



On June 22, 2020 at 5:30 pm, the Owosso Public Schools will be holding its Annual Budget Hearing and regularly scheduled Board Meeting. Due to Governor Whitmer's current Executive Order and the stay at home order, this meeting will be held virtually. The public may hear the meeting by contacting Superintendent Dr. Andrea Tuttle's secretary, Ms. Clara Pitt at 989-729-5678 from 1:00-5:00 pm on Monday, June 22, 2020 to receive the connection information for this meeting. There will be a time for public comment, but interested individuals must notify Ms. Pitt prior to the meeting to sign up for a time to speak. You may also share a comment to [pitt@owosso.k12.mi.us](mailto:pitt@owosso.k12.mi.us) by 5:00 pm on Monday, June 22<sup>nd</sup> and it will be read by the Superintendent to the Board of Education. Reminder that the Board does not respond to public comments.



OWOSSO PUBLIC SCHOOLS

*Ready for the World*

**Board of Education Agenda**

**Budget Hearing**

**June 22, 2020**

**5:30 pm**

**(Regular Board Meeting Immediately Following Budget Hearing)**

Washington Campus

645 Alger Street

Owosso, Michigan 48867

**Note: Due to Governor Whitmer's Executive Order 2020-75, this meeting will be held virtually.**

**1. Call to Order**

**2. Budget Hearing**

**Public Budget Hearing Information**

**3. Public Participation**

**4. Adjournment**

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting – BUDGET HEARING**  
**June 22, 2020**

**FOR INFORMATION**

Subject:

Public Budget Hearing

Recommendation:

Recommend that the Board of Education officially hold a budget hearing disclosing the proposed millage that supports the budget resolutions being asked to be approved by the Board for the 2020-21 fiscal year.

Statement of Purpose/Issue:

The purpose is to meet the requirements of the Michigan Department of Education and the Board of Education by holding a public hearing prior to adoption of the 2020-21 budget. This hearing must be held before the adoption of the budget and shall include the topic of the proposed property tax millage rate. A notice has been published in the paper that the budget would be discussed at this meeting as well as the millage that supports the budget. A signed affidavit to this effect will be received from the Argus Press, the paper of general circulation utilized for the notification.

Facts/Statistics:

- The Board of Education must hold a public hearing on its budget prior to adoption. Taxation issues, including millage rates, will be a subject discussed during this hearing. Specifically addressed will be the *Headlee* Amendment and the Uniform Budgeting and Accounting Act (Truth in Taxation, section 16).
- The purpose of the *Headlee* amendment is to protect Michigan taxpayers against excessive state and local taxation. *Headlee* requires voter approval of any new or increased local tax, **and contains a special limit on property tax increases caused by property tax assessment growth.**
- This year the *Headlee* amendment will not result in roll-back for this year and therefore the District may levy the full 18 operating mills on eligible property. The operating millage was renewed in a vote in May of 2013.
- The Sinking Fund assessment will not be subject to *Headlee* rollback as the property tax change in values does not warrant such a reduction.
- Truth in Taxation states that a district is not allowed to collect more in taxes than 5% or the rate of inflation, whichever is less, without a public hearing. The millage rates that are imposed by the school district must be adjusted accordingly.
- The voters passed on bond in November of 2017 for which the third assessment will take place in December of 2020. The calculated millage known at this time is 4.73 mills.
- In summary the following millage rates will be considered approved and assessed on eligible property for the Winter tax assessment in support of the 2020-21 proposed expenditures:
  - Operating millage (renewed in May of 2013)– **6.000 mills** for commercial personal property, **18.00 mills** for all others
  - Sinking Fund millage – **2.0000 mills** (approved by the voters in August of 2018)
  - Debt Millage – 4.7300 mills (approved by voters in November of 2017)



OWOSSO PUBLIC SCHOOLS

Ready for the World

Board of Education Agenda
June 22, 2020
5:30 pm Regular Meeting
(Immediately Following the Budget Hearing)

Washington Campus
645 Alger Street
Owosso, Michigan 48867

Note: Due to Governor Whitmer's Executive Order 2020-75, this meeting will be held virtually

1. Call to Order

2. Pledge of Allegiance

3. Building Reports

4. Recognition of Retirees Mark Clark, Carol Henley, Clara Pitt, and Janet Stevens

5. Board Correspondence:

Superintendent's Report

Curriculum Director's Report

6. Public Participation

7. For Action

Consent Agenda:

Table listing items for action with corresponding report numbers and page numbers, including May 11, 2020 Regular Board Meeting Minutes, June 8, 2020 Committee of the Whole Meeting Minutes, and various policy readings.

8. For Future Action

MHSAA Membership Resolution----- Report 19-263 Page 78

9. For Information

Personnel Update----- Report 19-264 Page 81

10. Public Participation

11. Board Reports: Board Member Comments/Updates

12. Upcoming Board Meeting Dates:

July 27: Regular Board Meeting, 5:30 pm

13. Closed Session: Contract Negotiations Discussion

14. Adjournment



OWOSSO PUBLIC SCHOOLS

*Ready for the World*

## **Public Participation at Board Meeting's Statement**

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

## BOARD GUARANTEE (Adopted May 2006)

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

**Therefore, we guarantee that:**

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

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

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


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

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

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

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

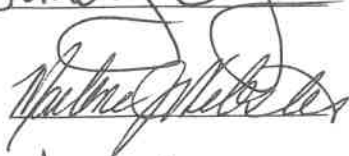
Timothy Jenc  
President



Rick Mowen  
Vice-President



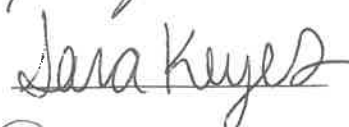
Marlene Webster  
Treasurer




Shelly Ochodnicky  
Secretary



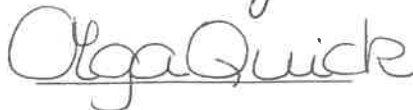
Sara Keyes  
Trustee



Ty Krauss  
Trustee



Olga Quick  
Trustee



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



OWOSSO PUBLIC SCHOOLS

*Ready for the World*

## **BOARD OF EDUCATION NORMS**

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





**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Minutes**  
**May 11, 2020**  
**Report 19-241**

Present: Jenc, Keyes, Krauss, Mowen, Ochodnicki, Quick, Webster (all members were present via Zoom video conferencing)  
 Absent: No members were absent

As the host of the District's virtual school Board Meeting, Superintendent Dr. Tuttle provided the participants with a few guidelines and procedures. She informed the meeting's audience that the participants include members of the Board of Education, District administrators, Owosso High School highest honor's graduates, Lincoln Alternative High School highest honor's graduates, Mr. Greyson Steele of the Argus Press, Mr. Tom Manke, and OPS retirees. Superintendent Dr. Tuttle thanked everyone for participating in the virtual meeting.

President Jenc called the meeting of the Board of Education to order at 5:33 pm. Due to Governor Whitmer's current Executive Order and the stay at home order, the meeting was held virtually using Zoom video conferencing from the Washington Campus, 645 Alger Street, Owosso, MI 48867.

**Pledge of Allegiance**

President Jenc requested that the meeting's agenda be amended to include a Declaration of Obsolete Material, motion supported by Secretary Ochodnicki. Motion carried unanimously.

**Building Reports**

As part of the Celebrate Kids! segment of the meeting, the Class of 2020 top graduates from Owosso High School and Lincoln Alternative High School were recognized for their achievements.

Owosso High School Principal Mr. Jeff Phillips commented that on behalf of the high school and LHS administration, a book titled "Where Will You Be Five Years from Today?" will be presented to each of the highest honors graduates. Mr. Phillips stated that he is honored to introduce the OHS Class of 2020 top graduates that include Hannah Archer, daughter of Jonathan and April Archer. Hannah plans to finish the fifth year program through Lansing Community College and is undecided on her future plans. Grace Basso is the daughter of Dan and Tami Basso and she plans to attend Grand Valley State University. Abigail Box is the daughter of Jennifer Box. Abigail plans to continue her education at Saginaw Valley State University. Olivia Carlton, daughter of Scott and Julie Carlton plans to attend Mott Community College. Brendan Coffman is the son of Robert and Tina Coffman and he plans to attend Grand Valley State University. Mason Collard is the son of Jeffrey and Yvette Collard. Mason plans to attend the University of Michigan in Ann Arbor. Alexander Dallas is the son of Doug and Elaine Dallas. Alexander has enlisted in the National Guard and his future plans also include attending Central Michigan University. Kathleen Dignan is the daughter of Thomas and Joy Dignan and she plans to attend the University of Michigan. Jacob Evon is the son of Timothy and Michelle Evon. Jacob plans to attend Michigan Technological University. Lynnae Gilman is the daughter of Norman and Sheila Gilman and she plans to continue her education at the University of Michigan. Ashtyn Guru is the daughter of Satendra and Misty Guru and her plans are to attend Grand Valley State University. Sarah Horger is the daughter of Marty and Krisha Horger. Sarah plans to attend Michigan State University. Allie Langdon is the daughter of Eric and Lindsay Langdon and she plans to attend Grand Valley State University. Maya Manuel is the daughter of Jala and Nessrine Manuel. Maya plans to continue her education at Michigan State University. Autumn Merrihew is the daughter of Cynthia Merrihew and Sharon Dinkins and she plans to attend Baker College of Owosso. Avery Peplinski is the daughter of Daniel and Jennifer Peplinski and her plans are to attend the University of Michigan. Alexandria Pumford is the daughter of Robert and Mary Pumford. Alexandria plans to attend Michigan State University. Samantha Randall is the daughter of Tom and Karrie Randall and she will attend Lansing Community College. Andrew Savage is the son of Andrew and Lindsey Savage. Andrew plans to attend either Grand Valley State University or Central Michigan University. William Scrimger is the son of Joshua and Mary Scrimger

and he plans to attend the University of Michigan. Jordan Sowash is the son of James and Krista Sowash. Jordan plans to attend the University of Michigan Dearborn. Emily Teunis is the daughter of Greg and Naomi Teunis and she plans to continue her education at Michigan State University. Hannah Walters is the daughter of Steven and Kari Walters. Hannah plans to continue her education in creative studies and major in animation. Leah Zaleski is the daughter of Curtis and Stacie Zaleski and she plans to attend Grand Valley State University.

Lincoln High School Principal Mr. Steve Irelan announced that five LHS students were selected as their top graduates from the class of 2020. The top graduates were Jenna McMaster who plans to continue her education at Saginaw Valley State University. Justin Soldan stated that he was planning on entering the job force prior to the pandemic and is hoping to obtain employment soon. Justin would also like to attend a trade school. The remaining top LHS graduates included Cole Comstock, Haley Kenyon, and Dustin Moore.

Superintendent Dr. Tuttle congratulated the Class of 2020's highest honor's graduates and wished them all well in their future endeavors. She explained that the Board and administrators continue to work together on a plan to honor the graduates in a manner that they have earned.

Owosso High School Principal Jeff Phillips recognized Ms. Pam Kurtz, Counselor on her retirement. Ms. Kurtz is retiring after 27 years of service to the District.

Owosso Middle School Principal Rich Collins honored Mrs. Maureen Cannon, Science Teacher on her retirement. Mrs. Cannon has been employed with Owosso Public Schools for the past 30 years.

Owosso Middle School Principal Rich Collins recognized Mrs. Cindy Knight, Secretary who will retire after 26 years of service.

Owosso Middle School Principal Rich Collins congratulated Mrs. Patricia Coon, Technology Teacher who will retire at the conclusion of the school year after 24 years of service.

Central Elementary Principal Bridgit Spielman recognized Mrs. Susan Weaver, Fifth Grade Teacher on her retirement. Mrs. Weaver plans to retire after 26 years of service to the District.

Bryant Elementary Principal Shelly Collison congratulated Mrs. Vickie Compton, Special Education Teacher on her retirement who will retire after 17 years of service.

Emerson Elementary Principal Jessica Anderson honored Mrs. Marie Anderson, Title I Math Teacher who will retire at the conclusion of the school year after 33 years of service.

On behalf of the Board of Education, President Tim Jenc congratulated the OHS and LHS seniors on their achievements and wished them well in their future. Mr. Jenc also applauded the retirees. He remarked that these staff members will be greatly missed and it will be hard to replace their years of service, dedication and commitment to the District.

### **Board Correspondence**

Superintendent Dr. Andrea Tuttle reported that the previous week was educator appreciation week. She applauded the OPS teachers on their ability to teach, for being wonderful human beings that care for our students, are passionate in their relationships, and go above and beyond in their roles. Superintendent Dr. Tuttle expressed sincere gratitude for the OPS education team who have gone above and beyond expectations with their students during the pandemic.

Superintendent Dr. Tuttle announced that bond construction resumed at the secondary campus on May 7<sup>th</sup>. Clark Construction continues to be outstanding to work with. The majority of the subcontractors have returned to work as well. Sadly, the District will not be in a position to move the sixth through eighth grade students into the new building beginning with the 2020-21 school year as was hoped for. Superintendent Dr. Tuttle informed the Board that North Street is currently under construction, as well as

the new connecting road. A complete schedule for the summer's sinking fund projects will be available on May 13<sup>th</sup>.

Superintendent Dr. Tuttle praised the Food Service Department and volunteers for providing meals to the students of OPS. To date, 90,000 meals have been served which equates to approximately 1,150 students a week. The volunteers also continue to deliver meals to almost 300 households.

Superintendent Dr. Tuttle explained that the 2020 graduating class continues to be at the forefront of discussions and potential options are being explored to recognize the students. A billboard honoring the graduates is located across from Wrought Iron Grill, compliments of Wolverine Sign. Community members and students were requested to send letters to a senior class member to honor their achievements. Several letters have been received and will be distributed to the graduates. The next edition of the Today's Trojan will feature the graduates. The publication will be sent to all residents of Owosso and Henderson. Additionally, a video message from Principal Jeff Phillips and Superintendent Dr. Tuttle will be sent to the seniors.

Curriculum Director Steve Brooks reported that remote learning continues to go very well. He remarked that he is extremely satisfied with the lessons and instruction that continues to take place. Teachers continue to reach out to their students through online learning assignments, Google Classroom, and Zoom meetings. These connections also allow teachers to check on their students social and emotional wellbeing. Paper and pencil packets are being produced for grades K-8 on a weekly basis and the demand for these continues to be strong.

Curriculum Director Steve Brooks informed the Board that a survey has been developed to collect feedback on remote learning from parents, students, and staff. The survey information will be used to determine areas that have gone well or need improvement.

Curriculum Director Steve Brooks thanked teachers, administrators, and the Owosso Education Association (OEA) for completing the majority of teacher and administrator evaluations for the 2019-20 school year.

Curriculum Director Steve Brooks reported that plans are underway for the development of summer school opportunities. Preliminary discussions have taken place while keeping in mind social distancing. Additional information will be shared once the plans are in place.

### **Public Participation**

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

There were no comments from the public and no one notified the District of their intent to speak during public participation prior to the start of the meeting.

### **For Action**

- Moved by Mowen, supported by Quick to approve the April 27, 2020 regular meeting minutes, April 27, 2020 closed session minutes, current bills, and financials as presented. Secretary Ochodnický conducted a roll call vote. Ayes: Webster, Quick, Ochodnický, Mowen, Keyes, Krauss, Jenc. Nays: None. Motion carried unanimously.
- Moved by Ochodnický, supported by Mowen to approve the 2020-2021 student handbooks for Bentley Bright Beginnings, elementary, middle and high schools as presented. Superintendent Dr. Tuttle explained that copies of the proposed handbooks were provided to the Board in a previous Friday Letter. She explained that depending on what occurs in the future, the handbooks are subject to change and may need to be amended. The middle school handbook references moving to the new

location and this will need to be changed. Secretary Ochodnický conducted a roll call vote. Ayes: Webster, Quick, Ochodnický, Mowen, Keyes, Krauss, Jenc. Nays: None. Motion carried unanimously.

- Moved by Quick, supported by Mowen to support the Shiawassee Regional Education School District (SRESĐ) 2020-21 budget as presented and authorize the Superintendent to forward the resolution to the SRESĐ board on or before June 1, 2020. Vice President Rick Mowen represented the Board via teleconference at their annual budget hearing meeting on May 4, 2020. Mr. Mowen explained that it was reported during the meeting that student counts continue to decline county-wide. Currently there are 10,605 students enrolled in their programs. Despite the decline in student enrollment, the need for special education services continues to rise. It was noted during the meeting that the retirement rate for the SRESĐ is approximately 6.5% more than the school districts they serve. On a positive note, the SEV value of homes in the county continues to increase. The SRESĐ has a reserved fund balance of about 13%. Similar to school districts, the SRESĐ may have to cut programs due to potential decreases in funding. A budget deficit of approximately \$270,000 is anticipated for the 2020-21 school year. Additionally, a \$300-\$500 cut per student to each district is also expected. There is also the possibility of this amount going as high as a \$1,000 cut per student. In spite of the bad news, the SRESĐ is doing their best to maintain services to each school district. Mr. Mowen recommended that the Board support the SRESĐ 2020-21 budget. Secretary Ochodnický conducted a roll call vote. Ayes: Webster, Quick, Ochodnický, Mowen, Keyes, Krauss, Jenc. Nays: None. Motion carried unanimously.
- Moved by Mowen, supported by Ochodnický to authorize the Superintendent to sign the proposed contract with ESS Midwest (formerly PCMI/Willsub) 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. Superintendent Dr. Tuttle pointed out that their fees will increase by .25% from the previous year. Secretary Ochodnický conducted a roll call vote. Ayes: Webster, Quick, Ochodnický, Mowen, Keyes, Krauss, Jenc. Nays: None. Motion carried unanimously.
- Moved by Mowen, supported by Quick to authorize the disposition by sale, donation, trade, or discard items in the current weight room and wrestling room that have been identified as not being needed in the new Fitness Center. The current weight room needs to be vacated as soon as possible in order to proceed with the construction at the grades 6-12 campus. A comprehensive list of the obsolete equipment was provided to the Board. Secretary Ochodnický conducted a roll call vote. Ayes: Webster, Quick, Ochodnický, Mowen, Keyes, Krauss, Jenc. Nays: None. Motion carried unanimously.

### **Public Participation**

There were no comments from the public.

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

President Tim Jenc expressed his amazement with the advances in technology over the past few years. Network/Computer Technician Gunnar Stinson was applauded by Mr. Jenc for his assistance with the Zoom meetings and making them possible to occur.

Treasurer Marlene Webster commented that she continues to be extremely grateful for the OPS Food Service Department, teachers, and staff's efforts at getting meals to students. She stated that it has been an honor to work with these people. The preparation and delivery has become very streamlined which has reduced her work time needed to assist with the process. Food deliveries are going out to approximately 150 homes and the families are very appreciative.

Trustee Olga Quick thanked the OPS staff, administrators, and teachers for their continued support of OPS families during these unprecedented times. She continues to be amazed by the support that is being provided, specifically the students that she works with. Mrs. Quick congratulated the retirees and commented that the District is losing a lot of experience as they move on. Superintendent Dr. Tuttle was also thanked for her support of the District as we navigate through the current challenges.

Secretary Shelly Ochodnicky thanked the retirees for the time they have given to OPS. The senior class of 2020 was congratulated on their achievements. She remarked that she was saddened to see all of the end of year events and celebrations canceled. Mrs. Ochodnicky also thanked those that have participated in adopting members of the senior class and purchasing gifts for the students.

Vice President Rick Mowen congratulated the staff of OPS who have a tough job under normal circumstances. He applauded the staff for doing a remarkable job of staying in touch with their students and keeping them educated as best they can. Mr. Mowen also acknowledged the Food Service staff and volunteers for keeping students fed. The Class of 2020 graduates were congratulated and Mr. Mowen wished them the best. Mr. Mowen recognized the retirees and stated that it will be difficult to replace their experience. Mrs. Cindy Knight is a life-long friend of Mr. Mowen's and he thanked her for her service to the District.

Trustee Sara Keyes expressed her appreciation for the gifts that were given to senior class members. She remarked that her son Christian was adopted by five different individuals and this has been a big highlight and fun for him. Mrs. Keyes commented that the billboard recognizing the OPS seniors looks great. Mrs. Keyes also congratulated the retirees. She also recognized Ms. Pam Kurtz on her retirement and stated that she was her high school counselor.

Trustee Ty Krauss thanked the Food Service Department and volunteers for servicing our students. He stated that it is a wonderful gesture and very appreciated by many. The retirees were thanked for their service and contributions to the District. The Class of 2020 graduates were applauded and thanked for being Trojans.

President Tim Jenc thanked Superintendent Dr. Tuttle for everything that she does for Owosso Public Schools.

**Upcoming Board Meeting Dates:**

June 8: Committee of the Whole Meeting at 5:30 pm

June 22: Regular Board of Education Meeting at 5:30 pm

**Adjournment**

Moved by Mowen, supported by Quick to adjourn at 6:38 pm. Secretary Ochodnicky conducted a roll call vote. Ayes: Webster, Quick, Ochodnicky, Mowen, Keyes, Krauss, Jenc. Nays: None. Motion carried unanimously.

Minutes recorded by Clara Pitt

Respectfully submitted,

---

Shelly Ochodnicky, Secretary

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Committee of the Whole Meeting Minutes**  
**June 8, 2020**  
**Report 19-242**

Vice President Rick Mowen called the Board of Education Committee of the Whole Meeting to order at 5:31 pm. Due to Governor Whitmer's current Executive Order and the stay at home order, the meeting was held remotely via Zoom video conferencing at the Washington Campus, 645 Alger Street, Owosso, MI 48867.

Present: Sara Keyes, Ty Krauss, Rick Mowen, Shelly Ochodnicki, Olga Quick, Marlene Webster  
 Absent: Tim Jenc (Motions of the Board of Education that were unanimous did not include Jenc)

**Pledge of Allegiance**

Superintendent Dr. Tuttle welcomed Mrs. Carrie Yoho, Student Record Specialist to the meeting. With Ms. Clara Pitt's impending retirement, Mrs. Yoho will be responsible for updating Board policies and participated in the meeting to become familiar with the process.

**Public Participation**

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

There were no comments from the public.

**NEOLA Board Policy Review**

NEOLA Representative Mr. Wayne Wright provided the members of the Board of Education with information and a brief explanation of the proposed policies that need to be adopted for compliance purposes. The policies that were reviewed are as follows:

Policy 2210 – Curriculum Development-Approved Courses. The revisions to this policy state that the District shall adopt a list of approved course. The lists shall be used for promotion and should include content of each approved course.

Policy 2412 – Homebound Instruction Program. The revision to this policy adds language that a Physician Assistant can certify application for instruction. The revision also states changes in the MDE's Pupil Accounting Manual.

Policy 2414 – Reproduction Health and Family Planning. The revision to this policy adds language regarding prohibiting assisting a student with an abortion.

Policy 3362.01 – Threatening Behavior Toward Staff Members. The revision to this policy adds language that more clearly defines threatening behavior.

Policy 4162 – Controlled Substances and Alcohol Policy for Commercial Vehicle (CMV) Drivers and Other Employees Who Perform Safety Sensitive Functions. The revision to this policy adds language regarding the District's responsibility for drug and alcohol testing for current CDL drivers for violations.

Tests are protected medical records. Also individuals are prohibited from reporting to work under the influence of alcohol or controlled substances.

Policy 5200 – Attendance. The revision to this policy adds language for the District to identify how many units of time is needed to be a full time student.

Policy 5335 – Care of Students with Chronic Health Conditions. This is a new policy that identifies chronic health conditions. The policy extends procedures as to how to handle student situations that involve health conditions.

Policy 6107 – Authorization to Accept and Distribute Electronic Records and to Use Electronic Signatures. The revisions to this policy authorizes the use of electronic signatures including Medicaid. The revision includes set up procedures for relying on electronic records and completing transactions with the Board in compliance with state law.

Policy 8210 – School Calendar. The revisions to this policy adds new language adopted by MDE regarding qualifying professional development.

Policy 8400 – School Safety Information. The revision to this policy adds language regarding the reporting of crimes that must be reported on school websites at least annually and disaggregated by building.

Policy 8462 – Student Abuse and Neglect. The revisions to this policy updates the name of agency and provides information regarding reporting. It also provides the timeframe to file a written report if reported by telephone and adds options for protocol of reporting.

Policy 8600 – Transportation. The revisions to this policy adds language requiring the transporting of homeless children. It also adds language regarding the transportation of children in foster care.

### **Graduation**

Superintendent Dr. Tuttle informed the Board that the Owosso High School graduation ceremony will be taped on June 22. The only students that will be in attendance at the taping will be the class Valedictorian and Salutatorian. The names of each graduate will be read. A prerecording of the choir and band will be played during the ceremony and the names of the senior choir and band members will be read. The distribution of diplomas will take place at Willman Field on June 23 and 24 from 5-7 pm. A video containing a culmination of the OHS graduation events will be released on Facebook at 7 pm on June 25.

Superintendent Dr. Tuttle explained that Lincoln Alternative High School will hold their graduation ceremony on June 23 from 7:30 – 8:30 pm at the LHS parking Lot.

### **Bond**

Superintendent Dr. Tuttle was happy to report that construction at the secondary campus is moving along quicker than they thought it would.

### **Sinking Fund**

Superintendent Dr. Tuttle stated that the sinking fund projects slated for the summer are also going very well. Contractors have started work on the high school roofing project and the work is being managed by Clark Construction. It is anticipated that the sinking fund projects will be completed by the start of the new school year.

### **Food Distribution**

Superintendent Dr. Tuttle announced that on June 5 meals will be distributed at Owosso Middle School from 10 am – 12 pm. On June 8-30 breakfast and lunch will be distributed Monday through Friday from 10 am – 12 pm in front of the Owosso Middle School. The District will not be sending meals for the

weekend. There will be no meal deliveries during this time. Starting on July 1 the Meet Up, Eat Up Free Summer Food Program begins. Breakfast and lunch will be distributed Monday through Friday from 10 am – 12 pm in front of Owosso Middle School. The District will not be providing meals for the weekend. Parents will be allowed to pick up meals for their children, similarly to what has been occurring. There will be no meal deliveries during this time.

### **Budget**

Chief Financial Officer Julie Omer presented information on a proposed budget for 2020-21. She explained that the state is facing a huge budget shortfall and she is uncertain about proration for the existing school year. Best case and worst case scenarios were shared. The Board will be asked to approve a budget for the 2020-21 school year during the June 22 regular Board meeting.

### **Staffing for 2020-21**

Superintendent Dr. Tuttle discussed staffing for the 2020-21 school year.

### **Opening of 2020-21 School Year**

Superintendent Dr. Tuttle informed the Board that she has worked with secondary administration and Mr. Steve Brooks has worked with elementary administrators on three different scenarios for the start of the 2020-21 school year. The scenarios include 1) traditional 2) virtual and 3) hybrid. Preliminary plans are in place and are still being worked out for each possible scenario depending on what the Governor decides.

### **Summer Learning 2020**

Curriculum Director Steve Brooks announced that summer learning opportunities are in place for grades K-5. OHS and Lincoln will continue with credit recovery opportunities online. Teachers will work with students via email, phone, and Zoom to assist students. Face to face instruction will NOT happen this year.

### **Survey Results**

Curriculum Director Steve Brooks shared the participation rates of the student, parent, and staff distance learning/Covid19 survey results. Almost 600 students, 800 parents and 168 teachers took the survey which is quite amazing. After reviewing the results, Mr. Brooks recommendation is to move forward with Google Classroom.

### **Social Emotional Resources**

Curriculum Director Steve Brooks reported that a parent resource page is being worked on and is available on the District's webpage. The page will contain resources for parents and students in one location. Mr. Brooks stated that he has been working with counselors, social workers and outside agencies on the resources that are available.

### **Board Comments**

Trustee Olga Quick expressed her gratitude to everyone that has been working through this difficult time. She stated that their hard work is very appreciated. Mrs. Quick acknowledged the OPS Band Directors for their unique recognition of senior band members. She stated that it is very nice to witness how everyone is recognizing our seniors.

Trustee Sara Keyes echoed Mrs. Quick's remarks. She stated that it is nice to see the senior yard signs around town and these simple gestures are what makes OPS great. Mrs. Keyes commented that she is looking forward to graduation even though it is not what was expected.

Secretary Shelly Ochodnický stated that she was able to experience a drive-thru kindergarten graduation ceremony for her granddaughter. She really enjoyed the parade and the experience made her granddaughter feel very special.



Trustee Ty Krauss also echoed the comments that were shared. The efforts that are being made by staff during this difficult time are being noticed and everyone is doing a great job.

**Adjournment**

Moved by Quick, supported by Ochodnický to move into closed session at 7:28 pm for the purpose of discussing contract negotiations. Secretary Ochodnický conducted a roll call vote. Ayes: Mowen, Webster, Ochodnický, Keyes, Krauss, Quick. Nays: None. Motion carried unanimously.

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

Moved by Webster, supported by Ochodnický to adjourn at 7:37 pm. Motion carried unanimously.

Minutes recorded by Clara Pitt

Respectfully submitted,

---

Shelly Ochodnický, Secretary

OWOSSO PUBLIC SCHOOLS  
EXPENDITURE REPORT  
5/04/2020-6/14/2020  
REPORT 19-244

**CHECK RUN ACTIVITY BY FUND**

GENERAL FUND	\$835,505.40
SERVICE FUND	\$75,603.21
SINKING FUND	\$97,226.19
CAPITAL PROJECTS - BOND FUND	\$379,305.91
CAPITAL PROJECTS - COOK FAMILY FOUNDATION	\$14,985.00

**CHECK RUN TOTAL** \$1,402,625.71

**CREDIT CARD ACTIVITY BY FUND**

GENERAL FUND (5/05-6/04/2020)	\$ 18,119.35
SERVICE FUND (5/05-6/04/2020)	\$ 154.99
ORGANIZATIONAL FUND (5/05-6/04/2020)	\$ 2,270.39

**CREDIT CARD TOTAL** \$ 20,544.73

**GORDON FOOD SERVICE ACTIVITY (SERVICE FUND)**

ELECTRONIC FUNDS TRANSFER -5/14/2020	\$ 13,081.00
ELECTRONIC FUNDS TRANSFER -5/21/2020	\$ 4,681.71
ELECTRONIC FUNDS TRANSFER -6/04/2020	\$ 2,858.82

**DIRECT DRAW FROM BANK ACCOUNT**

	<u>\$ 20,621.53</u>
PAYROLL (#23) 5/8/2020	\$ 819,788.50
PAYROLL (#24) 5/22/2020	\$ 828,862.30
PAYROLL (#25) 6/05/2020	\$ 972,259.05
STABILIZATION - 6/02/2020	\$ 184,209.87
	<u>\$ 2,805,119.72</u>

**GRAND TOTAL**  
\$ 4,248,911.69

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

06/17/2020 4:28 am

Owosso Schools

Page: 1

Check Register for Bank Account ID CHEM1

From 05/04/2020 to 06/14/2020

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
101842	05/07/2020	1 Comp	Cleared	05/31/2020 006202 BSN SPORTS	ATH/LINTNER/RECONDITIONING	6,151.20
101843	05/07/2020	1 Comp	Cleared	05/31/2020 001363 C & S MOTORS INC.	TRANS/SECOR/BUS REPAIR	4,228.74
101844	05/07/2020	1 Comp	Cleared	05/31/2020 008715 HUNTINGTON NATIONAL BANK	ACCT#3584211201 FEE	500.00
101845	05/07/2020	1 Comp	Cleared	05/31/2020 008359 KINECT ENERGY INC.	APRIL ENERGY MGT FEE	315.00
101846	05/07/2020	1 Comp	Cleared	05/31/2020 006274 LEPLEY & SONS TOWING	OPER/KLAPKO/MOWER TOWING	55.00
101847	05/07/2020	1 Comp	Cleared	05/31/2020 008158 MICHIGAN COLLEGE ACCESS NETWORK	HS/MCAN COLLEGE ADVISOR	10,000.00
101848	05/07/2020	1 Comp	Cleared	05/31/2020 007158 MOMAR, INCORPORATED	OPER/KLAPKO/BOILER AGREEME	327.00
101849	05/07/2020	1 Comp	Cleared	05/31/2020 003466 PETERS, TERRY	EM/ANDERSON/PIANO TUNING	160.00
101850	05/07/2020	1 Comp	Open	008349 PETERSON, BROOKE	ATH/PETERSON/MILEAGE	47.15
101851	05/07/2020	1 Comp	Cleared	05/31/2020 100765 PITT, CLARA	ADM/PITT/MILEAGE	15.30
101852	05/07/2020	1 Comp	Cleared	05/31/2020 002623 TASC-CLIENT INVOICES	6/1-6/30/20 ADMIN FEE	325.94
101853	05/07/2020	1 Comp	Cleared	05/31/2020 006230 THRUN LAW FIRM, P.C.	LEGAL SVCS THRU MARCH 2020	331.50
101854	05/14/2020	1 Comp	Cleared	05/31/2020 001202 CONSUMERS ENERGY	UTIL/GAS&ELEC/MAY 2020	27,670.53
101855	05/14/2020	1 Comp	Cleared	05/31/2020 008658 ENGINEERED PROTECTION SYSTEM INC	OPER/KLAPKO/MONITORING	590.88
101856	05/14/2020	1 Comp	Cleared	05/31/2020 002330 GENESEE INTER.SCHOOL DISTRICT	ON-LINE STUDENTS	1,197.00
101857	05/14/2020	1 Comp	Cleared	05/31/2020 005463 JOSTENS	ALT/PARSONS/DIPLOMAS	126.65
101858	05/14/2020	1 Comp	Cleared	05/31/2020 008292 KONICA MINOLTA BUSINESS SOLUTION	LEASE PMT 5/21-6/20/2020	3,067.59
101859	05/14/2020	1 Comp	Cleared	05/31/2020 101186 LLOYD MILLER & SONS INC.	OPER/KLAPKO/MOWER PART	105.83
101860	05/14/2020	1 Comp	Cleared	05/31/2020 008122 OP AQUATICS-LANSING	OPER/KLAPKO/POOL SUPPLIES	564.40
101861	05/14/2020	1 Comp	Open	007851 OREILLY AUTO PARTS	OPER/KLAPKO/OIL & FILTER	45.03
101862	05/14/2020	1 Comp	Cleared	05/31/2020 004652 PCMI - WEST	BB STAFF PAYMENT	3,690.87
101863	05/14/2020	1 Comp	Cleared	05/31/2020 004860 POSTMASTER	ADM/MAY TROJAN TIMES MAILI	1,015.00
101864	05/14/2020	1 Comp	Open	005625 SHIawassee RESD	OMITTED FROM PREVIOUS CHEC	53,606.00
101865	05/14/2020	1 Comp	Cleared	05/31/2020 007679 THE GARLAND COMPANY INC.	OPER/KLAPKO/OMS ROOF REPAI	3,804.92
101866	05/14/2020	1 Comp	Cleared	05/31/2020 006250 TIRE FACTORY	OPER/KLAPKO/TIRE PATCH	19.99
101867	05/21/2020	1 Comp	Cleared	05/31/2020 006415 BEN GRAHAM GROUP	ADM/THOMPSON/GRAPHICS	3,812.50
101868	05/21/2020	1 Comp	Cleared	05/31/2020 005935 BP CANADA ENERGY MARKETING GROUP	UTIL/APRIL NATURAL GAS PUR	10,363.14
101869	05/21/2020	1 Comp	Cleared	05/31/2020 008849 COHOON, TAMMY	OPER/COHOON/MILEAGE	28.90
101870	05/21/2020	1 Comp	Cleared	05/31/2020 002390 GILBERT'S DO IT BEST HARDWARE	OPER/KLAPKO/SUPPLIES	43.07
101871	05/21/2020	1 Comp	Cleared	05/31/2020 008796 GRAND VALLEY AUTOMATION, INC.	OPER/KLAPKO/SENSOR	80.88
101872	05/21/2020	1 Comp	Cleared	05/31/2020 004730 J. W. PEPPER & SON INC.	HS/DIGNAN/VOCAL SUPPLIES	26.99
101873	05/21/2020	1 Comp	Cleared	05/31/2020 007104 KLAPKO, JOHN	OPER/KLAPKO/MILEAGE	85.91
101874	05/21/2020	1 Comp	Cleared	05/31/2020 003448 LOCKER ROOM & TROPHY PLACE	HS/DIGNAN/PLAQUES	1,197.89
101875	05/21/2020	1 Comp	Cleared	05/31/2020 003780 MESSA	JUNE 2020 BILL/TEACHERS	212,981.93
101876	05/21/2020	1 Comp	Cleared	05/31/2020 003780 MESSA	JUNE 2020 BILL ADMIN	20,819.49
101877	05/21/2020	1 Comp	Cleared	05/31/2020 003780 MESSA	JUNE 2020 BILL/NON-UNION	14,577.23
101878	05/21/2020	1 Comp	Cleared	05/31/2020 003780 MESSA	JUNE 2020 BILL/OESPA STAFF	42,587.34
101879	05/21/2020	1 Comp	Cleared	05/31/2020 004121 NAPA AUTO PARTS	OPER/KLAPKO/GAS CAN	14.99
101880	05/21/2020	1 Comp	Open	004600 OPS FOOD SERVICE FUND	HS/POYNER/SUPPLIES	339.54
101881	05/21/2020	1 Comp	Open	004573 OWOSSO CARPET CENTER, INC.	OPER/KLAPKO/FLOOR TILE	30.00
101882	05/21/2020	1 Comp	Cleared	05/31/2020 004570 OWOSSO H.S. ORGANIZATION ACCT.	HS/DIGNAN/INTERN PROGRAM	175.00
101883	05/21/2020	1 Comp	Cleared	05/31/2020 004790 PITNEY BOWES	HS/DIGNAN/METER RENTAL	174.66
101884	05/21/2020	1 Comp	Open	003692 RESERVE ACCOUNT	ADM/PITT/POSTAGE	200.00
101885	05/21/2020	1 Comp	Open	100017 SET-SEG	JUNE 2020 BILL/GF STAFF	4,898.87
101886	05/21/2020	1 Comp	Open	100017 SET-SEG	JUNE 2020 BILL/ADMIN STAFF	593.24
101887	05/21/2020	1 Comp	Open	005600 SHERWIN-WILLIAMS COMPANY	OPER/KLAPKO/PAINT&SUPPLIES	1,361.53
101888	05/21/2020	1 Comp	Cleared	05/31/2020 100267 UNUM LIFE INSURANCE	JUNE 2020 BILL/ADMIN STAFF	1,087.47
101889	05/21/2020	1 Comp	Cleared	05/31/2020 100267 UNUM LIFE INSURANCE	JUNE 2020 BILL/GF STAFF	1,304.20
101890	05/21/2020	1 Comp	Cleared	05/31/2020 007788 WAKELAND OIL	OPER/KLAPKO/FUEL	60.93
101891	05/28/2020	1 Comp	Open	000278 APPLEBEE OIL COMPANY	TRANS/SECOR/PROPANE	736.86
101892	05/28/2020	1 Comp	Open	100046 BAKER COLLEGE OWOSSO	ADULT ED EXP. 3/1-4/30/202	27,906.63
101893	05/28/2020	1 Comp	Open	001363 C & S MOTORS INC.	TRANS/GRAHAM/SPRINGS	1,528.84
101894	05/28/2020	1 Comp	Open	100455 D & G EQUIPMENT INC.	OPER/KLAPKO/TRIMMER	271.84
101895	05/28/2020	1 Comp	Open	001410 DALTON ELEVATOR	OPER/KLAPKO/WELDING SUPPLI	35.00

Check Register for Bank Account ID CHEM1

From 05/04/2020 to 06/14/2020

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
101896	05/28/2020	1	Comp Open	006588 DAYSTARR COMMUNICATIONS	UTIL/PHONE BILL	1,070.49
101897	05/28/2020	1	Comp Open	008796 GRAND VALLEY AUTOMATION, INC.	OPER/KLAPKO/TREND REPAIR	52.50
101898	05/28/2020	1	Comp Open	005463 JOSTENS	ALT/PARSONS/CAP AND GOWNS	321.43
101899	05/28/2020	1	Comp Open	101732 LAMPHERE PLUMBING & HEATING	OPER/KLAPKO/WATER HEATER	1,241.21
101900	05/28/2020	1	Comp Open	008805 MANTIS PEST MANAGEMENT SVC LLC	MAY 2020 PEST CONTROL	392.00
101901	05/28/2020	1	Comp Open	003660 MEDLER ELECTRIC COMPANY	OPER/KLAPKO/ELECTRICAL SUP	1,119.34
101902	05/28/2020	1	Comp Open	004121 NAPA AUTO PARTS	OPER/KLAPKO/STARTING FLUID	12.37
101903	05/28/2020	1	Comp Open	004600 OPS FOOD SERVICE FUND	ALT/PARSONS/VBALL	218.50
101904	05/28/2020	1	Comp Open	004652 PCMI - WEST	BB STAFF PAYMENT	3,690.87
101905	05/28/2020	1	Comp Open	004750 FERMA-BOUND	OMS/WALKER/BOOKS	251.50
101906	05/28/2020	1	Comp Open	002661 SHIA. AREA TRANSPORTATION AGENCY	FEB 2020 RIDE SHARE	11.25
101907	05/28/2020	1	Comp Open	005625 SHIAWASSEE RESD	2019-20 SOCIAL WORK SERVIC	285,116.35
101908	05/28/2020	1	Comp Open	006250 TIRE FACTORY	OPER/KLAPKO/TIRE	77.98
101909	06/04/2020	1	Comp Open	000560 BLICK ART SUPPLY	OHS/GOBEL/KILN	2,878.99
101910	06/04/2020	1	Comp Open	005929 IRELAN, STEVE	ALT/IRELAN/WEBCAM	48.93
101911	06/04/2020	1	Comp Open	007158 MOMAR, INCORPORATED	OPER/KLAPKO/BOILER AGREEME	327.00
101912	06/04/2020	1	Comp Open	004050 MORRIS MECHAN. CONTRACTING INC.	OPER/KLAPKO/HVAC REPAIR	6,915.00
101913	06/04/2020	1	Comp Open	004600 OPS FOOD SERVICE FUND	BB/ROWELL/GSRP LUNCHES	113.72
101914	06/04/2020	1	Comp Open	008934 PERFORMX TRAINING SYSTEMS	ATH/LINTNER/EQUIPMENT	4,330.00
101915	06/04/2020	1	Comp Open	100647 ST. JOHN, WESLEY	RE-ISSUE CHECK 100176	16.21
101916	06/04/2020	1	Comp Open	008675 TSA CONSULTING GROUP, INC.	APRIL 2020 ADMIN FEE	157.68
101917	06/11/2020	1	Comp Open	006231 APPLE INC.	ADM/WATSON/IPADS	26,460.00
101918	06/11/2020	1	Comp Open	000300 ARGUS-PRESS CO.	ADM/THOMPSON/ADVERTISING	3,295.00
101919	06/11/2020	1	Comp Open	008459 ATHERTON ROAD SALES, INC.	OPER/KLAPKO/GENERATOR INSP	149.50
101920	06/11/2020	1	Comp Open	008937 BAUGHER, JANET	COMM ED REFUND	43.78
101921	06/11/2020	1	Comp Open	003794 BRYANT ELEMENTARY	ADM/COCA-COLA REIMBURSEMEN	39.75
101922	06/11/2020	1	Comp Open	007228 CENTRAL SCHOOL	ADM/COCA-COLA REIMBURSEMEN	16.37
101923	06/11/2020	1	Comp Open	001460 D & D TRUCK - TRAILER PARTS	TRANS/GRAHAM/METHANAL	70.46
101924	06/11/2020	1	Comp Open	100455 D & G EQUIPMENT INC.	OPER/KLAPKO/MOWER PARTS	303.33
101925	06/11/2020	1	Comp Open	008935 DUNN, ANN	COMM ED REFUND	43.78
101926	06/11/2020	1	Comp Open	000008 EMERSON ELEMENTARY SCHOOL	ADM/COCA-COLA REIMBURSEMEN	28.12
101927	06/11/2020	1	Comp Open	008658 ENGINEERED PROTECTION SYSTEM INC	OPER/KLAPKO/ALARM REPAIR	192.50
101928	06/11/2020	1	Comp Open	008796 GRAND VALLEY AUTOMATION, INC.	OPER/KLAPKO/HVAC REPAIR	717.50
101929	06/11/2020	1	Comp Open	000070 H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/ROLL TOWELS	38.00
101930	06/11/2020	1	Comp Open	007018 HASTINGS AIR-ENERGY CONTROL, INC	OPER/KLAPKO/HVAC SUPPLIES	2,827.34
101931	06/11/2020	1	Comp Open	002959 INDEPENDENT NEWSPAPERS/I60 MEDIA	ADM/THOMPSON/ADVERTISING	460.00
101932	06/11/2020	1	Comp Open	004730 J. W. PEPPER & SON INC.	HS/KOWALCZYK/MUSIC	674.95
101933	06/11/2020	1	Comp Open	008359 KINECT ENERGY INC.	MONTHLY ENERGY MGT FEE	315.00
101934	06/11/2020	1	Comp Open	102408 LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/CUSTODIAL SUPP	822.94
101935	06/11/2020	1	Comp Open	003600 MARSHALL MUSIC COMPANY INC.	HS/KOWALCZYK/MUSIC	685.91
101936	06/11/2020	1	Comp Open	100037 MICHAEL'S PLUMBING REPAIR INC.	OPER/KLAPKO/BOILER TEST/RE	310.00
101937	06/11/2020	1	Comp Open	004050 MORRIS MECHAN. CONTRACTING INC.	OPER/KLAPKO/CSD-1 SAFETY T	2,300.00
101938	06/11/2020	1	Comp Open	002093 NEOLA INC.	BOARD POLICIES	1,225.00
101939	06/11/2020	1	Comp Open	100001 OFFICE DEPOT INC.	ADM/SMITH/THERMAL THERMOME	219.98
101940	06/11/2020	1	Comp Open	004600 OPS FOOD SERVICE FUND	ADM/PITT/MEETING	2,026.33
101941	06/11/2020	1	Comp Open	007851 OREILLY AUTO PARTS	OPER/KLAPKO/CLEANER	18.98
101942	06/11/2020	1	Comp Open	004570 OWOSSO H.S. ORGANIZATION ACCT.	ADM/COCA-COLA REIMBURSEMEN	109.56
101943	06/11/2020	1	Comp Open	000013 OWOSSO MIDDLE SCHOOL	ADM/COCA-COLA REIMBURSEMEN	51.87
101944	06/11/2020	1	Comp Open	004650 OWOSSO SAFE & LOCK COMEANY	OPER/KLAPKO/KEYS	13.00
101945	06/11/2020	1	Comp Open	004652 PCMI - WEST	OHS SPRING COACHES	11,682.21
101946	06/11/2020	1	Comp Open	008300 PRESIDIO NETWORKED SOLUTIONS	OHS/KRUEGER/CTE/LAPTOPS	5,450.00
101947	06/11/2020	1	Comp Open	005625 SHIAWASSEE RESD	BUS DRIVER TESTING/PRE-EMP	1,149.75
101948	06/11/2020	1	Comp Open	006250 TIRE FACTORY	OPER/KLAPKO/TIRE	71.00
101949	06/11/2020	1	Comp Open	008936 WRIGHT, APRIL	COMM ED REFUND	43.78

Check Register for Bank Account ID CHEM1

From 05/04/2020 to 06/14/2020

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
						CHECK TOTAL 835,505.40
						LESS VOIDS 0.00
						GRAND TOTAL 835,505.40

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	68	461,819.54	Computer	108	835,505.40
Cleared	40	373,685.86	Prepaid		
Void					
Scratch					
TOTAL	108	835,505.40	TOTAL	108	835,505.40

Check Register for Bank Account ID SERVIC

From 05/04/2020 to 06/14/2020

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
007708	05/07/2020	1	Comp Open	008854 VAN EERDEN FOOD SERVICE COMPANY	FS/MANNNS/FOOD PURCHASE	16,084.28
007709	05/14/2020	1	Comp Open	003807 PRAIRIE FARMS DAIRY	FS/MANNNS/FOOD PURCHASE	975.00
007710	05/14/2020	1	Comp Open	005610 SHIAWASSEE COUNTY HEALTH DEPT.	FS/KLAPKO/LICENSES	2,851.00
007711	05/14/2020	1	Comp Open	008854 VAN EERDEN FOOD SERVICE COMPANY	FS/MANNNS/FOOD PURCHASE	33,124.66
007712	05/21/2020	1	Comp Open	006596 COLLARD, JEFF	FS/MANNNS/MEAL MAGIC REFUND	50.55
007713	05/21/2020	1	Comp Open	007104 KLAPKO, JOHN	FS/KLAPKO/MILEAGE	85.91
007714	05/21/2020	1	Comp Open	003780 MESSA	JUNE 2020 BILL/FS STAFF	1,634.15
007715	05/21/2020	1	Comp Open	100017 SET-SEG	JUNE 2020 BILL/FS STAFF	179.72
007716	05/21/2020	1	Comp Open	100267 UNUM LIFE INSURANCE	JUNE 2020 BILL/FS STAFF	47.86
007717	05/21/2020	1	Comp Open	008854 VAN EERDEN FOOD SERVICE COMPANY	FS/MANNNS/FOOD PURCHASE	6,528.38
007718	05/21/2020	1	Comp Open	007788 WAKELAND OIL	FS/KLAPKO/FUEL	46.66
007719	05/28/2020	1	Comp Open	008854 VAN EERDEN FOOD SERVICE COMPANY	FS/MANNNS/FOOD PURCHASE	9,614.85
007720	06/04/2020	1	Comp Open	008854 VAN EERDEN FOOD SERVICE COMPANY	FS/MANNNS/FOOD PURCHASE	2,728.34
007721	06/11/2020	1	Comp Open	008878 MANNING, JEANNETTE	FS/MANNING/MILEAGE	57.39
007722	06/11/2020	1	Comp Open	008854 VAN EERDEN FOOD SERVICE COMPANY	FS/MANNNS/FOOD PURCHASE	1,594.46
CHECK TOTAL						75,603.21
LESS VOIDS						0.00
GRAND TOTAL						75,603.21

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	15	75,603.21	Computer	15	75,603.21
Cleared			Prepaid		
Void					
Scratch					
TOTAL		15	75,603.21	TOTAL	
				15	75,603.21

Check Register for Bank Account ID SF#1

From 05/04/2020 to 06/14/2020

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
600909	05/14/2020	1 Comp	Open	008336 LA CONSTRUCTION	SINKING FUND WORK	55,602.00
600910	05/14/2020	1 Comp	Open	001274 SPICER GROUP INC.	SINKING FUND PROF.	35,480.58
600911	05/21/2020	1 Comp	Open	005142 CLARK CONSTRUCTION	SINKING FUND WORK	158.61
600912	05/21/2020	1 Comp	Open	008865 ROYAL WEST ROOFING & SHEET METAL	SINKING FUND WORK	5,985.00
CHECK TOTAL						97,226.19
LESS VOIDS						0.00
GRAND TOTAL						97,226.19

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	4	97,226.19	Computer	4	97,226.19
Cleared			Prepaid		
Void					
Scratch					
TOTAL		4	97,226.19	TOTAL	
				4	97,226.19

Check Register for Bank Account ID BOND

From 05/04/2020 to 06/14/2020

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
900358	05/07/2020	1 Comp	Open	008446 KINGSCOTT ASSOCIATES INC.	NOV 2019 (6-12 CAMPUS)	34,390.35
900359	05/14/2020	1 Comp	Open	008446 KINGSCOTT ASSOCIATES INC.	SERVICES THRU MARCH 2020	85,151.18
900360	05/14/2020	1 Comp	Open	008751 THE DATACOM GROUP	APP# 2 THRU 1-31-20	2,010.72
900361	05/21/2020	1 Comp	Open	005142 CLARK CONSTRUCTION	CONST MGT FEES-APRIL 2020	80,125.97
900362	05/21/2020	1 Comp	Open	008780 DELTA STEEL	CONST THRU 4-30-2020	37,809.09
900363	05/21/2020	1 Comp	Open	008632 DICKERSON MECHANICAL, INC.	CONST THRU 4-30-2020	75,798.90
900364	05/21/2020	1 Comp	Open	008801 NILES CONSTRUCTION SERVICES INC.	CONST THRU 4-30-2020	9,700.20
900365	05/21/2020	1 Comp	Open	008782 R. C. HENDRICK & SONS., INC.	CONST THRU 4-30-2020	9,900.00
900366	05/21/2020	1 Comp	Open	004564 RAYHAVEN GROUP, INC.	CONST THRU 4-30-2020	14,197.50
900367	05/21/2020	1 Comp	Open	008865 ROYAL WEST ROOFING & SHEET METAL	CONST THRU 4-30-2020	2,170.80
900368	05/21/2020	1 Comp	Open	007046 SUPERIOR ELECTRIC OF LANSING INC	CONST THRU 4-30-2020	20,246.40
900369	05/21/2020	1 Comp	Open	008933 TLS SALES, INC.	CONST THRU 4-30-2020	1,665.00
900370	05/21/2020	1 Comp	Open	008784 WILLIAM C REICHENBACH COMPANY	CONST THRU 4-30-2020	6,139.80
CHECK TOTAL						379,305.91
LESS VOIDS						0.00
GRAND TOTAL						379,305.91

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	13	379,305.91	Computer	13	379,305.91
Cleared			Prepaid		
Void					
Scratch					
TOTAL		13 379,305.91	TOTAL		13 379,305.91



Check Register for Bank Account ID CPF#01

From 05/04/2020 to 06/14/2020

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
000410	05/21/2020	1 Comp	Open	008933 TLS SALES, INC.	COOK FAMILY FOUNDATION-APR	14,985.00
						CHECK TOTAL 14,985.00
						LESS VOIDS 0.00
						GRAND TOTAL 14,985.00

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	1	14,985.00	Computer	1	14,985.00
Cleared			Prepaid		
Void					
Scratch					
TOTAL		1 14,985.00	TOTAL		1 14,985.00

ACCOUNT SUMMARY

OWOSSO PUBLIC SCHOOLS • JULIE OMER • 645 ALGER ST - PO BOX 340 • OWOSSO, MI 48867-4601

\* Indicates required field

SEARCH CRITERIA

[Advanced Search >](#)

Reporting Cycle:

Date Range: From:\* 05/05/2020

To:\* 06/04/2020

Date Type: Posting Date

Data available starting 06/17/2017

[Search](#)

SEARCH RESULTS

[Search](#)

Page 1 of 1 Page

<u>Account Name</u>	<u>Account Number ^</u>	<u>Transaction Amount</u>	<u>Adjustment Amount</u>	<u>Total Transaction</u>
FRED LAB	[REDACTED]	474.24	0.00	
LINCOLN HIGH SCHOOL	[REDACTED]	122.45	0.00	
OWOSSO SCHOOLS	[REDACTED]	154.99	0.00	
AL HUYCK	[REDACTED]	472.68	0.00	
OWOSSO PUBLIC SCHOOLS	[REDACTED]	0.00	(20,304.03)	(20,304.03)
BRYANT ELEMENTARY	[REDACTED]	56.25	0.00	
BEN COBB	[REDACTED]	148.55	0.00	
OWOSSO HIGH SCHOOL	[REDACTED]	2,541.18	0.00	
JOHN QUICK	[REDACTED]	112.75	0.00	
OWOSSO MIDDLE SCHOOL	[REDACTED]	1,048.66	0.00	
CENTRAL OFFICE	[REDACTED]	12,907.09	0.00	1
OWOSSO HIGH SCHOOL 2	[REDACTED]	2,270.39	0.00	
BRIGHT BEGINNINGS	[REDACTED]	235.50	0.00	

20,544.73

Page 1 of 1 Page

[Search](#)

**OWOSSO PUBLIC SCHOOLS**  
**BOARD OF EDUCATION**  
**May 31, 2020**  
**Report 19-245**

**Statement of Deposits and Investments**  
**As of 5/31/2020**  
**Unaudited**

	General Fund	School Service	Building & Site	Capital Projects Bond Fund	Debt Service Fund	Total
<b>Summary of Deposits and Investments</b>						
Cash on hand	\$ 278,094	\$ 1,754	\$ 27,386	\$ 904	\$ 1,664	\$ 309,802
Investments	4,981,600		\$ 6,716,685.79	18,189,935	1,020,839	\$ 30,909,060
<b>Total Deposits and Investments</b>	<b>\$ 5,259,695</b>	<b>\$ 1,754</b>	<b>\$ 6,744,072</b>	<b>\$ 18,190,839</b>	<b>\$ 1,022,503</b>	<b>\$ 31,218,862</b>
<b>Detail of Deposits and Investments</b>						
Cash on hand	\$ 278,094	\$ 1,754	\$ 27,386	\$ 904	\$ 1,664	\$ 309,802
Petty Cash on hand	-		-	-	-	
Total Cash on hand	\$ 278,094	\$ 1,754	\$ 27,386	\$ 904	\$ 1,664	\$ 307,234
Chemical Bank Savings Account	\$ 4,954	\$ -	\$ 1,767			\$ 6,721
Mich Class Investment	4,976,646	-	6,714,919	18,189,935	1,020,839	\$ 30,902,339
<b>Total Investments</b>	<b>\$ 4,981,600</b>	<b>\$ -</b>	<b>\$ 6,716,686</b>	<b>\$ 18,189,935</b>	<b>\$ 1,020,839</b>	<b>\$ 30,909,060</b>
<b>Total Deposits and Investments</b>	<b>\$ 5,259,695</b>	<b>\$ 1,754</b>	<b>\$ 6,744,072</b>	<b>\$ 18,190,839</b>	<b>\$ 1,022,503</b>	<b>\$ 31,218,862</b>

**OWOSSO PUBLIC SCHOOLS**  
**BOARD OF EDUCATION**  
 May 31, 2020  
 Report 19-245

**Combined Statement of Revenue, Expenditures, and Fund Balance**  
**General, School Service, and Capital Projects Fund-Sinking Fund and Cook Family Foundation**  
**As of 5/31/2020**  
 Unaudited

	General Fund				School Service Fund				Capital Projects Fund-Sinking Fund and Cook Family Foundation			
	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 %
<b>REVENUE</b>												
Local sources	3,866,426	3,426,553	(437,873)	89%	145,591	94,571	(51,020)	65%	1,185,130	1,754,401	569,271	149%
State sources	26,143,551	18,982,988	(7,160,563)	73%	71,518	47,859	(23,659)	67%	-	96,126	96,126	-
Federal sources	1,341,007	914,300	(426,707)	68%	1,643,545	1,354,690	(288,855)	82%	-	-	-	-
Interdistrict sources-RESD	718,579	127,022	(591,557)	18%	-	-	-	-	-	-	-	-
Interdistrict sources-transfers in and other sources	123,886	2,389	(121,497)	2%	-	-	-	-	-	-	-	-
Total revenue and other sources	\$ 32,193,449	\$ 23,455,252	\$ (8,738,197)	73%	\$ 1,860,654	\$ 1,497,120	\$ (363,534)	80%	\$ 1,185,130	\$ 1,852,527	\$ 667,397	156%
<b>EXPENDITURES</b>												
<b>INSTRUCTION</b>												
<b>BASIC PROGRAMS:</b>												
ELEMENTARY	6,975,621	5,469,958	(1,505,663)	78%								
MIDDLE SCHOOL	3,689,718	2,854,471	(835,247)	77%								
HIGH SCHOOL	4,127,565	3,127,505	(1,000,060)	76%								
ALTERNATIVE EDUCATION	629,757	483,621	(146,136)	77%								
PRESCHOOL	146,959	117,804	(29,155)	80%								
PRESCHOOL (MICHIGAN READINESS) GRANT	186,210	177,756	(8,454)	95%								
<b>TOTAL BASIC PROGRAMS</b>	\$ 15,755,850	\$ 12,231,115	\$ (3,524,735)	78%								
<b>ADDED NEEDS:</b>												
SPECIAL EDUCATION	3,408,219	2,664,394	(743,825)	78%								
CHILDCARE PROGRAM	286,734	194,109	(102,625)	65%								
TITLE I GRANT	918,280	741,369	(176,911)	81%								
VOCATIONAL EDUCATION	594,690	457,356	(137,334)	77%								
AT RISK GRANT	1,357,163	1,088,697	(268,466)	80%								
ROBOTICS AND ADAPTIVE TECH GRANTS	22,740	12,691	(10,049)	56%								
SAFETY GRANT	182,504	182,504	-	100%								
EARLY LITERACY GRANT/LITERACY COACH GRANT	103,594	50,104	(53,480)	48%								
<b>TOTAL ADDED NEEDS</b>	\$ 6,863,914	\$ 5,371,224	\$ (1,492,690)	78%								
<b>CONTINUING EDUCATION:</b>												
ADULT EDUCATION	174,703	136,333	(38,370)	78%								
COMMUNITY EDUCATION	150,330	134,771	(15,559)	90%								
<b>TOTAL CONTINUING EDUCATION</b>	\$ 325,033	\$ 271,104	\$ (53,929)	83%								
<b>TOTAL INSTRUCTION</b>	\$ 22,944,777	\$ 17,873,443	\$ (5,071,334)	78%								
<b>SUPPORTING SERVICES:</b>												
PUPIL SERVICES:												
GUIDANCE SERVICES	434,737	343,874	(90,863)	79%								
<b>TOTAL PUPIL SERVICES</b>	\$ 434,737	\$ 343,874	\$ (90,863)	79%								
<b>INSTRUCTIONAL STAFF:</b>												
TITLE II, PART A/RURAL EDUCATION GRANT/TITLE IV	384,611	154,631	(229,980)	40%								
IMPROVEMENT OF INSTRUCTION	322,465	228,361	(94,104)	71%								
MEDIA SERVICES	201,605	172,319	(29,286)	85%								
<b>TOTAL INSTRUCTIONAL STAFF</b>	\$ 908,681	\$ 555,311	\$ (353,370)	61%								
<b>GENERAL ADMINISTRATION:</b>												
BOARD OF EDUCATION	96,645	61,254	(37,351)	62%								
EXECUTIVE ADMINISTRATION	375,639	331,992	(43,647)	88%								
HUMAN RESOURCES	224,964	185,246	(39,718)	82%								
<b>TOTAL GENERAL ADMINISTRATION</b>	\$ 697,248	\$ 578,532	\$ (120,716)	83%								
<b>SCHOOL ADMINISTRATION:</b>												
SCHOOL ADMINISTRATION	2,533,562	2,174,939	(358,643)	86%								

**OWOSSO PUBLIC SCHOOLS**  
**BOARD OF EDUCATION**  
 May 31, 2020  
 Report 19-245

**Combined Statement of Revenue, Expenditures, and Fund Balance**  
**General, School Service, and Capital Projects Funds**  
**As of 5/31/2020**  
 Unaudited

	General Fund				School Service Fund				Capital Projects Fund- Sinking Fund and Cook Family Foundation			
	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
<b>TOTAL SCHOOL ADMINISTRATION</b>	\$ 2,533,582	\$ 2,174,939	\$ (358,643)	86%								
<b>BUSINESS SERVICES:</b>												
FISCAL SERVICES	\$ 369,829	\$ 317,633	\$ (52,196)	86%								
TECHNOLOGY MANAGEMENT	\$ 507,466	\$ 239,370	\$ (268,096)	47%								
<b>TOTAL BUSINESS SERVICES</b>	\$ 877,295	\$ 557,003	\$ (320,292)	63%								
<b>OPERATIONS AND MAINTENANCE:</b>												
OPERATIONS AND MAINTENANCE	\$ 2,882,686	\$ 2,425,247	\$ (457,439)	84%								
<b>TOTAL OPERATIONS AND MAINTENANCE</b>	\$ 2,882,686	\$ 2,425,247	\$ (457,439)	84%								
<b>PUPIL TRANSPORTATION SERVICES:</b>												
PUPIL TRANSPORTATION	\$ 989,420	\$ 809,360	\$ (180,060)	82%								
<b>TOTAL PUPIL TRANSPORTATION</b>	\$ 989,420	\$ 809,360	\$ (180,060)	82%								
<b>OTHER SERVICES:</b>												
COMMUNICATION SERVICES	\$ 58,072	\$ 38,796	\$ (19,276)	67%								
ATHLETICS	\$ 583,962	\$ 304,203	\$ (279,759)	54%								
PRINTING AND OTHER SUPPORT SERVICES	\$ 39,681	\$ 33,904	\$ (5,777)	85%								
<b>TOTAL OTHER SERVICES</b>	\$ 681,715	\$ 376,903	\$ (304,812)	57%								
<b>TOTAL SUPPORTING SERVICES</b>	\$ 9,987,364	\$ 7,821,169	\$ (2,166,195)	78%								
<b>OUTGOING TRANSFERS/FUND MODIFICATIONS:</b>												
OTHER	\$ 94,000	\$ 20,757	\$ (73,243)	22%								
<b>TOTAL OUTGOING TRANSFERS/FUND MODIFICATIONS</b>	\$ 94,000	\$ 20,757	\$ (73,243)	22%								
<b>FOOD SERVICE EXPENDITURES</b>												
CAPITAL PROJECT EXPENDITURES	\$ 33,026,141	\$ 25,715,369	\$ (7,310,772)	78%	\$ 1,927,912	\$ 1,656,455	\$ (271,457)	86%	\$ 2,907,188	\$ 1,081,262	\$ (1,825,926)	37%
<b>TOTAL EXPENDITURES</b>	\$ 33,026,141	\$ 25,715,369	\$ (7,310,772)	78%	\$ 1,927,912	\$ 1,656,455	\$ (271,457)	86%	\$ 2,907,188	\$ 1,081,262	\$ (1,825,926)	37%
<b>REVENUE OVER or (UNDER) EXPENDITURES</b>	\$ (632,692)	\$ (2,260,117)	\$ (1,427,425)		\$ (67,258)	\$ (159,335)	\$ (92,077)		\$ (1,722,058)	\$ 771,265	\$ 2,493,323	
<b>AUDITED FUND BALANCE, JULY 1, 2019</b>	4,395,702	4,395,702	-		71,728	71,728	-		5,972,807	5,972,807	-	
<b>PROJECTED FUND BALANCES - June 30, 2020</b>	3,563,010	-	-		4,470	-	-		4,250,749	-	-	

**For Action**

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
June 22, 2020**

**Report 19-246**

**FOR ACTION**

Subject:

Cash Flow Borrowing

Recommendation

Resolve that the Board of Education authorize the borrowing of \$4,900,000 inclusive of \$2,940,000 of "set-aside" notes and \$1,960,000 in "no set-asides" for operating purposes to eliminate cash flow challenges that result from timing issues related to State Aid payments for the 2020-21 school year.

NOTE: The actual borrowing resolution(s) that is (are) necessary for the Board to pass will be provided on June 22<sup>nd</sup> 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 2019-20 school year, the District borrowed through Michigan Municipal bond Authority \$4.2 million. \$2.5 million of this amount has been repaid through set-asides from the State Aid and the remaining \$1.7 million will be repaid in August of 2020.
- It is estimated that the District will need to borrow \$4,900,000 in anticipation of the challenges associated with the timing of State Aid payments for the 2020-21 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 July 2<sup>nd</sup> which passage of the resolution(s) will allow for adequate time to meet the requisite deadline
- The exact amount of the cash flow borrowing has been reviewed by the attorney for propriety.
- The cash flow was based on the proposed 2020-21 budget which is being presented for approval at this meeting. 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

# LIMITED TAX PLEDGE NOTICE

PLEASE TAKE NOTICE that there will be a meeting of the Board of Education of Owosso Public Schools, Shiawassee County, Michigan.

At said meeting, the Board of Education will consider for approval its proposed State Aid Note (General Obligation - Limited Tax). The proposed State Aid Note (General Obligation - Limited Tax), if issued, will contain the limited tax full faith and credit pledge of Owosso Public Schools, Shiawassee County, Michigan.

DATE OF MEETING: June 22, 2020

PLACE OF MEETING: Due to Governor Whitmer's Executive Order 2020-75, this meeting will be held virtually. The public may participate in the meeting by contacting Superintendent Dr. Andrea Tuttle's secretary, Ms. Clara Pitt at 989-729-5678 from 1:00-5:00 pm on Monday, June 22, 2020 to receive the connection information for this meeting.  
(place and address)

HOUR OF MEETING: 5:30 o'clock, p.m.

TELEPHONE NUMBER OF  
PRINCIPAL OFFICE OF THE  
BOARD OF EDUCATION: 989-723-8131

BOARD MINUTES ARE  
LOCATED AT THE PRINCIPAL  
OFFICE OF THE BOARD OF  
EDUCATION: 645 Alger Street, Owosso, MI 48867  
(address)

Shelly Ochodnicky, Secretary, Board of Education  
(typed name or signature)



### AFFIDAVIT OF POSTING NOTICE

STATE OF MICHIGAN            )  
  )ss  
COUNTY OF Shiawassee        )

The undersigned, being first duly sworn, deposes and says that he/she posted the public notice attached hereto at least eighteen (18) hours prior to the below-referenced meeting of the Board of Education of Owosso Public Schools, Shiawassee County, Michigan, held on:

DATE OF MEETING:                    June 22, 2020  
HOUR OF MEETING:                    5:30 o'clock, p.m.  
PLACE OF POSTING NOTICE:        Instructional facilities within the district and district website

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature)

Shelly Ochodnicky  
(Print Name)

Subscribed and sworn to before me in \_\_\_\_\_ County, Michigan, on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_, Notary Public  
State of Michigan, County of \_\_\_\_\_  
My commission expires:  
Acting in the County of \_\_\_\_\_

# AFFIDAVIT OF INTERNET WEBSITE POSTING OF PUBLIC NOTICE OF ELECTRONIC MEETING OF THE BOARD OF EDUCATION

STATE OF MICHIGAN )  
COUNTY OF Shiawassee )<sup>ss</sup>

The undersigned, being first duly sworn, deposes and says that he/she did verify that on the website homepage of the District was posted a public notice of a regular meeting of the Board of Education of Owosso Public Schools, Shiawassee County, Michigan, to be held electronically on:

Date of Meeting: June 22, 2020  
Hour of Meeting 5:30 o'clock, p.m.

prior to the meeting, a true copy of that website notice is hereto attached.

---

Subscribed and sworn to before me this

Click here to enter text. day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Notary Public in and for the County of \_\_\_\_\_, State of Michigan  
Acting in the County of \_\_\_\_\_

My Commission expires \_\_\_\_\_, 20\_\_\_\_

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
June 22, 2020**

**Report 19-247**

**FOR ACTION**

Subject:

2019-20 Final Budget Revisions

Recommendations:

Resolve that the Board adopt the resolutions that revise the appropriations for the General, School Service, Fiduciary Funds, Building and Site Funds for the 2019-20 fiscal year provided.

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 2019-20 school year can be better estimated at the end of the school year.
- Revising the budgets that were adopted at the February 24, 2020 meeting to more closely mirror the reality of the fiscal 2019-20 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 2020-21 school year more accurately by representing the projected beginning cash available more closely.

Motion

Seconded

Vote – Ayes

Nays

Motion

**2019-20 GENERAL FUND BUDGET REVISION #2  
APPROPRIATION RESOLUTION  
FOR ADOPTION BY THE BOARD OF EDUCATION  
OF OWOSSO PUBLIC SCHOOLS AT A MEETING  
ON JUNE 22, 2020**

RESOLVED, that this resolution shall be the General Appropriations of Owosso Public Schools for the fiscal year ending June 30, 2020: A resolution to make appropriations; to provide for the expenditures of the appropriations; and to provide for the disposition of income received by Owosso Public Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the general fund of the Owosso Public Schools for fiscal year ending June 30, 2020 is as follows:

Revenue:	
Local	\$ 3,832,880
State	24,391,906
Federal	1,314,018
Incoming Transfers & Other Transactions	<u>818,328</u>
Total Revenue	<u>\$30,357,132</u>
Audited Fund Balance, July 1, 2019	\$ 4,395,702
Less Appropriated Fund Balance	
Fund Balance Available to appropriate	<u>\$ 4,395,702</u>
Total Available to appropriate	<u>\$34,752,834</u>

BE IT FURTHER RESOLVED, that \$32,706,752 of the total available to appropriate in the general fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures	
Instruction:	
Basic Programs	\$15,771,994
Added Needs	6,888,896
Continuing Education	322,625
Support Services	
Pupil	414,244
Instructional Staff	864,236
General Administration	698,801
School Administration	2,497,604
Business Services	799,934
Operation and Maintenance	2,822,961
Pupil Transportation	911,590
Other Services	619,867
Outgoing Transfers and Other Transactions	<u>94,000</u>
Total Appropriated	<u>\$32,706,752</u>
Estimated Ending Fund Balance, June 30, 2020	<u>\$ 2,046,082</u>

FURTHER RESOLVED, that 18 ad valorem mills shall be levied in 2019 on the taxable non-homestead and non-agricultural property located within the Owosso Public School District. The 18 mills shall be used for the appropriations itemized in this resolution.

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

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

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

This appropriation resolution is to take effect immediately after adoption.

Ayes:

Nays:

Absent:

Motion Declared:

**2019-20 SCHOOL SERVICE FUND BUDGET REVISION #2 FOR  
ADOPTION BY THE BOARD OF EDUCATION  
OF OWOSSO PUBLIC SCHOOLS AT A MEETING ON  
JUNE 22, 2020**

RESOLVED, that this resolution shall be the School Service Fund Appropriations of the Owosso Public Schools for the fiscal year ending June 30, 2020. A resolution to make appropriations, to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by the Owosso Public Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the School Service Fund of the Owosso Public Schools for the fiscal year ending June 30, 2020 is as follows:

Revenue:	
Local	\$102,854
State	66,714
Federal	1,657,236
Incoming Transfers & Other Transactions	0
Total Revenue	\$1,826,804
Audited Fund Balance, July 1, 2019	\$71,728
Less Appropriated Fund Balance	0
Fund Balance Available to Appropriate	\$71,728
Total Available to Appropriate	\$1,898,532

BE IT FURTHER RESOLVED, that \$1,897,989 of the total available to appropriate in the School Service Fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures	
Food Service	\$1,897,989
Total Appropriated	\$1,897,989
Estimated Ending Fund balance, June 30, 2020	\$ 543

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

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

This appropriation resolution is to take effect immediately after adoption.

Ayes:

Nays:

Absent:

Motion Declared:

**2019-20 FIDUCIARY FUND FINAL BUDGET FOR ADOPTION BY  
THE BOARD OF EDUCATION  
OF OWOSSO PUBLIC SCHOOLS AT A MEETING ON  
JUNE 22, 2020**

RESOLVED, that this resolution shall be the Fiduciary Fund Appropriations of the Owosso Public Schools for the fiscal year ending June 30, 2020. A resolution to make appropriations, to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by the Owosso Public Schools on behalf of the Fiduciary funds.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the Fiduciary Fund of the Owosso Public Schools for the fiscal year ending June 30, 2020 is as follows:

Revenue:	
Local	\$459,061
State	0
Federal	0
Incoming Transfers & Other Transactions	0
Total Revenue	\$459,061
Estimated Fund Balance, July 1, 2019	\$304,434
Less Appropriated Fund Balance	0
Fund Balance Available to appropriate	\$304,434
Total Available to appropriate	\$763,495

BE IT FURTHER RESOLVED, that \$422,506 of the total available to appropriate in the School Service Fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures	
Fiduciary Fund expenditures	\$422,506
Total Appropriated	\$422,506
Estimated Ending Fund balance, June 30, 2020	\$ 340,989

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

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

This appropriation resolution is to take effect immediately after adoption.

Ayes:

Nays:

Absent:

Motion Declared:

2019-20 BUILDING AND SITE BUDGET FINAL BUDGET  
 APPROPRIATION RESOLUTION FOR ADOPTION BY THE BOARD  
 OF EDUCATION  
 OF OWOSSO PUBLIC SCHOOLS AT A MEETING ON  
 JUNE 22, 2020

RESOLVED, that this resolution shall be the Building and Site Fund Appropriations of the Owosso Public Schools for the fiscal year ending June 30, 2020. A Resolution to make appropriations, to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by the Owosso Public Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the Building and Site Fund of the Owosso Public Schools for the fiscal year ending June 30, 2020 is as follows:

Revenue:	
Local	\$1,215,030
State	98,126
Federal	0
Incoming Transfers & Other Transactions	0
Total Revenue	\$1,313,156
Audited Fund Balance, July 1, 2019	\$4,527,465
Less Estimated Appropriated or Reserved Fund Balance	0
Fund Balance Available to Appropriate	\$4,527,465
Total Available to Appropriate	\$5,840,621

BE IT FURTHER RESOLVED, that \$1,514,583 of the total available to appropriate in the Building and Site Fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures	
Land, buildings, and improvements	\$1,359,498
Purchased Services-professional fees	155,085
Total Appropriated	\$1,514,583
Estimated Ending Fund Balance, June 30, 2020	\$4,326,038

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

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

This appropriation resolution is to take effect immediately after adoption.

Ayes:

Nays:

Absent:

Motion Declared:



**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
June 22, 2020**

**Report 19-248**

**FOR ACTION**

**Subject:**

2020-21 District Budget Presentation

**Recommendation:**

The Board is being asked to adopt the resolutions presented for the 2020-21 fiscal year budget package for the General, School Service, Fiduciary and Sinking funds

**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 is based on the best information currently available, which for the General Fund is minimal and represents more assumptions than in year’s past
- ◆ Fiscal integrity has been 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 2020-21 school year prior to July 1, 2020 in spite of the State’s budgeting year being October 1 through September 30th.
- ◆ The budget hearing preceded this meeting in order to provide notice of the millage of the millage that supports the proposed budget. This budget hearing is required by law. The “For Information” report was presented reflecting 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

**2020-21 GENERAL FUND ORIGINAL BUDGET  
APPROPRIATION RESOLUTION  
FOR ADOPTION BY THE BOARD OF EDUCATION  
OF OWOSSO PUBLIC SCHOOLS AT A MEETING  
ON JUNE 22, 2020**

RESOLVED, that this resolution shall be the General Appropriations of Owosso Public Schools for the fiscal year ending June 30, 2021: A resolution to make appropriations; to provide for the expenditures of the appropriations; and to provide for the disposition of income received by Owosso Public Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the general fund of the Owosso Public Schools for fiscal year ending June 30, 2021 is as follows:

Revenue:	
Local	\$ 3,738,762
State	23,764,924
Federal	2,661,952
Incoming Transfers & Other Transactions	<u>801,405</u>
Total Revenue	<u>\$30,967,043</u>
Estimated Fund Balance, July 1, 2020	\$ 2,046,082
Less Appropriated Fund Balance	
Fund Balance Available to appropriate	<u>\$ 2,046,082</u>
Total Available to appropriate	<u>\$33,013,125</u>

BE IT FURTHER RESOLVED, that \$31,144,458 of the total available to appropriate in the general fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures	
Instruction:	
Basic Programs	\$14,865,070
Added Needs	6,403,610
Continuing Education	309,706
Support Services	
Pupil	294,076
Instructional Staff	796,663
General Administration	639,627
School Administration	2,391,780
Business Services	845,785
Operation and Maintenance	3,066,833
Pupil Transportation	923,698
Other Services	513,610
Outgoing Transfers and Other Transactions	<u>94,000</u>
Total Appropriated	<u>\$31,144,458</u>
Estimated Ending Fund Balance, June 30, 2021	<u>\$ 1,868,667</u>

FURTHER RESOLVED, that 18 ad valorem mills shall be levied in 2020 on the taxable non-homestead and non-agricultural property located within the Owosso Public School District. The 18 mills shall be used for the appropriations itemized in this resolution.

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

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

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

This appropriation resolution is to take effect on July 1, 2020 after adoption.

Ayes:

Nays:

Absent:

Motion Declared:

2020-21 SCHOOL SERVICE FUND ORIGINAL BUDGET FOR  
ADOPTION BY THE BOARD OF EDUCATION  
OF OWOSSO PUBLIC SCHOOLS AT A MEETING ON  
JUNE 22, 2020

RESOLVED, that this resolution shall be the School Service Fund Appropriations of the Owosso Public Schools for the fiscal year ending June 30, 2021. A resolution to make appropriations, to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by the Owosso Public Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the School Service Fund of the Owosso Public Schools for the fiscal year ending June 30, 2021 is as follows:

Revenue:	
Local	\$141,603
State	71,714
Federal	1,609,155
Incoming Transfers & Other Transactions	0
Total Revenue	<u>\$1,822,472</u>
Estimated Fund Balance, July 1, 2020	\$543
Less Appropriated Fund Balance	<u>0</u>
Fund Balance Available to appropriate	\$543
Total Available to appropriate	<u>\$1,823,015</u>

BE IT FURTHER RESOLVED, that \$1,822,678 of the total available to appropriate in the School Service Fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures	
Food Service	\$1,822,678
Total Appropriated	<u>\$1,822,678</u>
Estimated Ending Fund balance, June 30, 2021	<u>\$ 337</u>

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

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

This appropriation resolution is to take effect July 1, 2020 after adoption.

Ayes:

Nays:

Absent:

Motion Declared:

**2020-21 FIDUCIARY FUND ORIGINAL BUDGET FOR ADOPTION  
BY THE BOARD OF EDUCATION  
OF OWOSSO PUBLIC SCHOOLS AT A MEETING ON  
JUNE 22, 2020**

RESOLVED, that this resolution shall be the Fiduciary Fund Appropriations of the Owosso Public Schools for the fiscal year ending June 30, 2021. A resolution to make appropriations, to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by the Owosso Public Schools on behalf of the Fiduciary funds.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the Fiduciary Fund of the Owosso Public Schools for the fiscal year ending June 30, 2021 is as follows:

Revenue:	
Local	\$464,100
State	0
Federal	0
Incoming Transfers & Other Transactions	0
Total Revenue	\$464,100
Estimated Fund Balance, July 1, 2020	\$340,989
Less Appropriated Fund Balance	0
Fund Balance Available to appropriate	\$340,989
Total Available to appropriate	\$805,089

BE IT FURTHER RESOLVED, that \$423,500 of the total available to appropriate in the School Service Fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures	
Fiduciary Fund expenditures	\$423,500
Total Appropriated	\$423,500
Estimated Ending Fund balance, June 30, 2021	\$ 381,589

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

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

This appropriation resolution is to take effect July 1, 2020 after adoption.

Ayes:

Nays:

Absent:

Motion Declared:

2020-21 BUILDING AND SITE BUDGET ORIGINAL BUDGET  
 APPROPRIATION RESOLUTION FOR ADOPTION BY THE BOARD  
 OF EDUCATION  
 OF OWOSSO PUBLIC SCHOOLS AT A MEETING ON  
 JUNE 22, 2020

RESOLVED, that this resolution shall be the Building and Site Fund Appropriations of the Owosso Public Schools for the fiscal year ending June 30, 2021. A Resolution to make appropriations, to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by the Owosso Public Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the Building and Site Fund of the Owosso Public Schools for the fiscal year ending June 30, 2021 is as follows:

Revenue:	
Local	\$1,185,473
State	47,000
Federal	0
Incoming Transfers & Other Transactions	0
Total Revenue	<u>\$1,232,473</u>
Estimated Fund Balance, July 1, 2020	\$4,326,038
Less Estimated Appropriated or Reserved Fund Balance	<u>0</u>
Fund Balance Available to Appropriate	<u>\$4,326,038</u>
Total Available to Appropriate	<u>\$5,558,511</u>

BE IT FURTHER RESOLVED, that \$1,826,062 of the total available to appropriate in the Building and Site Fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures	
Land, buildings, and improvements	\$1,619,662
Purchased Services-professional fees	206,400
Total Appropriated	<u>\$1,826,062</u>
Estimated Ending Fund Balance, June 30, 2021	<u>\$3,732,449</u>

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

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

This appropriation resolution is to take effect July 1, 2020 after adoption.

Ayes:

Nays:

Absent:

Motion Declared:

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
June 22, 2020**

**Report 19-249**

**FOR ACTION**

**Subject:**

Regular Board Meeting and Subcommittee Dates and Start Time

**Recommendation:**

Resolve by the Board of Education that the regular meetings of the Owosso Public Schools Board of Education will be held on the fourth Monday of each month beginning at **5:30 pm** in July 2020 through June 2021 on the dates tentatively listed below in the Washington Campus, 645 Alger Street, Owosso, Michigan unless otherwise notified.

<b>Board Meeting Dates</b>	
<b>2020</b>	<b>2021</b>
July 27	January 25
August 24	February 22
September 28	March 22
October 26	April 26
November 23	May 31
* December 14	June 28

\* Denotes meeting to be held on second Monday of the month due to holiday recess.

Board of Education Committee of the Whole will meet on the second Monday of the month beginning at 5:30 pm in August 2020 through June 2021 on the dates listed below in the Superintendent’s Office located in the Washington Campus unless otherwise notified:

<b>Committee of the Whole Meeting Dates</b>	
<b>2020</b>	<b>2021</b>
August 10	January 11
September 14	February 8
October 12	March 8
November 9	April 12
	May 10
	June 14

Note: Board of Education subcommittees will not meet in December due to the holiday recess. The Board of Education Meeting will be held in place of the subcommittee meeting on December 14, 2020.

Motion  
 Seconded  
 Vote – Ayes                      Nays                      Motion

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**June 22, 2020**  
**Report 19-250**

**FOR ACTION**

**Subject:**

**Revised Policy 2210 – Curriculum Development – Approved Courses, 1<sup>st</sup> and final reading.**

**Statement of Purpose/Issue:**

**Resolve that the Board of Education adopt as their 1<sup>st</sup> and final reading: Revised Policy 2210 – Curriculum Development – Approved Courses.**

**Facts / Statistics:**

This policy revision is based on additional requirements put forth in MDE’s Pupil Accounting Manual 2019-2020.

This policy revision should be adopted in order to maintain accurate policies.

**District Goal Addressed:**

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion



Book	Policy Manual
Section	Vol. 34, No. 2 - February 2020
Title	Vol. 34, No. 2 - February 2020 Revised CURRICULUM DEVELOPMENT - APPROVED COURSES
Code	po2210
Status	
Adopted	July 11, 2005
Last Revised	October 28, 2019

#### 2210 - **CURRICULUM DEVELOPMENT - APPROVED COURSES**

The Board of Education recognizes its responsibility for the quality of the educational program of the schools. To this end, the curriculum shall be developed, evaluated, and adopted on a continuing basis and in accordance with a plan for curriculum growth established by the Superintendent.

For purposes of this policy and consistent communication throughout the District, curriculum shall be defined as:

- A.  the courses of study, subjects, classes, and organized activities provided by the school;
- B.  all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group;
- C.  learning activities approved by the Board for individuals or groups of students and expressed in terms of specific instructional objectives or class periods;
- D.  the plan for learning necessary to accomplish the educational goals of the District;
- E.  all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group, necessary to accomplish the educational goals of the District.

The Board directs that the curriculum of this District:

- A. provide grade-appropriate instruction on career development in each grade level from kindergarten through 12th; **[DRAFTING NOTE: THIS LANGUAGE IS NOT OPTIONAL AND MUST BE ADOPTED TO COMPLY WITH CURRENT LAW.]**
- B.  provides instruction in courses required by statute and State Department of Education regulations;
- C.  ensures, to the extent feasible, that special learning needs of students are provided for in the context of the regular program or classroom and provides for effective coordination with programs or agencies that are needed to meet those needs that cannot be dealt with in the regular program or classroom;
- D.  be consistent with the District's philosophy and goals and ensure the possibility of their achievement;
- E.  incorporate State-recommended performance standards for students as the basis for determining how well each student is achieving the academic outcomes for each area of the District's core curriculum;
- F.  at the high school level, consider alternatives to the Carnegie Unit as a method for determining student progress toward receiving course credit;
- G.  allows for the development of individual talents and interests as well as recognizes that learning styles of students may differ;
- H.  provides a strategy for continuous and cumulative learning through effective articulation at all levels, particularly of those skills identified as essential and life-role skills;

- I.  utilizes a variety of learning resources to accomplish the educational goals;
- J.  encourages students to utilize guidance and counseling services in their academic and career planning;
- K.  provides for multi-cultural education by including, at each level, courses or units which help students understand the culture and contributions of various ethnic groups comprising American society, including, but not limited to Euro-Americans, African-Americans, Asian-Americans, Hispanic-Americans, and Native-Americans.

As educational leader of the District, the Superintendent shall be responsible to the Board for the development and evaluation of curriculum and the preparation of courses of study.

The Superintendent shall make progress reports to the Board

annually.

periodically.

The Superintendent may conduct such innovative programs as are deemed to be necessary to the continuing growth of the instructional program and to better ensure accomplishment of the District's educational goals.

The Superintendent shall report each such innovative program to the Board along with its objectives, evaluative criteria, and costs.

before it is initiated.

#### **Approved Courses**

The Board shall adopt a list of the individual courses that have been approved. The list shall include courses offered by the District for credit or grade promotion and shall be used when determining which courses may be included in membership for State aid purposes and for auditing purposes when examining the membership counted for State school aid on the count days. The list of approved courses shall include traditional offerings and courses offered through other means, such as experiential learning courses, online courses, and all courses offered in shared time programs under appropriate provisions of the State School Aid Act. (M.C.L. 388.1766b). The list of approved courses shall include all extended learning opportunities associated with each course and a description of each such opportunity. The list shall also include a description of the content of each approved course and documentation related to course approval (including the list of approved courses for membership purposes).

Unless the Board disapproves, the Superintendent may proceed to conduct the program.

The Board encourages, where it is feasible and in the best interests of the District, participation in programs of educational research.

The Board directs the Superintendent to pursue actively State and Federal aid in support of the District's innovative activities.

M.C.L. 380.1282, 380.1166a

Reference: Pupil Accounting Manual 2019-2020, Michigan Department of Education

© Neola ~~2019~~2020

Legal

M.C.L. 380.1282, 380.1166a

Reference: Pupil Accounting Manual 2019-2020, Michigan Department of Education

Last Modified by Clara Pitt on June 15, 2020

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**June 22, 2020**  
**Report 19-251**

**FOR ACTION**

Subject:

**Revised Policy 2412 – Homebound Instruction Program, 1<sup>st</sup> and final reading.**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1<sup>st</sup> and final reading: **Revised Policy 2412 – Homebound Instruction Program.**

Facts / Statistics:

This policy revision is based on changes in MDE’s Pupil Accounting Manual 2019-2020 that allow certification by a licensed physician’s assistant for count purposes.

This policy revision should be adopted in order to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Vol. 34, No. 2 - February 2020
Title	Vol. 34, No. 2 - February 2020 Revised HOMEBOUND INSTRUCTION PROGRAM
Code	po2412
Status	
Adopted	July 11, 2005
Last Revised	December 12, 2005

#### 2412 - HOMEBOUND INSTRUCTION PROGRAM

The Board of Education shall provide, pursuant to requirements of the State Board of Education, individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

The Board of Education shall arrange through the Shiawassee Regional Education Intermediate School District for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Applications for individual instruction shall be made by a physician or physician's assistant (licensed to practice in this State), parent, student, or other care giver. A physician or physician's assistant must:

- A.  certify the nature and existence of a medical condition;
- B.  state the probable duration of the confinement;
- C.  request such instruction;
- D.  present evidence of the student's ability to participate in an educational program.

Applications must be approved by the principal.

The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

The District

- shall begin the instruction
- shall recommend that the instruction begin

within three (3) days from the date of notification for nonspecial-education students. In the case of students under an IEP, the instruction is to begin within fifteen (15) days after notification in order to arrange for a meeting of an I.E.P.C., if necessary.

The program of homebound or hospitalized instruction given each student shall be in accordance with regulations of the State Board of Education with such exceptions as may be recommended by the physician. Teachers of homebound special education students shall hold a Michigan teaching certificate appropriate for the level of instruction for which the assignment is made or for the type of instruction called for by an I.E.P.C. Teachers of nondisabled students must hold a valid teaching certificate.

The District reserves the right to

- withhold
  - withhold recommendation for
- homebound instruction when:

- A.  the instructor's presence in the place of a student's confinement presents a hazard to the health of the teacher;

B.  a parent or other adult in authority is not at home with the student during the hours of instruction;

C.  the condition of the student is such as to preclude his/her benefit from such instruction.

The Superintendent shall develop administrative guidelines for implementing the policy.

M.C.L. 388.1606, 388.1709

Reference: Pupil Accounting Manual 2019-2020, Michigan Department of Education

© Neola ~~2005~~2020

Legal

M.C.L. 388.1606, 388.1709

Reference: Pupil Accounting Manual 2019-2020, Michigan Department of Education

Last Modified by Clara Pitt on June 12, 2020

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
June 22, 2020  
Report 19-252**

**FOR ACTION**

Subject:

**Revised Policy 2414 – Reproductive Health and Family Planning, 1<sup>st</sup> and final reading.**

Statement of Purpose/Issue:

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

Facts / Statistics:

This policy revision correction is consistent with the policy revisions (Policy 2410/2414/2418) issued as a Special Update in October 2019 to comply with a revision to Section 166. Policy 2410/2414/2418 were formally adopted by the Board on February 24, 2020. This correction of a scrivener’s error may be processed as a Technical Correction.

This policy is recommended for adoption by NEOLA.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Vol. 34, No. 2 - February 2020
Title	Vol. 34, No. 2 - February 2020 Revised REPRODUCTIVE HEALTH AND FAMILY PLANNING
Code	po2414
Status	
Adopted	July 11, 2005
Last Revised	October 28, 2019

**+2414 - REPRODUCTIVE HEALTH AND FAMILY PLANNING**

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

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

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

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

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

© Neola ~~2019~~2020

Legal M.C.L. 380.1169, 380.1507, 388.1766  
A.C. Rule 388.273 et seq.

Last Modified by Clara Pitt on June 12, 2020

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**June 22, 2020**  
**Report 19-253**

**FOR ACTION**

**Subject:**

**Revised Policy 3362.01 – Threatening Behavior Toward Staff Members, 1<sup>st</sup> and final reading.**

**Statement of Purpose/Issue:**

Resolve that the Board of Education adopt as their 1<sup>st</sup> and final reading: **Revised Policy 3362.01 – Threatening Behavior Toward Staff Members.**

**Facts / Statistics:**

This policy revision is in response to client requests to provide more clarity to the characterization of “threatening behavior”.

This policy is recommended for adoption by NEOLA.

**District Goal Addressed:**

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion



Book	Policy Manual
Section	Vol. 34, No. 2 - February 2020
Title	Vol. 34, No. 2 - February 2020 Revised THREATENING BEHAVIOR TOWARD STAFF MEMBERS
Code	po3362.01
Status	

#### 3362.01 - **THREATENING BEHAVIOR TOWARD STAFF MEMBERS**

The Board of Education believes that a staff member should be able to work in an environment free of threatening speech or actions.

Threatening behavior consisting of any words or deeds that intimidate a staff member or reasonably cause anxiety concerning for his/her physical and/or psychological well-being is strictly forbidden. Examples of such behavior include: threats to cause bodily harm; stalking; bullying; threats to damage real or personal property at the workplace; unusual behavior that a reasonable person would consider threatening. Any student, parent, visitor, staff member, or agent of this Board who is found to have threatened a member of the staff will be subject to discipline or reported to the authorities.

The Superintendent shall implement guidelines whereby students and employees understand this policy and appropriate procedures are established for prompt and effective action on any reported incidents.

© Neola ~~2009~~2020

Last Modified by Clara Pitt on June 12, 2020

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**June 22, 2020**  
**Report 19-254**

**FOR ACTION**

Subject:

**Revised Policy 4162 – Controlled Substance and Alcohol Policy for Commercial Motor Vehicle (CMV) Drivers and Other Employees Who Perform Safety-Sensitive Functions, 1<sup>st</sup> and final reading.**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1<sup>st</sup> and final reading: **Revised Policy 4162 – Controlled Substance and Alcohol Policy for Commercial Motor Vehicle (CMV) Drivers and Other Employees Who Perform Safety-Sensitive Functions**

Facts / Statistics:

On December 20, 2019, Federal Motor Carrier Safety Administration (“FMCSA”) Secretary, Elaine L. Chao, issued a notice increasing the minimum annual percentage rate for random controlled substance drug testing for drivers of commercial motor vehicles (“CMV’s”), including school buses, to 50% of the average number of driver position (the “2020 Minimum Annual Percentage Rate”). The 2020 Minimum Annual Percentage Rate took effect January 1, 2020.

In addition to increasing the annual percentage rate of random drug testing to 50%, **FMCSA’s Drug & Alcohol Clearinghouse** became fully operational on January 6, 2020, and contains CDL drivers’ drug and alcohol program violations (the “Clearinghouse”). The Clearinghouse will provide real-time access and updates so that employers, including school districts, can see if a driver has had a previous positive or refusal test. The Clearinghouse will also contain information about whether a driver has successfully completed the mandatory return-to-duty drug and/or alcohol rehabilitation process.

Specific notification and reporting requirements have been added to this policy revision in response to audit recommendations from the Department of Transportation officials.

Revisions to this policy reflect current Federal regulations and should be adopted.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Vol. 34, No. 2 - February 2020
Title	Vol. 34, No. 2 - February 2020 Revised CONTROLLED SUBSTANCE AND ALCOHOL POLICY FOR COMMERCIAL MOTOR VEHICLE (CMV) DRIVERS AND OTHER EMPLOYEES WHO PERFORM SAFETY-SENSITIVE FUNCTIONS
Code	po4162
Status	
Adopted	July 11, 2005
Last Revised	January 28, 2019

**4162 - CONTROLLED SUBSTANCE AND ALCOHOL POLICY FOR COMMERCIAL MOTOR VEHICLE (CMV) DRIVERS 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 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 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 Covered Employees.

**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.
- 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.
- C. The term *controlled substance* includes any illegal drug 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.
- D. 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.
- E. The term *safety-sensitive functions* 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.
- F. 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.

**[X]** This policy also covers other staff members who drive students in or inspect, service, and condition non-CMV District vehicles.

G. The term *while on duty* means all time from the time the 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 responsibility for performing work.

### Procedures

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

- A. Marijuana
- B. Cocaine
- C. 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,

#### [OPTION #1]

d.) ~~after any post-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 [END OF OPTION]

#### [OPTION #2]

d.) ~~after any post-accident,~~

~~[NOTE: must select one option. Option #1 mirrors the DOT regulations; Option #2 provides a more affirmative approach to drivers who are primarily involved with transporting children.]~~

e.) on a random basis, and f.) on a follow-up basis.

Candidates shall also be tested for the presence of alcohol in their system prior to employment.

The Superintendent shall require that the District query the FMCSA's Drug and Alcohol Clearinghouse for current and prospective CDL drivers' drug and alcohol violations before allowing a driver to operate a District-owned and/or operated vehicle, consistent with Federal regulations, including consent requirements.

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.  and evaluated by a substance abuse professional;
- B.  and provided information regarding drug/alcohol counseling; or referred to the District's Employee Assistance Program;
- C.  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), completing any required treatment program, and passing a retest. Return to a safety-sensitive position is solely at the District's discretion and the employee may be required to participate in ongoing services if recommended by the SAP. Any staff member who has tested positive for alcohol or a controlled substance will be provided with a list of SAPs available and acceptable to the District.

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

- the test will be considered positive and the employee shall be prohibited from performing any safety-sensitive functions 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 immediately 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 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;
- 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.

All time spent undergoing an alcohol or controlled substance test, including travel time, will be paid at the staff member's regular rate of pay, or at his/her overtime rate, if applicable. Any staff member who is not allowed to return to work while awaiting test results will be compensated during the waiting period for all work time lost, including overtime, if applicable. The Board shall pay all costs associated with the administration of alcohol and controlled substance tests. This includes testing of the "split specimen" at a Federally certified laboratory if so requested by a staff member. Requests for a "split specimen" must be made within seventy-two (72) hours of receipt of the notification of a positive drug test. The Board will not pay for the employee's time while not on duty, if the split specimen test results are positive.

Alcohol and drug test results shall be protected as confidential medical records as appropriate under Federal law (i.e. test results shall be provided on a right to know basis - the employee, the employer, and the substance abuse professional - and the results shall not be presented until analyzed by a Medical Review Officer).

A tested individual, upon written request, will be promptly provided copies of any records relating to his/her use of drugs and alcohol, including any records pertaining to his/her drug and alcohol tests. A tested individual must provide specific written consent before his/her test result can be provided to any other person except as required by law.

All tests shall be conducted in accordance with Federal testing guidelines and be performed by a laboratory that is Federally certified.

The alcohol and drug testing program shall be under the direction of the Superintendent.

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 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.

#### **Notification**

A tested candidate shall be notified of the results of a pre-employment controlled substances test conducted under this part, if the driver requests such results within sixty (60) calendar days of being notified of the disposition of the employment application.

A tested individual shall be notified of the results of random, reasonable suspicion and post-accident tests for controlled substances conducted under this policy if the test results are verified positive. The tested individual shall also be informed which controlled substance or substances were verified as positive.

The Superintendent shall make reasonable efforts to contact and request each driver who submitted a specimen under the employer's program, regardless of the driver's employment status, to contact and discuss the results of the controlled substances test with a

medical review officer who has been unable to contact the driver.

The Superintendent shall immediately notify the medical review officer that the driver has been notified to contact the medical review officer within seventy-two (72) hours.

Individuals holding a CDL license must notify all current employers of any DOT violations (such as testing positive for the presence of alcohol or a controlled substance in violation of this policy). The notification must be made 1) by the end of the business day following the day the individual first receives notice of the violation or 2) prior to performing any safety-sensitive function, whichever comes first. Individuals are not required to notify the employer that administered the test or that documented the circumstances giving rise to the violation.

In the event that an individual is selected for testing, the Superintendent will inform the individual that the test is required by applicable law.

### **Reporting Test Results**

The Superintendent shall report all information required by Federal regulations to the Clearinghouse in a timely manner. The Superintendent shall prepare and maintain a summary of the results of its alcohol and controlled substances testing programs performed under this policy during the previous calendar year, when requested by the Secretary of Transportation, any DOT agency, or any State or local officials with regulatory authority over the employer or any of its drivers. Such summaries shall be submitted in a manner and timeline as required by law.

### **Educational Materials Related to Certain Federal Regulations, Board Policies, and Procedures**

CDL License Holders and other employees who perform safety-sensitive functions will be provided educational materials at the time of hire or at any time when required to operate a school vehicle. The educational materials shall explain the requirements of applicable Federal regulations and the Board's policies and District's procedures with respect to meeting these Federal regulations. The Board designates **(X) Human Resources/Benefits Coordinator** as the individual responsible for providing educational materials to CDL License Holders and other employees who perform safety-sensitive functions. The educational materials will include, at a minimum, the following:

- A. the contact information for **(X) Human Resources/Benefits Coordinator**, who is the individual designated by the Board to answer questions about the educational materials
- B. a statement that all CDL License Holders and other employees who perform safety-sensitive functions are subject to Federal law addressing 49 C.F.R. 382, which is a Federal regulation that addresses the misuse of alcohol and other controlled substances
- C. information sufficient to make clear to employees the period of the work day during which they are required to comply with the regulations
- D. information concerning prohibited conduct
- E. the circumstances under which employees are subject to testing for alcohol and/or controlled substances
- F. the procedures for testing for the presence of alcohol and controlled substances 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, including post-accident information, procedures, and instructions required under Federal regulations
- G. the requirement that staff members must submit to alcohol and controlled substance testing as required by the regulations
- H. an explanation of what constitutes a refusal to be tested or alcohol or controlled substances and the attendant consequences
- I. the consequences of testing positive, including the requirements of immediate removal from safety-sensitive functions, and the procedures regarding referral, evaluation, and treatment
- J. the consequences for employees found to have an alcohol concentration of 0.02 or greater but less than 0.04
- K. information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol and/or controlled substances problem (the employee's or a co-worker's); and available methods of intervening when a controlled substances and/or alcohol problem is suspected (including confrontation and how to refer someone to an Employee Assistance Program or to management), and
- L. information regarding the requirement that certain personal information collected and maintained under Federal law 49 C.F.R. Part 382 be reported to the Commercial Driver's License Drug and Alcohol Clearinghouse

M. information indicating that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including alcohol, is prohibited on all school board property and at school-sponsored activities. Individuals are strictly prohibited from reporting to work or being on duty while under the influence of alcohol or a controlled substance.

These materials are to be distributed to each staff member upon being hired or transferred into a covered position thereafter. Each staff member must sign a statement certifying receipt of these materials. A staff member who refuses to sign the requisite statement shall be prohibited from performing any safety sensitive functions. Each employee (and labor organization representing Board employees) shall receive written notice of the availability of this information, and the identity of the Board's designated representative in charge of answering employee questions about the materials.

**Return-to-Duty (Safety-Sensitive Positions)**

Employees who are removed from performing safety-sensitive functions as a result of this policy must take and pass return-to-duty test before returning to performing safety-sensitive functions. The return-to-duty test will not occur until after a Substance Abuse Professional (SAP) has determined that the employee has successfully complied with prescribed education and/or treatment. The employee must have a negative drug test result and/or an alcohol test with an alcohol concentration of less than 0.02 before resuming performance of safety-sensitive duties. The employee will not be permitted to perform safety-sensitive functions until the start of the employee's next regularly scheduled duty period, but not less than twenty-four (24) hours following administration of the return-to-duty test.

Employees must also comply with the SAP's written follow-up testing plan, which will be administered by the District, or they will not be permitted to perform safety-sensitive duties.

Subject to any collective bargaining agreement or other legal requirements, employees who are eligible to return to performing safety-sensitive functions may not do so without the approval of the Superintendent.

© Neola ~~2019~~2020

Legal                                    49 C.F.R. 382  
    49 C.F.R. Part 40

Last Modified by Clara Pitt on June 15, 2020

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**June 22, 2020**  
**Report 19-255**

**FOR ACTION**

Subject:

**Revised Policy 5200 – Attendance, 1<sup>st</sup> and final reading.**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1<sup>st</sup> reading and final reading: **Revised Policy 5200 – Attendance.**

Facts / Statistics:

This policy revision is based on additional requirements (definition of the full-time status student) put forth in MDE's Pupil Accounting Manual 2019-2020.

This policy revision is recommended by NEOLA to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion



Book	Policy Manual
Section	Vol. 34, No. 2 - February 2020
Title	Vol. 34, No. 2 - February 2020 Revised ATTENDANCE
Code	po5200
Status	
Adopted	July 11, 2005
Last Revised	October 28, 2019

**5200 - ATTENDANCE**

The Board of Education as an agency of the State is required to enforce the regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall be required of all District students, except those exempted under Policy 5223 or by other provisions of State law, during the days and hours that the school is in session.

or during the attendance sessions to which s/he has been assigned.

A student may be considered a full-time equivalent student provided the student is enrolled in at least seven (7) units of instruction (courses), as defined by State law, per school year.

A student enrolled in the District's alternative education program may be considered a full-time student provided the student is enrolled in at least six (6) units of instruction (courses), as defined by State law, per school year in the alternative education environment.

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a  written statement  and/or confirmation of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A.  single absence;
- B.  prolonged absence;
- C.  absence of more than three days duration;
- D.  repeated unexplained absence and tardiness.
- E. ( ) \_\_\_\_\_

The Board may report to the Intermediate School District infractions of the law regarding the attendance of students below the age of eighteen (18). Repeated infractions of Board policy requiring the attendance of enrolled students may result in the suspension or expulsion of the student from the District program.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A.  illness
- B.  recovery from accident
- C.  required court attendance
- D.  professional appointments

- E.  death in the immediate family
- F.  observation or celebration of a bona fide religious holiday
- G.  such other good cause as may be acceptable to the Superintendent

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences, authorized under Policy 2370, to be in regular attendance for the program provided that s/he reports

daily

weekly

to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Board authorizes, but does not encourage the Superintendent, to suspend a student from a particular class or from school if sincere efforts by the staff and parents cannot rectify the pattern of absence. In keeping with its philosophy, the Board supports efforts to provide for out-of-school alternative educational opportunities for truant students rather than to heighten the effects of absence through suspension.

The Superintendent shall develop procedures for the attendance of students which:

- A.  ensure a school session which is in conformity with the requirements of the law;
- B.  ensure that students absent for any excusable reason have an opportunity to make up work they missed;
- C.  ensure the student is not given a failing grade or his/her credit is not unconditionally revoked where lack of attendance is the sole or primary determining factor, but which allow reduction in grade or denial of credit, if the student does not make appropriate use of make-up sessions provided by the instructor or administrator;
- D.  govern the keeping of attendance records in accordance with the rules of the State Board and the Michigan Department of Education Pupil Accounting Manual, including a written electronic attendance procedure, if applicable;
- E.  identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
- F.  ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

Such guidelines should provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

M.C.L.380.1561, 380.1561(3a-3c), 380.1586(3)

Reference: Pupil Accounting Manual 2019-2020, Michigan Department of Education

© Neola ~~2019~~2020

Legal

M.C.L.380.1561, 380.1561(3a-3c), 380.1586(3)

Reference: Pupil Accounting Manual 2019-2020, Michigan Department of Education

Last Modified by Clara Pitt on June 15, 2020

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
June 22, 2020  
Report 19-256**

**FOR ACTION**

Subject:

**New Policy 5335 – Care of Students with Chronic Health Conditions, 1<sup>st</sup> and final reading.**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1<sup>st</sup> reading and final reading: **New Policy 5335 – Care of Students with Chronic Health Conditions.**

Facts / Statistics:

This new policy is provided at the request of clients wanting a structure and implementation guidance for the growing demand for accommodations/modifications/interventions for students with chronic health conditions.

This new policy should be considered for adoption by NEOLA.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book Policy Manual  
 Section Vol. 34, No. 2 - February 2020  
 Title Vol. 34, No. 2- February 2020 New CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS  
 Code po5335  
 Status

**5335 - CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS**

Students with chronic health conditions will be provided with a free appropriate public education. If their impairment does not require specially designed instruction for them to benefit educationally, they will be eligible for accommodations/modifications/interventions of the regular classroom, curriculum, or activity (in the school setting) so that they have the same access to an education as students without disabilities. Such accommodations/modifications/interventions will be provided pursuant to a Section 504 Plan (Form 2260.01 F13).

Chronic health conditions, for the purposes of this policy, shall include:

- A.  "peanut" and other food allergies;
- B.  allergies;
- C.  asthma;
- D.  diabetes;
- E.  \_\_\_\_\_ ; and
- F.  \_\_\_\_\_.

All information regarding student identification, health care management, and emergency care shall be safeguarded as personally identifiable information in accordance with Policy 8330 and Policy 8350.

The District will coordinate school health practices for management of a chronic health condition and shall provide for:

- A.  identification of individuals with chronic health conditions;
- B.  development of individual health care action plans;
- C.  coordination of health care management activities by school staff;
- D.  communication among school staff who interact with children with chronic health conditions;
- E.  development of protocols to prevent exposure/episodic reactions;
- F.  awareness and training of school staff regarding Board policy on acute and routine management of chronic health conditions, information on signs and treatment of chronic health conditions, medication and administration, and emergency protocols for dealing with reactions in "unusual" situations such as field trips;
- G.  \_\_\_\_\_;
- H.  \_\_\_\_\_.

School health practices shall provide students with chronic health conditions the opportunity for:

- A.  full participation in physical activities when students are well;

- B.  modified activities as indicated by the student's health care action plan, 504 plan, or Individualized Education Plan (IEP);
- C.  access to preventative medications before activity (as prescribed by their medical providers) and immediate access to emergency medications during activity;
- D.  communication regarding student health status between parents, physicians, teachers (particularly physical education teachers), and coaches;
- E.  \_\_\_\_\_;
- F.  \_\_\_\_\_.

Healthcare management activities shall include:

- A.  procedures to obtain, maintain, and utilize written health care action plans, signed by the child's parents and physician, for each student with a chronic health condition;
- B.  a standard emergency protocol in place for students experiencing a distress reaction if they do not have a written health care action plan on site;
- C.  established communication strategies for students to use to tell an adult they may be having a health-related problem;
- D.  procedures for students to have immediate access to medications in accordance with Policy 5330 and AG 5330 that allow students to self-care and self-administer medications, inhalers, and Epi-pens, as prescribed by a medical professional and approved by parents/guardians;
- E.  prevention strategies to avoid causal elements;
- F.  case management for students with frequent school absences, school health office visits, emergency department visits, or hospitalizations due to chronic health conditions;
- G.  management and care of the student's chronic health condition in the classroom, in any area of the school or school grounds, or at any school-related activity or event;
- H.  \_\_\_\_\_;
- I.  \_\_\_\_\_.

Staff will be trained about chronic health conditions and their control

at least annually

in each school in which there is a student with a chronic health condition.

Designated staff who have responsibility for specialized services such as giving inhaler treatments or injections, or conducting glucose and/or ketone tests shall be provided training specific to the procedures,  at least annually, **[END OF OPTION]** by a licensed health professional.

The  school nurse  principal shall maintain a copy of the training program and the records of training completed by school employees.

Administrative guidelines shall provide guidance for the implementation of this policy.

© Neola 2020

Last Modified by Clara Pitt on June 15, 2020

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**June 22, 2020**  
**Report 19-257**

**FOR ACTION**

Subject:

**Revised Policy 6107 – Authorization to Accept and Distribute Electronic Records and to Use Electronic Signatures, 1<sup>st</sup> and final reading.**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1<sup>st</sup> and final reading: **Revised Policy 6107 – Authorization to Accept and Distribute Electronic Records and to Use Electronic Signatures.**

Facts / Statistics:

This policy revision recognizes and authorizes the use of electronic signatures and electronic records for the broader range of applications and transactions that are part of the school business function. Such specific authorization has been required by clients when dealing with Medicaid assistance for IEP services. It should be noted that the District should implement procedures with the use of electronic signatures and electronic records that protect the integrity and security of the information included in such records.

This policy revision is recommended for adoption by NEOLA.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Vol. 34, No. 2 - February 2020
Title	Vol. 34, No. 2 - February 2020 Revised AUTHORIZATION TO ACCEPT AND DISTRIBUTE ELECTRONIC RECORDS AND TO USE ELECTRONIC SIGNATURES
Code	po6107
Status	
Adopted	July 11, 2005

#### 6107 - AUTHORIZATION TO ACCEPT AND DISTRIBUTE ELECTRONIC RECORDS AND TO USE ELECTRONIC SIGNATURES

Unless a provision of law specifically prohibits the use of an electronic record for the specified purpose, the Board of Education authorizes the acceptance and distribution/transmission of electronic records and electronic signatures to and from District staff and other persons, as well as between District staff members. The Board further authorizes District staff to create, generate, send, communicate, receive, store, process, use, and rely upon electronic records and electronic signatures. The Superintendent shall put in place measures to protect the integrity, security, and accessibility of electronic signatures and electronic records to comply with mandates of State and Federal agencies or programs, including Medicaid.

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

The Superintendent is authorized to develop administrative guidelines concerning the acceptance and distribution/transmission of electronic records and electronic signatures. After giving due consideration to security, the Superintendent may specify the following:

- A. The manner and format in which the electronic records must be created, generated, sent, communicated, received, and stored, and the systems established for those purposes.
- B. If electronic records must be signed by electronic means, the type of electronic signature that is required, the manner and format in which the electronic signature must be affixed to the electronic record, and the identity of, or criteria that must be met by any third party used by a person filing a document to facilitate the process.
- C. Control processes and procedures as appropriate to provide for adequate preservation, disposition, integrity, security, confidentiality, and auditability of electronic records.
- D. Any other required attributes for electronic records that are specified for nonelectronic records or reasonably necessary under the circumstances.

© Neola ~~2013~~2020

Legal 15 U.S.C. 7001 et seq  
M.C.L. 450.831-450.849

Last Modified by Clara Pitt on June 15, 2020

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**June 22, 2020**  
**Report 19-258**

**FOR ACTION**

**Subject:**

**Revised Policy 8210 – School Calendar, 1<sup>st</sup> and final reading.**

**Statement of Purpose/Issue:**

Resolve that the Board of Education adopt as their 1<sup>st</sup> and final reading: **Revised Policy 8210 – School Calendar.**

**Facts / Statistics:**

This policy revision is based on additional requirements put forth in MDE’s Pupil Accounting Manual 2019-2020.

This policy revision is recommended for adoption by NEOLA to maintain accurate policies.

**District Goal Addressed:**

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion



Book	Policy Manual
Section	Vol. 34, No. 2 - February 2020
Title	Vol. 34, No. 2 - February 2020 Revised SCHOOL CALENDAR
Code	po8210
Status	
Adopted	July 11, 2005
Last Revised	January 28, 2019

## 8210 - SCHOOL CALENDAR

The Board of Education shall ensure that its school calendar complies with the common calendar adopted by the Shiawassee Regional Education Service District (SRES D), ~~Intermediate School District (ISD)~~, unless the District is statutorily exempt from this requirement or receives a waiver from the Superintendent of Public Instruction in compliance with State law. The common calendar will identify the specific dates for each school year when school will not be in session for at least a winter holiday break, and a spring break for at least the next five (5) school years, and may further describe them more generally for subsequent school years as long as the dates can be readily determined. This calendar shall be posted on the District's web site and distributed to the District's constituents. The calendar shall provide for the instructional program of the schools, for orderly educational planning, and for the efficient operation of the District.

The Board shall determine annually the total number of days when the schools will be in session for instructional purposes. To avoid withholding of State-school aid payments, the number of days and number of hours will be in accordance with statute. The Board shall ensure that school is not in session before Labor Day, unless the District is statutorily exempt from this requirement or receives a waiver from the Superintendent of Public Instruction in compliance with State law.

A school session shall not be held on the following public holidays in Michigan Public Schools: January 1st, New Year's Day; the last Monday of May, Memorial or Decoration Day; July 4th, Independence Day; the first Monday in September, Labor Day; the fourth Thursday of November, Thanksgiving Day; and December 25th, Christmas Day.

If one (1) of these days falls on Sunday, the Monday following shall be a public holiday in the public schools.

The District shall provide at least 1,098 hours during 180 days of student instruction per school year, unless it obtains a waiver from this requirement.

The District's Superintendent is authorized to work with the Intermediate School District on the development of a common calendar for all-of-the districts in the SRES D ~~ISD~~.

No more than six (6) days of student instruction lost due to conditions not within the control of the District (e.g., severe storms, fires, epidemics, and health conditions), can be counted as a part of the required minimum hours/days of instruction. With the approval of the Superintendent of Public Instruction, not more than three (3) additional days or the equivalent number of additional hours for which instruction is not provided due to unusual and extenuating occurrences resulting from conditions not within the control of school authorities (such as those conditions described above) shall be counted. Hours lost due to strikes by District staff or to teacher conferences, unless approved as qualifying professional development in accordance with State law, shall not be counted as hours of instruction.

The Superintendent shall certify to the Department of Education by no later than August 1st of each year, the number of hours of student instruction during the previous school year.

M.C.L. 380.1284, 380.1284a, 380.1284b

M.C.L. 380.1175, 388.1701

A.C. Rule R340.10 et seq.

Reference: Pupil Accounting Manual 2019-2020, Michigan Department of Education

© Neola 20182020

## Legal

M.C.L. 380.1284, 380.1284a, 380.1284b

M.C.L. 380.1175, 388.1701

A.C. Rule R340.10 et seq.

Reference: Pupil Accounting Manual 2019-2020, Michigan Department of Education

Last Modified by Clara Pitt on June 15, 2020

**FOR ACTION**

Subject:

**Revised Policy 8400 – School Safety Information, 1<sup>st</sup> and final reading.**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1<sup>st</sup> and final reading: **Revised Policy 8400 – School Safety Information.**

Facts / Statistics:

This policy has been revised to reflect the latest reporting and posting requirements of the statute regarding disciplinary action taken and incidents of crime occurring at school.

The revisions to this policy reflect current State law and NEOLA recommends this adoption to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Vol. 34, No. 2 - February 2020
Title	Vol. 34, No. 2 - February 2020 Revised SCHOOL SAFETY INFORMATION
Code	po8400
Status	
Adopted	July 11, 2005
Last Revised	October 28, 2019

#### 8400 - SCHOOL SAFETY INFORMATION

The Board of Education is committed to maintaining a safe school environment. The Board believes that school crime and violence are multifaceted problems which need to be addressed in a manner that utilizes the best resources and coordinated efforts of School District personnel, law enforcement agencies, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-sponsored activity or while enroute to or from school, or a school-sponsored activity. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s) or threat, and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

**[NOTE: Include this paragraph if adopting optional revisions of Policy 7217 only.]**

In furtherance of its commitment to a safe school environment, the Board has prohibited weapons on school property and at school-sponsored events, except in very limited circumstances. See Board Policy 3217, Policy 4217, and Policy 5772. This prohibition is reasonably related to legitimate educational concerns, including the ability to provide a safe and secure learning and social environment for its students and controlling and minimizing disruptions to the educational process. The presence of dangerous weapons on school property or at school-sponsored events, except under very controlled circumstances, creates a potentially dangerous situation for students, staff and visitors, and may trigger precautionary safety responses which disrupt the educational process and learning environment for students.

**[NOTE: END OF OPTION]**

Federal law establishes a "Student Safety Zone" that extends 1,000 feet from the boundary of any school property in relation to weapons, drugs and registered sex offenders. Individuals are prohibited from engaging in these activities at any time on District property, within the Student Safety Zone, or at any District-related event.

The District will work with local officials in arranging signage defining the 1,000 foot boundary.

**[X]** The Superintendent shall take the necessary steps so that an individual eighteen (18) years of age or older who is a registered sex offender, and resides, works, or loiters in violation of the Student Safety Zone, is prosecuted to the fullest extent of the law.

The Shiawassee Regional Service District (SRES D) shall convene a meeting for the purpose of conferring regarding the *School Safety Information Policy Agreement*, and making modifications as deemed necessary and proper; discussing additional training that might be needed; and, discussing any other such related matters as may be deemed to be necessary by the participants. Participants in this meeting shall include the Superintendent, members of the Board, the County Prosecutor or his/her designee, and representatives from the local law enforcement ( ) **agency (X) agencies**. The following may also be invited to participate in the meeting:

- A. **(X)** Chief Judge of Circuit and/or District Courts or his/her designee, including a representative of the family division;
- B. **(X)** representative from the Intermediate School District (SRES D ISD);
- C. **(X)** representative(s) from the local child protection agency;
- D. **(X)** building administrators;
- E. ( ) teachers;

- F. ( ) parents;
- G. ( ) students ( ) in grades \_\_\_ through \_\_\_;
- H. (X) Fire Marshal or his/her designee;
- I. (X) representative(s) from emergency medical services;
- J. (X) representative(s) from county emergency management service agency;
- K. (X) School Resource Officer;
- L. ( ) representatives from other school districts within \_\_\_\_\_ [county/ISD];
- M. ( ) \_\_\_\_\_ [other].

The Superintendent shall make a report to the Board about all such reviews and recommend the approval and adoption of any proposed revisions or additions.

#### **District Contact Person**

Furthermore, in accordance with State law, the Board hereby designates the Superintendent as the District contact person who shall receive information from law enforcement officials, prosecutors and the court officials, including receipt of information provided from the Michigan State Police relating to the student safety act hotline ("OK2Say"). The current contact information for Superintendent shall be provided to the Michigan State Police in the manner and frequency required by law. **[DRAFTING NOTE: THIS INFORMATION MUST BE PROVIDED TWICE A YEAR. IF A DISTRICT DESIGNATES MORE THAN ONE PERSON AS CONTACT FOR THE MSP, IT MUST SPECIFY WHEN EACH PERSON IS AVAILABLE BY DAY AND TIME WHEN IT REPORTS TO THE MSP.]**

The District contact person shall notify the principal of the school of attendance of a student about whom information is received from law enforcement officials, prosecutors, or court officials within twenty-four (24) hours of the receipt of that information. The principal shall, in turn, notify the building staff members who s/he determines have a need to know the information that has been received within twenty-four (24) hours of receipt of that information.

The District contact person shall notify the appropriate law enforcement officials when an adult or a student commits any offense listed as a reportable incident in the *School Safety Information Policy Agreement* and shall report all information that is required to be reported to State or local law enforcement agencies and prosecutors. Reporting such information is subject to 20 U.S.C. 1232g, commonly referred to as the Family Educational Rights and Privacy Act of 1974.

If a student is involved in an incident that is reported to law enforcement officials pursuant to the District's *School Safety Information Policy Agreement*, then, upon request by school officials, the student's parent or legal guardian shall execute any waivers or consents necessary to allow school officials access to school, court, or other pertinent records of the student concerning the incident and action taken as a result of the incident.

#### **Required Reporting**

The Superintendent shall submit a report at least annually to the Superintendent of Public Instruction, in the form prescribed by the Superintendent of Public Instruction, stating the number of students expelled from the District during the preceding school year and the reason for the expulsion.

The Superintendent shall ~~postsubmit~~ a report on the District website at least annually ~~to the Superintendent of Public Instruction~~, in the form prescribed by the Superintendent of Public Instruction, stating the incidents of crime occurring at school. At least annually, a copy of the most recent report of incidents of crime, disaggregated by school building, shall be made available to the parent or legal guardian of each student enrolled in the District. This report will include at least crimes involving:

- A. physical violence;
- B. gang related acts;
- C. illegal possession of a controlled substance, controlled substance analogue or other intoxicant;
- D. trespassing;
- E. property crimes, including but not limited to theft and vandalism, including an estimate of the cost to the District resulting from the property crime.

Each school building shall collect and keep current on a weekly basis the information required from the report of incidents of crime, and must provide that information, within seven (7) days, upon request.

Additionally, the District shall report all incidents of and attempted commissions of the crimes listed above to the Michigan State Police, in the form and manner prescribed by the Michigan State Police, within twenty-four (24) hours after the incident occurs.

#### **Law Enforcement Information Network (LEIN)**

The Board authorizes the  Superintendent ( ) principal ( ) assistant principal(s) to request vehicle registration information for suspicious vehicles within 1,000 feet of school property through the Law Enforcement Information Network (LEIN).

#### **Threat Assessment**

The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. This policy is designed to be consistent with the process for identifying, assessing, and managing students who may pose a threat as set forth in the joint U.S. Secret Service and Department of Homeland Security publication, *Enhancing School Safety Using a Threat Assessment Model: An Operational Guide for Preventing Targeted School Violence*. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed.

The threat assessment process is centered upon an analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to cause physical harm and is engaged in planning or preparing for that event.

The Board authorizes the Superintendent to create building-level, trained threat assessment teams. Each Team shall be headed by the Principal and include a school counselor, school psychologist, instructional personnel, and, where appropriate, the School Resource Officer. At the discretion of the Superintendent, a threat assessment team may serve more than one (1) school when logistics and staff assignments make it feasible.

The Team will meet  on a regular basis and ( ) ~~\_\_\_\_\_ [insert level of frequency] \_\_\_\_\_~~ and ~~[END OF OPTIONS]~~ when the Principal learns a student has made a threat of violence or engages in concerning communications or behaviors that suggest the likelihood of a threatening situation.

The Team is empowered to gather information, evaluate facts, and make a determination as to whether a given student poses a threat of violence to a target. If an inquiry indicates that there is a risk of violence in a specific situation, the Team may collaborate with others to develop and implement a written plan to manage or reduce the threat posed by the student in that situation.

The Board authorizes the Superintendent to create guidelines for the purpose of:

- A. identifying team participants by position and role;
- B. requiring team participants to undergo appropriate training;
- C. defining the nature and extent of behavior or communication that would trigger a threat assessment and/or action pursuant to a threat assessment;
- D. defining that types of information that may be gathered during the assessment;
- E. stating when and how parents/guardians of the student making the threat shall be notified and involved;
- F. designating the individuals (by position) who would be responsible for gathering and investigating information;
- G. identifying the steps and procedures to be followed from initiation to conclusion of the threat assessment inquiry or investigation.

Board employees, volunteers, and other school community members, including students and parents, shall immediately report to the Superintendent or Principal any expression of intent to harm another person or other statements or behaviors that suggest a student may intend to commit an act of violence.

Nothing in this policy overrides or replaces an individual's responsibility to contact 911 in an emergency.

Regardless of threat assessment activities or protocols, disciplinary action and referral to law enforcement shall occur as required by State law and Board policy.

**[END OF OPTION]**

**Persistently Dangerous Schools**

The Board recognizes that State and Federal law requires that the District report annually incidents which meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. It is further understood that the State Department of Education will then use this data to determine whether or not a school is considered "persistently dangerous" as defined by State policy.

Pursuant to the Board's stated intent to provide a safe school environment, the school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year-where the number of reportable incidents of violent criminal offenses in any school exceed the threshold number established in State policy, the Superintendent shall

discuss this at the annual meeting for the purpose of reviewing the School Safety Plan so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.

convene a meeting of the building administrator, representative(s) of the local law enforcement  agency  agencies, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

The Superintendent shall make a report to the Board about this plan of corrective action and shall recommend approval and adoption of it.

In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, students attending the school shall have the choice option as provided in Policy 5113.02 and AG 5113.02.

In addition, the Superintendent shall

discuss the school's designation as a persistently dangerous school at the annual meeting for the purpose of reviewing the School Safety Plan so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.

convene a meeting of the building administrator, representative(s) of the local law enforcement  agency  agencies, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

If a school in a neighboring district is identified as persistently dangerous and there is not another school in that district, the District will admit students from that school in accordance with Board Policy 5113.02.

**Victims of Violent Crime**

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with Federal and State law the parents of the eligible student shall have the choice options provided by Policy 5113.02 and AG 5113.02.

© Neola ~~2019~~2020

Legal Title IX, Section 9532 of the Elementary and Secondary Education Act, as amended  
M.C.L. 380.1241, 380.1308, 380.1308a, 380.1310a, 752.913, 771.2a

Last Modified by Clara Pitt on June 15, 2020

**FOR ACTION**

Subject:

**Revised Policy 8462 – Student Abuse and Neglect, 1<sup>st</sup> and final reading.**

Statement of Purpose/Issue:

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

Facts / Statistics:

Revisions to this policy include updating the name of the reporting agency to the Michigan Department of Health and Human Services (MDHHS) and delineating the specific reporting requirements of mandatory reporters from reporting responsibilities of other individuals. Optional language is provided to address the prevention of sexual abuse of children. Currently, districts are not required to have a policy addressing sexual abuse of children, but if a district has such a policy, it must comply with statutory requirements as set out in this proposed revision

NEOLA recommends the revisions to this policy be reviewed and considered for adoption.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion



Book	Policy Manual
Section	Vol. 34, No. 2 - February 2020
Title	Vol. 34, No. 2 - February 2020 Revised STUDENT ABUSE AND NEGLECT
Code	po8462
Status	
Adopted	July 11, 2005

#### 8462 - STUDENT ABUSE AND NEGLECT

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

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

The professional staff member or other mandatory reporter

or appropriate administrator in the presence of the staff member

shall immediately call the local office of the Family Independence Agency, notify the local office of the Central Registry of the Michigan Department of Health and Human Services (MDHHS) Family Independence Agency, by telephone, or, if available, through the online reporting system, of the suspected child abuse or child neglect. If an oral report is made by telephone, the reporting person shall file a written report within seventy-two (72) hours of making the oral report as required by the Child Protection Law.

and shall secure prompt medical attention for any such injuries reported.

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

Any support staff member who has reasonable cause to suspect child abuse or neglect shall immediately report any such case to

the principal

his/her supervisor

who shall, in turn, immediately notify the Central Registry of the Michigan Department of Health and Human Services (MDHHS) Family Independence Agency, by telephone, or, if available, through the online reporting system, of the suspected child abuse or child neglect. If an oral report is made by telephone, the reporting person shall file a written report within seventy-two (72) hours of making the oral report as required by the Child Protection Law.

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

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

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

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

[X] The Board authorizes the Superintendent to develop a protocol that addresses the prevention of sexual abuse of children. The protocol shall include at least the:

- A. (X) age-appropriate, evidence-based curriculum and instruction for students in grades pre-K to 5 concerning child sexual abuse awareness and prevention;
- B. (X) training for school personnel on child sexual abuse, including, but not limited to, training on supportive, appropriate response to disclosure of abuse;
- C. (X) providing educational information to parents or guardians on the warning signs of a child being sexually abused and information on needed assistance, referral, or resources:

This information may be provided in the student handbook that is distributed to students, parents, and guardians.

- D. (X) available counseling and resources for students affected by sexual abuse;
- E. (X) emotional and educational support for a student affected by sexual abuse to allow the student to continue to be successful in school;-
- F. (X) a review of the system that is in place in the District to education and support personnel who are required to report child abuse or neglect under Section 3 of the Child Protection Law, 1975 PA 238, M.C.L. 722.6223, and the process in place for making those mandatory reports.

This review should include an analysis of the level of compliance with the mandatory reporting requirements and suggestions to improve compliance.

M.C.L. 380.1505, 722.621 et seq.

© Neola ~~2019~~2020

Legal M.C.L. 380.1505, 722.621 et seq.

Last Modified by Clara Pitt on June 15, 2020

**FOR ACTION**

Subject:

**Revised Policy 8600 – Transportation, 1<sup>st</sup> and final reading.**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1<sup>st</sup> and final reading: **Revised Policy 8600 – Transportation.**

Facts / Statistics:

This policy has been revised as part of the regular review and update of policy templates. Revisions reflect current statutory provisions and MDE regulations. Transportation provisions required by Federal law for homeless students and children in foster care have been added.

The revisions to this policy reflect the current state of the law and adoption is recommended by NEOLA to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Vol. 34, No. 2 - February 2020
Title	Vol. 34, No. 2 - February 2020 Revised TRANSPORTATION
Code	po8600
Status	
Adopted	July 11, 2005

## 8600 - TRANSPORTATION

It is the policy of the Board of Education to provide transportation for those students, ~~of any age,~~ whose distance from their school makes this service necessary and in all other cases required by Federal or State law or regulations. The District shall provide transportation for resident regular education students attending nonpublic schools within or outside the District as necessary to comply within the limitations established by State law and the regulations of the State Board of Education.

School buses and student-transportation vehicles, whether purchased, leased, or contracted for, ~~shall be purchased, housed, and maintained by the District for the transportation of resident students in accordance with State law, between their home areas and the schools of the District to which they are assigned.~~ However, n ~~No~~ vehicle shall be purchased or used to transport students for which there is no applicable, passenger-protection, Federal motor-vehicle safety standards.

All school buses and student-transportation vehicles, whether purchased, leased, or contracted for, shall comply with specifications defined in State law. Each operator of a school vehicle used by the District shall be licensed for the purpose for which the vehicle is being used and shall operate the vehicles in accordance with Federal and State laws. The license, a medical examiners certificate, and record of continuing education must be in the driver's possession when driving.

Transportation of eligible vocational or special education children between their home areas and schools outside the District shall be arranged through the use of District-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner.

The Board reserves the right to terminate transportation based on financial, legal, or other considerations. ~~Additionally,~~ it is a privilege for students to ride a District vehicle and this privilege may be revoked if the student's conduct is in violation of the Superintendent's administrative guidelines or the Code of Conduct pertaining to student transportation.

~~Transportation between home and school will be provided for each resident child attending a State approved, nonpublic school within the District. Transportation shall also be provided to a State approved, nonpublic school outside the District on the same basis that the District transports any District students who attend a public school outside the District.~~

The Board authorizes the Superintendent to install and operate video cameras on District buses to enhance student safety and well-being. S/He shall establish appropriate administrative guidelines for the proper use of the cameras.

Students meeting the Federal definition of "homeless" will be transported from their temporary place of residence to their school of assignment, at the request of the parent, guardian or unaccompanied minor, to the same extent as all other students of the District and consistent with this policy. If the homeless student's temporary residence is located outside the boundaries of the District, the Liaison for Homeless Children will coordinate with the Director of Transportation to contact the District in which the student temporarily resides to arrange for joint transportation of the student and to seek inter-district agreement on a method for apportioning the cost of such joint transportation. In no event will a homeless student be denied enrollment based on issues related to student transportation.

Similarly, the District shall provide transportation for children in foster care consistent with the procedures developed by the District in collaboration with the State or local child welfare agency. These requirements apply whether or not the LEA already provides transportation for children who are not in foster care. (Policy 5111.03)

In order for a student in foster care to remain in his/her school of origin, when in his/her best interest, transportation services shall be provided, arranged, and funded for the duration of the child's placement in foster care.

Since foster care placements may occur across District, county, or State boundary lines, coordination among multiple agencies may be necessary. The District will work with appropriate State and local agencies to address such placement and transportation issues that arise. The District shall provide or arrange for adequate and appropriate transportation to and from the school of origin while any disputes are being resolved.

The Superintendent shall establish administrative guidelines to ensure proper implementation of this policy.

M.C.L. 380.1321, 1322, 1323, 1324, 1756

~~Public Acts 187, 188, 189~~

A.C. Rule 340.281, 282

© Neola ~~2001~~2020

Legal

M.C.L. 380.1321, 1322, 1323, 1324, 1756

A.C. Rule 340.281, 282

Last Modified by Clara Pitt on June 15, 2020

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
June 22, 2020**

**Report 19-262**

**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
Abigail M. Kovel	Owosso High School Guidance Counselor	Superintendent Dr. Tuttle	MA Step 1 Salary \$42,641

Please note the Step rate is based upon the 2019-2020 salary schedule of the OEA Master Agreement and is subject to negotiations of the 2020-2021 OEA Master Agreement.

**District Goal Addressed:**

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion



**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**June 22, 2020**  
**19-263**

**FOR FUTURE ACTION**

Subject:

Membership Resolution – Michigan High School Athletic Association

Recommendation:

Resolve that the Board adopt the membership resolution of the Michigan High School Athletic Association for the year beginning August 1, 2020 through July 31, 2021

Rationale:

A requirement for membership is a yearly membership renewal by member schools' Boards of Education. This resolution fulfills that requirement.

Motion

Seconded

Vote – Ayes

Nays

Motion





# 2020-21

1661 Ramblewood Drive  
East Lansing, MI 48823  
(517) 332-5046

The Michigan High School Athletic Association is a voluntary, nonprofit corporation comprised of public, private and parochial junior high/ middle and senior high schools whose Boards of Education/Governing Bodies have voluntarily applied for and received membership for and on behalf of their secondary schools. The association sponsors statewide tournaments and makes eligibility rules with respect to participation in such Michigan High School Athletic Association sponsored tournaments in the various sports. Each Board of Education/Governing Body that wishes to host or participate in such meets and tournaments must join the MHSAA and agree to abide by and enforce the MHSAA rules, regulations and qualifications concerning eligibility, game rules and tournament policies, procedures and schedules. **It is a condition for participation in any MHSAA postseason tournaments that high schools adhere to at least the minimum standards of Regulation I and the maximum limitations of Regulation II in ALL MHSAA Tournament sports.**

Michigan High School Athletic Association tournaments are the collective property of the MHSAA and not of any individual member school. The MHSAA reserves the right to promote and advance the membership's interests with publication information; exclusive arrangements to create recognition and exposure for school-sponsored activities; restrictive policies prohibiting exploitation and commercialization of MHSAA-sponsored tournaments; appropriate proprietary interests, and the use of images or transmissions identifying contest officials, spectators and member schools' students, personnel and marks.

To obtain membership, it is necessary for the Board of Education/Governing Body to adopt the following resolution for its junior high/middle and senior high schools. This resolution must be formally ratified by your Board of Education/Governing Body and properly signed. Please return one signed copy for our files and retain one copy for your files. Resolutions that are modified in any way or are supplemented with letters placing additional conditions on MHSAA membership or tournament participation shall be rejected.

## MEMBERSHIP RESOLUTION

For the year August 1, 2020 — through July 31, 2021

### LIST ON BACK

\_\_\_\_\_ the School(s) which are under the direction of this Board of Education/Governing Body.

*(Junior high/middle and senior high schools of your school system which are to be listed as MHSAA members and receive MHSAA mailings during 2020-21 must be listed on the back of this form)*

Owosso Public Schools

City of Owosso

County of Shiawassee, of State of Michigan, are hereby:

- (A) enrolled as members of the Michigan High School Athletic Association, Inc., a nonprofit association, and
- (B) are further enrolled to participate in the approved interschool athletic activities sponsored by said association.

The Board of Education/Governing Body hereby delegates to the Superintendent or his/her designee(s) the responsibility for the supervision and control of said activities, and hereby accepts the Constitution and By-Laws of said association and adopts as its own the rules, regulations and interpretations (as minimum standards), as published in the current *HANDBOOK* as the governing code under which the said school(s) shall conduct its program of interscholastic athletics and agrees to primary enforcement of said rules, regulations, interpretations and qualifications. In addition, it is hereby agreed that schools which host or participate in the association's meets and tournaments shall follow and enforce all tournament policies, procedures and schedules.

This authorization shall be effective from August 1, 2020 and shall remain effective until July 31, 2021, during which the authorization may not be revoked.

### RECORD OF ADOPTION

The above resolution was adopted by the Board of Education/Governing Body of the

Owosso Public School(s), on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, and is so recorded in the minutes of the meeting of the said Board/Governing Body.

Owosso Public Schools

(Governing Body Name)  
645 Alger St.

(Address)  
Owosso 48867

(City & Zip Code)

lintner@owosso.k12.mi.us

(Contact E-mail)

Board Secretary Signature  
or Designee

Check if Designee

# Schools Which Are To Be MHSAA Members During 2020-21

**NOTE:** Pursuant to the MHSAA Constitution, all high schools, junior high/middle schools, or other schools of Michigan doing a grade of work corresponding to such schools, may become members of this organization provided (a) the school building has enrollment and onsite attendance of at least 15 students, whether for grades 6 through 8 or 9, grades 7 through 8 or 9, or grades 9 or 10 through 12; and (b) if a nonpublic school, the school qualifies for federal income tax exemption as a not-for-profit organization. To reach the 15-student minimum for middle school membership, schools may join the MHSAA at the 6th-grade level whether or not 6th-grade students participate in athletics.

- A. This Section does not require school districts to become member schools at the junior high/middle school level and does not require school districts to sponsor any interscholastic athletics for 6th-grade students.
- B. If a school district's MHSAA Membership Resolution lists a junior high/middle school as an MHSAA member school, and if the school sponsors a 6th-grade team in any sport or permits a 6th-grade student to participate with 7th- and/or 8th-grade students in any sport, then all of Regulations III and IV apply to all 6th-graders in all sports involving 6th-graders on teams sponsored by that school. If the school does not allow any 6th-graders to participate in a sport, MHSAA rules do not apply in that sport.

### Name the Member High School(s)

List separately from JH/MS even if all grades are housed in the same building.

1. Owosso High School
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_

If necessary, list additional schools for either column on a separate sheet.

### Name the Member Junior High /Middle School(s)

*(member 6th, 7th and 8th-grade buildings)*

List separately from HS even if all grades are housed in the same building.

1. Owosso Middle School  
 Name of Member School  
 Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): 6-8  
 Provide anticipated 2020-21 7th and 8th-grade enrollment: 458  
 Provide anticipated 2020-21 6th-grade enrollment: 241  
  1. Yes or  No (circle one) 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, complete No. 2.
  2. Yes or No (circle one) If 6th-graders are participating & not housed in the same building, add the name of the building that houses 6th-graders to the Membership Resolution.
  
2. \_\_\_\_\_  
 Name of Member School  
 Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): \_\_\_\_\_  
 Provide anticipated 2020-21 7th and 8th-grade enrollment \_\_\_\_\_  
 Provide anticipated 2020-21 6th-grade enrollment \_\_\_\_\_  
  1. Yes or No (circle one) 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, complete No. 2.
  2. Yes or No (circle one) If 6th-graders are participating & not housed in the same building, add the name of the building that houses 6th-graders to the Membership Resolution.
  
3. \_\_\_\_\_  
 Name of Member School  
 Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): \_\_\_\_\_  
 Provide anticipated 2020-21 7th and 8th-grade enrollment \_\_\_\_\_  
 Provide anticipated 2020-21 6th-grade enrollment \_\_\_\_\_  
  1. Yes or No (circle one) 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, complete No. 2.
  2. Yes or No (circle one) If 6th-graders are participating & not housed in the same building, add the name of the building that houses 6th-graders to the Membership Resolution.



**OWOSSO PUBLIC SCHOOLS**  
**Board of Education**  
**June 22, 2020**  
**Report 19-264**

**FOR INFORMATION**

Subject:

Personnel Update

**Retirements**

Clara Pitt, Administrative Assistant to the Superintendent has submitted her letter of retirement effective June 30, 2020 after 23 years of service with the District.

Carol Henley, Office Secretary at Bryant Elementary has submitted her letter of retirement effective June 5, 2020, after 20 years of service with the District.

Janet Stevens, Student Facilitator at Central Elementary has submitted her letter of retirement effective June 5, 2020, after 25 years of service with the District.

Mark Clark, 5<sup>th</sup> Grade Teacher at Emerson Elementary has submitted his letter of retirement effective at the conclusion of the 2019-2020 school year after 20 years of service with the District.