 1 | Comp Open | 008332 MALLORY, ROBERT | HS/MALLORY/CONF MILEAGE | 140.61 |
| 097923 | 05/03/2018 | 1 | Comp Open | 003660 MEDLER ELECTRIC COMPANY | OPER/KLAPKO/ELECTRICAL SUP | 214.00 |
| 097924 | 05/03/2018 | 1 | Comp Open | 003756 MICHIGAN COMPANY, INC. | OPER/KLAPKO/SUPPLIES | 578.81 |
| 097925 | 05/03/2018 | 1 | Comp Open | 008397 MICHIGAN LAUNDRY MACHINERY | OPER/KLAPKO/WASHING MACHIN | 442.60 |
| 097926 | 05/03/2018 | 1 | Comp Open | 001133 MILLER, RANDY | ADM/MILLER/MILEAGE | 59.38 |
| 097927 | 05/03/2018 | 1 | Comp Open | 007158 MOMAR, INCORPORATED | OPER/KLAPKO/BOILER PROTECT | 295.00 |
| 097928 | 05/03/2018 | 1 | Comp Open | 004121 NAPA AUTO PARTS | OPER/KLAPKO/OIL | 4.38 |
| 097929 | 05/03/2018 | 1 | Comp Open | 100001 OFFICE DEPOT INC. | EM/NIDEFSKI/HEAD PHONES | 1,127.87 |
| 097930 | 05/03/2018 | 1 | Comp Open | 004600 OPS FOOD SERVICE FUND | ADM/STATE OF DISTRICT | 437.50 |
| 097931 | 05/03/2018 | 1 | Comp Open | 007851 OREILLY AUTO PARTS | OPER/KLAPKO/BATTERY | 155.87 |
| 097932 | 05/03/2018 | 1 | Comp Open | 004570 OWOSSO H.S. ORGANIZATION ACCT. | COCA-COLA REIMBURSEMENT | 171.52 |
| 097933 | 05/03/2018 | 1 | Comp Open | 000013 OWOSSO MIDDLE SCHOOL | COCA-COLA REIMBURSEMENT | 51.00 |
| 097934 | 05/03/2018 | 1 | Comp Open | 004590 OWOSSO PUB. SCH. ATHLETIC FUND | ATH/SMITH/OFFICIALS | 4,000.00 |
| 097935 | 05/03/2018 | 1 | Comp Open | 007853 PIONEER VALLEY BOOKS | EM/GRAHAM/LETTER TRAYS | 33.00 |
| 097936 | 05/03/2018 | 1 | Comp Open | 004790 PITNEY BOWES | HS/PILON/POSTAGE | 700.00 |
| 097937 | 05/03/2018 | 1 | Comp Open | 005027 PORTLAND HIGH SCHOOL | ATH/SMITH/5-5 BASEBALL FEE | 150.00 |
| 097938 | 05/03/2018 | 1 | Comp Open | 004860 POSTMASTER | MS/GRAHAM/POSTAGE | 50.00 |
| 097939 | 05/03/2018 | 1 | Comp Open | 100135 QUILL CORPORATION | OPER/KLAPKO/TRASH CANS | 500.28 |
| 097940 | 05/03/2018 | 1 | Comp Open | 005420 SCHOOL SPECIALTY INC. | OHS/KRUEGER/SUPPLIES | 4,478.96 |
| 097941 | 05/03/2018 | 1 | Comp Open | 005520 SECURITY ALARM COMPANY INC. | OPER/KLAPKO/ALARM REPAIR | 237.50 |
| 097942 | 05/03/2018 | 1 | Comp Open | 000693 SEHI COMPUTER PRODUCTS | BR/RAFFAELLI-BATTERIES PHO | 1,914.44 |
| 097943 | 05/03/2018 | 1 | Comp Open | 005625 SHIAWASSEE RESD | CONFERENCE REGISTRATIONS | 575.00 |

Check Register for Bank Account ID CHEM1

From 04/16/2018 to 05/06/2018

From Check First to Last

| Check# | Date | Run Type | Status | Vendor Name | Invoice Description | Amount |
|-------------|------------|----------|--------|----------------------------------|----------------------------|------------|
| 097944 | 05/03/2018 | 1 Comp | Open | 008301 STINSON, GUNNAR | ADM/STINSON/MILEAGE | 57.45 |
| 097945 | 05/03/2018 | 1 Comp | Open | 002623 TASC-CLIENT INVOICES | 6/1-6/30/2018 ADMIN FEE | 337.46 |
| 097946 | 05/03/2018 | 1 Comp | Open | 002948 THOMPSON, JESSICA | ADM/THOMPSON/MILEAGE | 55.92 |
| 097947 | 05/03/2018 | 1 Comp | Open | 006230 THRUN LAW FIRM, P.C. | APRIL GEN. LEGAL SVCS | 10,057.89 |
| 097948 | 05/03/2018 | 1 Comp | Open | 001119 UNITED PARCEL SERVICE | HS/POSTAGE | 12.96 |
| 097949 | 05/03/2018 | 1 Comp | Open | 006510 VALLEY LUMBER COMPANY | HS/MALLORY/BALL FIELD SUPP | 354.94 |
| 097950 | 05/03/2018 | 1 Comp | Open | 006511 WASTE MANAGEMENT OF FLINT | UTIL/TRASH SVC/APRIL 2018 | 2,093.16 |
| 097951 | 05/03/2018 | 1 Comp | Open | 007985 WATSON, JOE | ADM/WATSON/MILEAGE | 64.28 |
| 097952 | 05/03/2018 | 1 Comp | Open | 006882 WHEELER, JEREMY | ADM/WHEELER/MILEAGE | 81.23 |
| 097953 | 05/03/2018 | 1 Comp | Open | 006845 WIN'S CORPORATE OFFICE | OPER/KLAPKO/ELECTRICAL SUP | 143.61 |
| CHECK TOTAL | | | | | | 467,882.76 |
| LESS VOIDS | | | | | | 0.00 |
| GRAND TOTAL | | | | | | 467,882.76 |

Check Summary

| Check Status | Count | Amount | Check Type | Count | Amount |
|--------------|-------|------------|------------|-------|------------|
| Open | 118 | 467,882.76 | Computer | 118 | 467,882.76 |
| Cleared | | | Prepaid | | |
| Void | | | | | |
| Scratch | | | | | |
| TOTAL | 118 | 467,882.76 | TOTAL | 118 | 467,882.76 |

Check Register for Bank Account ID SERVIC

From 04/16/2018 to 05/06/2018

From Check First to Last

| Check# | Date | Run Type | Status | Vendor Name | Invoice Description | Amount |
|-------------|------------|----------|-----------|---------------------------------------|-------------------------|-----------|
| 007263 | 04/19/2018 | 1 | Comp Open | 007104 KLAPKO, JOHN | FS/KLAPKO/MILEAGE | 136.12 |
| 007264 | 04/19/2018 | 1 | Comp Open | 005610 SHIAWASSEE COUNTY HEALTH DEPT. | FS/KLAPKO/LICENSING FEE | 2,664.00 |
| 007265 | 04/26/2018 | 1 | Comp Open | 004621 AUNT MILLIE'S BAKERIES | FS/PRINCE/FOOD PURCHASE | 951.31 |
| 007266 | 04/26/2018 | 1 | Comp Open | 007480 BANANA BROTHERS PRODUCE | FS/PRINCE/FOOD PURCHASE | 11,843.25 |
| 007267 | 04/26/2018 | 1 | Comp Open | 005058 FD HAYES ELECTRIC CO. | FS/PRINCE/EQUIP REPAIR | 717.00 |
| 007268 | 04/26/2018 | 1 | Comp Open | 003780 MESSA | MAY 2018 BILL/FS STAFF | 1,117.88 |
| 007269 | 04/26/2018 | 1 | Comp Open | 003807 PRAIRIE FARMS DAIRY | FS/PRINCE/FOOD PURCHASE | 2,439.50 |
| 007270 | 04/26/2018 | 1 | Comp Open | 100267 UNUM LIFE INSURANCE | MAY 2018 BILL/FS STAFF | 51.00 |
| 007271 | 05/03/2018 | 1 | Comp Open | 100001 OFFICE DEPOT INC. | FS/PRINCE/TONER | 130.18 |
| CHECK TOTAL | | | | | | 20,050.24 |
| LESS VOIDS | | | | | | 0.00 |
| GRAND TOTAL | | | | | | 20,050.24 |

Check Summary

| Check Status | Count | Amount | Check Type | Count | Amount | | |
|--------------|-------|-----------|------------|-------|-----------|---|-----------|
| Open | 9 | 20,050.24 | Computer | 9 | 20,050.24 | | |
| Cleared | | | Prepaid | | | | |
| Void | | | | | | | |
| Scratch | | | | | | | |
| TOTAL | | 9 | 20,050.24 | TOTAL | | 9 | 20,050.24 |

05/03/2018 6:04 pm

Owosso Schools

Page: 1

Check Register for Bank Account ID SF#1




From 04/16/2018 to 05/06/2018

From Check First to Last

| Check# | Date | Run Type | Status | Vendor Name | Invoice Description | Amount |
|-------------|------------|----------|--------|----------------------|----------------------------|-----------|
| 600886 | 04/26/2018 | 1 Comp | Open | 100710 RUSH TOWNSHIP | REFUND OVERPAYMENT OF TAXE | 16,537.09 |
| CHECK TOTAL | | | | | | 16,537.09 |
| LESS VOIDS | | | | | | 0.00 |
| GRAND TOTAL | | | | | | 16,537.09 |

Check Summary

| Check Status | Count | Amount | Check Type | Count | Amount |
|--------------|-------|-----------|------------------|--------------|------------------|
| Open | 1 | 16,537.09 | Computer | 1 | 16,537.09 |
| Cleared | | | Prepaid | | |
| Void | | | | | |
| Scratch | | | | | |
| TOTAL | | 1 | 16,537.09 | | |
| | | | | TOTAL | 1 |
| | | | | | 16,537.09 |

Date Range: From: 
 To: 
 Date Type: 

Data available starting: 05/03/2015 Search

SEARCH RESULTS

Search Total: (13,019.00)

Page 1 of 1 Go

| <u>Account Name</u> | <u>Account Number</u> | <u>Transaction Amount</u> | <u>Adjustment Amount</u> | <u>Total Transaction Amount</u> |
|--------------------------|-----------------------|---------------------------|--------------------------|---------------------------------|
| EMERSON ELEMENTARY | XXXX-XXXX-0517-2354 | 348.07 | 0.00 | 348.0 |
| MIKE GRAHAM | XXXX-XXXX-0530-1557 | 618.44 | 0.00 | 618.4 |
| FRED LAB | XXXX-XXXX-0532-9202 | 326.35 | 0.00 | 326.3 |
| ED VAN STRATE | XXXX-XXXX-0532-9277 | 431.18 | 0.00 | 431.1 |
| LINCOLN HIGH SCHOOL | XXXX-XXXX-0593-9232 | 195.26 | 0.00 | 195.2 |
| BRIGHT BEGINNINGS OFFICE | XXXX-XXXX-1097-9983 | 428.67 | 0.00 | 428.6 |
| OWOSSO SCHOOLS | XXXX-XXXX-1253-3820 | 134.81 | 0.00 | 134.8 |
| CTE CONSTRUCTION TRADES | XXXX-XXXX-1311-0933 | 640.61 | 0.00 | 640.6 |
| OWOSSO PUBLIC SCHOOLS | XXXX-XXXX-0002-6361 | 0.00 | (37,944.87) | (37,944.87) |
| BRYANT ELEMENTARY | XXXX-XXXX-0177-1509 | 804.85 | 0.00 | 804.8 |
| DAN CLARK | XXXX-XXXX-0188-5846 | 145.87 | 0.00 | 145.8 |
| BEN COBB | XXXX-XXXX-0188-5861 | 483.08 | 0.00 | 483.0 |
| OWOSSO HIGH SCHOOL | XXXX-XXXX-0223-2881 | 1,802.44 | 0.00 | 1,802.4 |
| TECHNOLOGY DEPT | XXXX-XXXX-0270-9854 | 319.61 | 2.23 | 321.8 |
| JOHN QUICK | XXXX-XXXX-0274-4836 | 150.35 | 0.00 | 150.3 |
| OWOSSO MIDDLE SCHOOL | XXXX-XXXX-0316-8175 | 605.47 | 0.00 | 605.4 |
| OPERATIONS DEPT | XXXX-XXXX-0322-6353 | 945.41 | 0.00 | 945.4 |
| CENTRAL ELEMENTARY | XXXX-XXXX-0358-7523 | 827.20 | 0.00 | 827.2 |
| DISTRICT TRAVEL | XXXX-XXXX-0372-6121 | 162.40 | 0.00 | 162.4 |
| BRIGHT BEGINNINGS | XXXX-XXXX-2811-1358 | 368.91 | 0.00 | 368.9 |
| CENTRAL OFFICE | XXXX-XXXX-3097-2556 | 12,970.12 | 0.00 | 12,970.1 |
| OWOSSO HIGH SCHOOL 2 | XXXX-XXXX-6679-7711 | 2,214.54 | 0.00 | 2,214.5 |

Page 1 of 1 Go

Search Total: (13,019.00)

Currently logged in as: Julie Omer (OMER_81101, Company Program Administrator)
Last Visit: 04/14/2018

OWOSSO PUBLIC SCHOOLS
BOARD OF EDUCATION
April 30, 2018
Report 17-138

Statement of Deposits and Investments
As of 4/30/2018
Unaudited

| | General Fund | School Service | Building & Site | Total |
|--|---------------------|-------------------|---------------------|----------------------|
| Summary of Deposits and Investments | | | | |
| Cash on hand | \$ 161,011 | \$ 189,059 | \$ 1,934,757 | \$ 2,284,827 |
| Investments | 5,619,022 | | 2,563,464 | 8,182,486 |
| Total Deposits and Investments | \$ 5,780,033 | \$ 189,059 | \$ 4,498,221 | \$ 10,467,313 |
| | | | | |
| Detail of Deposits and Investments | | | | |
| Cash on hand | \$ 161,011 | \$ 188,339 | \$ 1,934,757 | \$ 2,284,107 |
| Petty Cash on hand | - | 720 | - | |
| Total Cash on hand | \$ 161,011 | \$ 189,059 | \$ 1,934,757 | \$ 2,284,827 |
| Chemical Bank Savings Account | \$ 38,438 | - | \$ 432,993 | \$ 471,431 |
| Mich Class Investment | 5,580,584 | - | 2,130,471 | 7,711,055 |
| Total Investments | \$ 5,619,022 | \$ - | \$ 2,563,464 | \$ 8,182,486 |
| Total Deposits and Investments | \$ 5,780,033 | \$ 189,059 | \$ 4,498,221 | \$ 10,467,313 |

OWOSSO PUBLIC SCHOOLS
BOARD OF EDUCATION
April 30, 2018
Report 17-138

Combined Statement of Revenue, Expenditures, and Fund Balance
General, School Service, and Capital Projects Funds
As of 4/30/2018
Unaudited

| | General Fund | | | School Service Fund | | | Capital Projects Fund | | | | | |
|--|--------------------|---------------|---------------------|---------------------|--------------------|------------|-----------------------|--------------|-----------------|------------|---------------------|--------------|
| | BUDGET REVISION #1 | YTD Actual | Over (Under) Budget | % Rec'd/Used | BUDGET REVISION #1 | YTD Actual | Over (Under) Budget | % Rec'd/Used | ORIGINAL BUDGET | YTD Actual | Over (Under) Budget | % Rec'd/Used |
| REVENUE | | | | | | | | | | | | |
| Local sources | 3,620,021 | 3,208,250 | (411,771) | 89% | 294,399 | 232,415 | (61,984) | 79% | 1,646,053 | 1,506,629 | (139,424) | 92% |
| State sources | 24,808,826 | 16,146,109 | (8,662,717) | 65% | 62,547 | 51,741 | (10,806) | 83% | - | 38,906 | 38,906 | - |
| Federal sources | 1,281,985 | 177,710 | (1,104,285) | 14% | 1,568,407 | 1,021,056 | (547,351) | 65% | - | - | - | - |
| Interdistrict sources-RESD | 648,853 | 157,036 | (491,817) | 24% | - | - | - | - | - | - | - | - |
| Interdistrict sources-transfers in and other sources | 98,186 | (98,186) | | 0% | - | - | - | - | - | - | - | - |
| Total revenue and other sources | \$ 30,457,861 | \$ 19,689,105 | \$ (10,768,756) | 65% | 1,925,353 | 1,305,212 | (620,141) | 68% | 1,646,053 | 1,545,535 | (100,518) | 94% |
| EXPENDITURES | | | | | | | | | | | | |
| INSTRUCTION | | | | | | | | | | | | |
| BASIC PROGRAMS: | | | | | | | | | | | | |
| ELEMENTARY | 6,967,743 | 4,899,067 | (2,068,676) | 70% | | | | | | | | |
| MIDDLE SCHOOL | 3,429,102 | 2,413,269 | (1,015,833) | 70% | | | | | | | | |
| HIGH SCHOOL | 4,084,604 | 2,813,595 | (1,271,009) | 69% | | | | | | | | |
| ALTERNATIVE EDUCATION | 706,689 | 486,394 | (220,295) | 69% | | | | | | | | |
| PRESCHOOL | 127,400 | 80,229 | (47,171) | 63% | | | | | | | | |
| PRESCHOOL (MICHIGAN READINESS) GRANT | 176,818 | 144,237 | (32,581) | 82% | | | | | | | | |
| TOTAL BASIC PROGRAMS | \$ 15,492,356 | \$ 10,836,791 | \$ (4,655,565) | 70% | | | | | | | | |
| ADDED NEEDS: | | | | | | | | | | | | |
| SPECIAL EDUCATION | 3,276,791 | 2,315,971 | (960,820) | 71% | | | | | | | | |
| CHILD CARE PROGRAM | 281,553 | 184,034 | (107,519) | 63% | | | | | | | | |
| TITLE I GRANT | 965,693 | 556,134 | (409,559) | 58% | | | | | | | | |
| VOCATIONAL EDUCATION | 647,207 | 437,159 | (210,048) | 68% | | | | | | | | |
| AT RISK GRANT | 1,414,816 | 798,442 | (616,374) | 56% | | | | | | | | |
| ROBOTICS/CYTE COUNSELOR/ADULT ED/TESTING GRANTS | 146,878 | 92,056 | (54,822) | 63% | | | | | | | | |
| EARLY LITERACY GRANT | 50,901 | 26,547 | (24,354) | 52% | | | | | | | | |
| TOTAL ADDED NEEDS | \$ 6,783,939 | \$ 4,410,363 | \$ (2,383,576) | 65% | | | | | | | | |
| CONTINUING EDUCATION: | | | | | | | | | | | | |
| COMMUNITY EDUCATION | 143,079 | 119,879 | (23,200) | 84% | | | | | | | | |
| TOTAL CONTINUING EDUCATION | \$ 143,079 | \$ 119,879 | \$ (23,200) | 84% | | | | | | | | |
| TOTAL INSTRUCTION | \$ 22,429,374 | \$ 15,357,033 | \$ (7,062,341) | 69% | | | | | | | | |
| SUPPORTING SERVICES: | | | | | | | | | | | | |
| PUPIL SERVICES: | | | | | | | | | | | | |
| GUIDANCE SERVICES | 459,837 | 335,641 | (124,196) | 73% | | | | | | | | |
| TOTAL PUPIL SERVICES | \$ 459,837 | \$ 335,641 | \$ (124,196) | 73% | | | | | | | | |
| INSTRUCTIONAL STAFF: | | | | | | | | | | | | |
| TITLE II, PART A/RURAL EDUCATION GRANT | 256,280 | 169,422 | (86,858) | 66% | | | | | | | | |
| IMPROVEMENT OF INSTRUCTION | 213,467 | 116,890 | (96,577) | 55% | | | | | | | | |
| MEDIA SERVICES | 283,446 | 205,309 | (78,137) | 72% | | | | | | | | |
| TOTAL INSTRUCTIONAL STAFF | \$ 753,193 | \$ 491,621 | \$ (261,572) | 65% | | | | | | | | |
| GENERAL ADMINISTRATION: | | | | | | | | | | | | |
| BOARD OF EDUCATION | 100,171 | 72,283 | (27,888) | 72% | | | | | | | | |
| EXECUTIVE ADMINISTRATION | 343,521 | 275,860 | (67,661) | 80% | | | | | | | | |
| HUMAN RESOURCES | 208,829 | 157,354 | (49,475) | 76% | | | | | | | | |
| TOTAL GENERAL ADMINISTRATION | \$ 652,521 | \$ 505,497 | \$ (145,024) | 78% | | | | | | | | |
| SCHOOL ADMINISTRATION: | | | | | | | | | | | | |
| SCHOOL ADMINISTRATION | 2,429,494 | 1,944,014 | (485,480) | 80% | | | | | | | | |
| TOTAL SCHOOL ADMINISTRATION | \$ 2,429,494 | \$ 1,944,014 | \$ (485,480) | 80% | | | | | | | | |

OWOSSO PUBLIC SCHOOLS
BOARD OF EDUCATION
 April 30, 2018
 Report 17-138

Combined Statement of Revenue, Expenditures, and Fund Balance
General, School Service, and Capital Projects Funds
 As of 4/30/2018
 Unaudited

| | General Fund | | | | School Service Fund | | | | Capital Projects Fund | | | |
|--|--------------------|----------------|---------------------|--------------|---------------------|--------------|---------------------|--------------|-----------------------|--------------|---------------------|--------------|
| | BUDGET REVISION #1 | YTD Actual | Over (Under) Budget | % Rec'd/Used | BUDGET REVISION #1 | YTD Actual | Over (Under) Budget | % Rec'd/Used | ORIGINAL BUDGET | YTD Actual | Over (Under) Budget | % Rec'd/Used |
| BUSINESS SERVICES: | | | | | | | | | | | | |
| FISCAL SERVICES | \$ 335,361 | \$ 279,981 | \$ (55,370) | 83% | | | | | \$ 1,532,576 | \$ 178,792 | \$ (1,353,784) | 12% |
| TECHNOLOGY MANAGEMENT | \$ 389,589 | \$ 223,003 | \$ (166,586) | 57% | | | | | \$ 1,532,576 | \$ 178,792 | \$ (1,353,784) | 12% |
| TOTAL BUSINESS SERVICES | \$ 724,950 | \$ 502,984 | \$ (221,956) | 69% | | | | | | | | |
| OPERATIONS AND MAINTENANCE: | | | | | | | | | | | | |
| OPERATIONS AND MAINTENANCE | \$ 2,773,707 | \$ 2,130,547 | \$ (643,160) | 77% | | | | | | | | |
| TOTAL OPERATIONS AND MAINTENANCE | \$ 2,773,707 | \$ 2,130,547 | \$ (643,160) | 77% | | | | | | | | |
| PUPIL TRANSPORTATION SERVICES: | | | | | | | | | | | | |
| PUPIL TRANSPORTATION SERVICES | \$ 921,914 | \$ 692,822 | \$ (229,092) | 75% | | | | | | | | |
| TOTAL PUPIL TRANSPORTATION | \$ 921,914 | \$ 692,822 | \$ (229,092) | 75% | | | | | | | | |
| OTHER SERVICES: | | | | | | | | | | | | |
| PAC | \$ - | \$ - | \$ - | | | | | | | | | |
| COMMUNICATION SERVICES | \$ 62,632 | \$ 51,662 | \$ (10,950) | 83% | | | | | | | | |
| ATHLETICS | \$ 473,513 | \$ 334,359 | \$ (139,154) | 71% | | | | | | | | |
| PRINTING AND OTHER SUPPORT SERVICES | \$ 80,005 | \$ 83,138 | \$ (16,867) | 79% | | | | | | | | |
| TOTAL OTHER SERVICES | \$ 616,150 | \$ 449,179 | \$ (166,971) | 73% | | | | | | | | |
| TOTAL SUPPORTING SERVICES | \$ 9,329,766 | \$ 7,052,315 | \$ (2,277,451) | 76% | | | | | | | | |
| OUTGOING TRANSFERS/FUND MODIFICATIONS: | | | | | | | | | | | | |
| OTHER | \$ 59,850 | \$ 3,481 | \$ (55,869) | 6% | | | | | | | | |
| TOTAL OUTGOING TRANSFERS/FUND MODIFICATIONS | \$ 59,850 | \$ 3,481 | \$ (55,869) | 6% | | | | | | | | |
| FOOD SERVICE EXPENDITURES | | | | | | | | | | | | |
| CAPITAL PROJECT EXPENDITURES | | | | | | | | | | | | |
| TOTAL EXPENDITURES | \$ 31,818,490 | \$ 22,422,829 | \$ (9,395,661) | 70% | \$ 2,056,451 | \$ 1,480,624 | \$ (575,827) | 72% | \$ 1,532,576 | \$ 178,792 | \$ (1,353,784) | 12% |
| REVENUE OVER or (UNDER) EXPENDITURES | \$ (1,361,129) | \$ (2,733,724) | \$ (1,372,595) | | \$ (131,098) | \$ (175,412) | \$ (44,314) | | \$ 113,477 | \$ 1,366,743 | \$ 1,253,266 | |
| AUDITED FUND BALANCE, JULY 1, 2017 | \$ 3,911,651 | \$ 3,911,651 | \$ - | | \$ 241,083 | \$ 241,083 | \$ - | | \$ 3,131,478 | \$ 3,131,478 | \$ - | |
| PROJECTED FUND BALANCES - June 30, 2018 | \$ 2,550,522 | \$ 2,550,522 | \$ - | | \$ 109,985 | \$ 109,985 | \$ - | | \$ 3,244,955 | \$ 3,244,955 | \$ - | |

For Action

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 14, 2018
Report 17-139**

FOR ACTION

Subject:

Revised Bylaw 0143.1 – Public Expression by Board members, 2nd reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 2nd reading: **Revised Bylaw 0143.1 – Public Expression by Board members**

Facts / Statistics:

The proposed optional language is provided as a reminder that social media communications, whether on the District’s network or on a private network, may be subject to the provisions of the Open Meetings Act and may be subject to discovery, depending on the content of the message.

The proposed by NEOLA is optional but is not required.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

bylaw

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

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MEMBERSHIP

0141 **Number**

The Board of Education shall consist of seven (7) members.

M.C.L. 380.11a

Revised 1/25/10

0142 **Election/Appointment**

0142.1 **Electoral Process**

The number of members of the Board shall remain the same as before July 1, 1996 unless changed by the School electors at a regular or special School election. A ballot question for changing the number of Board members may be placed on the ballot by action of the Board or by petition submitted by School electors as provided under Michigan election law (M.C.L. 168.301 to 168.315).

Members of the Board shall be elected in the November even year general election (the first Tuesday after the first Monday) in a manner that is consistent with State law.

A special election may be called by the Board as provided under Michigan election law (M.C.L. 168.301 to 168.315).

M.C.L. 168.301 et seq.

Revised 1/25/10

Revised 8/27/12

bylaw

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

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0142.2 Qualifications

An individual is eligible for election as a School Board member if the individual is a citizen of the United States and is a qualified and registered elector of the School District by the filing deadline.

M.C.L. 168.302

0142.3 Term

Members of the Board shall be elected by the School electors for terms of four (4) years.

At each regular School election, members of the Board shall be elected to fill the positions of those whose terms will expire. A term of office begins as provided by law (M.C.L. 168.302) and continues until a successor is elected and qualified.

At least one (1) School Board member for a School District shall be elected at each of the School District's regular elections. A School Board member's term of office begins January 1st, immediately following the November election.

M.C.L. 168.301 et seq.

Revised 1/25/10

Revised 8/27/12

0142.4 Oath

Each newly-elected Board member shall file an acceptance of office as well as an affidavit of eligibility within ten (10) days after receiving a certificate of election and shall take an oath of office as prescribed by the Constitution of Michigan.

bylaw

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

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A ceremonial oath of office may be administered at the Organizational Meeting and may be administered by the Superintendent.

M.C.L. 168.309, 168.310

Revised 4/28/08

0142.5

Vacancies

The office of a Board member shall become vacant immediately upon the occurrence of any one (1) of the following events:

- A. the death of the incumbent, or the incumbent's being adjudicated insane or being found to be mentally incompetent by the proper court
- B. the incumbent's resignation
- C. the incumbent's removal from office
- D. the incumbent's conviction of a felony
- E. the incumbent's election or appointment being declared void by a competent tribunal
- F. the incumbent's neglect or failure to file the acceptance of office, to take the oath of office, or to give or renew an official bond required by law
- G. the failure of the District to elect a successor at the annual school meeting or election
- H. the incumbent's ceasing to possess the legal qualifications for holding office
- I. the incumbent's residence being removed from the School District

bylaw

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

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If less than a majority of the offices of the District becomes vacant, the remaining members of the Board shall fill the vacancy immediately.

If the vacancy is not filled within thirty (30) days after it occurs, the Board of the Intermediate School District shall fill the vacancy by appointment.

A person elected or appointed to fill a vacancy on the Board shall file an acceptance of office and shall hold office until the next regular school election.

M.C.L. 168.310, 168.311

Filling a Board Vacancy

If the majority of the Board is still seated, the vacancy shall be filled by the Board using the following procedure:

- A. The Board shall seek qualified and interested candidates from the community through the news media, word of mouth, and contacts with appropriate organizations.
- B. All applicants are to submit a notice of their interest, in writing, to the Board President.
- C. The Board shall interview all interested candidates to ascertain their qualifications.
- D. Appointment by the Board to fill a vacancy shall be by majority vote of the full Board.

0142.6

Recall

Any member of the Board may be recalled pursuant to M.C.L. 168.951 et seq.

bylaw

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

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0142.7 Orientation

The Board believes that the preparation of each Board member for the performance of Board duties is essential to the effective functioning of the Board. The Board shall encourage each new Board member to understand the functions of the Board, acquire knowledge of matters related to the operation of the District, and learn Board procedures. Accordingly, the Board shall give to each new Board member for his/her use and possession during the term on the Board the following items:

- A. a copy of the Board policy manual
- B. a copy of each current negotiated agreement
- C. the current budget statement, audit report, and related fiscal materials

Each new Board member shall be invited to meet with the Board President and/or the Superintendent to discuss Board functions, policies, and procedures.

The Board shall encourage the attendance of each new Board member at orientation and training meetings.

0143 Authority

Individual members of the Board do not possess the powers that reside in the Board of Education. The Board speaks through its minutes and not through its individual members. An act of the Board shall not be valid unless approved at an official meeting by at least a majority vote of the members elected to and serving on the Board. M.C.L. 380.1201

No member of the Board shall be denied documents or information to which s/he is legally entitled and which are required in the performance of his/her duties as a Board member.

bylaw

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

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Access to District personnel records shall be subject to the following rules:

- A. Examination of school employee personnel records by the Board of Education shall be conducted in accordance with the Open Meetings Act.
- B. Personnel records shall, in their entirety, be returned to the custody of the Superintendent at the conclusion of the Board meeting.
- C. Information obtained from employee personnel records by members of the Board shall be used only for the purpose of aiding the members in fulfilling their legal responsibilities in making decisions in such matters as appointments, assignments, promotions, demotions, remuneration, discipline, and dismissal or to aid the development and implementation of personnel policies, or for such other uses as are necessary to enable the Board to carry out its legal responsibilities.

0143.1 Public Expression of Board Members

The Board President functions as the official spokesperson for the Board.

From time-to-time, however, individual Board members make public statements on school matters:

- A. to local media;
- B. to local officials and/or State officials.

bylaw

BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS

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Sometimes the statements imply, or the readers (listeners) infer, that the opinions expressed or statements made are the official positions of the Board. The misunderstandings that can result from these incidents can embarrass both the member and the Board. Therefore, Board members should, when writing or speaking on school matters to the media, legislators, and other officials, make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board.

- A. This bylaw shall apply to all statements and/or writings by individual Board members not explicitly sanctioned by a majority of its members, except as follows:
1. correspondence, such as legislative proposals, when the Board member has received official guidance from the Board on the matters discussed in the letter
 2. routine, not for publication, correspondence of the Superintendent and other Board employees
 3. routine "thank you" letters of the Board
 4. statements by Board members on nonschool matters (providing the statements do not identify the author as a member of the Board)
 5. personal statements not intended for publication
- B. Copies of this bylaw shall be sent annually to local media by the Board President.
- C. **A Board member's personal or private use of social media may have unintended, negative consequences to the Board member and/or the District, including possible violations of the Open Meetings Act and issues relating to creation of a public record. Postings to social media should be done in a manner sensitive to the Board member's responsibilities, applicable District policies, and legal obligations.**

bylaw

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

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0144 **Operations**

0144.1 **Compensation**

Board members shall receive \$100 per year as compensation for their services, including attendance at all Board meetings and committee meetings. Expenses of a Board member shall be reimbursed when incurred in the performance of his/her duties or in the performance of functions authorized by the Board and duly vouchered.

M.C.L. 380.11a, 380.1254

The following guidelines have been established by the Board of Education to ensure appropriate and proper reimbursement of expenses for Board members.

- A. Reimbursement for mileage will not exceed the current rate established by the Internal Revenue Service.
- B. Attendance at Board-approved conferences should be at the location closest to the District.
- C. When attending a Board-approved conference, all fees, parking, mileage, meals, and housing will be reimbursed.
- D. When the Board attends a community or school-related event as a Board function, or a Board member attends as the designated representative of the Board, any incurred expenses, including mileage, will be reimbursed by the Board. If a Board member attends such events as a private citizen, any incurred expenses are to be paid by the Board member.
- E. No entertainment expenses or purchases of alcoholic beverages are reimbursable.

bylaw

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

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A voucher detailing the amount and nature of each expense must be submitted to the Board for approval at a Board meeting after the expenses have been incurred and prior to reimbursement.

Revised 1/25/10

0144.2

Board Member Ethics

As members of the Board of Education, Board members will strive to improve public education and to that end they will:

- A. attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
- B. recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings;
- C. render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
- D. encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;
- E. work with the other Board members to establish effective Board policies and to delegate authority for the administration of the District to the Superintendent;
- F. communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;
- G. inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the State and National School Boards Associations;

bylaw

BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS

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- H. support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
- I. avoid being placed in a position of conflict of interest, and refrain from using their Board positions for personal partisan gain;
- J. take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law;
- K. remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools.

Source: Board of Directors, National School Boards Association.

0144.3

Conflict of Interest

Board members shall perform their official duties in a manner free from conflict of interest. To this end:

- A. No Board member shall use his/her position as a Board member to benefit either himself/herself or any other individual or agency apart from the total interest of the School District.
- B. When a member of the Board determines that the possibility of a personal interest conflict exists, s/he should, prior to the matter being considered, disclose his/her interest (such disclosure shall become a matter of record in the minutes of the Board), and thereafter shall abstain from participation in both the discussion of the matter and the vote thereon.

bylaw

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- C. A member of the Board is presumed to have a conflict of interest if the member or his/her family member has a financial interest, or a competing financial interest, in the contract or other financial transaction or is an employee of the School District.

Having a child in the District does not alone constitute a conflict of interest or financial interest in a contract or other financial transaction of the School District.

“Family member” means a person’s spouse or spouse’s sibling or child; a person’s sibling or sibling’s spouse or child; a person’s child or child’s spouse; or a person’s parent or parent’s spouse, and includes these relationships as created by adoption or marriage.

A Board member is not considered to have a financial interest in any of the following instances:

1. A contract or other financial transaction between the School District and any of the following:
 - a. A corporation in which the individual is a stockholder owning 1% or less of the total stock outstanding in any class if the stock is not listed on a stock exchange or owning stock that has a present market value of \$25,000.00 or less if the stock is listed on a stock exchange.
 - b. A corporation in which a trust, if the individual is a beneficiary under the trust, owns 1% or less of the total stock outstanding in any class if the stock is not listed on a stock exchange or owns stock that has a present market value of \$25,000.00 or less if the stock is listed on a stock exchange.

bylaw

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OWOSSO PUBLIC SCHOOLS**

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- c. A professional limited liability company organized pursuant to the Michigan limited liability company act, if the individual is an employee but not a member of the company.
 2. A contract or other financial transaction between the School District and any of the following:
 - a. A corporation in which the individual is not a director, officer, or employee.
 - b. A firm, partnership, or other unincorporated association, in which the individual is not a partner, member, or employee.
 - c. A corporation or firm that has an indebtedness owed to the individual.
 3. A contract between the School District and the intermediate school district.
 4. A contract awarded to the lowest qualified bidder, upon receipt of sealed bids pursuant to a published notice for bids if the notice does not bar, except as authorized by law, any qualified person, firm, corporation, or trust from bidding. This does not apply to any amendments or renegotiations of a contract or to additional payments under the contract that were not authorized by the contract at the time of award.

bylaw

**BOARD OF EDUCATION
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BYLAWS
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If the financial interest pertains to a proposed contract with the District, the following requirements must be met:

1. The Board member shall disclose the pecuniary interest in the contract to the Board with such disclosure made a part of the official Board minutes. If his/her direct financial interest amounts to \$250 or more or five percent (5%) or more of the contract cost to the District, the Board member shall make the disclosure in one of two (2) ways:
 - a. In writing, to the Board president (or if the member is the Board president, to the Board secretary) at least seven (7) days prior to the meeting at which the vote on the contract will be taken. The disclosure shall be made public in the same manner as the Board's notices of its public meetings. (See Bylaw 0165.)
 - b. By announcement at a meeting at least seven (7) days prior to the meeting at which a vote on the contract is to be taken. The Board member must use this method of disclosure if his/her financial interest amounts to \$5000 or more.
2. Any contract in which there is a conflict of interest as defined by this bylaw and the related statute (M.C.L. 380.1203) must be approved by a majority vote of the full Board without the vote of any Board member with a financial interest.

However, if a majority of the members of the Board are required to abstain from voting on a contract or other financial transaction due to a financial interest, then for the purposes of that contract or other financial transaction, the members who are not required to abstain constitute a quorum of the board and only a majority of those members eligible to vote is required for approval of the contract or financial transaction.

bylaw

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3. The official minutes of the Board disclose the name of each party involved in the contract, the nature of the financial interest, and the terms of the contract including the duration, financial consideration between the parties, facilities or services of the District included in the contract, and the nature and degree of assignment of District staff needed to fulfill the contract.
 4. A Board member with a conflict of interest in a contract may not participate in the discussion of nor vote on the contract.
- D. Board members shall not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts involved with Federal grant funds. A Board member may, however, accept a gift of unsolicited items of "nominal value" from a contractor or party to subcontracts that do not involve Federal grant funds. For purposes of this section, "nominal value" means that the gift has a monetary value equal to or less than the amount established in accordance with M.C.L. 380.634.

M.C.L. 15.183, 15.323, 380.1203

See also, Policy 6420, Conflict of Interest - Legal Counsel, Advisors, or Consultants.

Revised 12/14/15

Revised 6/27/16

0144.4

Indemnification

The Board may hold harmless, indemnify, pay, settle, or compromise a judgment against a Board member to the extent allowed under the law.

M.C.L. 691.1408

bylaw

**BOARD OF EDUCATION
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**BYLAWS
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0145 Discriminatory Harassment

The Board of Education's intent is to provide an environment that fosters the respect and dignity of each person. To this end, the Board is committed to maintaining an environment free of harassment and intimidation.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive environment on the basis of gender, religion, race, color, national origin or ancestry, age, disability, height, weight, marital status, and/or any other legally protected characteristic.

The harassment of a student, staff member, or third party (e.g. visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden. Any person who is found to have violated this policy will be subject to discipline in accordance with law.

M.C.L. 380.1300a

Revised May 2018

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**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 14, 2018
Report 17-140**

FOR ACTION

Subject:

Revised Policies 3121 and 4121, New policy 1421– Criminal History Record Check (Administrative, Professional and Support Staff), 2nd readings

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 2nd readings: Revised Policies 3121 and 4121, New policy 1421 – Criminal History Record Check (Administrative, Professional and Support Staff)

Facts / Statistics:

These policies have been revised to include the accessibility and confidentiality as outlined in Policy 8321 (Criminal Justice Information Security (Non-Criminal Justice Agency) Policy.

These revisions reflect the current compliance requirements of MSP (Michigan State Police)/FBI and are recommended for adoption to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion
Seconded
Vote – Ayes Nays Motion

policy

**BOARD OF EDUCATION
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**PROFESSIONAL STAFF
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REVISED POLICY - VOL. 32, NO. 2 - FEBRUARY 2018

CRIMINAL HISTORY RECORD CHECK

Before the District hires any employee (full or part-time) or allows any individual under contract to continuously and regularly work in the schools, a criminal history records check shall be conducted in accordance with State law.

"Under contract" shall apply to individuals, as well as owners and employees of entities, who contract directly with the District or with a third party vendor, management company, or similar contracting entity to provide food, custodial, transportation, counseling or administrative services on more than an intermittent or sporadic basis. It shall also apply to individuals or entities providing instructional services to students or related auxiliary services to special education students.

Prior to allowing an individual, who is subject to the criminal history record check requirement, to work in the District, the District shall submit a fingerprint-based check on the individual, using Michigan State Police (MSP) Form RI-030 (7/2012), regardless of whether the individual will work directly for the District or be contracted through a third-party vendor, management company or similar contracting entity ("Private Contractors"). Except as provided below, the report from the MSP must be received, reviewed and approved by the District prior to the individual commencing work.

Such Private Contractors cannot receive or retain criminal history record information ("CHRI").¹ Where the District will contract with a Private Contractor for the services of an individual, the District will notify the Private Contractor(s), after review of the MSP report, whether the individual has been approved to work within the District. The District may not give any details, including the fact that a criminal history check was run. Notice for approval to work in the District should use the Affidavit of Assignment or similar "red light/green light" procedure.

policy

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Should it be necessary to employ a person or contract for a person to maintain continuity of the program prior to receipt of the criminal history report, the Superintendent may contract on a provisional basis until the report is received. Any such provisional hire requires that:

- A. the record check has been requested;
- B. the applicant has signed a disclosure of all convictions and acknowledges that employment may be terminated if there are discrepancies; and
- C. the hiring occurs during the school year or not more than thirty (30) days before the beginning of the school year.

For substitute teachers or substitute bus drivers currently working in another district, public school academy or non-public school in the State, the Superintendent may use a report received from the State Police by such school to confirm the individual has no criminal history. Absent such confirmation, a criminal history record check shall be performed.

Individuals working in multiple districts may authorize the release of a prior criminal history records check with another district in lieu of an additional check for either direct employment or working regularly and consistently under contract in the schools.

Individuals who previously received a statutorily required criminal background check and who have been continuously employed by a school district, intermediate school district, public school academy or non-public school within the State, with no separation, may have their previous record check sent to the District in lieu of submitting to a new criminal background check. If this method is used, the Superintendent must confirm that the record belongs to that individual and whether there have been any additional convictions by processing the individual's name, sex and date of birth through the Internet Criminal History Access Tool (ICHAT).

"No separation," for purposes of the preceding paragraph, means a lay off or leave of absence of less than twelve (12) months with the same employer; or the employee transfers without a break in service to another school district, intermediate school district, public school academy or non-public school within the State.

policy

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~~All criminal history record check reports received from the State Police or produced by the State Police and received by the District from another proper source, will be maintained in the individual's personnel record.~~

All CHRI received from the State Police, or produced by the State Police and received by the District from another proper source, will be maintained pursuant to Policy 8321.

When the District receives a report that shows an individual has been convicted of a listed offense under State statutes or any felony, the Superintendent shall take steps to verify that information using public records, in accordance with the procedures provided by the State Department of Education.

Verified convictions may result in termination of employment or rejection of an application. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of a "listed" offense as defined in M.C.L. 28.722. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of any felony unless both the Superintendent and the Board provide written approval.

The District must report as directed by and to the State Department of Education the verified information regarding conviction for any listed offense or conviction for any felony and the action taken by the District with regard to such conviction. Such report shall be filed within sixty (60) days of receipt of the original report of the conviction.

The Superintendent shall establish the necessary procedures for obtaining from the Criminal Records Division of the State Police any criminal history on the applicant maintained by the State Police. In addition, the Superintendent shall request the State Police to obtain a criminal history records check from the Federal Bureau of Investigation.

An applicant must submit, at no expense to the District, a set of fingerprints, prepared by an entity approved by the Michigan State Police, as part of his/her employment application or as required by State law for continued employment.

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Confidentiality

All information and records obtained from such criminal background inquiries and disclosures are to be considered confidential and shall not be released or disseminated to those who have not been given access to CHRI by the Superintendent. Violation of confidentiality is considered a misdemeanor punishable by a fine up to \$10,000.

Any notification received from the Michigan Department of Education or Michigan State Police regarding District employees with criminal convictions shall be exempt from disclosure under the Freedom of Information Act (FOIA) for the first fifteen (15) days until the accuracy of the information can be verified. Thereafter, only information about felony convictions or misdemeanor convictions involving physical or sexual abuse may be disclosed in reference to a FOIA request.

CHR~~Criminal history reports~~ may be released with the written authorization of the individual.

policy

**BOARD OF EDUCATION
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**PROFESSIONAL STAFF
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Records may also be released, in accordance with statute, upon the request of a school district, intermediate school district, public school academy or non-public school when the individual is an applicant for employment at such school and there has been no separation from service, as defined in this policy and by statute.

Individuals who receive such criminal history record checks on behalf of the District must be direct, employees of the District. Notwithstanding this, Information Technology contractors and vendors may be granted access to CHRI subject to successful completion of a national fingerprint-based criminal history record check as detailed in Policy 8321.

M.C.L. 380.1230 et. seq., 380.1535, 380.1535a, 380.1809, 28.722

Revised 2/13/06
Revised 4/06
Revised 12/11/06
Revised 5/14/07
Revised 11/24/08
Revised 5/12/14
Revised 6/26/17
Revised 5/14/18

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policy

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REVISED POLICY - VOL. 32, NO. 2 - FEBRUARY 2018

CRIMINAL HISTORY RECORD CHECK

Before the District hires any employee (full or part-time) or allows any individual under contract to continuously and regularly work in the schools, a criminal history records check shall be conducted in accordance with State law.

"Under contract" shall apply to individuals, as well as owners and employees of entities, who contract directly with the District or with a third-party vendor, management company, or similar contracting entity, to provide food, custodial, transportation, counseling or administrative services on more than an intermittent or sporadic basis. It shall also apply to individuals or entities providing instructional services to students or related auxiliary services to special education students.

Prior to allowing an individual, who is subject to the criminal history record check requirement, to work in the District, the District shall submit a fingerprint-based check on the individual, using Michigan State Police (MSP) Form RI-030 (7/2012), regardless of whether the individual will work directly for the District or be contracted through a third-party vendor, management company or similar contracting entity ("Private Contractors"). Except as provided below, the report from the MSP must be received, reviewed and approved by the District prior the individual commencing work.

Such Private Contractor(s) cannot receive or retain criminal history record information ("CHRI").¹ Where the District will contract with a Private Contractor for the services of an individual, the District will notify the Private Contractor(s), after review of the MSP report, whether the individual has been approved to work within the District. The District may not give any details, including the fact that a criminal history check was run. Notice for approval to work in the District should use the Affidavit of Assignment or similar "red light/green light" procedure.

policy

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Should it be necessary to employ a person or contract for a person to maintain continuity of the program prior to receipt of the criminal history report, the Superintendent may contract on a provisional basis until the report is received. Any such provisional hire requires that:

- A. the record check has been requested;
- B. the applicant has signed a disclosure of all convictions and acknowledges that employment may be terminated if there are discrepancies; and
- C. the hiring occurs during the school year or not more than thirty (30) days before the beginning of the school year.

Such an inquiry shall also be made for regular substitutes who may be employed by the District. A substitute support staff person shall be required to submit to a criminal history records check even if such work is only as needed.

Individuals working in multiple districts may authorize the release of a prior criminal history records check with another district in lieu of an additional check for either direct employment or working regularly and consistently under contract in the schools.

Individuals who previously received a statutorily required criminal background check and who have been continuously employed by a school district, intermediate school district, public school academy or non-public school within the State, with no separation, may have their previous record check sent to the District in lieu of submitting to a new criminal background check. If this method is used, the Superintendent must confirm that the record belongs to that individual and whether there have been any additional convictions by processing the individual's name, sex and date of birth through the Internet Criminal History Access Tool (ICHAT).

"No separation," for purposes of the preceding paragraph, means a lay off or leave of absence of less than twelve (12) months with the same employer; or the employee transfers without a break in service to another school district, intermediate school district, public school academy or non-public school within the State.

~~All criminal history record check reports received from the State Police or produced by the State Police and received by the District from another proper source, will be maintained in the individual's personnel record.~~

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All CHRI received from the State Police or produced by the State Police and received by the District from another proper source, will be maintained pursuant to Policy 8321.

When the District receives a report that shows an individual has been convicted of a listed offense under State statutes or any felony, the Superintendent shall take steps to verify that information using public records, in accordance with the procedures provided by the State Department of Education.

Verified convictions may result in termination of employment or rejection of an application. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of a "listed" offense as defined in M.C.L. 28.722. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of any felony unless both the Superintendent and the Board provide written approval.

The District must report as directed by and to the State Department of Education the verified information regarding conviction for any listed offense or conviction for any felony and the action taken by the District with regard to such conviction. Such report shall be filed within sixty (60) days of receipt of the original report of the conviction.

The Superintendent shall establish the necessary procedures for obtaining from the Criminal Records Division of the State Police any criminal history on the applicant maintained by the State Police. In addition, the Superintendent shall request the State Police to obtain a criminal history records check from the Federal Bureau of Investigation.

An applicant must submit, at no expense to the District, a set of fingerprints, prepared by an entity approved by the Michigan State Police, as part of his/her employment application or as required by State law for continued employment.

Confidentiality

All information and records obtained from such inquiries and disclosures are to be considered confidential and shall not be released or disseminated to those who have not been given access to CHRI by the Superintendent. Violation of confidentiality is considered a misdemeanor punishable by a fine up to \$10,000.

policy

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Any notification received from the Michigan Department of Education or Michigan State Police regarding District employees with criminal convictions shall be exempt from disclosure under the Freedom of Information Act (FOIA) for the first fifteen (15) days until the accuracy of the information can be verified. Thereafter, only information about felony convictions or misdemeanor convictions involving physical or sexual abuse may be disclosed in reference to a FOIA request.

CHR~~Criminal history reports~~ may be released with the written authorization of the individual.

Records may also be released, in accordance with statute, upon the request of a school district, intermediate school district, public school academy or non-public school when the individual is an applicant for employment at such school and there has been no separation from service, as defined in this policy and by statute.

¹Individuals who receive such criminal history record checks on behalf of the District must be direct, employees of the District. Notwithstanding this, Information Technology contractors and vendors may be granted access to CHRI subject to successful completion of a national fingerprint-based criminal history record check as detailed in Policy 8321.

M.C.L. 380.1230 et seq., 380.1535, 380.1535a, 380.1809, 28.722

Revised 2/13/06
Revised 4/06
Revised 12/11/06
Revised 5/14/07
Revised 11/24/08
Revised 5/12/14
Revised 6/26/17
Revised 5/14/18

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NEW POLICY - VOL. 32, NO. 2 - FEBRUARY 2018

CRIMINAL HISTORY RECORD CHECK

Before the District hires any employee (full or part-time) or allows any individual under contract to continuously and regularly work in the schools, a criminal history records check shall be conducted in accordance with State law.

"Under contract" shall apply to individuals, as well as owners and employees of entities, who contract directly with the District or with a third party vendor, management company, or similar contracting entity to provide food, custodial, transportation, counseling or administrative services on more than an intermittent or sporadic basis. It shall also apply to individuals or entities providing instructional services to students or related auxiliary services to special education students.

Prior to allowing an individual, who is subject to the criminal history record check requirement, to work in the District, the District shall submit a fingerprint-based check on the individual, using Michigan State Police (MSP) Form RI-030 (7/2012), regardless of whether the individual will work directly for the District or be contracted through a third-party vendor, management company or similar contracting entity ("Private Contractors"). Except as provided below, the report from the MSP must be received, reviewed and approved by the District prior to the individual commencing work.

Such Private Contractors cannot receive or retain criminal history record information ("CHRI").¹ Where the District will contract with a Private Contractor for the services of an individual, the District will notify the Private Contractor(s), after review of the MSP report, whether the individual has been approved to work within the District. The District may not give any details, including the fact that a criminal history check was run. Notice for approval to work in the District should use the Affidavit of Assignment or similar "red light/green light" procedure.

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ADMINISTRATION
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Should it be necessary to employ a person or contract for a person to maintain continuity of the program prior to receipt of the criminal history report, the Superintendent may contract on a provisional basis until the report is received. Any such provisional hire requires that:

- A. the record check has been requested;
- B. the applicant has signed a disclosure of all convictions and acknowledges that employment may be terminated if there are discrepancies; and
- C. the hiring occurs during the school year or not more than thirty (30) days before the beginning of the school year.

Individuals working in multiple districts may authorize the release of a prior criminal history records check with another district in lieu of an additional check for either direct employment or working regularly and consistently under contract in the schools.

Individuals who previously received a statutorily required criminal background check and who have been continuously employed by a school district, intermediate school district, public school academy or non-public school within the State, with no separation, may have their previous record check sent to the District in lieu of submitting to a new criminal background check. If this method is used, the Superintendent must confirm that the record belongs to that individual and whether there have been any additional convictions by processing the individual's name, sex and date of birth through the Internet Criminal History Access Tool (ICHAT).

"No separation," for purposes of the preceding paragraph, means a lay off or leave of absence of less than twelve (12) months with the same employer; or the employee transfers without a break in service to another school district, intermediate school district, public school academy or non-public school within the State.

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ADMINISTRATION
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~~All criminal history record check reports received from the State Police or produced by the State Police and received by the District from another proper source, will be maintained in the individual's confidential file, which must be maintained in compliance with Policy 8321 and AG 8321.~~

All CHRI received from the State Police or produced by the State Police and received by the District from another proper source, will be maintained pursuant to Policy 8321.

When the District receives a report that shows an individual has been convicted of a listed offense under State statutes or any felony, the Superintendent shall take steps to verify that information using public records, in accordance with the procedures provided by the State Department of Education.

Verified convictions may result in termination of employment or rejection of an application. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of a "listed" offense as defined in M.C.L. 28.722. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of any felony unless both the Superintendent and the Board provide written approval.

The District must report as directed by and to the State Department of Education the verified information regarding conviction for any listed offense or conviction for any felony and the action taken by the District with regard to such conviction. Such report shall be filed within sixty (60) days of receipt of the original report of the conviction.

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ADMINISTRATION
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The Superintendent shall establish the necessary procedures for obtaining from the Criminal Records Division of the State Police any criminal history on the applicant maintained by the State Police. In addition, the Superintendent shall request the State Police to obtain a criminal history records check from the Federal Bureau of Investigation.

An applicant must

submit, at no expense to the District,

or

~~provide, at the District's expense,~~

a set of fingerprints, prepared by an entity approved by the Michigan State Police, as part of his/her employment application or as required by State law for continued employment.

Confidentiality

All information and records obtained from such criminal background inquiries and disclosures are to be considered confidential and shall not be released or disseminated to those who have not been given access to CHRI by the Superintendent. Violation of confidentiality is considered a misdemeanor punishable by a fine up to \$10,000.

Any notification received from the Michigan Department of Education or Michigan State Police regarding District employees with criminal convictions shall be exempt from disclosure under the Freedom of Information Act (FOIA) for the first fifteen (15) days until the accuracy of the information can be verified. Thereafter, only information about felony convictions or misdemeanor convictions involving physical or sexual abuse may be disclosed in reference to a FOIA request.

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ADMINISTRATION
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~~CHRI~~riminal history reports may be released with the written authorization of the individual.

Records may also be released, in accordance with statute, upon the request of a school district, intermediate school district, public school academy or non-public school when the individual is an applicant for employment at such school and there has been no separation from service, as defined in this policy and by statute.

¹ Individuals who submit and receive such criminal history record checks on behalf of the District must be direct employees of the District. Notwithstanding this, Information Technology contractors and vendors may be granted access to CHRI subject to successful completion of a national fingerprint-based criminal history record check as detailed in Policy 8321.

M.C.L. 380.1230 et. seq., 380.1535, 380.1535a, 380.1809, 28.722

Adopted 5/14/18

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**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 14, 2018
Report 17-141**

FOR ACTION

Subject:

Revised Policy 4162 – Controlled Substances and Alcohol Policy for Commercial Motor Vehicle (CMV) Drivers and Other Employees Who Perform Safety Sensitive Functions, 2nd reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 2nd reading: Revised Policy 4162 – Controlled Substances and Alcohol Policy for Commercial Motor Vehicle (CMV) Drivers and Other Employees Who Perform Safety Sensitive Functions

Facts / Statistics:

The proposed revisions to this policy are based on current Federal regulations (49 CFR Part 40), effective January 2018. Key changes specify which substances must be tested. The scope of the policy has been clarified to include those employees who perform safety-sensitive functions, as opposed to only “drivers”.

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

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

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OWOSSO PUBLIC SCHOOLS

SUPPORT STAFF
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REVISED POLICY - VOL. 32, NO. 2 - FEBRUARY 2018

**CONTROLLED SUBSTANCE AND ALCOHOL POLICY FOR
COMMERCIAL MOTOR VEHICLE (CMV) DRIVERS COVERED EMPLOYEES
AND OTHER EMPLOYEES WHO PERFORM SAFETY SENSITIVE
FUNCTIONS**

Purpose

The Board of Education believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the school vehicle. To fulfill such a responsibility, each driver, as well as others who perform safety-sensitive functions with District vehicles (**collectively "Covered Employees"**), must be mentally and physically alert at all times while on duty.

To that end, the Board has established this policy, which includes an alcohol and controlled substances testing program. The Board **also** expects all **Drivers Covered Employees** to comply with Board Policy 4122.01 on Drug Free Workplace which prohibits the possession, use, sale, or distribution of alcohol and any controlled substance on school property at all times.

Further, the Board concurs with the Federal requirement that all **Drivers-Covered Employees** should be free of any influence of alcohol or controlled substance while on duty. Therefore, participation in the alcohol and controlled substances testing program is a condition of employment for all **Drivers Covered Employees**.

Covered Employees

~~This policy covers all commercial driver's license (CDL) holders and regular and substitute bus Drivers as well as other staff who operate, inspect, service and condition a commercial motor vehicle (CMV) while on duty, regardless of whether they are required to hold a CDL.~~

Definitions

For purposes of this policy and the guidelines associated with the policy, the following definitions shall apply.

- A. The term *alcohol* means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, including methyl or isopropyl alcohol. ~~This term is a volume breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test as described herein.~~

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- B.** The term *illegal drug* means drugs and controlled substances, the possession or use of which is unlawful, pursuant to Federal, State, and/or local laws and regulations
- B C.** The term *controlled substance* includes any illegal drug, ~~the possession or use of which is unlawful pursuant to Federal, State and local laws and regulations,~~ and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally-obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive functions. ~~This term includes, but is not limited to, marijuana metabolites, cocaine metabolites, amphetamines, opiate metabolites, phenicylidine (PCP).~~
- CD.** The term *controlled substance abuse* includes excessive use of alcohol as well as prescribed drugs not being used for prescribed purposes, in a prescribed manner, or in the prescribed quantity.
- DE.** The term *safety-sensitive functions* includes ~~waiting to be dispatched, inspecting equipment, servicing, driving, loading or unloading District vehicles, as well as repairing, obtaining assistance, or remaining in attendance upon a disabled District vehicle.~~ includes all tasks associated with the operation and maintenance of District owned and/or operated vehicles. This term further includes any period in which an individual is actually performing, ready to perform, or immediately available to perform any safety-sensitive function.
- EF.** The term ~~CDL license holder means all Driver CDL holders and regular and substitute bus Drivers Covered Employees who operate a commercial motor vehicle while on duty, as well as other staff members who operate, inspect, service and condition a commercial motor vehicle (CMV) while on duty, regardless of whether they are required to hold a CDL.~~ The term Covered Employee means all commercial driver license (CDL) holders and regular and substitute bus drivers as well as other staff who operate, inspect, service and condition a commercial motor vehicle (CMV) while on duty, regardless of whether they are required to hold a CDL. This policy also covers other staff members who drive students in or inspect, service, and condition non-CMV District vehicles.
- FG.** The term *while on duty* means all time from the time the **Driver Covered Employee** begins to work or is required to be in readiness for work until the time s/he is relieved from work and all

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responsibility for performing work.

Procedures

The Superintendent shall establish a drug and alcohol testing program whereby each ~~Driver~~ **Covered Employee** is tested for the presence of alcohol in his or her system as well as for the presence of the following controlled substances:

- A. Marijuana
- B. Cocaine
- C. **Opiates Opioid**
- D. Amphetamines
- E. Phencyclidine (PCP)

The alcohol and controlled substances tests are to be conducted in accordance with Federal and State regulations a.) prior to employment (**Controlled Substances Only**), b.) reasonable suspicion, c.) upon return to duty after any alcohol or drug rehabilitation, ~~d.) after any accident~~, **d.) after any accident 1) resulting in human death, 2) where the driver is issued a citation and the accident results in an injury that requires immediate medical attention away from the scene, or 3) where there is disability damage to any motor vehicle that requires towing** e.) on a random basis, and f.) on a follow-up basis.

Any staff member who tests positive as defined in the guidelines shall be **immediately prohibited from driving any District owned and/or operated vehicle or conducting a safety sensitive function:**

- ~~A. immediately prohibited from driving any District vehicle or conducting a safety sensitive function;~~
- BA.** and evaluated by a substance abuse professional;
- CB.** and provided information regarding drug/alcohol counseling; or referred to the District's Employee Assistance Program;
- DC.** and subject to discipline, up to and including discharge, in accordance with District guidelines and the terms of any applicable collective bargaining agreements.

No staff member who has tested positive for alcohol or a controlled substance may be returned to a safety sensitive position without having been evaluated by a qualified substance abuse professional (SAP), ~~completed~~ **completing** any required

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treatment program, and **passed passing** a retest. Return to a safety sensitive position is solely at the District's discretion.

Furthermore, if during any test the lab determines that an adulterant has been added to the specimen, then:

- (X) the test will be considered positive and the employee shall be prohibited from driving any school vehicle and be referred to the District's Employee Assistance Program.
- ~~(+) the employee will be re-tested with an observed collection to prevent the addition of an adulterant to the specimen.~~

Any staff member who refuses to submit to a test shall be prohibited from performing or continuing to perform his/her safety-sensitive functions (e.g., driving any Board-owned vehicle).

Prior to the beginning of the testing program, the District shall provide a **drug-free awareness program which will inform training for all employees, including Drivers Covered Employees** and their supervisors, about:

- A. the dangers of illegal drug use and controlled substance and alcohol abuse;
- B. indicators of probable alcohol misuse and controlled substance abuse;

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- C. Board Policy 4122.01 - Drug-Free Workplace, Policy 4161 - Unrequested Leaves of Absence/Fitness for Duty, Policy 4170 - Substance Abuse, and Policy 4170.01 - Employee Assistance Program;
- D. the sanctions that may be imposed for violations of Policy 4122.01.

The Superintendent shall arrange for periodic retraining of supervisors and staff members as necessary. The Superintendent shall provide a copy of this policy and testing guidelines to all ~~Drivers~~ **Covered Employees** and will include available resources to assist employees with problems related to the use of alcohol and controlled substances.

The Superintendent shall submit, for Board approval, a contract with a certified laboratory to provide the following services:

- A. testing of all first and second test urine samples
- B. clear and consistent communication with the District's Medical Review Officer (MRO)
- C. methodology and procedures for conducting random tests for controlled substances and alcohol
- D. preparation and submission of all required reports to the District, the MRO, and to Federal and State governments

The Superintendent shall also select the agency or persons who will conduct the alcohol breathalyzer tests, the District's MRO, and the drug collection site(s) in accordance with the requirements of the law.

Educational materials explaining the requirements of the Federal regulations and of the Board's policies and procedures to meet the Federal regulations shall be provided to all Covered Employees, including the following:

- A. the name of the person designated by the Board to answer questions about the materials
- B. information sufficient to make clear to employees the period of the work day during which they are required to comply with the regulations
- C. information concerning what conduct is prohibited
- D. the circumstances under which employees are subject to testing

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- E. the procedures for testing in order to protect the employee and the integrity of the testing process, to safeguard the validity of the test results, and to confirm the results are attributed to the correct employee**
- F. the requirement that staff members must submit to testing as required by the regulations**
- G. an explanation of what constitutes a refusal to be tested and the attendant consequences**
- H. the consequences of testing positive, including the requirements of immediate removal from safety-sensitive functions, and the procedures regarding referral, evaluation, and treatment**
- I. the consequences for a test indicating an alcohol concentration greater than 0.02, and**
- J. information concerning the effects of alcohol and drug misuse on individual's health, work, and personal life; signs and symptoms of an alcohol problem (the employee's or a co-worker's); and available methods of intervening when a drug or alcohol problem is suspected (including confrontation and how to refer someone to an Employee Assistance Program or to management).**

49 C.F.R. 382.101 et. seq.
34 C.F.R. Part 40

Revised 10/28/13
Revised 5/14/18

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**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 14, 2018
Report 17-142**

FOR ACTION

Subject:

Revised Policy 5111 – Eligibility of Resident/Nonresident Students, 2nd reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 2nd reading: **Revised Policy 5111 – Eligibility of Resident/Nonresident Students**

Facts / Statistics:

Revisions to this policy reflects Federal regulations about enrollment procedures and requirements. Communication/notification requirements are detailed and alternate documents that can verify age and residency have been identified.

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

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

REVISED POLICY - VOL. 32, NO. 2 -- FEBRUARY 2018

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

The Board of Education establishes the following policy for determining eligibility to attend the schools of this District.

- A. The Board will educate, tuition-free, students who are legal residents of the District, **regardless of their citizenship or immigration status. The Board shall meaningfully communicate material information about enrollment requirements and procedures with parents, including parents who have limited proficiency in English. Access to information regarding enrollment requirements and procedures shall be available on the District's web site.** Proof of residency will be required for registration in the District. Legal residency means a student is residing with his/her parents, legal guardians, or a resident relative with power of attorney over the student. A student may attend school in this District tuition free if a parent or legal guardian is a legal resident of the District, regardless of whether the parent or legal guardian has actual custody of the student. Legal residency, when living with a relative, must be based on the need for a suitable home and not for educational purposes.

If the student temporarily resides in another school district but attends school in this District (where one (1) parent resides), it is the obligation of the parents to provide transportation for the student from the home of the nonresident, custodial parent.

- B. The District shall provide a free education to those students who are considered by Federal law to be illegal aliens or considered to be homeless by State established criteria.
- C. A student who is resident within the District by order of a juvenile or probate court or placed in the District as a ward of the State by an authorized agency shall be admitted tuition free.
- D. Any student who enrolls in the District under the District's schools of choice program.

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- E. A child who is placed in foster care by a court of competent jurisdiction shall be admitted tuition free, without regard to residency, to a school within the District, as selected by the State Department of Human Services or the child placing agency responsible for placement of that child.
- F. Foreign students, participating in a bona fide, foreign-exchange program and living with a resident host family, will be admitted tuition-free.
- G. A resident student, otherwise eligible to attend school in the District, may be denied admission if s/he has a record of behavior that the Superintendent believes would constitute a threat to the safety and well-being of staff and other students.
- H. A nonresident student placed with the District for educational reasons by a juvenile or probate court order shall be admitted tuition free.
- I. Nonresident students may be accepted into the District's Summer School Program.
- J. A student who is the child of a person who is employed by the District, including an adopted child or legal ward.

M.C.L.A. 380.1148, 1401 et seq., 388.1606
Emancipation of Minors Act, Section 4, Subsection 6
Public Law 100-77, Section 721, 42 U.S.C. 11431
Stewart McKinney Homeless Assistance Amendment Act of 1990
PA 203 of 1994, Sec. 163a (1) & (2)

Revised 12/13/10
Revised 5/14/18

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**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 14, 2018
Report 17-143**

FOR ACTION

Subject:

Replacement Policy 7540.02 – Web Accessibility, Content, Apps and Service, 2nd reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 2nd reading: Replacement Policy 7540.02 – Web Accessibility, Content, Apps and Service

Facts / Statistics:

Revisions to this policy reflect the growing compliance requirements needed to provide necessary access to district web content, services and apps. In addition to compliance officer references, training and reporting requirements have been included. Due to the extensive nature of the language changes, it was determined to be prudent to provide a replacement policy rather than revise the current policy language.

Neola has proposed the replacement policy in order for the District to maintain an accurate and compliant policy and therefore is recommending it for adoption by the Board.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

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REPLACEMENT POLICY - VOL. 32, NO. 2 - FEBRUARY 2018

WEB ACCESSIBILITY, CONTENT, APPS AND SERVICES

A. **Creation of Content for Web Pages/Sites, Apps and Services**

The Board of Education authorizes staff members

(~~+~~) ~~and students~~

to create content, apps and services (see Bylaw 0100 Definitions) that will be hosted by the Board on its servers or District-affiliated servers and/or published on the Internet.

The content, apps and services must comply with applicable State and Federal laws (e.g., copyright laws, Children's Internet Protection Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), Student Online Personal Protection Act (SOPPA) and Children's Online Privacy Protection Act (COPPA)), and reflect the professional image/brand of the District, its employees, and students. Content, apps and services must be consistent with the Board's Mission Statement and staff-created web content, services and apps are subject to prior review and approval of the Superintendent before being published on the Internet and/or used with students.

[NOTE: CHOOSE ONE, BOTH, OR NONE OF THE FOLLOWING OPTIONS.]

Student-created content, apps and services are subject to Policy 5722 - School-Sponsored Student Publications and Productions.

The creation of content, apps and services by students must be done under the supervision of a professional staff member.

[END OF OPTIONS]

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B. Purpose of Content of District Web Pages/Sites, Apps and Services

The purpose of content, apps and services hosted by the Board on its servers or District-affiliated servers is to educate, inform, and communicate. The following criteria shall be used to guide the development of such content, apps and services:

1. **Educate**

Content should be suitable for and usable by students and teachers to support the curriculum and the Board's Objectives as listed in the Board's Strategic Plan.

2. **Inform**

Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

3. **Communicate**

Content may communicate information about the plans, policies and operations of the District to members of the public and other persons who may be affected by District matters.

The information contained on the Board's website(s) should reflect and support the Board's Mission Statement, Educational Philosophy, and the School Improvement Process.

When the content includes a photograph or personally identifiable information relating to a student, the Board will abide by the provisions of Policy 8330 - Student Records.

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Under no circumstances is District-created content, apps and services, to be used for commercial purposes, advertising, political lobbying or to provide financial gains for any individual. Included in this prohibition is the fact no web content contained on the District's website may:

1. include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or passage of a tax levy or bond issue;
 2. link to a website of another organization if the other website includes such a message; or
 3. communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.
- ~~[] Under no circumstances is staff member created content, apps and services, including personal web pages/sites, to be used to post student progress reports, grades, class assignments, or any other similar class related material. Employees are required to use the Board specified website, app or service (e.g., _____ [Progressbook]) for the purpose of conveying information to students and/or parents.~~
- Staff members are prohibited from requiring students to go to the staff member's personal web pages/sites (including, but not limited to, their Facebook, Instagram, Pinterest pages) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments.
- ~~[] If a staff member creates content, apps and services, related to his/her class, it must be hosted on the Board's server or a District affiliated server.~~

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~~H Unless the content, apps and services contains student personally identifiable information, Board websites, apps and web services that are created by students and/or staff members that are posted on the Internet should not be password protected or otherwise contain restricted access features, whereby only employees, student(s), or other limited groups of people can access the site. Community members, parents, employees, staff, students, and other website users will generally be given full access to the Board's website(s), apps and web services.~~

Web content, apps and web services should reflect an understanding that both internal and external audiences will be viewing the information.

School web pages/sites, apps and web services must be located on Board-owned or District-affiliated servers.

The Superintendent shall prepare administrative guidelines defining the rules and standards applicable to the use of the Board's website and the creation of web content, apps and web services by staff **(X)** and students.

The Board retains all proprietary rights related to the design of web content, apps and web services that are hosted on Board-owned or District-affiliated servers, absent written agreement to the contrary.

Students who want their class work to be displayed on the Board's website must have written parent permission and expressly license its display without cost to the Board.

Prior written parent permission is necessary for a student to be identified by name on the Board's website.

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C. Website Accessibility

The District is committed to providing persons with disabilities an opportunity equal to that of persons without disabilities to participate in the District's programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden or create a fundamental alteration. The District is further committed to ensuring persons with disabilities are able to acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as persons without a disability, with substantially equivalent ease of use; that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any District programs, services, and activities delivered online, as required by Section 504 and Title II of the ADA and their implementing regulations; and that they receive effective communication of the District's programs, services, and activities delivered online.

The District adopts this policy to fulfill this commitment and affirm its intention to comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. Section 794, 34 C.F.R. Part 104, and Title II of the Americans With Disabilities Act of 1990, 42 U.S.C. Section 12131 and 28 C.F.R. Part 35 in all respects.

1. **Technical Standards**

The District will adhere to the technical standards of compliance identified at [INSERT link to District website]. The District measures the accessibility of online content and functionality according to the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG) 2.0 Level _____, and the Web Accessibility Initiative - Accessible Rich Internet Applications Suite (WAI-ARIA 1.1) for web content. () _____ [insert another acceptable standard selected by the District].

[DRAFTING NOTE: OCR recommends WCAG 2.0 Level AA.]

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2. Web Accessibility Coordinator

The Board designates its Section 504/ADA Compliance Coordinator(s) Network Coordinator () _____ as the District's Web Accessibility Coordinator(s). That individual(s) is responsible for coordinating and implementing this policy.

[SELECT OPTION #1 OR #2]

[OPTION #1]

See Board Policy 2260.01 for the Section 504/ADA Compliance Coordinator(s)' contact information.

[OPTION #2]

The District's Web Accessibility Coordinator(s) can be reached at:

[INSERT NAME or TITLE, ADDRESS, E-MAIL, PHONE]

[END OF OPTIONS]

3. Third Party Content

Links included on the Board's website(s) or web services and apps that pertain to its programs, benefits and/or services must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, CIPA, Section 504, ADA, SOPPA and COPPA). While the District strives to provide access through its website to online content provided or developed by third parties (including vendors, video-sharing websites, and other sources of online content) that is in an accessible format, that is not always feasible. The District's administrators and staff, however, are aware of this requirement with respect to the selection of online content provided to students. The District's Web Accessibility Coordinator or his/her designees will vet online content available on its website that is related to the District's programs, benefits and/or services for compliance with this criteria for all new content placed on the District's website after adoption of this policy.

Nothing in the preceding paragraph, however, shall prevent the District from including links on the Board's website(s) to:

- a. recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites), or
- b. websites, services and/or apps that are developed and hosted by outside vendors or organizations that are not part of the District's program, benefits, or services.

The Board recognizes that such third party websites may not contain age-appropriate advertisements that are consistent with the requirements of Policy 9700.01, AG 9700B, and State and Federal law.

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4. Regular Audits

The District, under the direction of the Web Accessibility Coordinator(s) or his/her/their designees, will, at regular intervals, audit the District's online content and measure this content against the technical standards adopted above.

[OPTION]

~~This audit will occur no less than once every two years.~~

[END OF OPTION]

If problems are identified through the audit, such problems will be documented, evaluated, and, if necessary, remediated within a reasonable period of time.

5. Reporting Concerns or Possible Violations

If any student, prospective student, employee, guest, or visitor believes that the District has violated the technical standards in its online content, s/he may contact the Web Accessibility Coordinator with any accessibility concerns. S/he may also file a formal complaint utilizing the procedures set out in Board Policies 2260 and 2260.01 relating to Section 504 and Title II.

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D. Instructional Use of Apps and Web Services

The Board authorizes the use of apps and web services to supplement and enhance learning opportunities for students either in the classroom or for extended learning outside the classroom.

[SELECT OPTION #1 or #2]

[OPTION #1]

~~The Board requires the () Superintendent () _____ pre approve each app and/or web service that a teacher intends to use to supplement and enhance student learning. To be approved, the app and/or web service must have a FERPA compliant privacy policy, as well as comply with all requirements of the Children's Online Privacy Protection Act (COPPA), Student Online Personal Protection Act (SOPPA) and the Children's Internet Protection Act (CIPA) () and Section 504 and the ADA.~~

[END OF OPTION #1]

[OPTION #2]

A teacher who elects to supplement and enhance student learning through the use of apps and/or web services is responsible for verifying/certifying to the () Superintendent **(X) Building Principal** that the app and/or web service has a FERPA-compliant privacy policy, and it complies with all requirements of the Children's Online Privacy Protection Act (COPPA), Student Online Personal Protection Act (SOPPA) and the Children's Internet Protection Act (CIPA) () and Section 504 and the ADA.

[END OF OPTION #2]

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The Board further requires

- (X) the use of a Board-issued e-mail address in the login process.
- (~~+~~) ~~prior written parental permission to use a student's personal e-mail address in the login process.~~

E. Training

The District will provide () annual (X) periodic training for its employees who are responsible for creating or distributing information with online content so that these employees are aware of this Policy and understand their roles and responsibilities with respect to web design, documents and multimedia content.

F. One-Way Communication Using District Web Content, Apps and Services

The District is authorized to use web pages/sites, apps and services to promote school activities and inform stakeholders and the general public about District news and operations.

Such communications constitute public records that will be archived.

When the Board or Superintendent designates communications distributed via District web pages/sites, apps and web services to be one-way communication, public comments are not solicited or desired, and the web site, app or web service is to be considered a nonpublic forum.

If the District uses an apps and web service that does not allow the District to block or deactivate public comments (e.g., Facebook, which does not allow comments to be turned-off, or Twitter, which does not permit users to disable private messages or mentions/replies), the District's use of that apps and web service will be subject to Policy 7544 – Use of Social Media, unless the District is able to automatically withhold all public comments.

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If unsolicited public comments can be automatically withheld, the District will retain the comments in accordance with its adopted record retention schedule (see AG 8310A – Public Records, and AG 8310E – Record Retention and Disposal), but it will not review or consider those comments.

[DRAFTING NOTE: Districts are advised to adopt a new category of records that covers such “hidden public comments” on social media. Unless dictated by State law, retention periods established by the district for such unsolicited communications should be limited.]

Adopted 5/14/18

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**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 14, 2018
Report 17-144**

FOR ACTION

Subject:

**Revised Policy 8321 – Criminal Justice Information Security (Non-Criminal Justice Agency),
2nd reading**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 2nd reading: **Revised Policy 8321 – Criminal Justice Information Security (Non-Criminal Justice Agency)**

Facts / Statistics:

This policy has been revised to include the latest revisions to information security required of criminal history record information (CHRI) required by the Federal Bureau of Investigation (FBI) and the Michigan State Police (MSP).

These revisions are being recommended by NEOLA due to the need to reflect the current state of federal and state regulations.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

policy

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REVISED POLICY - VOL. 32, NO. 2 - FEBRUARY 2018

CRIMINAL JUSTICE INFORMATION SECURITY
(NON-CRIMINAL JUSTICE AGENCY)

The District is required by State law to have the Michigan State Police (MSP) obtain both a State and a Federal Bureau of Investigation (FBI) criminal history record information (CHRI) background check report for all employees of the District and contractors, vendors and their employees who work on a regular and continuous basis in the District. To assure the security, confidentiality, and integrity of the CHRI background check information received from the MSP/FBI the following standards are established:

A. Sanctions for Non-Compliance

Employees who fail to comply with this policy and any guidelines issued to implement this policy will be subject to discipline for such violations. Discipline will range from counseling and retraining to discharge, based on the nature and severity of the violation. All violations will be recorded in writing, with the corrective action taken. The Superintendent shall review, approve, sign and date all such corrective actions.

B. Local Agency Security Officer (LASO)

The Human Resources Coordinator shall be designated as the District's Security Officer and shall be responsible for overall implementation of this policy and for data and system security. This shall include:

1. ensuring that personnel security screening procedures are being followed as set forth in this policy;
2. ensuring that approved and appropriate security measures are in place and working as expected;
3. supporting policy compliance and instituting the CSA incident response reporting procedures;

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4. ensuring the CSA ISO is promptly informed of any security incidents involving the abuse or breach of the system and/or access to criminal justice information;
5. to the extent applicable, identifying and documenting how District equipment is connected to the Michigan State Police system;
6. to the extent applicable, identifying who is using the Michigan State Police approved hardware, software and firmware, and ensuring that no unauthorized individuals have access to these items.

The District's LASO shall be the point of contract for the Michigan State Police and should be the person most knowledgeable about this policy. The District's LASO shall be designated on the appropriate form as prescribed and maintained by the Michigan State Police.

C. Agency User Agreements

The District shall enter into any User Agreement required, and future amendments, by the Michigan State Police necessary to access the required CHRI on applicants, volunteers, and all other statutorily required individuals, such as contractors and vendors and their employees assigned to the District. The LASO shall be responsible for the District's compliance with the terms of any such User Agreement.

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D. Personnel Security

All individuals that have access to any criminal justice information shall be subject to the following standards.

1. Background Checks - A Michigan (or state of residency if other than Michigan) and a national fingerprint-based criminal history record check shall be conducted within thirty (30) days of assignment to a position with direct access to criminal justice information or with direct responsibility to configure and maintain computer systems and networks with direct access to criminal justice information.
 - a. A felony conviction of any kind will disqualify an individual for access to criminal justice information.
 - b. If any other results/records are returned, the individual shall not be granted access until the LASO reviews and determines access is appropriate. This includes, but is not limited to, any record which indicates the individual may be a fugitive or shows arrests without convictions. Such approval shall be recorded in writing, signed, dated and maintained with the individual's file.
 - c. Support personnel, contractors, vendors and custodial workers with access to physically secure locations or controlled areas (during criminal justice information processing) are subject to the same clearance standards as other individuals with access and must, be escorted by authorized personnel at all times when in these locations or areas.

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2. Subsequent Arrest/Conviction - If an individual granted access to criminal justice information is subsequently arrested and/or convicted, access shall be suspended immediately until the matter is reviewed by the LASO to determine if continued access is appropriate. Such determination shall be recorded in writing, signed, dated and maintained with the individual's file. In the event that the LASO has the arrest/conviction, the Superintendent (if not the designated LASO) shall make the determination. Except that, as noted in D(1)(a), individuals with a felony conviction of any kind will have their access permanently suspended.
3. Public Interest Denial - If the LASO determines that access to criminal justice information by any individual would not be in the public interest, access shall be denied whether that person is seeking access or has previously been granted access. Such decision and reasons shall be in writing, signed, dated and maintained in the individual's file.
4. Approval for Access - All requests for access to criminal justice information shall be as specified and approved by the LASO. Any such designee must be an employee of the District. The District must maintain a readily accessible list that includes the names of all LASO approved personnel with access to criminal justice information, as well as the reason for providing each individual access.
5. Termination of Employment/Access - Within twenty-four (24) hours of the termination of employment, all access to criminal justice information shall be terminated immediately for that individual, **such as requiring the individual to return any keys or access cards to buildings, offices, and/or files, or closing the individual's account and/or blocking access to any systems containing such information at the District. ~~and steps taken to assure security of such information and any systems at the District to access such information.~~**

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6. Transfer/Re-assignment - When an individual who has been granted access to criminal justice information has been transferred or re-assigned to other duties, the LASO shall determine whether continued access is necessary and appropriate. If not, s/he shall take such steps as necessary to block further access to such information within the twenty-four (24) hour period immediately following the transfer or reassignment.

7. Information Technology Contractors and Vendors¹ - Prior to granting access to criminal justice information to an IT contractor or vendor, identification must be verified via a Michigan (or state of residency if other than Michigan) or national fingerprint-based criminal history record check. A felony conviction of any kind, as well as any outstanding arrest warrant, will disqualify an IT contractor or vendor for access to criminal justice information. A contract or vendor with a criminal record of any other kind may be granted access if the LASO determines the nature or severity of the misdemeanor offense(s) does not warrant disqualifications. If any other results/records are returned, the individual shall not be granted access until the LASO reviews and determines access is appropriate.

policy

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E. Media Protection

Access to digital and physical media in all forms, which contains criminal history background information provided by the Michigan State Police through the statutory record check process, is restricted to authorized individuals only. Only individuals involved in the hiring process of District employees, including contractors and vendors who act on behalf of, and work on a regular and continuous basis in, the District, shall be authorized to access digital and physical media containing CHRI.

1. Media Storage and Access - All digital and physical media shall be stored in a physically secure location or controlled area, such as locked office, locked cabinet or other similarly secure area(s) which can only be accessed by authorized individuals. If such security cannot be reasonably provided, then all digital CHRI background data shall be encrypted. Digital media shall be stored on a District or School server. Storage on a third party server, such as cloud service, is not permitted. Storage of digital media must conform to the requirements in AG 8321.
2. Media Transport - **Digital and physical media shall only be transported upon sufficient justification approved by the LASO.** Digital and physical media shall be protected when being transported outside of a controlled area. Only authorized individuals shall transport the media. **Physical media (e.g. printed documents, printed imagery, etc.) shall be transported using a locked container, sealed envelope, or other similarly secure measure. To the extent possible, digital media (e.g., hard drives and removable storage devices such as disks, tapes, flash drives and memory cards) shall be either encrypted and/or be password protected during the transport process. ~~The~~ The media shall be directly delivered to the intended person or destination and shall remain in the physical control and custody of the authorized individual at all times during transport. Access shall only be allowed to an authorized individual. ~~To the extent possible, digital media (e.g., hard drives and removable storage devices~~**

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~~such as disks, tapes, flash drives and memory cards) shall be either encrypted and/or be password protected during the transport process.~~

3. Media Disposal/Sanitization – When the CHRI background check is no longer needed, the media upon which it is stored shall either be destroyed or sanitized. The LASO and the Superintendent shall approve in writing the media to be affected. This record shall be maintained by the LASO **during the individual's active employment plus an additional six (6) for a period of at least five (5) years.** [Note: the regulations do not specify a specific period for maintaining this information. This time period is suggested based on the State of Michigan's background information retention schedule and as it will likely cover most statutes of limitation and can be retained in digital format.] ~~for a period of at least five (5) years.~~
 - a. Digital Media - Sanitization of the media and deletion of the data shall be accomplished by either overwriting at least three (3) times or by degaussing, prior to disposal or reuse of the media. If the media is inoperable or will not be reused, it shall be destroyed by shredding, cutting, or other suitable method to assure that any data will not be retrievable.
 - b. Physical Media – Disposal of documents, images or other type of physical record of the criminal history information shall be cross-cut shredded or incinerated. Physical security of the documents and their information shall be maintained during the process by authorized individuals. Documents may not be placed in a waste basket or burn bag for unauthorized individuals to later collect and dispose of.

All disposal/sanitization shall be either conducted or witnessed by authorized personnel to assure that there is no misappropriation of or unauthorized access to the data to be deleted. Written documentation of the steps taken to sanitize or destroy the media shall be maintained for ten (10) years, and must include the date as well as the signatures of the person(s) performing and/or witnessing the process. (See also, AG 8321.)

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4. **Personal Mobile Devices** – A personally owned mobile device (mobile phone, tablet, laptop, etc.) shall not be authorized to access, process, store or transmit criminal justice information unless the District has established and documented the specific terms and conditions for personally owned mobile devices.

F. **CHRI Background Check Consent and Documentation**

All individuals requested to complete a fingerprint-based CHRI background check must have given written consent—properly signed and dated—at time of application and be notified fingerprints will be used to check the criminal history records of the FBI, prior to completing a fingerprint-based CHRI background check. The Livescan form (RI-030) will satisfy this requirement and must be retained. Individuals subject to a fingerprint-based CHRI background check shall be provided the opportunity to complete or challenge the accuracy of the individual's criminal history record.

Some type of documentation identifying the position for which a fingerprint-based CHRI background check has been obtained must be retained for every CHRI background check conducted, **such as the "Agency User Agreement" (RI-087)**, an offer letter, job posting indicating successful candidate, Board minutes of approved hiring for particular position, etc.

G. **Controlled Area/Physical Protection**

All CHRI obtained from the Michigan State Police pursuant to the statutorily required background checks shall be maintained in a physically secure and controlled area, which shall be a designated office, room, or area. The following security precautions will apply to the controlled area:

1. Limited unauthorized personnel access to the area during times that criminal justice information is being processed or viewed.
2. The controlled area shall be locked at all times when not in use or attended by an authorized individual.

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3. Information systems devices (e.g., computer screens) and physical documents, when in use, shall be positioned to prevent unauthorized individuals from being able to access or view them.
4. Encryption shall be used for digital storage of criminal justice information. (See AG 8321.)

H. Passwords (Standard Authentication)²

All authorized individuals with access to computer or systems where processing is conducted or containing criminal justice information must have a unique password to gain access. This password shall not be used for any other account to which the individual has access and shall comply with the following attributes and standards.

1. at least eight (8) characters long on all systems
2. not be a proper name or a word found in the dictionary
3. not be the same as the user identification
4. not be displayed when entered into the system (must use feature to hide password as typed)
5. not be transmitted in the clear outside of the secure location used for criminal justice information storage and retrieval
6. must expire and be changed every ninety (90) days
7. renewed password cannot be the same as any prior ten (10) passwords used (See also, AG 8321.)

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I. Security Awareness Training

All individuals who are authorized by the District to have access to criminal justice information or to systems which store criminal justice information shall have basic security awareness training within six (6) months of initial assignment/authorization and every two (2) years thereafter. The training shall, to the extent possible, be received through the Michigan State Police or a program approved by the Michigan State Police. At a minimum, the training shall comply with the standards established by the U.S. Department of Justice and Federal Bureau of Investigation for Criminal Justice Information Services. (See AG 8321.)

J. Secondary Dissemination of Information

If criminal history background information received from the Michigan State Police is released to another authorized agency under the sharing provision designated by The Revised School Code, a log of such releases shall be maintained and kept current indicating:

1. the date of release;
2. record disseminated;
3. method of sharing;
4. agency personnel that shared the CHRI;
5. the agency, and name of the individual at the agency to which the information was released;
6. whether an authorization was obtained.

A log entry need not be kept if the receiving agency/entity is part of the primary information exchange agreements between the District and the Michigan State Police.

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If CHRI is received from another District or outside agency, an Internet Criminal History Access Tool (ICHAT) background check shall be performed to ensure the CHRI is based on personal identifying information, including the individual's name, sex, and date of birth, at a minimum.

K. Auditing and Accountability

~~The District's information system shall produce, at the application and/or operating system level, audit records containing sufficient information to establish what events occurred, the sources of the events, and the outcomes of the events. In the event the District does not use an automated system, manual recording of activities shall still take place.~~

~~The following events shall be logged:~~

- ~~1. Successful and unsuccessful system log-on attempts.~~
- ~~2. Successful and unsuccessful attempts to:

 - ~~a. access permission on a user account, file, directory or other system resource;~~
 - ~~b. create permission on a user account, file, directory or other system resource;~~
 - ~~c. write permission on a user account, file, directory or other system resource;~~
 - ~~d. delete permission on a user account, file, directory or other system resource;~~
 - ~~e. change permission on a user account, file, directory or other system resource.~~~~

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- ~~3. Successful and unsuccessful attempts to change account passwords.~~
- ~~4. Successful and unsuccessful actions by privileged accounts.~~
- ~~5. Successful and unsuccessful attempts for users to:
 - ~~a. access the audit log file;~~
 - ~~b. modify the audit log file;~~
 - ~~c. destroy the audit log file.~~~~

~~The following content shall be included with every audited event: 1) date and time of the event; 2) the component of the information system (e.g., software component, hardware component) where the event occurred; 3) type of event; 4) user identity; and 5) outcome (success or failure) of the event.~~

~~Audit Monitoring, Analysis and Reporting The District shall designate an individual or position to review/analyze information system audit records for indications of inappropriate or unusual activity, to investigate suspicious activity or suspected violations, to report findings to appropriate officials, and to take necessary actions. Audit review/analysis shall be conducted at a minimum once a week, and should be increased if volume indicates an elevated need for audit review.~~

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~~**Time Stamps** – The District's information system shall provide time stamps for use in audit record generation. The time stamps shall include the date and time values generated by the internal system clocks in the audit records.~~

~~**Protection of Audit Information** – The District's information system shall protect audit information and audit tools from modification, deletion and unauthorized access.~~

~~**Audit Record Retention** – The District shall retain audit records for at least one (1) year. Once the minimum retention time period has passed, the District may continue to retain audit records until it is determined they are no longer needed for administrative, legal, audit, or other operational purposes.~~

¹Non-Information Technology contractors or vendors shall not have access to criminal justice information.

²Applicable to districts that maintain CHRI within digital system of records, such as digital database, filing system, record keeping software, spreadsheets, etc. Not applicable if CHRI kept solely via e-mail and/or paper copies.

Ref: Criminal Justice Information Services - Security Policy (Version 5.2, 2013)
U.S. Dept. of Justice and Federal Bureau of Investigation
Noncriminal Justice Agency Compliance Audit Review, Michigan State
Police, Criminal Justice Information Center, Audit and Training Section
Conducting Criminal Background Checks, Michigan State Police, Criminal
Justice Information Center

Adopted 2/25/13
Revised 3/24/14
Revised 1/25/16
Revised 2/27/17
Revised 5/14/18

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 14, 2018
Report 17-145**

FOR ACTION

Subject:

Student Handbook Updates

Recommendation

Resolve that the Board of Education approve the 2018-2019 student handbooks for Bentley Bright Beginnings, elementary, middle and high schools as presented.

Facts/Statistics:

1998 was the first year the Board had an opportunity to review student handbooks. Last year the Board took action to formally approve the handbooks, which will occur annually.

Motion
Seconded
Vote – Ayes Nays Motion

Owosso Public Schools
Board of Education Meeting
May 14, 2018

2018-2019 STUDENT HANDBOOK CHANGES

Bentley Bright Beginnings:

- Date changes
- Pesticide Notification

Elementary Buildings:

- Date changes only

Owosso Middle School:

- Page 1: Date change from 17-18 to 18-19.
- Page 1: Changed Cathy Dwyer to Dr. Cathy Dwyer
- Page 9: Added (See board Policy 7540)
- **M. ELECTRONIC EQUIPMENT-CELL PHONES, ETC. (See Board Policy 7540)**

The misuse of electronic equipment inhibits the learning process; student use is prohibited unless used for instructional purposes. State law prohibits the use of personal pocket pagers by students. Students who misuse electronic equipment in their possession or in their locker may have it confiscated. Misuse of electronic equipment may require a parent to come in and pick up the device and have a meeting with administration. Continued misuse of electronic equipment may result in an administrative consequence

Owosso High School:

- Included **vapes** under the Alcohol, Tobacco and Other Unapproved Substances
- Included **multiple electronic device infractions, violations of acceptable use policy and tobacco products including e-cigs and vapes** under Discipline Infractions/Terms and Procedures
- Added **hat or hood** to inappropriate dress
- Under the **Suspension and Expulsion Procedures, Due Process** added the following statement:
Any student who is suspended is ineligible to participate in or attend any co- or extra-curricular activity until the day of the return to school, and may face additional penalties outlined in the athletic handbook.
- Referenced Board Policy 7540 under the **Electronic Device Policy**
- Updated the **Entering and Exiting Building** section
- Updates to the **Athletic Department, Eligibility Requirements** and what creates a violation

Lincoln Alternative High School:

- Page 1: Changed dates to 2018-19 school year
- Page 13: Changed/amended some language in Section F. **Telephone and Electronic Device Privileges** by adding additional clarity about potential consequences. Also included references to Board Policy 7540.
- Page 15: Added language about prohibited items under the section pertaining to **Unapproved Substances-Drugs**.
- Page 18: revised safe and security language to the **Enter and Exit Policy**.

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 14, 2018
Report 17-146

FOR ACTION

Subject:

Purchase and installation of replacement phone system

Recommendation:

Recommend that the Board authorize the Superintendent to sign contract with BSB Communications for the purchase of a replacement phone system in an amount not to exceed \$146,464.46 and approve the purchase of the server to support the phone system from Dell in the amount of \$21,611.77.

Rationale:

To provide for a phone system that will meet the safety, security and communication needs of the District while achieving compliance with the upcoming E-911 federal mandate.

Statement of Purpose/Issue:

To award the contract for purchase and programming of a replacement phone system district-wide.

Facts/Statistics:

The current phone system is in need of replacement due to the following factors:

- E-911 Compliance – The current phone system is **NOT** capable of supporting E-911. The new system is fully capable of supporting all E-911 compliance standards which will go into effect on December 31, 2018.
- The District's current phone system is 20 + years old and has exceeded its expected end of life date. Cost, and difficulty finding replacements parts for the current system has been increasing steadily and will only continue to increase.
- Switching to a Voice over Internet Protocol (VoIP) based telephone system will allow the district to transition away from dated, and costly copper-based telephone service providers. This will have the potential to reduce the monthly telephone service both operationally and from a maintenance standpoint.
- The new phone system will also provide more modern features to allow for increased safety, security and better communication. The following are a few of the more key features that will be enhanced:
 - Provide the means to log both incoming and outgoing call history
 - Ability to provide an up to date employee contact database
 - Allow voicemails to be retrieved from anywhere.
 - Integration of phone system into our other systems/services. (Unified Communications.)

To achieve these improvements, the District requested bids to be submitted by 1:00 p.m. on April 11, 2018. BSB Communications is considered to the lowest and responsible bidder. This company has assisted the SRES in similar implementations throughout the county and is familiar with the District's technological layout to provide a smoother transition than other vendors that have bid on the project.

Funds from a combination of the General fund, Durant fund and capital projects fund will be utilized for this project due to this being an equipment replacement.

Motion

Seconded

Vote – Ayes

Nays

Motion

**TELEPHONE REPLACEMENT PROJECT
PHONES AND PROGRAMMING
BID OPENED APRIL 11, 2018**

| COMPANY | AMOUNT OF BID (\$5,000 contingency added to all bids to allow for changes that could not be known during the time specifications were developed) |
|---------------------------|---|
| BSB Communications | \$146,464.46 |
| Frontier Communications | \$152,080.44 |
| First Telecommunications* | \$152,910.31 |
| Suntel Services | \$185,676.14 |

*First Telecommunications bid was adjusted up by approximately \$27,000 from the bid submitted due to the fact that the company did not have the correct quotes for the equipment warranty as prescribed in the Request for Proposal. The equipment and warranty included in the bid is uniform and there is only one vendor so it was readily apparent that the vendor did not have the correct quotes and therefore the district allowed adjustment to provide quality comparative data only. If this adjustment would have given the company an unfair advantage over the other companies, no adjustment would have been allowed or the company would have been disqualified.

**TELEPHONE REPLACEMENT PROJECT
SERVER
BID OPENED APRIL 11, 2018**

| COMPANY | AMOUNT OF BID |
|----------------|------------------------|
| Dell | \$21,611.77 |
| M. Vation | \$22,998.98 |

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 14, 2018**

Report 17-147

FOR ACTION

Subject:

Declaration of Obsolete Material

Recommendation

Resolve that the Board of Education authorize the Operations department to dispose of the following obsolete vehicle:

- 1998 Ford Van, 167,636 miles – VIN #1FPRE1429WHB52721

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 truck has been deemed to be no longer viable for use in the Operations department due to the wear and tear that has taken place over the years. The disposal of this vehicles will eliminate the need to continue to maintain the vehicles and the utilization of resources in order to keep it in working order.

If the Board declares the truck obsolete, the item will be placed up for sale through a closed bid process. The funds garnered will be returned to the general fund.

Motion

Seconded

Vote – Ayes

Nays

Motion

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 14, 2018**

Report 17-148

FOR ACTION

Subject:

SRESB Budget Resolution Approval

Recommendation:

Resolve that the Board of Education support/disapprove the Shiawassee Regional Education School District 2018-19 budget as presented, and authorize the superintendent to forward the resolution to the SRESB board on or before June 1, 2018.

Rationale:

Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed budget not later than May 1 of each year to the board of each constituent district for review. The local school district's board of education must do the following on or before June 1 of each year:

1. review the proposed intermediate school district budget;
2. adopt a resolution expressing the board's support for or disapproval of the proposed intermediate school district budget; and
3. if the board disapproves of the budget, submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

Facts/Statistics:

The intermediate school district reform legislation is part of Act 234, Public Acts of Michigan, 2004. A draft of each resolution (to support or disapprove) is attached to this report. The actual budget was presented to Rick Mowen, Board of Education Trustee on May 7, 2018 at a budget proposal meeting held at the SRESB for which the minutes of the meeting have been included in the package for review and consideration. The SRESB budget appropriations have been included as part of the Board package.

Motion

Seconded

Vote – Ayes

Nays

Motion

| |
|---|
| <p>Shiawassee Regional Education Service District (RES D) General Fund Operating Budget RESOLUTION</p> |
|---|

_____, Michigan (the "District")

A _____ meeting of the Board of Education of the District was held in the _____
_____ in the District, on the _____ day of _____, 2018 at _____ o'clock in the
_____.

The meeting was called to order by _____, President

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and
supported by Member _____.

WHEREAS:

1. Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed budget not later than May 1 of each year to the board of each constituent district for review; and
2. Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district budget, shall adopt a board resolution expressing its support for or disapproval of the proposed intermediate school district budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The board of education has received and reviewed the proposed intermediate school district budget in accordance with Section 624 of the Revised School Code, as amended, and by the adoption of this resolution, expresses its support for the proposed intermediate school district budget.
2. The secretary of the board of education or his/her designee shall forward a copy of this resolution to the intermediate school board or its superintendent no later than June 1, 2018.
3. All resolutions insofar as they conflict with this resolution will be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of _____, Michigan hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a _____ meeting held on _____, 2018, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

H:Board/Budget Approval Resolution/ks

| |
|---|
| <p>Shiawassee Regional Education Service District (RES D) General Fund Operating Budget RESOLUTION</p> |
|---|

_____, Michigan (the "District")

A _____ meeting of the Board of Education of the District was held in the _____ in the District, on the _____ day of _____, 2018, at _____ o'clock in the _____.

The meeting was called to order by _____, President

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____.

WHEREAS:

1. Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed budget not later than May 1 of each year to the board of each constituent district for review; and
2. Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district budget, shall adopt a board resolution expressing its support for or disapproval of the proposed intermediate school district budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The board of education has received and reviewed the proposed intermediate school district budget and has determined that it disapproves of certain portions of the proposed intermediate school district budget which objections, along with proposed changes, if any, are set forth on Exhibit A attached hereto and incorporated herein by reference.
2. The superintendent is hereby directed to submit a certified copy of this resolution to the intermediate school board and/or to the intermediate school district superintendent with the specific objections and proposed changes that this board has to the budget no later than June 1, 2018.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution will be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of _____, Michigan hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a _____ meeting held on _____, 2018, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

H:Board/Budget Disapproval Resolution/ks

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 14, 2018
Report 17-149

FOR ACTION

Subject:

Out-of-State Student Travel – FCCLA National Convention

Recommendation:

Resolve that the Board of Education approve the out-of-state travel for Owosso High School FCCLA students, Emily Rau, Lucy Popovich, and Morgan Louch, as well as Trudy Schneider, the FCCLA Advisor to travel to Atlanta, Georgia to compete at the National Level. The trip will be from June 26th - July 3rd, 2018.

Rationale:

The team will travel by car to the convention. This is an enhancement of the CTE-Family and Consumer Science curriculum and is the culminating experience for all FCS students who would like to take on leadership roles. Students competing at the National level must have received first place at the state level.

Statement of Purpose:

The purpose of this trip is to provide exemplary FCCLA students with the opportunity to represent the district on a national level. The goal of not only FCCLA, but also IB for our students to experience different cultures both in and out of the classroom. We believe that this is one of those experiences, as our team will be meeting and competing with students from around the US. Our team will be provided the opportunity to compete for national recognition representing OPS in three different FCCLA competitions.

Facts/Statistics:

The National Leadership Conference is the highest honor of FCCLA and has been a tradition here at Owosso High School. We have had teams qualify for this honor for most of the past 8 years.

Motion

Seconded

Vote – Ayes Nays Motion

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 14, 2018

Report 17-150

FOR ACTION

Subject:

Ratification Resolution of the Sale of the 2018 School Building and Site Bonds.

Recommendation:

Recommend that the Board of Education adopt the resolution as presented and prepared by the Thrun Law Firm to facilitate the closing of the sale of the bonds for the purposes as authorized by the voters in November of 2017.

Statement of Purpose/Issue:

To ratify, by resolution, the details of the sale of the bonds that took place on April 26, 2018 and authorized by the Board at the regular board meeting that took place on March 26, 2018 as well as provide authorization for the signatures required on all documents.

Facts/Statistics:

In November of 2017, the voters approved the issuance of bonds to move forward with the construction projects for the elementary schools and at the current high school. At the board meeting on March 26, 2018, the Board authorized the necessary steps to proceed with the sale of the bonds on April 26, 2018. The following ratifies the details of the sale that took place and sets forth the parameters necessary to facilitate the closing and future handling of the bonds through the following essential elements contained within the resolution:

1. Ratifying the details of the sale of the bonds from April 26th including purchase price, maturity dates of the bonds, when interest is payable, issuance multiples, type of bonds, etc...
2. Parameters for redemption of the bonds.
3. Treatment of the bond instruments.
4. Deposit of the funds from the bond proceeds.
5. Authorization of the Superintendent for the execution and delivery of the Final Official Statement.
6. Ratification of Huntington Bank as the Paying Agent-Bond registrar.

It should be noted that in order to allow for the proper closing and disbursement of the proceeds on May 16, 2018, it is required that this resolution go directly "For Action" rather than waiting for the June 25, 2018 meeting for such action to occur.

Motion

Seconded

Vote – Ayes

Nays

Motion

Owosso Public Schools, Shiawassee County, Michigan (the "Issuer")

A regular meeting of the board of education of the Issuer (the "Board") was held in the _____, within the boundaries of the Issuer, on the 14th day of May, 2018, at ____ o'clock in the ____m.

The meeting was called to order by _____, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS:

1. By resolution adopted on March 26, 2018 (the "Bond Resolution"), the Issuer authorized the issuance of not to exceed Forty-Five Million Five Hundred Fifty Thousand Dollars (\$45,550,000) 2018 School Building and Site Bonds (the "Bonds"); and
2. In the Bond Resolution, the Board authorized the sale of the Bonds and delegated authority to the Superintendent to accept the offer of J.P. Morgan Securities LLC to purchase the Bonds subject to parameters established in the Bond Resolution; and
3. Based upon information provided by the Issuer's financial consulting firm, the Superintendent accepted an offer from J.P. Morgan Securities LLC (the "Underwriter") to purchase the Bonds, and the Board desires to ratify and affirm the acceptance of the offer.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The offer of the Underwriter as set forth in the bond purchase agreement dated April 26, 2018 (the "Bond Purchase Agreement"), and the terms and conditions set forth therein, presented to the Superintendent to purchase the Bonds at a purchase price of \$46,428,059.83, which is the par value of the Bonds plus an original issue premium of \$3,379,807.20, less the Underwriter's discount of \$71,747.37, is hereby ratified and affirmed. The Bonds shall be issued in the aggregate principal sum of \$43,120,000 and designated 2018 School Building and Site Bonds (General Obligation - Unlimited Tax).
2. The Bonds shall be dated May 16, 2018, and shall mature on May 1 of the years 2019 through 2040, inclusive, 2043 and 2047 on which interest is payable commencing November 1, 2018 and semi-annually thereafter on May 1 and November 1, at the rates and in the principal amounts set forth in Exhibit A and shall be subject to optional and mandatory redemption as set forth herein. The Underwriter has agreed in the Bond Purchase Agreement that it shall initially offer the Bonds to the public at the yields set forth in Exhibit A hereto.
3. The Bonds or portions of Bonds in multiples of \$5,000, maturing on or after May 1, 2029, shall be subject to redemption prior to maturity, at the option of the Issuer in such order as

the Issuer may determine and by lot within any maturity, on any date occurring on or after May 1, 2028, at par plus accrued interest to the redemption date.

4. The Bonds due May 1, 2043 and 2047, are term bonds subject to mandatory redemption in part, by lot, on the redemption dates and in the principal amounts set forth below and at a redemption price equal to the principal amount thereof, without premium, together with interest thereon to the redemption date, as set forth below.

| <u>Bonds Due May 1, 2043</u> | | <u>Bonds Due May 1, 2047</u> | |
|------------------------------|--------------------------|------------------------------|--------------------------|
| <u>Redemption Dates</u> | <u>Principal Amounts</u> | <u>Redemption Dates</u> | <u>Principal Amounts</u> |
| May 1, 2041 | \$2,100,000 | May 1, 2044 | \$2,365,000 |
| May 1, 2042 | 2,185,000 | May 1, 2045 | 2,460,000 |
| May 1, 2043 (maturity) | 2,275,000 | May 1, 2046 | 2,475,000 |
| | | May 1, 2047 (maturity) | 2,485,000 |

When term bonds are purchased by the Issuer and delivered to the Paying Agent for cancellation or are redeemed in a manner other than by mandatory redemption, the principal amount of the term bonds affected shall be reduced by the principal amount of the Bonds so redeemed or purchased in the order determined by the Issuer.

5. Notice of redemption of any Bond shall be given not less than thirty (30) days and not more than sixty (60) days prior to the date fixed for redemption by mail to the registered owner's or owners' registered address shown on the registration books kept by the Paying Agent (the "Paying Agent"). The Bonds shall be called for redemption in multiples of \$5,000, and Bonds of denominations of more than \$5,000 shall be treated as representing the number of Bonds obtained by dividing the denomination of the Bond by \$5,000, and such Bonds may be redeemed in part. The notice of redemption for Bonds redeemed in part shall state that upon surrender of the Bond to be redeemed a new Bond or Bonds in an aggregate principal amount equal to the unredeemed portion of the Bond surrendered shall be issued to the registered owner thereof.

If less than all of the Bonds of any maturity shall be called for redemption, unless otherwise provided, the particular Bonds or portions of Bonds to be redeemed shall be selected by the Paying Agent, in such manner as the Paying Agent in its discretion may deem proper, in the principal amounts designated by the Issuer. Any Bonds selected for redemption which are deemed to be paid in accordance with the provisions of the Bond Resolution and this resolution will cease to bear interest on the date fixed for redemption. Upon presentation and surrender of such Bonds at the corporate trust office of the Paying Agent, such Bonds shall be paid and redeemed.

6. Blank Bonds with the manual or facsimile signatures of the President and Secretary of the Board affixed thereto, shall, upon issuance and delivery and from time to time thereafter as necessary, be delivered to the Paying Agent for safekeeping to be used for registration and transfer of ownership.

7. The Bonds shall be registered as to principal and interest and are transferable as provided in the Bond Resolution only upon the books of the Issuer kept for that purpose by the Paying Agent, by the registered owner thereof in person or by an agent of the owner duly authorized in writing, upon the surrender of the Bond together with a written instrument of transfer satisfactory to the Paying Agent duly executed by the registered owner or agent thereof and

thereupon a new Bond or Bonds in the same aggregate principal amount and of the same maturity shall be issued to the transferee in exchange therefor as provided in the Bond Resolution, and upon payment of the charges, if any, therein provided. The Bonds are issuable in denominations of \$5,000 or any integral multiple thereof not exceeding the aggregate principal amount for each maturity.

If any Bond shall become mutilated, the Issuer, at the expense of the holder of the Bonds, shall furnish or cause to be furnished, and the Paying Agent shall authenticate and deliver, a new Bond of like tenor in exchange and substitution of the mutilated Bond, upon surrender to the Paying Agent of the mutilated Bond. If any Bond issued under this resolution shall be lost, destroyed or stolen, evidence of the loss, destruction or theft and indemnity may be submitted to the Paying Agent, and if satisfactory to the Paying Agent and the Issuer, the Issuer at the expense of the owner, shall furnish or cause to be furnished, and the Paying Agent shall authenticate and deliver a new Bond of like tenor and bearing the statement required by Act 354, Public Acts of Michigan, 1972, as amended, being sections 129.131 to 129.134, inclusive, of the Michigan Compiled Laws, or any applicable law hereafter enacted, in lieu of and in substitution of the Bond so lost, destroyed or stolen. If any such Bond shall have matured or shall be about to mature, instead of issuing a substitute Bond, the Paying Agent may pay the same without surrender thereof.

8. Upon delivery of the Bonds, the accrued interest, if any, shall be deposited in the Debt Retirement Fund for the Bonds and the balance of the Bond proceeds shall be used as follows:

A. The approximate sum of \$160,000.00 shall be used to pay the cost of issuance of the Bonds, and any balance remaining from that sum after paying the cost of issuance shall be deposited in the 2018 Building and Site Fund.

B. The approximate sum of \$880,297.92, representing capitalized interest on the Bonds, shall be deposited to the 2018 Debt Retirement Fund and used to pay all of the interest due on the Bonds on November 1, 2018.

C. The sum of \$45,387,761.91 shall be deposited to the 2018 Building and Site Fund.

9. The Preliminary Official Statement, dated April 19, 2018, is deemed final for purposes of SEC Rule 15c2-12(b)(1), relating to the Bonds and its use and distribution by the Underwriter is hereby authorized, approved and confirmed.

10. The Superintendent is authorized and directed to execute and deliver the final Official Statement on behalf of the Issuer. The Superintendent is further authorized to approve, execute and deliver any amendments and supplements to the final Official Statement necessary to assure that the statements therein are true, as of the time the Bonds are delivered to the Underwriter, and that it does not contain any untrue statement of a material fact and does not omit to state a material fact necessary in order to make the statements, in light of the circumstances under which they were made, not misleading. The Superintendent is further authorized to execute a Certificate of Issuer to enable the Underwriter to comply with Rule 15c2-12 under the Securities and Exchange Act of 1934 in connection with the offering and sale of the Bonds. In the absence of the Superintendent, the President may execute the above documents.

11. The Issuer hereby ratifies and affirms the appointment of The Huntington National Bank, Grand Rapids, Michigan, as Paying Agent-Bond Registrar and directs the Superintendent of Schools to execute for and on behalf of the Issuer a Paying Agent-Bond Registrar Agreement.

12. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

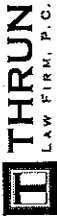
Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Owosso Public Schools, Shiawassee County, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at a regular meeting held on May 14, 2018, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

Secretary, Board of Education

MFH/keh



**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 14, 2018**

Report 17-151

FOR ACTION

Subject:

New Teacher Hire

Recommendation:

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

| Name | Building/Grade | Recommending Administrator | Salary Schedule Step |
|------------------|---|------------------------------|------------------------------|
| Karleen Koskinen | Owosso High School Special Education | Superintendent Dr. Tuttle | BA Step 1 Salary \$39,042 |

Please note the Step rate is based upon the 2017-2018 salary schedule of the OEA Master Agreement and is subject to negotiations of the 2018-2019 OEA Master Agreement.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 14, 2018**

Report 17-152

FOR FUTURE ACTION

Subject:

Declaration of Obsolete Material

Recommendation

Resolve that the Board of Education authorize to dispose of the following:

The Transportation department to dispose of the following obsolete bus:

- 2002 International School Bus (bus #35), 305,949 miles, VIN #28947165

The District to dispose of the following obsolete media center material:

- 25 Drawer Wooden Remington Rand Library Card Catalog.

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 bus was taken out of use prior to inspection due to the inability of the bus to pass due to rust beyond that allowable per inspection guidelines. To promote safety for students, it is deemed prudent to remove this bus from the inventory.

If the Board declares the bus obsolete, the item will be placed up for sale through a closed bid process. The funds garnered will be returned to the general fund.

The card catalog is obsolete because an electronic data base is now used in the media centers.

If the Board declares the card catalog obsolete, the item will be placed up for sale using various sources to obtain the highest bid. The funds garnered will be returned to the general fund.

Motion

Seconded

Vote -- Ayes

Nays

Motion

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 14, 2017**

Report 17-153

FOR FUTURE ACTION

Subject:

Agreement for the continued use of Baker College to provide contracted services for the Adult Ed program for 2018-19

Recommendation:

Resolve that the Board of Education renew the contract with Baker College for Adult Ed services for the fiscal year 2018-19 and authorize the Superintendent to sign the contract on behalf of the District.

Facts /Statistics:

The arrangement with Baker College for Adult Education services has been beneficial to both parties. This relationship allows the District to concentrate on its core competencies of PreK-12th grade education and still allows the opportunity for students, that fit the requirements, to obtain their diploma through the Pathways program.

The contracted relationship between PCMI/Willsub for these services has been ongoing. The services have been deemed to be satisfactory and beneficial to the District in meeting the needs of the community members to obtain Adult Education services not offered by the District. All terms and rates remain unchanged from the current contract year.

Motion

Seconded

Vote – Ayes

Nays

Motion

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 14, 2018

Report 17-154

FOR FUTURE ACTION

Subject:

Cash Flow Borrowing

Recommendation

Resolve that the Board of Education authorize the borrowing of \$_____ (pending attorney approval and recommended 2018-19 budget adoption) inclusive of \$_____ of "set-aside" notes and \$_____ in "no set-asides" for operating purposes to eliminate cash flow challenges that result from timing issues related to State Aid payments for the 2018-19 school year.

NOTE: The actual borrowing resolution(s) that is (are) necessary for the Board to pass will be provided on June 25th which will include the attorney approved amount. There will be two resolutions allowing for participation in the traditional School Bond Loan fund and one allowing for competitive rates to be obtained from other qualified financial institutions.

Facts/Statistics:

- Because the incoming flow of State funds does not match the outflow of expenditures, the District annually borrows funds in anticipation of State Aid payments.
- During the 2017-18 school year, the District borrowed \$4.5 million which will be repaid plus interest to Chemical Bank in August, 2018.
- It is estimated that the District will need to borrow \$_____ (pending attorney approval and completion of the 2018-19 budget process) in anticipation of the challenges associated with the timing of State Aid payments for the 2018-19 school year and projected cash outflows.
- The District will file an application for borrowing through the Michigan Municipal Bond Authority in order to achieve economies of scale in costs associated with this borrowing as well as to achieve a competitive interest rate. The District will also review the option for competitive rates through other financial institutions to assure that the rate and costs associated with the borrowing is minimized.
- In order to allow for adequate time to be part of this pool, it is required that the Board adopt an authorizing resolution prior to the deadline outlined in the process. The due date for participation in the pool is at the end of June which passage of the resolution(s) will allow for adequate time to meet the requisite deadline
- The exact amount of the cash flow borrowing will need to be reviewed by the attorneys for a final "blessing" on the amount which will be received by the meeting on the 25th.
- The cash flow will be based on the proposed 2018-19 budget which will be presented for approval at the meeting on the 25th. Any changes in the assumptions that are the basis for the budget will necessitate a review of the cash flow needs of the district in order to assure compatibility.

Motion

Seconded

Vote – Ayes

Nays

Motion

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 14, 2018**

Report 17-155

FOR FUTURE ACTION

Subject:

2017-18 Final Budget Revisions

Recommendations:

Resolve that the Board adopt the resolutions that revise the appropriations for the General, School Service and Building and Site Funds for the 2017-18 fiscal year to be presented to the Board for adoption at the June 25th, 2018 regularly scheduled Board meeting.

Rationale:

Adjust the budget for current information and reduce budget variances.

Statement of Purpose/Issue:

Amend the budget to incorporate actual revenues and expenditures in order to comply with statutory requirements.

Facts/Statistics:

- Figures for the 2017-18 school year can be better estimated at the end of the school year.
- Revising the budgets that were adopted at the February 26, 2018 meeting to more closely mirror the reality of the fiscal 2017-18 school year minimizes the likelihood that the auditors will have any comments regarding budget deviations.
- Revisions help to provide a more timely explanation of changes in assumptions that take place due to better information at the end of the year prior to the final audit.
- Finally, the revised budget assists in projecting the cash flow borrowing amount needed for the 2018-19 school year more accurately by representing the projected beginning cash available more closely.

Motion

Seconded

Vote – Ayes

Nays

Motion

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 14, 2018

Report 17-156

FOR FUTURE ACTION

Subject:

2018-19 District Budget Presentation

Recommendation:

The Board will be asked to adopt the resolutions presented for the 2018-19 fiscal year budget package for the General fund, School Service and Sinking fund at the June 25, 2018 meeting.

Rationale:

The rationale is to assure fiscal planning is in accordance with Board direction and legal timelines.

Statement of Purpose/Issue:

The purpose is to create a budget that satisfies the state guidelines, meets the requirements of the Board of Education adopted policy for Fiscal Management, and to meet the needs of the community.

Facts/Statistics:

- ◆ The proposed budget will be based on the best information currently available
- ◆ Fiscal integrity will be paramount in development of the assumptions and proposed underlying detail although it is recognized that with the uncertainty surrounding the State's budget process that there is a high probability that revisions will be made to the budget as well as the constant need to re-visit expenditures for amount and necessity as the year progresses.
- ◆ By law, the Board of Education must approve a budget for the 2018-19 school year prior to July 1, 2018.
- ◆ In conjunction with the meeting on June 25th, a notice of a budget hearing will be posted. A "For Information" report will be presented that night as well highlighting that a budget hearing has been incorporated into the budget process. This meeting will reflect the proposed operational millage rate that supports the local taxes to be collected to support the budget presented. Based on information received from the County, this rate will remain unchanged from the previous year and not be subject to a Headlee override.

Motion

Seconded

Vote – Ayes

Nays

Motion

**OWOSSO PUBLIC SCHOOLS
Board of Education
May 14, 2018**

Report 17-157

FOR INFORMATION

Subject:
Personnel Update

Resignations

Alexis Mueller, Teacher at Owosso High School has submitted her letter of resignation to be effective at the conclusion of the 2017-2018 school year.

Accepted Positions

Retirements

Louann Jacobs, Bus Driver has submitted her letter of resignation effective at the conclusion of the school year after 34 years of service with the District.