

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Minutes**  
**June 24, 2019**  
**Report 18-243**

President Jenc called the meeting of the Board of Education to order at 5:34 pm. The meeting was held in the Washington Campus located at 645 Alger Street, Owosso, Michigan.

Present: Jenc, Keyes, Krauss, Mowen, Ochodnicky, Quick, Webster  
Absent: All members were present

President Tim Jenc explained that the meeting's agenda was amended to include a closed session to give the Board an opportunity to further discuss the Administrator Tentative Agreement and Non-Union Personnel prior to taking action on these two items.

**Board Correspondence**

Superintendent Dr. Andrea Tuttle reported that progress continues to be made on the bond project. Permits were received from the State of Michigan on June 21, 2019, which will allow above ground construction to proceed at the secondary campus. She explained that subcontractors are responsible for pulling their own permits. The secondary campus is a little behind schedule due to the extreme weather conditions over the past winter and spring; however, Clark Construction is confident that the project will be completed on time. Superintendent Dr. Tuttle informed the Board that an amendment will be required for the redesign changes that have been made to the performing arts center.

Superintendent Dr. Tuttle announced that a preliminary date has been set for ribbon cutting ceremonies at the elementary buildings. The August 28, 2019 ceremonies will coincide with the annual Community Pep Rally. The elementary ribbon cutting ceremonies have been staggered to allow Board members the opportunity to attend each event. Community members will also have an opportunity to tour the elementary buildings prior to attending the Community Pep Rally at Willman Field. The Pep Rally will include a cook-out and activities to get the attendees involved. The goal of the Pep Rally is to meet with members of the community while having a fun time.

Superintendent Dr. Tuttle stated that the June 6, 2019 Job Fair resulted in some great candidates for all departments. As a result, a special education teacher was hired, in addition to substitutes for the transportation and custodial departments. Superintendent Dr. Tuttle stated that the Job Fair was extremely successful and she thanked Steve Brooks, Jessica Thompson, and Bev White for organizing the event. She also expressed her gratitude to the administrators that attended and conducted on the spot interviews.

Superintendent Dr. Tuttle reported that this year's opening days for staff will be held offsite because of the ongoing construction within the District. She stated that sponsors have been secured to cover the costs of the offsite event.

Superintendent Dr. Tuttle proudly announced that Colton Blaha, an OHS All-State Wrestler competed in an AAU contest at Walt Disney World, Florida and earned All American status in the competition.

Curriculum Director Steve Brooks reported that summer school is going well. There are three, two-week elementary sessions and they are at capacity. He thanked Principal Shelly Collison, Principal Jessica Anderson, and their staff for making this a fun event that includes lots of learning. Mr. Brooks stated that 30 high school students are participating in a credit recovery program at the middle school, which is also at capacity. Approximately 25 Lincoln High School students are actively pursuing credit recovery over the summer months as well.

Curriculum Director Steve Brooks informed the Board that a lot of curriculum work is occurring over the summer. Teachers have been working on rewriting the curriculum for eighth and ninth grade Algebra A and Algebra B classes to help students that are struggling. Teachers have also been working on a theater component for the English 9 and English 10 classes. The high school English teachers worked for an entire day on embedding the theater elements into the curriculum with Mr. Mark Shaheen, a retired theater teacher from East Lansing. Mr. Brooks explained that teachers have also worked on revamping the K-5 writing and IB unit planning.

Curriculum Director Steve Brooks stated that there has been a lot of back to school planning occurring. The District's School Improvement Plan was submitted earlier that day and will determine goals for the 2019-20 school year. Mr. Brooks remarked that over the course of the summer, he will be working with building administrators on aligning their individual school improvement plans with the Districts goals.

Curriculum Director Steve Brooks announced that the Books at Bryant has been a huge success. A record attendance of approximately 275 students participated in the program during the previous week. Mr. Brooks thanked Shelly Collison, Bryant Elementary Principal and her team for their hard work with the weekly event. Mr. Brooks also recognized Culvers for donating custard ice cream for all of the students. He reminded the Board that Books at Bryant will continue throughout the summer every Thursday evening at 7 pm.

### **Public Participation**

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

There were no comments from the meeting's audience.

### **For Action**

- Moved by Mowen, supported by Krauss to approve the June 10, 2019 regular meeting minutes, June 10, 2019 closed session minutes, current bills, and financials as presented. Motion carried unanimously.
- Moved by Mowen, supported by Quick to authorize the Superintendent to sign contracts \* with the following vendors for construction services to be performed at the secondary campus with payments to be made out of the bond proceeds:
  - Great Lakes West, Mattawan, Michigan in an amount not to exceed \$103,017 for Food Service Equipment (category 11A)
  - Wenger Corporation, Owatonna, MN in an amount not to exceed \$58,006 for the Orchestra Enclosure (category 11B)
  - TLS Sales, Inc., Ann Arbor, MI in an amount not to exceed \$73,100 for Theatrical Rigging (category 11D)
  - Bluewater Technologies Group, Inc, Southfield, MI in an amount not to exceed \$574,907 for Theatrical Audio Visual (category 11F)
  - C&M Associates, LLC, Brighton, MI in an amount not to exceed \$8,764 for Gym Dividers (category 11H)
  - CCW Inc. d/b/a Creative Windows, Ann Arbor, MI in an amount not to exceed \$2,987 for Roller Window Shades (category 12A)
  - Irwin Seating Company, Grand Rapids, MI in an amount not to exceed \$192,824 for Fixed Auditorium Seating (category 12C)
  - Mike and Son Asphalt, Bath, MI in an amount not to exceed \$255,010 for Asphalt (category 32A)

Recommend that the Board authorize the Superintendent to sign contracts with the following vendors for construction services to be performed at the secondary campus with payments to be made out of the Cook Family Foundation donation:

- Wenger Corporation, Owatonna, MN in an amount not to exceed \$175,000 for the Orchestra Shell and Towers (category 11B)
- Wenger Corporation, Owatonna, MN in an amount not to exceed \$75,626 for Theatrical Platforms (category 11C)
- TLS Sales, Inc., Ann Arbor, MI in an amount not to exceed \$250,000 for enhanced Theatrical Rigging (category 11D)
- TLS Sales, Inc., Ann Arbor, MI in an amount not to exceed \$96,000 for Theatrical Drapery (category 11E)
- Bluewater Technologies Group, Inc. Southfield, MI in an amount not to exceed \$100,000 for enhanced Theatrical Audio Visual (category 11F)

\*It should be noted that additional value engineering and change orders as the project progresses are expected to bring these contracts in lower than maximum approved amount. Motion carried unanimously.

- Moved by Quick, supported by Mowen to approve additional technology needs and authorize the District to purchase three flat interactive panels, computers and cabling needed to complete the technology in amount not to exceed \$22,000 for the elementary bond work authorized by voter approval in 2017. Motion carried unanimously.
- Moved by Webster, supported by Keyes to authorize the Superintendent to award the contract associated with Casework (bid category 12B) for the bond work at the secondary campus. Motion carried unanimously.
- Moved by Mowen, supported by Krauss to authorize the Superintendent to award the contract associated with installation and purchase of the Master Clock System for the bond work at the secondary campus. Motion carried unanimously.
- Moved by Mowen, supported by Keyes to authorize the Superintendent to award the contract associated with Paging, Classroom Audio and Interactive Flat Panels for bond work at the secondary campus. Motion carried unanimously.
- Moved by Ochodnicky, supported by Mowen to authorize the Superintendent to award the contract associated with Roofing (bid category 07B) for bond work at the secondary campus. Motion carried unanimously.
- Moved by Quick, supported by Mowen to authorize Owosso Middle School to dispose of the items listed below that have been identified by staff as no longer being able to be utilized. Motion carried unanimously.
  - 3 TV Stands/carts
  - 3 Computer Carts
  - World Wall Maps
  - 4 Wrestling Mats
  - Old Lockers in Shop Room
  - Basketball Hoop/ Floor Model
  - Various Tables and chairs
  - Various Bookshelves
- Moved by Mowen, supported by Krauss to authorize the District to move forward with a Tax Exempt Lease Purchase (TELP) for the Konica Minolta copiers. During the May 13, 2019 Board meeting, the Board authorized the District to pursue an arrangement with Konica Minolta to lease copiers and negotiate with them to obtain advantageous terms. All figures from Konica Minolta indicate that the District will not only come in under the annual fair market lease payment authorized by the Board at the May 13, 2019 meeting but, with this TELP arrangement, will also obtain more equipment to meet the needs of the District. Motion carried unanimously.
- Moved by Mowen, supported by Quick to continue to utilize credit cards to transact the business of the District under a new arrangement with JP Morgan Chase. Motion carried unanimously.

- Moved by Mowen, supported by Krauss to authorize the borrowing of \$4,200,000 inclusive of \$2,500,000 of “set-aside” notes and \$1,700,000 in “no set-asides” for operating purposes to eliminate cash flow challenges that result from timing issues related to State Aid payments for the 2019-20 school year. Superintendent Dr. Tuttle informed the Board that during the 2018-19 school year, the District borrowed \$4.2 million dollars and is the exact amount of money the Board is authorizing for the 2019-20 school year. Motion carried unanimously.
- Moved by Mowen, supported by Krauss to adopt the resolutions that revise the appropriations for the General, School Service and Building and Site Funds for the 2018-19 fiscal year provided. The projected fund balance at June 30, 2019 is \$3,721,000. The School Service Fund that finances food service and is separate from the General Fund has \$1,964,891 available to appropriate, with expenditures estimated at 1.956 million. The estimated ending fund balance is \$8,752. The Building and Site Fund, also separate from the General Fund, consists of funds from the District’s Sinking Fund shows an estimated fund balance of \$5,328,149 as of June 30, 2019. Motion carried unanimously.
- Moved by Mowen, supported by Ochodnicki to adopt the resolution presented for the 2019-20 fiscal year budget package for the General Fund, School Service and Sinking Fund. Chief Financial Officer Julie Omer provided information on the 2019-20 budget by having members of the Board and the meeting’s audience interactively participate in her presentation. Mrs. Omer announced that the General Fund Budget for the 2019-20 school year shows an estimated \$31.2 million in revenues and \$32.8 million in expenditures. The estimated fund balance at June 30, 2020 is \$2,122,280. Mrs. Omer reminded the Board that it is always difficult to come up with a budget at this time of year, especially when the Legislature has not passed a budget, labor contracts are not settled, and FTE’s are not determined. As a result, the budget that is presented is always conservative. The School Service Fund that finances food service and is separate from the General Fund will provide revenues of about \$1.8 million for the 2019-20 school year, with expenditures estimated at \$1.8 million. The estimated ending fund balance is \$8,705. The Building and Site Fund, also separate from the General Fund, consists of funds from the District’s Sinking Fund. It shows an estimated revenue of \$1.185 million and expenditures of \$2.9 million with an estimated ending fund balance at June 30, 2020 of 3.6 million. Motion carried unanimously.
- Moved by Mowen, supported by Ochodnicki to adopt the resolution presented for the 2019-20 fiscal year budget for the Fiduciary Fund. The rationale is to assure that compliance is met with new provisions contained in Governmental Accounting Standards Board (GASB) Statement #84, Fiduciary activities. The adoption of the resolution satisfies the requirements set forth in GASB #84 pertaining to funds held by the District. This represents funds held by each of the schools for the benefit of specific groups or individuals. Motion carried unanimously.
- Moved by Quick, supported by Keyes to approve the hiring of the following certified staff: Erica Muehlhauser, Bryant Elementary Kindergarten Teacher; Krista Cross, Emerson Elementary Third Grade Teacher; and Stacey Willyerd, Central Elementary Special Education Teacher. Motion carried unanimously.
- Moved by Mowen, supported by Krauss to approve the 2019-20 regular Board meeting and committee of the whole dates and times as presented. The Board approved changing the committee of the whole start time to 5:30 pm effective with the August 12, 2019 meeting. Motion carried unanimously.
- Moved by Webster, supported by Ochodnicki to approve the July 1, 2019 – June 30, 2020 Tentative Agreement between Building and Central Office Administrators and the Owosso Board of Education. Secretary Ochodnicki conducted a roll call vote. Ayes: Ochodnicki, Keyes, Mowen, Krauss, and Webster. Nays: Quick and Jenc. Motion carried.
- Moved by Mowen, supported by Webster to approve salary adjustments for non-union personnel to reflect parity with other bargaining groups. Secretary Ochodnicki conducted a roll call vote. Ayes: Quick, Ochodnicki, Keyes, Jenc, Mowen, Krauss and Webster. Motion carried unanimously.

### **For Future Action**

- The Board of Education will be asked to approve the awarding of the contract associated with additional flooring renovations identified as sinking fund projects during the initial flooring renovation at the elementary schools. Superintendent Dr. Tuttle explained that she would like the report amended to include classrooms at Bryant, Central, and Emerson that also need carpeting removed. She stated that the goal is to remove carpeting in all classrooms throughout the District.
- The Board of Education will be asked to adopt the membership resolution of the Michigan High School Athletic Association for the year beginning August 1, 2019 through July 31, 2020. A requirement for membership is a yearly membership renewal by member schools' Boards of Education.

### **For Information**

Superintendent Dr. Tuttle reported that Shirley Alman, Monitor at Owosso High School has resigned at the conclusion of the school year. Nathan Struble, Bus Driver has submitted his letter of resignation effective at the conclusion of the school year. Andrea Struble, Food Service Worker at Owosso High School has submitted her letter of resignation at the conclusion of the school year.

### **Public Participation**

There were no comments from the meeting's audience.

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

Trustee Ty Krauss remarked that it feels good to have gone through all the value engineering for the secondary campus and have the process near completion. He stated that he is pleased that the project is progressing and it is good to have permits for building above ground.

Vice President Rick Mowen commented that it is great to have everything in place for the secondary campus and have the project back on schedule.

Trustee Sara Keyes stated that she is looking forward to the new school year. She remarked that her daughter will be entering the middle school and excited about the cafeteria food. She also has an elementary child and will have two children in the high school.

Treasurer Marlene Webster commended the elementary administrators and staff for the Books at Bryant weekly event. She stated that this is a fabulous thing for families and kids. It is also a great way to keep education going throughout the summer. Curriculum Director Steve Brooks wrote a grant that provides the free books that are given to children each week. Farmers Insurance and Title I have also previously funded the book purchases.

Bryant Elementary Principal Shelly Collison encouraged Board members to attend Books at Bryant and witness the children and their families enjoying the weekly event. She expressed her gratitude to Culvers for approaching her and offering to donate frozen yogurt to the participants for the remainder of the summer.

Secretary Shelly Ochodnický reported that she recently attended a Michigan Department of Treasury Basic Budget and Finance Training. She explained that the training included basic budget information about the District in comparison to 10 other school districts. In 1995, the District's foundation allowance was \$4,474.68 and as of 2019 it is \$7,871. She stated that the Treasury is still recommending that District's maintain a fund balance of 15%. Mrs. Ochodnický commented that it was interesting to learn where Owosso Public Schools stands financially when compared to similar school districts in the state. She advised that the information she shared can also be found on the State's Treasury website.

Trustee Olga Quick offered her assistance to Principal Shelly Collison with the Books at Bryant program. Mrs. Quick also asked that the Board review its Bylaws. She stated that she utilizes the online version frequently and noticed that they are not up to date.

President Tim Jenc suggested that the Board review the Bylaws at an upcoming Committee of the Whole meeting.

**Upcoming Board Meeting Dates.**

July 22, 2019: Regular Board Meeting, 5:30 pm

**Adjournment**

Moved by Mowen, supported by Webster to move into closed session at 6:34 pm to discuss the administrator's tentative agreement and non-union personnel. Secretary Ochodnicky conducted a roll call vote. Ayes: Quick, Ochodnicky, Keyes, Jenc, Mowen, Krauss, Webster. Nays: None. Motion carried unanimously.

Moved by Mowen, supported by Ochodnicky to return to open session at 7:36 pm. Motion carried unanimously.

Moved by Mowen, supported by Webster to adjourn at 7:38 pm. Motion carried unanimously.

Minutes recorded by Clara Pitt

Respectfully submitted,

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Shelly Ochodnicky, Secretary