OWOSSO PUBLIC SCHOOLS

Ready for the World

Board of Education Agenda
February 27, 2017
7:00 pm Regular Meeting
Owosso High School Media Center
765 E. North Street
Owosso, Michigan 48867

1. Call to Order

2. Pledge of Allegiance

3. Building Reports:
Celebrate Kids! – Lincoln Alternative High School
Recognition of Louise Hemond-Wilson
Andrew Pond and Lucy Popovitch – Board of Education Student Representative

4. Board Correspondence: Superintendent's Report and Curriculum Director's Report

5. Public Participation

6. For Action

▪ **Consent Agenda**:		
January 23, 2017 Minutes	Report 16-73	Page 1
Student Hearing A and B Closed Session Minutes	Report 16-74 & 16-75	At Place
Current Bills	Report 16-76	Page 8
Financials	Report 16-77	Page 17
▪ Revised Bylaw 0100/Revised Policies 7540, 7540.01 & 7540.02, Second Readings	Report 16-78	Page 20
▪ New Policy 1619/Revised Policies 3419/4419, 1619.01/3419.01/4419.01 1619.02/3419.02/4419.02, Second Readings	Report 16-79	Page 39
▪ New Policy 2628, Second Reading	Report 16-80	Page 62
▪ Revised Policy 3142, Second Reading	Report 16-81	Page 65
▪ Revised Policy 6424, Second Reading	Report 16-82	Page 68
▪ New Policy 6605, Revised Policy 5830, Revised Policy 9700, Second Reading	Report 16-83	Page 71
▪ Revised Policy 8321, Second Reading	Report 16-84	Page 83
▪ Budget Revision General Fund	Report 16-85	Page 97
▪ Budget Revision School Service Fund	Report 16-86	Page 100

7. For Future Action

▪ Infrastructure Bids	Report 16-87	Page 102
▪ Obsolete Material	Report 16-88	Page 104

8. For Information

▪ Personnel Update	Report 16-89	Page 105

9. Public Participation

10. Board Reports: Board Member Comments/Updates

11. Upcoming Board Meeting Dates:
March 13: Business Services/Strategic Planning & Curriculum Subcommittees, 5:00 & 6:00 pm
March 27: Regular Board Meeting, 7:00 pm

Important Upcoming Dates:
March 2: Half Day Elementary Only: Afternoon & Evening Parent/Teacher Conferences
March 3: Bryant School Pep Assembly, 2:45-3:15 pm
March 3: LHS 2nd Trimester Ends
March 6: LHS 3rd Trimester Begins
March 6: Kindergarten Registration, Central Elementary, 2-3 pm and 5-8 pm
March 7: Kindergarten Registration, Bryant Elementary, 2-3 pm and 5-8 pm
March 7: NHS Volleybrawl, OHS, 7-9 pm
March 8: Bentley Bright Beginnings Preschool Round Up, 9:30-11:30 am and 4:30-6:30 pm
March 9: Kindergarten Registration, Emerson Elementary, 2-3 pm and 5-8 pm
March 9: NHS Banquet, OHS Cafeteria 5:30-7 pm, NHS Induction Ceremony, OHS Auditorium, 7-8:30 pm
March 11-12: Shiawassee County Home Expo, OHS
March 16: Bryant Movie Night, 4-6 pm
March 16: Owosso Idol Contest, OHS Auditorium, 7-9 pm
March 20: 4th/5th Grade Recorder/Band Concert, Bryant Elementary, 7 pm
March 24: Parent/Child Day, Bentley Bright Beginnings, 11 am-1 pm

12. Adjournment:

BOARD GUARANTEE
(Adopted May 2006)

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

Therefore, we guarantee that:

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

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

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

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

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

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

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

Timothy Jenc
President

Rick Mowen
Vice-President

Cheryl Paez
Treasurer

Shelly Ochodnicky
Secretary

Sara Keyes
Trustee

Ty Krauss
Trustee

Marlene Webster
Trustee

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

OWOSSO PUBLIC SCHOOLS

Ready for the World

BOARD OF EDUCATION NORMS

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

October 8, 2012

OWOSSO PUBLIC SCHOOLS

Ready for the World

Public Participation at Board Meetings

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

Organizational

OWOSSO PUBLIC SCHOOLS
Board of Education Minutes
January 23, 2017
Report 16-73

President Jenc called the meeting of the Board of Education to order at 7:16 pm. The meeting was held in the media center located at Owosso High School, 765 E. North Street, Owosso, Michigan.

Present: Jenc, Keyes, Krauss, Mowen, Ochodnicky, Paez, Webster
Absent: None

Pledge of Allegiance

Oath of Office
Superintendent Tuttle announced that Notary Republic, Clara Pitt was present to notarize the Oath of Office. Newly re-elected Board Members Timothy Jenc, Sara Keyes, and Marlene Webster, along with the newly elected member Ty Krauss recited and accepted the Oath of Office.

Election of Officers
Superintendent Tuttle shared the process that will be used by the Board of Education for the annual election of officers. She explained that she will open up the nomination for Board President by taking the first nomination. The same process will be used by the newly elected President for the office of Vice President, Secretary and Treasurer.

Motion by Rick Mowen to nominate Timothy Jenc for the office of Board President. Mr. Jenc accepted the nomination. There were no other nominations for Board President. Supported by Webster to close nominations for the office of Board President. Mr. Jenc was unanimously elected to the office of Board President.

President Jenc opened nominations for the office of Vice President. Motion by Cheryl Paez to nominate Rick Mowen to the office of Vice President. Mr. Mowen accepted the nomination. There were no other nominations. Supported by Webster to close the nominations for the office of Vice President. Rick Mowen was unanimously elected to the office of Vice President.

President Jenc opened nominations for the office of Secretary. Motion by Sara Keyes to nominate Shelly Ochodnicky to the office of Secretary. Shelly Ochodnicky accepted the nomination. There were no other nominations for the office of Secretary. Supported by Mowen to close the nomination for the office of Secretary. Shelly Ochodnicky was unanimously elected to the office of Secretary.

President Jenc opened nominations for the office of Treasurer. Motion by Mowen to nominate Cheryl Paez to the office of Treasurer. Mrs. Paez accepted the nomination. There were no other nominations. Supported by Ochodnicky to close the nomination for the office of Treasurer. Cheryl Paez was unanimously elected to the office of Treasurer.

Building Reports
Superintendent Tuttle introduced Bryant Elementary Principal Mr. Steve Brooks. Mr. Brooks reported that the District is blessed to have such an awesome Food Service Department that provides fresh fruits to students on a daily basis by offering a wide range of different fruits and vegetables every day. Mr. Brooks explained Bryant Elementary is one of the few schools in the state that is able to provide fresh fruits and vegetables to students through a grant. Mr. Brooks introduced Kindergarten teacher Mrs. Lesa McKeon and her students who have been working on their healthy habits and nutrition. The Kindergarten students shared a story with the Board. Mrs. McKeon reported one of the IB units taught in Kindergarten is about being balanced and healthy. The title the students came up with is "Don't Be a Blob and Be Balanced and Healthy". Kindergarten students, Aiden, Brooklyn, Alan and Kendall shared a little story about being balanced and healthy.

- Drink water and milk
- Eat healthy like fruits and vegetables
- Brush your teeth and wash your body and exercise every morning.
- Get enough sleep.
- We can be healthy.

Mr. Brooks reported one of the unusual items students can try are purple carrots. Mr. Brooks expressed his gratitude to the students and parents for their presentation.

Superintendent Tuttle recognized the Board of Education and stated that they are the heart and soul of the community they represent. Board members are responsible to attend trainings, meetings and volunteer their time to meet these demands. They are visible in our community and they listen to what the community members have to say. The District salutes and applauds them for their vision to prepare today's students. Superintendent Tuttle reported that Rick Mowen is the longest standing Board member with 12 years of service, Mr. Jenc has served for nine years, Mrs. Paez has served for eight years, Mrs. Ochodnicky has been a Board member for six years, Mrs. Webster has also been on the Board for six years, Mrs. Keyes has served for one year, and this is Mr. Krauss's first meeting as a Board Member. As a special recognition, Board members received a certificate of appreciation, a card and Owosso apparel. President Jenc expressed his gratitude and stated it is a pleasure.

Student representative Andrew Pond expressed gratitude from himself and Lucy Popovitch for the gift baskets and cookies received at the December Board meeting. Andrew reported the can drive raised $5,000 at the high school. He expressed his appreciation to the students and staff. A pep assembly was held this year after the cancellation of the ABC 12 early morning assembly. The fundraiser was a success and there was positive student feedback on the pep assembly. The winter formal, which is new this year, is February 11th at D'Mar Banquet Center. It is a Sadie Hawkins dance and tickets are $15 per person.

Student Representative Pond reported that the new e-board elections will be in March and interviews will take place in early March. The Drama Club will be participating in an annual competition at John Glen for districts. Owosso High school placed fifth in the state last year. The play has an important message about awareness and acceptance. It is staged in two halves, one is an autistic child and the friend of the autistic child. The play shows how an autistic mind works. The Drama Club hopes to make it past districts to advance to regionals. The drama will be presented to the public on February 3rd and 4th.

President Jenc asked if there were any teams participating in the Frankenmuth Ice Fest. Superintendent Tuttle informed Mr. Jenc that Mr. Gobel's and Mrs. Brown's class has a group participating at the festival.

Board Correspondence

Superintendent Tuttle reported the Robotics Club showcase is January 24th from 4-6 p.m. in the foyer area. Owosso high school hosted the Snow Globe Special Olympics competition again this year. There were 22 teams participating. Dr. Tuttle expressed her gratitude to the NHS members who volunteered their time, Athletic Trainer Alan, the Food Service Department for providing lunches, the athletes, coaches and referees.

Superintendent Tuttle reported there are after school activities for students through the Blue and Gold After School Club. In addition, Bryant Elementary offers home based after school clubs including bowling, dance and all sports. Emerson second grade students from Mrs. Buza's class are mentoring Bentley students with STEM. Mr. DeLong and the transportation department were acknowledged by Superintendent Tuttle for providing transportation to those students. Mrs. Anderson's class at Emerson is working with the 5th floor patients at Memorial Healthcare. Superintendent Tuttle proudly stated that this is a great community outreach with students.

Superintendent Tuttle congratulated the Food Service Department as they successfully concluded a pretty hefty audit receiving a great report.

Superintendent Tuttle reported the Owosso Middle School hosted the county wide SAT and PSAT assessments that offers students the opportunity to become a Shiawassee County Scholar.

Superintendent Tuttle expressed her gratitude to Lincoln Alternative High School Principal, Steve Irelan for presenting to the Leadership Shiawassee. It was reported that the presentation was the groups' favorite and they enjoyed learning about education.

Superintendent Tuttle reported that as part of the Central Elementary Young Entrepreneur program, each classroom keeps the profits earned. One class voted to donate $200 to a family in New Lothrop who has a family member battling brain cancer. Another classroom purchased a vacuum for the Central Elementary Custodian.

Superintendent Tuttle reported on a very inspiring luncheon that was hosted by the District's newly hired Football Coach Devin Pringle. The students were very responsive to Coach Pringle and excited about the Football program. Coach Pringle will have a signing day for football players who want to be part of the football program coming up in the spring. Superintendent Tuttle reported she is excited about the signing day.

Superintendent Tuttle reported eight Owosso High School students will be participating in the Business Professionals of America (BPA) competition.

Superintendent Tuttle reported that staff has been asked to respect the Inauguration process, as our students are more involved in politics this year than ever before.

Dr. Selleck reported that an international IB trainer from Colorado was recently in the District and provided seven days of training to the middle school and high school teaching staff. The trainer will be returning this spring, possibly in June as well, and next year to continue the IB unit planning. Dr. Selleck reported that training sessions she observed were fantastic and she has heard positive comments about the training. Outcome of the training was reviewed at ILC with specific assignment analysis bringing actual assignments and looking at higher level thinking skills.

Dr. Selleck reported that Mr. John Hankerd is facilitating the January 24, 2017 Robotics Open House to give an opportunity for local businesses to see the work of students. An invitation was sent out to all manufacturers that belong to the Shiawassee Economic Development Partnership Board. Mr. Hankerd has worked very closely with Mr. Jones of the Airport Club. This is the fifth year of the Robotics Club. There are 21 students in the club, of which seven are females. For an under represented field for women, that is great, as we are trying to boost that number. There are also two females that are a part of the Airplane Building Club.

Dr. Selleck reported on the elementary literacy program that has been implemented with teachers and paraprofessionals. The District has benefited from the literacy grant and Title 1 funds for the past two years. Top notch materials have been purchased. Elementary Principals and Title I teaching staff have worked hard providing teacher's time to examine every element of the program that has been implemented. Dr. Selleck remarked that she has received a lot of positive feedback about the program.

Dr. Selleck reported that at the secondary level, IB personal projects are coming around nicely and will be presented in March. Dr. Selleck has viewed the list of students who will graduate next year and will receive ½ credit and a special cord for their participation in IB. These are the results of some long standing efforts.

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.

President Jenc reported he had an opportunity to be a part of the interview committee for the hiring of the Football Coach and to help facilitate the community interaction. President Jenc welcomed Coach Devin Pringle and his wife Kelly to the Board meeting.

Coach Pringle expressed his gratitude and stated that he is amazingly excited to be at Owosso. He stated Mrs. Pringle is his greatest accomplishment. He flashbacked to 30 years ago when he was playing football at Bath High School and would go to practice and Mrs. Pringle would sit in the car waiting for him, as Coach Pringle finished in the Owosso weight room this evening Mrs. Pringle was waiting in the car for him. Coach Pringle commented Owosso is a destination district academically and he wants to be a part of that. In athletics, we want to be a destination district. Coach Pringle thanked everyone for their warm welcome.

President Jenc reported during the interview Coach Pringle sang the Owosso Public Schools fight song.

For Action

- Moved by Mowen, supported by Ochodnicky to approve the December 12, 2016 regular Board meeting minutes, December 12, 2016 committee of the Whole Board meeting minutes, January 9, 2017 committee of the Whole Board meeting minutes, current bills, and financials as presented. Motion carried unanimously.
- Moved by Mowen, supported by Ochodnicky to resolve that the Board of Education adopt the Bylaws for Owosso Public Schools as presented in the resolution. Motion carried unanimously.
- Moved by Webster, supported by Mowen to resolve that the Owosso Board of Education authorize the Superintendent of Schools or his/her designee to conduct and manage any school elections for the calendar year 2017. Motion carried unanimously.
- Moved by Keyes, supported by Mowen to resolve that the Owosso Board of Education retain Thrun Law Firm, P.C. as the District's attorneys. Motion carried unanimously.
- Moved by Mowen, supported by Webster that the Board of Education authorize the Superintendent or a Board designee to accept professional staff resignations on behalf of the Board. Motion passed unanimously.
- Moved by Webster, supported by Mowen that the depository and withdrawal authorized signers for the Owosso Public Schools' financial and banking transactions for the 2017 calendar year be approved as presented including authorization for necessary ACH transactions and/or bank transfers. Motion passed unanimously.
- Moved by Ochodnicky, supported by Mowen that the Board of Education authorize the Superintendent to enter into a contract with Spicer Group for retention of their services for the Sinking Fund Project Administration and professional design services where required for the projects slated for the Summer of 2017. President Jenc asked for a roll call vote; Ayes: Webster, Paez, Ochodnicky, Mowen, Jenc, Keyes, Krauss. Nays: None. Motion passed unanimously.
- Moved by Keyes, supported by Paez that the Board of Education approve the out-of-state travel by Owosso High School students to attend and compete in the VEI Great Lakes Trade Show in Rosemont, Illinois, February 2-4, 2017. Motion passed unanimously.
- Moved by Webster, supported by Keyes that the Board of Education approve the out-of-state travel for Owosso High School Choir students and teacher Jessica Nieuwkoop on a trip to New York City, New York March 31-April 3, 2017. Motion passed unanimously.

- Moved by Mowen, supported by Ochodnicky to accept the 2017-2018 new hire of Owosso High School Teacher Devin Pringle. Motion passed unanimously. Superintendent Tuttle reported that no specific teaching position is noted at this time, as there are a few potential opportunities that will become available at the conclusion of the 2016-17 school year. Motion passed unanimously.
- Moved by Mowen, supported by Ochodnicky for the Board of Education to adopt as their 1st readings: Revised Bylaw 0100-Definitions, Revised Policies 7540-Technology, 7540.01-Technology Privacy and 7540.02-Web Content, Services, and Apps. Vice-President Mowen reported that the Business Services Committee was provided a breakdown of the policies by a NEOLA representative. Motion passed unanimously.
- Moved by Ochodnicky, supported by Mowen that the Board of Education adopt as their 1st readings: New Policy 1619, Revised Policies 3419/4419-Group Health Plans-Administration/Professional/Support Staff, Revised Policies 1619.01/3419.01/4419.01-Privacy Protections of Self-Funded Group Health Plans- Administration/Professional/Support Staff, and Revised Policies 1619.02/3419.02/4419.02-Administration/Professional/Support Staff. Motion passed unanimously.
- Moved by Ochodnicky, supported by Mowen that the Board of Education adopt as a 1st reading: New Policy 2628 – State Aide Incentives. Motion passed unanimously.
- Moved by Mowen, supported by Keyes that the Board of Education adopt as a 1st reading: Revised Policy 3142 – Probationary Teachers. Motion passed unanimously.
- Moved by Ochodnicky, supported by Keyes that the Board of Education adopt as a 1st reading: Revised policy 6424 – Purchasing Card. Motion passed unanimously.
- Moved by Ochodnicky, supported by Keyes that the Board of Education adopt as their 1st reading: New Policy 6605 – Crowdfunding, Revised Policy 5830 – Student Fund-Raising and Revised policy 9700-Relations with Special Interest Groups. Motion passed unanimously.
- Moved by Ochodnicky, supported by Mowen that the Board of Education adopt as a 1st reading: Revised Policy 8321 – Criminal Justice Information Security (Non-Criminal Justice Agency). Motion passed unanimously.

For Future Action

The Board of Education will be asked to adopt the revised resolution to the appropriations for the General Fund 2016-17 fiscal year.

The Board of Education will be asked to adopt the revised resolution to the appropriations for the School Service Fund for the 2016-17 fiscal year.

For Information

Superintendent Dr. Tuttle reported Ryan Hough has accepted the Custodian II position at Emerson Elementary. Erika Kohler, Special Education Teacher at Owosso Middle School resigned her position effective December 20, 2016. Superintendent Tuttle reported the Special Education position will be filled with a long term sub for the remainder of the school year. Deidre Howard, Food Service Lead Cook at Central Elementary resigned her position effective January 4, 2017.

Public Participation

Mr. Tom Manke of *Friends and Community Owosso and Shiawassee News and Views* addressed the Board requesting direction and help. Mr. Manke met with newly elected Shiawassee County Sheriff BeGole and an area of concern discussed were inmates housed at the Shiawassee County Jail that have drug charges and do not have a GED. Mr. Manke requested direction on establishing a program to provide a teacher for these individuals to obtain a GED while they are incarcerated.

Board Reports

President Jenc reported this was the 8th year that the Special Olympics Snow Globe Classic was hosted by Owosso High School. He expressed his gratitude to Mr. Phillips, Mr. Lintner and Mrs. Van Epps for their involvement, stating this would not be possible without them. Every year it gets bigger and bigger. There were over 200 athletes who participated this year.

Ty Krauss reported that his high school daughter is in Choir and this group is always spectacular helping celebrate the holidays. He remarked that he looks forward to the Robotics open house.

Sara Keyes welcomed Coach Pringle. She reported that her son attended Coach Pringle's meeting and he was so excited and super stoked. Mrs. Keyes stated Coach Pringle's energy is so refreshing and is exactly what the student's need. Mrs. Keyes expressed her gratitude to Dr. Selleck, commenting she takes such initiative to make sure the district has the latest and greatest for the students. She reported, this year her daughter loves to read and after listening to Dr. Selleck's Curriculum reports now understands why. Mrs. Keyes reported that she will be attending Board Professional Development this week.

Rick Mowen welcomed newly elected Board member Ty Krauss to his first Board meeting and welcomed Coach Pringle. Mr. Mowen reported he has heard great things about Mr. Pringle as a coach and teacher. Mr. Mowen stated it is nice to see this lovely lady in the audience, Mrs. Clara Pitt. Mr. Mowen commented on the importance of students to have the opportunity to be a part of the inauguration. Mr. Mowen expressed his gratitude to Mr. Brooks for the healthy snacks.

Shelly Ochodnicky reported that she is honored to be re-elected to the Board and expressed how much she enjoys being a Board member. Mrs. Ochodnicky stated that she attended the Human Trafficking meeting at OMS and has heard requests from the community for additional meetings. Mrs. Ochodnicky inquired about the possibility of having a recording of the Human Trafficking meeting on the web site. Mrs. Ochodnicky welcomed Coach Pringle and expressed her excitement for the fall football season. She also welcomed back Mrs. Pitt.

Cheryl Paez welcomed Mr. Ty Krauss to the Board.
Marlene Webster reported on poverty and under resourced students. She commented it is great to see the collaborations that are happening in the community to assist those in need. Mrs. Webster stated she is honored to continue serving and being a part of it.

President Jenc congratulated Mrs. Webster and commented there have been a couple of great articles in the paper regarding her on-going service to the community.

Upcoming Meeting Dates

Upcoming Board Meeting Dates:

February 13: Business Services/Strategic Planning & Curriculum Subcommittees, 5:00 & 6:00 pm
February 27: Regular Board Meeting, 7:00 pm

Important Upcoming Dates:

January 24: Second Semester Begins
January 24: Robotics Open House 4:00-6:00 p.m. OHS Media Center
January 26: LHS Parent/Teacher Conferences 5:30 p.m.
January 27: Bryant Pinewood Derby 6:00 p.m.
January 27: Central PTO Family Movie Night/ Central Gym 6:00 p.m.
January 28: OHS Solo & Ensemble @ CMU/OMS Choir Solo & Ensemble
February 2: Bryant Detroit Pistons Assembly 2:45 p.m.
February 3&4: OHS Drama Competition Show 7:00 p.m.
February 6: NHS Oscars Night 7:00 p.m.
February 11: Band Solo & Ensemble @ St. Johns
February 11: Bryant Pistons vs NY Knicks 5:00 p.m.
February 11: OHS Student Council Winter Formal Dance 7:00 p.m.
February 17-20: No School: President's Day Recess
February 21: OMS Choir Festival Concert 7:30 p.m.
February 22: Emerson "We Haz Jaz" 7:00 p.m.
February 23: OHS Band Concert 7:30 p.m.
February 25: Jazz Band Dinner Dance @ Baker Welcome Center 6:00 p.m.

Adjournment
Moved by Webster, supported by Mowen to adjourn at 8:36 p.m. Motion carried unanimously.

Minutes recorded by Bev White

Respectfully submitted,

_____
Shelly Ochodnicky, Secretary

OWOSSO PUBLIC SCHOOLS
EXPENDITURE REPORT
JANUARY 16, 2017 - FEBRUARY 19, 2017
REPORT 16-76

CHECK RUN ACTIVITY BY FUND		
GENERAL FUND		$646,181.82
SERVICE FUND		$62,096.23
SINKING FUND		$99,107.35
CHECK RUN TOTAL		$807,385.40
CREDIT CARD ACTIVITY BY FUND (1/05/17 - 2/04/2017)		
GENERAL FUND (JANUARY ACTIVITY)	$	15,192.13
SERVICE FUND (JANUARY ACTIVITY)	$	510.80
ORGANIZATIONAL FUND (JANUARY ACTIVITY)	$	739.72
CREDIT CARD TOTAL	$	16,442.65
GORDON FOOD SERVICE ACTIVITY (SERVICE FUND)		
PAYMENT 1/16/17	$	12,112.63
PAYMENT 1/25/17	$	14,606.47
PAYMENT 2/03/'17	$	9,664.94
PAYMENT 2/07/17	$	7,404.01
PAYMENT 2/13/17	$	17,095.51
DIRECT DRAW FROM BANK ACCOUNT	$	60,883.56
PAYROLL (#15) 1/20/2017	$	780,225.98
PAYROLL (#16) 2/03/2017	$	803,323.53
PAYROLL (#17) 2/16/2017	$	805,192.07
STABILIZATION PAYMENT - 2/01/2017	$	187,841.08
PAYROLL TOTAL	$	2,576,582.66
GRAND TOTAL	**$**	**3,461,294.27**

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

Check Register for Bank Account ID CHEM1

From 01/16/2017 to 02/19/2017 From Check First to Last

Check#	Date	Run	Type	Status		Vendor	Vendor Name	Invoice Description	Amount
095258	01/19/2017	1	Comp	Cleared	01/31/2017	006231	APPLE INC.	CE/LIEBERMAN/I-PADS	1,554.00
095259	01/19/2017	1	Comp	Cleared	01/31/2017	000278	APPLEBEE OIL COMPANY	TRANS/DELONG/PROPANE	2,311.03
095260	01/19/2017	1	Comp	Cleared	01/31/2017	001202	CONSUMERS ENERGY	UTIL/GAS&ELEC/DEC 2016	43,305.55
095261	01/19/2017	1	Comp	Cleared	01/31/2017	002330	GENESEE INTER.SCHOOL DISTRICT	HS/RCLEVENGER/CARPENTER RE	40.00
095262	01/19/2017	1	Comp	Open		004741	GLASRA	ATH/SMITH/SOCCER ASSIGNER	36.00
095263	01/19/2017	1	Comp	Cleared	01/31/2017	000070	H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/SUPPLIES	1,480.30
095264	01/19/2017	1	Comp	Open		007714	HOME DEPOT	HS/SMITH/WOODWORKING SUPP	3,577.70
095265	01/19/2017	1	Comp	Cleared	01/31/2017	008089	JACOBS, LOUANN	TRANS/JACOBS/EXAM REIMBURS	85.00
095266	01/19/2017	1	Comp	Cleared	01/31/2017	101621	KURTZ, PAM	HS/KURTZ/TESTING SUPPLIES	145.37
095267	01/19/2017	1	Comp	Cleared	01/31/2017	003600	MARSHALL MUSIC COMPANY INC.	OHS/SCHLEGEL/REPAIRS	243.94
095268	01/19/2017	1	Comp	Cleared	01/31/2017	008173	MICH. CONSTRUCTION TEACHERS ASSO	HS/KRANTZ/CONF REGISTRATIO	220.00
095269	01/19/2017	1	Comp	Cleared	01/31/2017	003756	MICHIGAN COMPANY, INC.	OPER/KLAPKO/CUSTODIAL SUPP	421.02
095270	01/19/2017	1	Comp	Cleared	01/31/2017	100001	OFFICE DEPOT INC.	BR/HARTNAGLE/TONOR AND HIG	160.97
095271	01/19/2017	1	Comp	Open		004600	OPS FOOD SERVICE FUND	ADM/BOARD MEETING	40.00
095272	01/19/2017	1	Comp	Open		004600	OPS FOOD SERVICE FUND	BB/HURLEY/4-WINGS LUNCHES	141.30
095273	01/19/2017	1	Comp	Cleared	01/31/2017	007853	PIONEER VALLEY BOOKS	EM/CICALO/BOOKS	764.50
095274	01/19/2017	1	Comp	Cleared	01/31/2017	000323	ROTARY CLUB OF OWOSSO	HS/PHILLIPS/DEC DUES	88.00
095275	01/19/2017	1	Comp	Cleared	01/31/2017	005420	SCHOOL SPECIALTY INC.	OHS/PHILLIPS/SUPPLIES	2,636.60
095276	01/19/2017	1	Comp	Open		005029	SMITH, BEN	HS/SMITH/SUPPLIES	213.87
095277	01/19/2017	1	Comp	Cleared	01/31/2017	101336	TOLRUD, MICHAEL	MS/TOLRUD/MILEAGE	38.75
095278	01/19/2017	1	Comp	Cleared	01/31/2017	007248	U.S. FOUNDATION FOR INSPIRATION	HS/HANKERD/REGISTRATION	2,000.00
095279	01/19/2017	1	Comp	Open		001667	UNIVERSITY OF OREGON	HS/COBB/CICO	291.67
095280	01/19/2017	1	Comp	Cleared	01/31/2017	001313	WERTZ, ANGELA	EM/WERTZ/BOOKS	76.74
095281	01/26/2017	1	Comp	Open		007417	BENTLEY BRIGHT BEGINNINGS	ADM/COCA-COLA REIMBURSEMEN	30.00
095282	01/26/2017	1	Comp	Cleared	01/31/2017	003794	BRYANT ELEMENTARY	ADM/COCA-COLA REIMBURSEMEN	72.00
095283	01/26/2017	1	Comp	Cleared	01/31/2017	003302	CDW GOVERNMENT, INC.	MS/LIEBERMAN/CHROMEBOOKS/C	639.52
095284	01/26/2017	1	Comp	Open		007974	CENTRAL ELEMENTARY SCHOOL	ADM/COCA-COLA REIMBURSEMEN	33.00
095285	01/26/2017	1	Comp	Open		101611	CHARLOTTE HIGH SCHOOL	ATH/SMITH/1-28 JV WRESTLIN	150.00
095286	01/26/2017	1	Comp	Open		007546	CONTRACT PAPER GROUP INC.	ADMIN/SAMSON/PAPER	10,199.20
095287	01/26/2017	1	Comp	Open		007393	CORNERSTONE EDU CONSULTING LLC	ADM/SELLECK/PD	13,240.50
095288	01/26/2017	1	Comp	Cleared	01/31/2017	004175	DATA IMAGE SYSTEMS	OMS/LIEBERMAN/SUPPLIES	4,190.00
095289	01/26/2017	1	Comp	Open		100199	DISCOUNT SCHOOL SUPPLY	BENT/HURLEY/PAPER/PAINT	113.98
095290	01/26/2017	1	Comp	Open		000008	EMERSON ELEMENTARY SCHOOL	ADM/COCA-COLA REIMBURSEMEN	69.00
095291	01/26/2017	1	Comp	Cleared	01/31/2017	002390	GILBERT'S DO IT BEST HARDWARE	OPER/KLAPKO/SUPPLIES	846.65
095292	01/26/2017	1	Comp	Cleared	01/31/2017	000070	H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/CUSTODIAL SUPP	2,952.10
095293	01/26/2017	1	Comp	Cleared	01/31/2017	002973	HANKERD SPORTSWEAR	ADM/TUTTLE/BOARD GIFT	121.00
095294	01/26/2017	1	Comp	Open		004863	JENC, TIMOTHY	2016 BOARD STIPEND	100.00
095295	01/26/2017	1	Comp	Open		003080	JOHNNY MAC'S SPORTING GOODS	ADM/BOARD GIFTS	55.00
095296	01/26/2017	1	Comp	Open		008181	KEYES, SARA	2016 BOARD STIPEND	100.00
095297	01/26/2017	1	Comp	Cleared	01/31/2017	102408	LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/SUPPLIES	345.38
095298	01/26/2017	1	Comp	Cleared	01/31/2017	003740	MASB	HS/PHILLIPS/CONF REG	135.00
095299	01/26/2017	1	Comp	Cleared	01/31/2017	003740	MASB	ADM/TUTTLE/CONF REGISTRAT	135.00
095300	01/26/2017	1	Comp	Open		100343	MCGRAW-HILL SCHOOL EDUCATION	OHS/LASKOWSKI/BOOKS	4,481.05
095301	01/26/2017	1	Comp	Open		003780	MESSA	FEB 2017 BILL/NON-UNION	21,374.03
095302	01/26/2017	1	Comp	Open		003780	MESSA	FEB 2017 BILL/TEACHERS	218,641.04
095303	01/26/2017	1	Comp	Open		003780	MESSA	FEB 2017 BILL/OESPA STAFF	48,646.38
095304	01/26/2017	1	Comp	Open		003780	MESSA	FEB 2017 BILL/ADMIN STAFF	26,208.88
095305	01/26/2017	1	Comp	Open		003297	MOWEN, RICK	2016 BOARD STIPEND	100.00
095306	01/26/2017	1	Comp	Open		007540	OCHODNICKY, SHELLY	2016 BOARD STIPEND	100.00
095307	01/26/2017	1	Comp	Open		001018	OMER, JULIE	ADM/OMER/CONF MILEAGE	48.15
095308	01/26/2017	1	Comp	Open		002575	OPANASENKO-LUBKIN, JANICE	2016 BOARD STIPEND	100.00
095309	01/26/2017	1	Comp	Open		004600	OPS FOOD SERVICE FUND	ADM/LUNCHEON	45.00
095310	01/26/2017	1	Comp	Open		004570	OWOSSO H.S. ORGANIZATION ACCT.	ADM/COCA-COLA REIMBURSEMEN	174.00
095311	01/26/2017	1	Comp	Cleared	01/31/2017	008010	OWOSSO MEDICAL GROUP	BUS DRIVER PHYSICAL ESSEX	170.00

Check#	Date	Run	Type	Status		Vendor	Vendor Name	Invoice Description	Amount
095312	01/26/2017	1	Comp	Cleared	01/31/2017	000013	OWOSSO MIDDLE SCHOOL	ADM/COCA-COLA REIMBURSEMEN	90.00
095313	01/26/2017	1	Comp	Open		004590	OWOSSO PUB. SCH. ATHLETIC FUND	ATH/SMITH/OFFICIALS	5,000.00
095314	01/26/2017	1	Comp	Open		007539	PAEZ, CHERYL	2016 BOARD STIPEND	100.00
095315	01/26/2017	1	Comp	Cleared	01/31/2017	004652	PCMI - WEST	BB STAFF PAYMENT	11,682.39
095316	01/26/2017	1	Comp	Open		004860	POSTMASTER	MS/KNIGHT/POSTAGE	140.00
095317	01/26/2017	1	Comp	Open		007557	PREMIER BUSINESS PRODUCTS	6-1/8-31 MAINT PAYMENT	2,914.46
095318	01/26/2017	1	Comp	Cleared	01/31/2017	100017	SET-SEG	FEB 2017 BILL/GF STAFF	5,314.85
095319	01/26/2017	1	Comp	Open		005625	SHIAWASSEE RESD	1/1-1/14-17 SUB REIMBURSEM	11,999.13
095320	01/26/2017	1	Comp	Cleared	01/31/2017	003087	SNYDER, KELLY	HS/SNYDER/NOTARY REIMBURSE	20.00
095321	01/26/2017	1	Comp	Open		101057	STATE OF MICHIGAN	ADM/WHITE/NOTARY COMMISSIO	10.00
095322	01/26/2017	1	Comp	Cleared	01/31/2017	005900	STECHSCHULTE GAS & OIL COMPANY	OPER/KLAPKO/FUEL	451.38
095323	01/26/2017	1	Comp	Open		008142	TURNITIN, LLC	HS/LIEBERMAN/LICENSE	5,195.00
095324	01/26/2017	1	Comp	Open		100267	UNUM LIFE INSURANCE	FEB 2017 BILL/GF STAFF	1,295.25
095325	01/26/2017	1	Comp	Open		100267	UNUM LIFE INSURANCE	FEB 2017 BILL/ADMIN STAFF	1,129.65
095326	01/26/2017	1	Comp	Open		007541	WEBSTER, MARLENE	2016 BOARD STIPEND	100.00
095327	01/26/2017	1	Comp	Cleared	01/31/2017	002238	WHITE, BEVERLY	ADM/WHITE/NOTARY FEE	10.00
095328	01/27/2017	2	Comp	Open		004860	POSTMASTER	ATH/LINTNER/POSTAGE	121.08
095329	01/27/2017	2	Comp	Open		004860	POSTMASTER	HS/PILON/POSTAGE	39.90
095330	01/30/2017	2	Comp	Open		004860	POSTMASTER	MS/KNIGHT/POSTAGE	252.00
095331	01/31/2017	2	Comp	Open		007714	HOME DEPOT	HS/SMITH/SUPPLY BALANCE DU	575.39
095332	02/02/2017	1	Comp	Open		001020	CHREST SUPPLY COMPANY	OPER/KLAPKO/PLUMBING SUPP	3,221.68
095333	02/02/2017	1	Comp	Open		007465	CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	175.50
095334	02/02/2017	1	Comp	Open		100049	CLARK FIRE & SAFETY INC.	OPER/KLAPKO/INSPECTION	312.00
095335	02/02/2017	1	Comp	Open		101784	COBB, LYNDA	HS/COBB/MILEAGE	16.01
095336	02/02/2017	1	Comp	Open		004065	CONRAD, CHRIS	OPER/CONRAD/MILEAGE	63.34
095337	02/02/2017	1	Comp	Open		000124	CONTROL SOLUTIONS INC.	OPER/KLAPKO/HVAC WORK	800.80
095338	02/02/2017	1	Comp	Open		008184	CORY, KIM	BR/BROOKS/AUTHOR PRESENTAT	295.69
095339	02/02/2017	1	Comp	Open		008016	CRANSHAW, PAULINE	OPER/CRANSHAW/MILEAGE	29.30
095340	02/02/2017	1	Comp	Open		001410	DALTON ELEVATOR	OPER/KLAPKO/WELDING SUPP	45.00
095341	02/02/2017	1	Comp	Open		004175	DATA IMAGE SYSTEMS	OMS/LIEBERMAN/SUPPLIES	109.00
095342	02/02/2017	1	Comp	Open		000558	ENERGY MANAGEMENT SOLUTIONS LLC	MONTHLY GAS MANAGEMENT	315.00
095343	02/02/2017	1	Comp	Open		006374	FARIA SYSTEMS INC.	MS/MYP MEMBERSHIP PROGRAM	1,498.00
095344	02/02/2017	1	Comp	Open		008185	FLASH TIMING	ATH/LINTNER/TIMING SYSTEM	7,267.00
095345	02/02/2017	1	Comp	Open		005307	HAMERAY PUBLISHING CO.	EM/CICALO/GR SETS/BIG BOOK	1,101.65
095346	02/02/2017	1	Comp	Open		002959	INDEPENDENT AD-VISOR INC.	ADM/THOMPSON/INDEPENDENT	535.00
095347	02/02/2017	1	Comp	Open		007323	INDUSTRIAL ABRASIVES	OHS/B SMITH/SANDING SUPPLI	656.35
095348	02/02/2017	1	Comp	Open		004730	J. W. PEPPER & SON INC.	HS/NIEUWKOOP/MUSIC	48.87
095349	02/02/2017	1	Comp	Open		003168	JAMES, VALERIE	MS/JAMES/SUPPLIES	47.65
095350	02/02/2017	1	Comp	Open		006244	JUNIOR LIBRARY GUILD	CE/KLAPKO/BOOKS	726.80
095351	02/02/2017	1	Comp	Open		004227	KETCHUM, HEATHER	MS/KETCHUM/SUPPLIES	57.07
095352	02/02/2017	1	Comp	Open		007104	KLAPKO, JOHN	OPER/KLAPKO/GREENS MOWERS	600.00
095353	02/02/2017	1	Comp	Open		008158	MICHIGAN COLLEGE ACCESS NETWORK	ATL/IRELAN/CONF REGISTRATI	170.00
095354	02/02/2017	1	Comp	Open		002266	MICHIGAN READING ASSOCIATION	BR/COLLISON/CONF REGISTRAT	185.00
095355	02/02/2017	1	Comp	Open		002266	MICHIGAN READING ASSOCIATION	CE/BINGER/CONF REGISTRATIO	220.00
095356	02/02/2017	1	Comp	Open		002266	MICHIGAN READING ASSOCIATION	BR/BRUCKMAN/CONF REGISTRAT	220.00
095357	02/02/2017	1	Comp	Open		007425	MIDWEST AIR FILTER, INC	OPER/KLAPKO/FILTERS	288.00
095358	02/02/2017	1	Comp	Open		007158	MOMAR, INCORPORATED	OPER/KLAPKO/BOILER PROTECT	290.00
095359	02/02/2017	1	Comp	Open		004121	NAPA AUTO PARTS	OPER/KLAPKO/MIRROR	59.00
095360	02/02/2017	1	Comp	Open		100001	OFFICE DEPOT INC.	BR/HARTNAGLE/PAPER BANDAI	436.48
095361	02/02/2017	1	Comp	Open		001018	OMER, JULIE	ADM/OMER/CONF MILEAGE	62.06
095362	02/02/2017	1	Comp	Open		004600	OPS FOOD SERVICE FUND	ATH/SMITH/MEETING	1,303.34
095363	02/02/2017	1	Comp	Open		007851	OREILLY AUTO PARTS	OPER/KLAPKO/SUPPLIES	12.12
095364	02/02/2017	1	Comp	Open		004650	OWOSSO SAFE & LOCK COMPANY	OPER/KLAPKO/KEYS	10.00
095365	02/02/2017	1	Comp	Open		004652	PCMI - WEST	OMS BOYS BASKETBALL COACH	1,629.32

Check#	Date	Run	Type	Status	Vendor	Vendor Name	Invoice Description	Amount
095366	02/02/2017	1	Comp	Open	008120	PLAN MEMBER SERVICES	CONTRIBUTION-KRANTZ	200.00
095367	02/02/2017	1	Comp	Open	100135	QUILL CORPORATION	OHS/POYNER/INK	428.76
095368	02/02/2017	1	Comp	Open	100803	RAFFAELLI, DANIELE	BR/RAFFAELLI/SUPPLIES	33.16
095369	02/02/2017	1	Comp	Open	000323	ROTARY CLUB OF OWOSSO	HS/PHILLIPS/JUNE 16 DUES	360.00
095370	02/02/2017	1	Comp	Open	100922	SAGINAW VALLEY STATE UNIVERSITY	ATH/SMITH/3-23 TRACK ENTRY	400.00
095371	02/02/2017	1	Comp	Open	005420	SCHOOL SPECIALTY INC.	CE/KLAPKO/TONER/BOOK TAPE	566.34
095372	02/02/2017	1	Comp	Open	006816	SHIA ECONOMIC DEV. PARTNERSHIP	2017 MEMBERSHIP DUES	3,250.00
095373	02/02/2017	1	Comp	Open	100810	SHIA. COUNTY ROAD COMMISSION	OPER/KLAPKO/ROAD SALT	151.46
095374	02/02/2017	1	Comp	Open	005610	SHIAWASSEE COUNTY HEALTH DEPT.	OPER/KLAPKO/POOL LICENSE	94.00
095375	02/02/2017	1	Comp	Open	005900	STECHSCHULTE GAS & OIL COMPANY	TRANS/DELONG/DIESEL	6,775.83
095376	02/02/2017	1	Comp	Open	007400	STERK, JORDAN	HS/STERK/CONF REIMBURSEMEN	125.00
095377	02/02/2017	1	Comp	Open	002623	TASC-CLIENT INVOICES	3/1-3/31/17 ADMIN FEE	325.36
095378	02/02/2017	1	Comp	Open	006230	THRUN LAW FIRM, P.C.	JANUARY LEGAL SERVICES	1,004.50
095379	02/02/2017	1	Comp	Open	101336	TOLRUD, MICHAEL	MS/TOLRUD/CONF REIMBURSE	217.98
095380	02/02/2017	1	Comp	Open	001119	UNITED PARCEL SERVICE	HS/POSTAGE	30.29
095381	02/02/2017	1	Comp	Open	006510	VALLEY LUMBER COMPANY	OPER/KLAPKO/BROOM&LUMBER	40.33
095382	02/02/2017	1	Comp	Open	006630	WARD'S NATURAL SCIENCE	OHS/GERSTLER/SPECIMENS	1,276.61
095383	02/02/2017	1	Comp	Open	007985	WATSON, JOE	ADM/WATSON/MILEAGE	102.85
095384	02/02/2017	1	Comp	Open	006882	WHEELER, JEREMY	ADM/WHEELER/MILEAGE	97.49
095385	02/02/2017	1	Comp	Open	006845	WIN'S CORPORATE OFFICE	OPER/KLAPKO/ELECTRICAL SUP	83.42
095386	02/06/2017	2	Comp	Open	004860	POSTMASTER	HS/PILON/POSTAGE	42.49
095387	02/09/2017	1	Comp	Open	101548	AGNEW GRAPHICS SIGNS & PROMO.	OPER/KLAPKO/PLAYGROUND SIG	150.00
095388	02/09/2017	1	Comp	Open	000278	APPLEBEE OIL COMPANY	TRANS/DELONG/PROPANE	1,430.08
095389	02/09/2017	1	Comp	Open	000300	ARGUS-PRESS CO.	TRANS/DELONG/AD	8.00
095390	02/09/2017	1	Comp	Open	007730	BAUMDRAHER, JESSA	COMM ED LIFE GUARD	140.25
095391	02/09/2017	1	Comp	Open	005935	BP CANADA ENERGY MARKETING GROUP	UTIL/GAS&ELEC/GAS PURCHASE	18,530.72
095392	02/09/2017	1	Comp	Open	007465	CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	58.50
095393	02/09/2017	1	Comp	Open	008189	CONVERGENT TECHNOLOGY PARTNERS	ADM/MILLER/E-RATE APPLICAT	380.00
095394	02/09/2017	1	Comp	Open	003248	CRYSTAL CLEAN WATER	ADM/WATER	76.00
095395	02/09/2017	1	Comp	Open	002685	E & L HARDWOOD	OHS/B SMITH/LUMBER	3,937.29
095396	02/09/2017	1	Comp	Open	101867	FASTENAL COMPANY	OPER/KLAPKO/BOLTS	11.86
095397	02/09/2017	1	Comp	Open	000070	H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/SUPPLIES	75.00
095398	02/09/2017	1	Comp	Open	005183	HASSELBRING CLARK	ADM/COPIER MAINTENANCE	23.86
095399	02/09/2017	1	Comp	Open	008191	HBC SPECIALIZED CONTRACTING	OPER/KLAPKO/ABATEMENT	550.00
095400	02/09/2017	1	Comp	Open	004013	IMAGELINE PRODUCTIONS	ADM/TUTTLE/SHIRT PRINTING	560.00
095401	02/09/2017	1	Comp	Open	002962	INDUSTRIAL SUPPLY OF OWOSSO INC.	OHS/B SMITH/DRILL/ROUTER	1,445.90
095402	02/09/2017	1	Comp	Open	101089	INGHAM INTERMEDIATE SCHOOL DIST.	ADM/WHITE/CONF LUNCH	5.00
095403	02/09/2017	1	Comp	Open	007104	KLAPKO, JOHN	OPER/KLAPKO/MILEAGE	177.76
095404	02/09/2017	1	Comp	Open	102408	LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/EQUIP REPAIR	1,616.75
095405	02/09/2017	1	Comp	Open	007397	MALLORY IRELAN	COMM ED LIFE GUARD	199.75
095406	02/09/2017	1	Comp	Open	003660	MEDLER ELECTRIC COMPANY	OPER/KLAPKO/LIGHT BULBS	2,098.80
095407	02/09/2017	1	Comp	Open	007066	MICHALANGELO ENTERPRISES LLC	ADM/SELLECK/PD	5,250.00
095408	02/09/2017	1	Comp	Open	008158	MICHIGAN COLLEGE ACCESS NETWORK	ALT/BAUGHMAN/CONF REGISTR	150.00
095409	02/09/2017	1	Comp	Open	004050	MORRIS MECHAN. CONTRACTING INC.	OPER/KALPKO/BOILER WORK	2,937.00
095410	02/09/2017	1	Comp	Open	007718	NATALIE TAYLOR	COMM ED LIFE GUARD	97.75
095411	02/09/2017	1	Comp	Open	004899	NIEUWKOOP, JESSICA	HS/NIEUWKOOP/CONF REIMB	127.06
095412	02/09/2017	1	Comp	Open	100001	OFFICE DEPOT INC.	ADM/SMITH/SUPPLIES	197.79
095413	02/09/2017	1	Comp	Open	004600	OPS FOOD SERVICE FUND	BR/BROOKS/VETERANS DAY	375.44
095414	02/09/2017	1	Comp	Open	008010	OWOSSO MEDICAL GROUP	BUS DRIVER PHYSICAL/HUDSON	85.00
095415	02/09/2017	1	Comp	Open	004652	PCMI - WEST	BB STAFF PAYMENT	11,643.51
095416	02/09/2017	1	Comp	Open	100765	PITT, CLARA	ADM/PITT/MILEAGE	36.29
095417	02/09/2017	1	Comp	Open	004860	POSTMASTER	HS/PILON/POSTAGE	39.50
095418	02/09/2017	1	Comp	Open	004860	POSTMASTER	ADM/KINDERGARTEN MAILER	170.00
095419	02/09/2017	1	Comp	Open	004860	POSTMASTER	HS/PILON/POSTAGE	87.95

Check#	Date	Run	Type	Status	Vendor	Vendor Name	Invoice Description	Amount
095420	02/09/2017	1	Comp	Open	004860	POSTMASTER	MS/KNIGHT/POSTAGE	147.00
095421	02/09/2017	1	Comp	Open	004860	POSTMASTER	MS/KNIGHT/POSTAGE	135.00
095422	02/09/2017	1	Comp	Open	008190	PRINGLE, DEVIN	HS/PRINGLE/MANNEQUIN	343.98
095423	02/09/2017	1	Comp	Open	100135	QUILL CORPORATION	OHS/ELKINS/INK	1,118.13
095424	02/09/2017	1	Comp	Open	100803	RAFFAELLI, DANIELE	CE/RAFFAELLI/SUPPLIES	39.60
095425	02/09/2017	1	Comp	Open	005420	SCHOOL SPECIALTY INC.	OMS/MCINTYRE/SUPPLIES	1,334.39
095426	02/09/2017	1	Comp	Open	006634	SCREENVISION DIRECT	ADM/THOMPSON/ADVERTISING	188.00
095427	02/09/2017	1	Comp	Open	000693	SEHI COMPUTER PRODUCTS	OHS/GREGORY/PRINTER	1,036.27
095428	02/09/2017	1	Comp	Open	005625	SHIAWASSEE RESD	1/15-1/28/17 SUB REIMBURSE	11,849.89
095429	02/09/2017	1	Comp	Open	002613	SIMPRO, INC	ADM/PITT/BOARD TABS	89.00
095430	02/09/2017	1	Comp	Open	100719	TEOC	OPER/KLAPKO/INSPECTION	687.00
095431	02/09/2017	1	Comp	Open	002948	THOMPSON, JESSICA	ADM/THOMPSON/MILEAGE	70.26
095432	02/09/2017	1	Comp	Open	006250	TIRE FACTORY	OPER/KLAPKO/TUBES&TIRE	84.99
095433	02/09/2017	1	Comp	Open	004604	TUTTLE, ANDREA	ADM/TUTTLE/CONF REIMBURSEM	31.57
095434	02/09/2017	1	Comp	Open	007457	US BANK EQUIPMENT FINANCE	LEASE PAYMENT FEB 2017	2,132.95
095435	02/09/2017	1	Comp	Open	006510	VALLEY LUMBER COMPANY	HS/LINTNER/FOOTBALL TOWER	156.29
095436	02/09/2017	1	Comp	Open	102233	VANHORN, TAMERA	BB/VANHORN/SUPPLIES	16.35
095437	02/09/2017	1	Comp	Open	007763	VONDRASEK, AMIEE	ADM/CONF REG/NON-PUBLIC	195.00
095438	02/09/2017	1	Comp	Open	006511	WASTE MANAGEMENT OF FLINT	UTIL/TRASH SVC/FEB 2017	2,403.85
095439	02/09/2017	1	Comp	Open	008117	WILHELM, MADISON	COMM ED LIFE GUARD	93.50
095440	02/09/2017	1	Comp	Open	006845	WIN'S CORPORATE OFFICE	OPER/KLAPKO/LIGHT BULBS	14.78
095441	02/09/2017	2	Comp	Open	002266	MICHIGAN READING ASSOCIATION	EM/GRAHAM/CONF REG	370.00
095442	02/16/2017	1	Comp	Open	004208	AMWAY GRAND PLAZA	CONF LODGING 5 TEACHERS	882.90
095443	02/16/2017	1	Comp	Open	000300	ARGUS-PRESS CO.	ADM/THOMPSON/ADVERTISING	2,916.00
095444	02/16/2017	1	Comp	Open	002307	BRD PRINTING INC.	ADM/DIRECTORY COMPOSITION	893.67
095445	02/16/2017	1	Comp	Open	006159	CENTURY LINK COMMUNICATIONS LLC	UTIL/PHONE SVC DEC 2016	140.12
095446	02/16/2017	1	Comp	Open	003881	COLORADO TIME SYSTEMS, LLC	ATH/SMITH/LANE BRACKETS	393.00
095447	02/16/2017	1	Comp	Open	001202	CONSUMERS ENERGY	UTIL/GAS&ELEC/FEB 2017	44,350.93
095448	02/16/2017	1	Comp	Open	007131	CSH INCORPORATED	OPER/KLAPKO/MOTOR REPAIR	95.00
095449	02/16/2017	1	Comp	Open	100455	D & G EQUIPMENT INC.	OPER/KLAPKO/GROUNDS PARTS	513.55
095450	02/16/2017	1	Comp	Open	007502	EPS	EM/GRAHAM/BOOKS	259.38
095451	02/16/2017	1	Comp	Open	008196	FILLER, BRITTNEY	BB/FILLER/CONF REIMBURSEME	27.00
095452	02/16/2017	1	Comp	Open	002966	FRED FERNETTE	OPER/FERNETTE/MILEAGE	23.11
095453	02/16/2017	1	Comp	Open	000070	H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/CLEANING SUPPL	18.00
095454	02/16/2017	1	Comp	Open	002959	INDEPENDENT AD-VISOR INC.	ADM/THOMPSON/INDEPENDENT	535.00
095455	02/16/2017	1	Comp	Open	005929	IRELAN, STEVE	ALT/IRELAN/SUPPLIES	120.00
095456	02/16/2017	1	Comp	Open	003168	JAMES, VALERIE	BB/ROWELL/OVER-PAYMENT	53.52
095457	02/16/2017	1	Comp	Open	008181	KEYES, SARA	ADM/KEYES/CONF REIMBURSEME	276.34
095458	02/16/2017	1	Comp	Open	003187	KRANTZ, JASON	MS/KRANTZ/SUPPLIES	86.44
095459	02/16/2017	1	Comp	Open	008195	KRAUSS, TY	ADM/KRAUSS/CONF REIMBURSE	78.75
095460	02/16/2017	1	Comp	Open	003600	MARSHALL MUSIC COMPANY INC.	MS/TOLRUD/SUPPLIES	212.93
095461	02/16/2017	1	Comp	Open	003600	MARSHALL MUSIC COMPANY INC.	MS/TOLRUD/SUPPLIES	809.00
095462	02/16/2017	1	Comp	Open	007806	MARY RUTH BOOKS, INC.	EM/GRAHAM/BOOK SETS	274.45
095463	02/16/2017	1	Comp	Open	001902	MHSSCA	ATH/SMITH/DUES	50.00
095464	02/16/2017	1	Comp	Open	007540	OCHODNICKY, SHELLY	ADM/OCHODNICKY/CONF REIMB	78.75
095465	02/16/2017	1	Comp	Open	100001	OFFICE DEPOT INC.	ADM/SMITH/SUPPLIES	360.33
095466	02/16/2017	1	Comp	Open	001018	OMER, JULIE	ADM/OMER/CONF MILEAGE	39.12
095467	02/16/2017	1	Comp	Open	004600	OPS FOOD SERVICE FUND	BB/ROWELL/4-WING LUNCHES	193.05
095468	02/16/2017	1	Comp	Open	004600	OPS FOOD SERVICE FUND	MS/COLLINS/REWARDS	1,430.00
095469	02/16/2017	1	Comp	Open	008010	OWOSSO MEDICAL GROUP	MDOT PHYSICAL/S DELONG	85.00
095470	02/16/2017	1	Comp	Open	006555	PLEUNE SERVICE COMPANY INC	OPER/KLAPKO/HVAC SERVICE	197.08
095471	02/16/2017	1	Comp	Open	004860	POSTMASTER	MS/KNIGHT/POSTAGE	37.71
095472	02/16/2017	1	Comp	Open	007557	PREMIER BUSINESS PRODUCTS	COPIER LEASE PMT (50%)	5,134.36
095473	02/16/2017	1	Comp	Open	005420	SCHOOL SPECIALTY INC.	OHS/SCHNEIDER/SUPPLIES	771.54

Check Register for Bank Account ID CHEM1

From 01/16/2017 to 02/19/2017 From Check First to Last

Check#	Date	Run	Type	Status	Vendor	Vendor Name	Invoice Description	Amount
095474	02/16/2017	1	Comp	Open	005520	SECURITY ALARM COMPANY INC.	OPER/KLAPKO/PROX CARDS	7,897.22
095475	02/16/2017	1	Comp	Open	100810	SHIA. COUNTY ROAD COMMISSION	OPER/KLAPKO/ROAD SALT	605.82
095476	02/16/2017	1	Comp	Open	005850	STAMP-RITE INC.	ADM/NAMEPLATES	53.50
095477	02/16/2017	1	Comp	Open	001119	UNITED PARCEL SERVICE	HS/POSTAGE	97.73
095478	02/16/2017	1	Comp	Open	008194	UNIVERSITY OF KENTUCKY	HS/GERSTLER/SUPPLIES	221.00
095479	02/16/2017	1	Comp	Open	100267	UNUM LIFE INSURANCE	MARCH 2017 BILL/GF STAFF	1,288.71
095480	02/16/2017	1	Comp	Open	100267	UNUM LIFE INSURANCE	MARCH 2017 BILL ADMIN STAF	1,129.65

CHECK TOTAL	646,181.82
LESS VOIDS	0.00
GRAND TOTAL	646,181.82

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	190	563,434.78	Computer	223	646,181.82
Cleared	33	82,747.04	Prepaid		
Void					
Scratch					
TOTAL	223	646,181.82	TOTAL	223	646,181.82

Check Register for Bank Account ID SERVIC

From 01/16/2017 to 02/19/2017 From Check First to Last

Check#	Date	Run	Type	Status		Vendor	Name	Invoice Description	Amount
006887	01/19/2017	1	Comp	Cleared	01/31/2017	004621	AUNT MILLIE'S BAKERIES	FS/PRINCE/FOOD PURCHASE	845.53
006888	01/19/2017	1	Comp	Cleared	01/31/2017	007480	BANANA BROTHERS PRODUCE	FS/PRINCE/FOOD PURCHASE	15,014.00
006889	01/19/2017	1	Comp	Cleared	01/31/2017	003758	COCA-COLA BOTTLING CO OF MICHIGN	FS/PRINCE/FOOD PURCHASE	2,292.00
006890	01/19/2017	1	Comp	Cleared	01/31/2017	003807	PRAIRIE FARMS DAIRY	FS/PRINCE/FOOD PURCHASE	5,463.92
006891	01/19/2017	1	Comp	Cleared	01/31/2017	000684	STAFFORD-SMITH INC.	OHS/PRINCE/EQUIPMENT	1,438.00
006892	01/19/2017	1	Comp	Cleared	01/31/2017	004679	TOBEY, CHRISTINE	FS/TOBEY/MILEAGE	158.81
006893	01/26/2017	1	Comp	Cleared	01/31/2017	004621	AUNT MILLIE'S BAKERIES	FS/PRINCE/FOOD PURCHASE	157.95
006894	01/26/2017	1	Comp	Cleared	01/31/2017	007480	BANANA BROTHERS PRODUCE	FS/PRINCE/FOOD PURCHASE	5,480.45
006895	01/26/2017	1	Comp	Cleared	01/31/2017	003758	COCA-COLA BOTTLING CO OF MICHIGN	FS/PRINCE/FOOD PURCHASE	3,147.12
006896	01/26/2017	1	Comp	Open		003780	MESSA	FEB 2016 BILL/FS STAFF	962.81
006897	01/26/2017	1	Comp	Cleared	01/31/2017	100017	SET-SEG	FEB 2017 BILL/FS STAFF	325.15
006898	01/26/2017	1	Comp	Cleared	01/31/2017	005900	STECHSCHULTE GAS & OIL COMPANY	FS/KLAPKO/FUEL	70.21
006899	01/26/2017	1	Comp	Open		100267	UNUM LIFE INSURANCE	FEB 2017 BILL/GF STAFF	50.42
006900	02/02/2017	1	Comp	Open		102408	LANSING SANITARY SUPPLY INC.	FS/KLAPKO/FUEL	1,147.95
006901	02/02/2017	1	Comp	Open		006782	ROBINSON, KAREN	FS/ROBINSON/MILEAGE	49.88
006902	02/02/2017	1	Comp	Open		005900	STECHSCHULTE GAS & OIL COMPANY	FS/KLAPKO/FUEL	91.77
006903	02/09/2017	1	Comp	Open		004621	AUNT MILLIE'S BAKERIES	FS/PRINCE/FOOD PURCHASE	704.58
006904	02/09/2017	1	Comp	Open		007480	BANANA BROTHERS PRODUCE	FS/PRINCE/FOOD PURCHASE	11,684.31
006905	02/09/2017	1	Comp	Open		007965	BELLINGAR SPECIALTY MEATS	FS/PRINCE/FOOD PURCHASE	142.04
006906	02/09/2017	1	Comp	Open		003758	COCA-COLA BOTTLING CO OF MICHIGN	FS/PRINCE/FOOD PURCHASE	129.60
006907	02/09/2017	1	Comp	Open		007104	KLAPKO, JOHN	FS/KLAPKO/MILEAGE	177.76
006908	02/09/2017	1	Comp	Open		003807	PRAIRIE FARMS DAIRY	FS/PRINCE/FOOD PURCHASE	4,938.33
006909	02/16/2017	1	Comp	Open		004621	AUNT MILLIE'S BAKERIES	FS/PRINCE/FOOD PURCHASE	54.84
006910	02/16/2017	1	Comp	Open		007480	BANANA BROTHERS PRODUCE	FS/PRINCE/FOOD PURCHASE	4,191.08
006911	02/16/2017	1	Comp	Open		003302	CDW GOVERNMENT, INC.	FS/KLAPKO/CAMERAS	499.52
006912	02/16/2017	1	Comp	Open		003758	COCA-COLA BOTTLING CO OF MICHIGN	FS/PRINCE/FOOD PURCHASE	1,105.68
006913	02/16/2017	1	Comp	Open		102408	LANSING SANITARY SUPPLY INC.	FS/KLAPKO/CLEANING SUPPLIE	84.25
006914	02/16/2017	1	Comp	Open		100001	OFFICE DEPOT INC.	FS/PRINCE/INK	139.98
006915	02/16/2017	1	Comp	Open		003807	PRAIRIE FARMS DAIRY	FS/PRINCE/FOOD PURCHASE	1,497.87
006916	02/16/2017	1	Comp	Open		100267	UNUM LIFE INSURANCE	MARCH 2017 BILL/FS STAFF	50.42

CHECK TOTAL	62,096.23
LESS VOIDS	0.00
GRAND TOTAL	62,096.23

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	19	27,703.09	Computer	30	62,096.23
Cleared	11	34,393.14	Prepaid		
Void					
Scratch					
TOTAL	30	62,096.23	TOTAL	30	62,096.23

Check Register for Bank Account ID SF#1

From 01/16/2017 to 02/19/2017 From Check First to Last

Check#	Date	Run	Type	Status	Vendor	Vendor Name	Invoice Description	Amount
600862	01/26/2017	1	Comp	Open	001274	SPICER GROUP INC.	SINKING FUND MANAGEMENT	14,437.75
600863	02/09/2017	1	Comp	Open	006484	AXIOM CONST SERVICES GROUP LLC	SINKING FUND WORK OMS	38,594.32
600864	02/16/2017	1	Comp	Open	006484	AXIOM CONST SERVICES GROUP LLC	SINKING FUND PROJECT WORK	46,075.28

CHECK TOTAL	99,107.35
LESS VOIDS	0.00
GRAND TOTAL	99,107.35

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	3	99,107.35	Computer	3	99,107.35
Cleared			Prepaid		
Void					
Scratch					
TOTAL	3	99,107.35	TOTAL	3	99,107.35

◉ Date Range: From: 01/05/2017

To: 02/04/2017

Date Type: Posting Date

Data available starting: 02/17/2014 Search

SEARCH RESULTS

Search Total: (3,493.00

Page 1 of 1 Page Go

Account Name	Account Number	Transaction Amount	Adjustment Amount	Total Transaction Amoun
EMERSON ELEMENTARY	XXXX-XXXX-0517-2354	503.53	0.00	503.5
MIKE GRAHAM	XXXX-XXXX-0530-1557	1,814.86	0.00	1,814.8
FRED LAB	XXXX-XXXX-0532-9202	272.27	0.00	272.2
ED VAN STRATE	XXXX-XXXX-0532-9277	34.83	0.00	34.8
LINCOLN HIGH SCHOOL	XXXX-XXXX-0593-9232	131.15	0.00	131.1
BRIGHT BEGINNINGS OFFICE	XXXX-XXXX-1097-9983	413.79	0.00	413.7
OWOSSO SCHOOLS	XXXX-XXXX-1253-3820	510.80	0.00	510.8
CTE CULINARY ARTS	XXXX-XXXX-1311-0891	588.74	0.00	588.7
CTE CONSTRUCTION TRADES	XXXX-XXXX-1311-0933	372.68	0.00	372.6
OWOSSO PUBLIC SCHOOLS	XXXX-XXXX-0002-6361	0.00	(19,935.65)	(19,935.6
SWIM PROGRAM	XXXX-XXXX-0173-5686	405.65	0.00	405.6
BRYANT ELEMENTARY	XXXX-XXXX-0177-1509	963.24	0.00	963.2
DAN CLARK	XXXX-XXXX-0188-5846	244.35	0.00	244.3
BEN COBB	XXXX-XXXX-0188-5861	589.52	0.00	589.5
OWOSSO HIGH SCHOOL	XXXX-XXXX-0223-2881	1,085.35	0.00	1,085.3
TECHNOLOGY DEPT	XXXX-XXXX-0270-9854	164.14	0.00	164.1
JOHN QUICK	XXXX-XXXX-0274-4836	240.59	0.00	240.5
OWOSSO MIDDLE SCHOOL	XXXX-XXXX-0316-8175	1,680.91	0.00	1,680.9
OPERATIONS DEPT	XXXX-XXXX-0322-6353	659.02	0.00	659.0
BRIGHT BEGINNINGS	XXXX-XXXX-0352-0722	50.00	0.00	50.0
CENTRAL ELEMENTARY	XXXX-XXXX-0358-7523	418.10	0.00	418.1
DISTRICT TRAVEL	XXXX-XXXX-0372-6121	2,585.89	0.00	2,585.8
OWOSSO HIGH SCHOOL 2	XXXX-XXXX-0969-6765	334.07	0.00	334.0
CENTRAL OFFICE	XXXX-XXXX-9842-0803	3,231.88	(852.71)	2,379.1

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Search Total: (3,493.00

OWOSSO PUBLIC SCHOOLS
BOARD OF EDUCATION
January 31, 2017
Report 16-77

Statement of Deposits and Investments
As of 1/31/2017
Unaudited

	General Fund	School Service	Building & Site	Total
Summary of Deposits and Investments				
Cash on hand	$ 151,375	$ 449,528	$ 1,333,876	$ 1,934,779
Investments	4,099,388		1,223,970	5,323,358
Total Deposits and Investments	$ 4,250,763	$ 449,528	$ 2,557,846	$ 7,258,137
Detail of Deposits and Investments				
Cash on hand	$ 151,375	$ 448,751	$ 1,333,876	$ 1,934,002
Petty Cash on hand	-	777	-	
Total Cash on hand	$ 151,375	$ 449,528	$ 1,333,876	$ 1,934,779
Chemical Bank Savings Account	$ 61,320	$ -	$ 111,684	$ 173,003
Mich Class Investment	4,038,068	-	1,112,287	5,150,355
Total Investments	$ 4,099,388	$ -	$ 1,223,970	$ 5,323,358
Total Deposits and Investments	$ 4,250,763	$ 449,528	$ 2,557,846	$ 7,258,137

OWOSSO PUBLIC SCHOOLS
BOARD OF EDUCATION
January 31, 2017
Report 16-77

Combined Statement of Revenue, Expenditures, and Fund Balance
General, School Service, and Capital Project Funds
As of 1/31/2017
Unaudited

	General Fund				School Service Fund				Capital Projects Fund			
	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/ Used	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/ Used	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/ Used
REVENUE												
Local sources	3,317,105	1,165,111	(2,151,994)	35%	278,052	164,669	(113,383)	59%	1,591,871	602,563	(989,308)	38%
State sources	24,209,927	8,984,967	(15,224,960)	37%	56,429	22,742	(33,687)	40%	-	-	-	
Federal sources	1,272,141	202,726	(1,069,415)	16%	1,648,110	664,251	(983,859)	40%	-	-	-	
Interdistrict sources-RESD	735,493	15,621	(719,872)	2%	-	-	-		-	-	-	
Interdistrict sources-transfers in and other sources	120,525		(120,525)	0%			-		-	-	-	
Total revenue and other sources	$ 29,655,191	$ 10,368,425	$ (19,286,766)	35%	1,982,591	851,662	(1,130,929)	43%	1,591,871	602,563	(989,308)	38%
EXPENDITURES												
INSTRUCTION												
BASIC PROGRAMS:												
ELEMENTARY	$ 6,917,907	$ 2,971,045	(3,946,862)	43%								
MIDDLE SCHOOL	3,660,513	1,525,470	(2,135,043)	42%								
HIGH SCHOOL	3,992,723	1,701,447	(2,291,276)	43%								
ALTERNATIVE EDUCATION	643,071	287,188	(355,883)	45%								
PRESCHOOL	118,835	58,489	(60,346)	49%								
PRESCHOOL (MICHIGAN READINESS) GRANT	176,800	100,773	(76,027)	57%								
TOTAL BASIC PROGRAMS	$ 15,509,849	$ 6,644,412	$ (8,865,437)	43%								
ADDED NEEDS:												
SPECIAL EDUCATION	$ 3,257,427	$ 1,359,196	$ (1,898,231)	42%								
CHILDCARE PROGRAM	265,842	110,977	$ (154,865)	42%								
TITLE I GRANT	917,691	395,189	(522,502)	43%								
VOCATIONAL EDUCATION	528,025	248,885	(279,140)	47%								
CTE GRANT	-	-	-									
AT RISK GRANT	1,025,474	393,092	(632,382)	38%								
MISC STATE GRANTS	38,610	61,326	22,716	159%								
TOTAL ADDED NEEDS	$ 6,033,069	$ 2,568,665	$ (3,464,404)	43%								
CONTINUING EDUCATION:												
COMMUNITY EDUCATION	$ 138,462	$ 79,055	$ (59,407)	57%								
TOTAL CONTINUING EDUCATION	$ 138,462	$ 79,055	$ (59,407)	57%								
TOTAL INSTRUCTION	**$ 21,681,380**	**$ 9,292,132**	**$ (12,389,248)**									
SUPPORTING SERVICES												
PUPIL SERVICES:												
GUIDANCE SERVICES	$ 463,965	$ 223,109	$ (240,856)	48%								
TOTAL PUPIL SERVICES	$ 463,965	$ 223,109	$ (240,856)	48%								
INSTRUCTIONAL STAFF:												
TITLE II, PART A/RURAL EDUCATION GRANT	$ 320,158	$ 235,170	$ (84,988)	73%								
IMPROVEMENT OF INSTRUCTION	255,896	94,573	(161,323)	37%								
MEDIA SERVICES	264,549	123,772	(140,777)	47%								
TOTAL INSTRUCTIONAL STAFF	$ 840,603	$ 453,515	$ (387,088)	54%								
GENERAL ADMINISTRATION:												
BOARD OF EDUCATION	$ 104,709	$ 39,795	$ (64,914)	38%								
EXECUTIVE ADMINISTRATION	314,403	172,031	(142,372)	55%								
HUMAN RESOURCES	213,350	118,124	(95,226)	55%								
TOTAL GENERAL ADMINISTRATION	$ 632,462	$ 329,950	$ (302,512)	52%								
SCHOOL ADMINISTRATION:												
SCHOOL ADMINISTRATION	$ 2,563,603	$ 1,341,087	$ (1,222,516)	52%								
TOTAL SCHOOL ADMINISTRATION	$ 2,563,603	$ 1,341,087	$ (1,222,516)	52%								
BUSINESS SERVICES:												

Combined Statement of Revenue, Expenditures, and Fund Balance
General, School Service, and Capital Project Funds
As of 1/31/2017

Unaudited

	General Fund				School Service Fund				Capital Projects Fund			
	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/ Used	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/ Used	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/ Used
FISCAL SERVICES	$ 338,739	$ 185,751	$ (152,988)	55%								
TECHNOLOGY MANAGEMENT	326,175	149,207	$ (176,968)	46%								
TOTAL BUSINESS SERVICES	$ 664,914	$ 334,958	$ (329,956)	50%								
OPERATIONS AND MAINTENANCE:												
OPERATIONS AND MAINTENANCE	$ 2,733,687	$ 1,459,705	$ (1,273,982)	53%								
TOTAL OPERATIONS AND MAINTENANCE	$ 2,733,687	$ 1,459,705	$ (1,273,982)	53%								
PUPIL TRANSPORTATION SERVICES:												
PUPIL TRANSPORTATION SERVICES	$ 849,192	$ 430,221	$ (418,971)	51%								
TOTAL PUPIL TRANSPORTATION	$ 849,192	$ 430,221	$ (418,971)	51%								
OTHER SERVICES:												
PAC	$ 5,874	$ -	$ (5,874)	0%								
COMMUNICATION SERVICES	44,308	19,374	(24,934)	44%								
ATHLETICS	425,797	195,967	(229,830)	46%								
PRINTING AND OTHER SUPPORT SERVICES	77,644	41,883	(35,761)	54%								
TOTAL OTHER SERVICES	$ 553,623	$ 257,224	$ (296,399)	46%								
TOTAL SUPPORTING SERVICES	**$ 9,302,049**	**$ 4,829,769**	**$ (4,472,280)**	52%								
OUTGOING TRANSFERS/FUND MODIFICATIONS:												
OTHER	59,596	14,490	(45,106)	24%								
TOTAL OUTGOING TRANSFERS/FUND MODIFICATIONS	$ 59,596	$ 14,490	$ (45,106)	24%								
FOOD SERVICE EXPENDITURES												
CAPITAL PROJECT EXPENDITURES					$ 2,046,684	$ 1,013,012	$ (1,033,672)	49%				
TOTAL EXPENDITURES	**$ 31,043,025**	**$ 14,136,391**	**$ (16,906,634)**	**46%**	**$ 2,046,684**	**$ 1,013,012**	**$ (1,033,672)**	**49%**	$ 1,079,623	$ 492,099	$ (587,524)	46%
									$ 1,079,623	**$ 492,099**	**$ (587,524)**	**46%**
REVENUE OVER or (UNDER) EXPENDITURES	$ (1,387,834)	$ (3,767,966)	$ (2,380,132)		$ (64,093)	$ (161,350)	$ (97,257)		$ 512,248	$ 110,464	$ (401,784)	
AUDITED FUND BALANCE, JULY 1, 2016	3,784,865	3,784,865	-		468,893	468,893	-		2,447,382	2,447,382	-	
PROJECTED FUND BALANCES - June 30, 2017	2,397,031				404,800				2,959,630			

For Action

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
February 27, 2017
Report 16-78

FOR ACTION

Subject:

Revised Bylaw 0100-Definitions, Revised Policies 7540-Technology, 7540.01-Technology Privacy and 7540.02-Web Content, Services, and Apps, 2nd Readings.

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 2nd readings: **Revised Bylaw 0100-Definitions, Revised Policies 7540-Technology, 7540.01-Technology Privacy and 7540.02-Web Content, Services, and Apps**

Facts / Statistics:

There is a growing trend from the OCR (Office of Civil Rights) and individuals reviewing public websites for compliance with "website accessibility" and ADA. This area of compliance is complex and far reaching and will not be achieved overnight. However, every District is being asked to address these issues and NEOLA is providing a plan of 4 phases in which to move toward the necessary compliance. This is considered Phase 1 and proposes revisions to the language in 1 Bylaw and 3 policies to address the OCR's concern in these two areas.

Two things of note: 1) NEOLA has conducted an audit of their own website to determine if it is ADA compliant (as you recall, there is link to NEOLA's website from the District's in order to provide web access to the policies) and 2) District personnel have been sent to a training to assist in understanding how to achieve compliance with the accessibility and ADA requirements.

NEOLA is recommending that revisions be adopted to reflect the District's efforts to move towards addressing the concerns brought forth by the OCR.

District Goal Addressed:

Routine Business

Motion
Seconded
Vote – Ayes Nays Motion

BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS

DEFINITIONS

~~**The bylaws of the Board of Education of this District incorporate quotations from the laws and administrative code of the State of Michigan. Such quotations may be substantively altered only by appropriate legislative, judicial, or administrative action. The bylaws of the Board of Education of this District incorporate quotations from the laws and administrative code of the State of Michigan. Such quotations may be substantively altered only by appropriate legislative, judicial, or administrative action.**~~**Whenever the following items are used in these bylaws, policies and administrative guidelines, they shall have the meaning set forth below:**

Whenever the following items are used in these bylaws and policies, they shall have the meaning set forth below:

Administrative Guideline

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Agreement

A collectively negotiated contract with a recognized bargaining unit.

Apps and Web Services

Apps/web services are software (i.e., computer programs) tha support the interaction of personal communication devices (a defined in Bylaw 0100, above) over a network, or client-serve applications in which the user interface runs in a web browser Apps/web services are used to communicate/transfe information/data that allow students to perform actions/task that assist them in attaining educational achievemen goals/objectives, enable staff to monitor and assess thei students' progress, and allow staff to perform other task related to their employment. Apps/web services also are use to facilitate communication to, from and among and between staff, students, and parents.

Board

The Board of Education.

Bylaw

Rule of the Board for its own governance.

Classified or Support Employee

An employee who provides support to the District's program and whose position does not require a professional certificate.

District

The School District.

Due Process

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond.

Procedural due process may require right to counsel and/or confrontation or cross examination of witnesses, depending upon the situation.

Full Board

Authorized number of voting members entitled to govern the District.

Information Resources

The Board defines Information Resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, web sites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment computer facilities, or online services used in accessing storing, transmitting or retrieving electronic communications.

May

This word is used when an action by the Board or its designee is permitted but not required.

Meeting

Any gathering which is attended by or open to all of the members of the Board, held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body.

Parent

The natural adoptive parents, or individuals with a valid power of attorney for the care and custody of the student for purposes other than educational placement. Parent refers to any individual appointed by the State or court as a legal guardian or custodian for the student. Both parents will have equal access to records and rights regarding the student's education absent a court order restricting such rights.

Personal Communication Devices

Personal communication devices ("PCDs") include computers laptops, tablets, e-readers, cellular/mobile phones smartphones, telephone paging devices (e.g., beepers or pagers) and/or other web-enabled devices of any type.

Policy

A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

President

The chief executive officer of the Board of Education. (See Bylaw 0170)

Principal

The educational leader and head administrator of one (1) or more District schools or programs, as designated by the Board of Education. The Principal is responsible for the supervision of the school or program consistent with Board policy and directives of the Superintendent and may delegate responsibility to subordinates as appropriate.

Professional Staff Member

An employee who implements or supervises one (1) or more aspects of the District's program and whose position requires a professional credential from the State.

Relative

The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household as defined in the negotiated, collectively-bargained agreement.

Secretary

The chief clerk of the Board of Education. (See Bylaw 0170)

Shall

This word is used when an action by the Board or its designee is required. (The word "will" or "must" signifies a required action.)

Student

A person who is officially enrolled in a school or program of the District.

Superintendent

The chief executive officer of the School District. Responsible to supervise all programs and staff of the District and to implement Board policy and follow Board directives. Consistent with Board policies and directives, the Superintendent may delegate responsibility to subordinates as appropriate.

Technology Resources

The Board defines Technology Resources to include computers laptops, tablets, e-readers, cellular/mobile telephones smartphones, web-enabled devices, video and/or audi recording equipment, projectors, software and operatin systems that work on any device, copy machines, printers an scanners, information storage devices (includin mobile/portable storage devices such as external hard drives CDs/DVDs, USB thumb drives and memory chips), the compute network, Internet connection, and online educational service and apps.

Treasurer

The chief financial officer of the District. (See Bylaw 0170)

Vice-President

The Vice-President of the Board of Education. (See Bylaw 0170)

Voting

A vote at a meeting of the Board of Education. The law requires that Board members must be physically present in order to have their vote officially recorded in the Board minutes.

Citations to Michigan Compiled Laws Annotated (M.C.L.A.) are shown as M.C.L.A. followed by the Section Number (e.g., M.C.L.A. 380.1438). Citations to the Michigan Administrative Code are prefaced A.C. Rule (e.g., A.C. Rule R380.221). Citations to the Federal Register are noted as FR, to the Code of Federal Regulations as CFR, and to the United States Code as U.S.C.

Revised 4/05
Revised 2/27/17

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BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS

REVISED POLICY - TECHNOLOGY UPDATE

~~**COMPUTER**~~ TECHNOLOGY ~~**AND NETWORKS**~~

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of **District** operations ~~**within the school system**~~.

~~**However, the**~~ **Students'** use of the District~~**'s network and t**~~Technology ~~**r**~~Resources **(see definitions in Bylaw 0100)** ~~**by students**~~ is a privilege, not a right. ~~**As a prerequisite, s**~~Students and their parents must sign and submit a *Student* ~~***Network and Internet***~~ ***Technology*** *Acceptable Use and Safety* form ~~**( ) annually**~~. (See also, Policy 7540.03)

The Superintendent shall develop and recommend for approval by the Board **and** implement a written District Technology Plan (DTP).). **One (1) of the primary purposes of the DTP is to evaluate new and emerging technologies and how they will play a role in student achievement and success and/or efficient and effective District operations.** ~~**Procedures for the proper acquisition of technology shall be set forth in the DTP. The DTP shall also provide guidance to staff and students about making safe, appropriate and ethical use of the District's network(s), as well as inform both staff and students about disciplinary actions that will be taken if District technology and/or networks are abused in any way or used in an inappropriate, illegal, or unethical manner.**~~

The DTP shall set forth procedures for the proper acquisition of technology. The DTP shall also provide guidance to staff and students about making safe, appropriate and ethical use of District Technology Resources, as well as inform both staff and students about disciplinary actions that will be taken if its Technology Resources are abused in any way or used in an inappropriate, illegal, or unethical manner. See Policy 7540.03 and AG 7540.03 - Student Technology Acceptable Use and Safety, and Policy 7540.04 and AG 7540.04 – Staff Technology Acceptable Use and Safety.

The Superintendent (X), in conjunction with the Network Coordinator, [NOTE: END OF OPTION] shall review the DTP and

( ) report

(X) recommend the approval of

any changes, amendments, or revisions to the Board ~~**( ) annually**~~**.**

This policy, along with the Student and Staff Technology Acceptable Use and Safety policies, and the Student Code of Conduct, further govern students' and staff members' use of their personal communication devices (see Policy 5136 and Policy 7530.02). Users have no right or expectation of privacy when using District technology resources (including, but not limited to, privacy in the content of their personal files, e-mails and records of their online activity when using the District's computer network and/or Internet connection).

Further safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of District policy, and learning appropriate responses if they are victims of cyberbullying.

For purposes of this policy, social media is defined as Internet-based applications that facilitate communication (e.g., interactive/two-way conversation/dialogue) and networking between individuals or groups. Social media is "essentially a category of online media where people are talking, participating, sharing, networking, and bookmarking online. Most social media services encourage discussion, feedback, voting, comments, and sharing of information from all interested parties." [Quote from Ron Jones of Search Engine Watch] Social media provides a way for people to stay "connected or linked to other sites, resources, and people." Examples include Facebook, Twitter, Instagram, webmail, text messaging, chat, blogs, and instant messaging (IM). Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts.

~~**Social media shall be defined as internet-based applications (such as Facebook, My Space, Twitter, et cetera) that turn communication into interactive dialogue between users. The Board authorizes the instructional staff to access social media from the District's network, provided such access has an educational purpose for which the instructional staff member has the prior approval of the Principal.**~~

Staff may use social media for business-related purposes. Authorized staff may use District Technology Resources to access and use social media to increase awareness of District programs and activities, as well as to promote achievements of staff and students, provided the Superintendent approves, in advance, such access and use. Use of social media for business-related purposes is subject to Michigan's public records laws and staff members are responsible for archiving their social media and complying with the District's record retention schedule. See Policy 8310 – Public Records and AG 8310A – Public Records.

Instructional staff and their students may use District Technology

Resources to access and use social media for educational purposes, provided the Principal approves, in advance, such access and use.

~~**However, personal**~~ **Students must comply with Policy 7540.03 and Policy 5136 when using District Technology Resources to** access and**/or** use ~~**of**~~ social media.~~,~~ ~~**blogs, or chat rooms from the District's network is expressly prohibited and shall subject students and**~~ **Similarly,** staff **must comply with Policy 7540.04 and Policy 7530.02 when using District Technology Resources to access and/or use social media.** ~~**members to discipline in accordance with Board policy.**~~

~~**The Board authorizes the access and use of social media from the District's network to increase awareness of District programs and activities, as well as to promote achievements of staff and students, provided such access and use is approved in advance by the Superintendent.**~~

~~**The Superintendent shall review the DTP and recommend the approval of any changes, amendments or revisions to the Board periodically, as necessary**~~.

Revised 10/24/11
Revised 2/27/17

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BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS

REVISED POLICY - TECHNOLOGY UPDATE

TECHNOLOGY PRIVACY

The Board of Education recognizes its staff members' right to privacy in their personal lives. This policy serves to inform staff members of the Board's position with respect to staff-member privacy in the educational and workplace setting and to protect the Board's interests.

All District Technology Resources (as defined in Bylaw 0100) ~~computers, telephone systems, electronic mail systems, and voice mail systems~~ **~~All computers, telephone systems, electronic mail systems, and voice mail systems~~** are the ~~**Board**~~ **District**'s property and are to be used primarily for business purposes. The Board retains the right to access and review all **Information Resources (as defined in Bylaw 0100), including but not limited to** electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the Board's computer system**/network**, telephone system, electronic mail system, and voice mail system. Staff members **shall be notified that they have** ~~**should have**~~ no expectation that any **personal** information**/data maintained, stored, or transmitted** ~~**contained**~~ on **or through** such systems is confidential or private.

Review of such information may be done by the Board with or without the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password. All passwords or security codes must be registered with the Board. A staff member's refusal to permit such access may be grounds for discipline up to and including discharge.

~~Computers, electronic mail, and voice mail~~ **District Technology Resources** are to be used for business and educational purposes.

Personal messages via District-owned technology should be limited in accordance with the Superintendent's guidelines. Staff members are encouraged to keep their personal records and personal business at home.

Because ~~**the Board's computer and voice mail systems**~~ **District Technology Resources** are to be used primarily for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.

~~**The Board is interested in its resources being properly used.**~~ **District Technology Resources must be used properly.** Review of computer files, electronic mail, and voice mail will only be done in the ordinary course of business and will be motivated by a legitimate business reason. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the Board,

except to the extent necessary to determine if the **files/e-mail/voice mail constitute a public record or if the** Board's interests have been compromised. Any information discovered will be limited to those who have a specific need to know that information.

The administrators and supervisory staff members authorized by the Superintendent have the authority to search and access information electronically.

All **District Technology Resources and District Information Resources** ~~**computers and any information or software contained therein**~~ are **the** property of the **District** ~~**Board**~~. Staff members shall not copy, delete, or remove any information/~~or~~data contained on the **District Technology Resources** ~~**Board's computers/servers**~~ without the express permission of the Superintendent ~~**or designee**~~–or communicate any such information to unauthorized individuals. In addition, staff members may not copy software on**to** any ~~**Board computer**~~ **District Technology Resources** and may not bring software from outside sources for use on **District Technology Resources** ~~**Board equipment**~~ without the prior approval of the ~~**Director of Technology**~~ **Network Coordinator**. Such pre-approval ~~**will**~~ **shall** include a review of any copyright infringements or virus problems associated with such outside software.

Revised 2/27/17

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BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS

REVISED POLICY - TECHNOLOGY UPDATE

~~DISTRICT~~ WEB CONTENT, ~~PAGE~~SERVICES AND APPS ~~PAGE~~

~~The Board of Education authorizes the creation of web sites by employees and students of the School District to be published on the World Wide Web. The creation of web sites by students must be done under the supervision of a professional staff member. These web sites must reflect the professional image of the District, its employees, and students. The content of all pages must be consistent with the Board's Mission Statement and is subject to prior approval of the Superintendent or designee.~~

Creating Web Pages/Sites/Services and Apps

~~The Board of Education authorizes the creation of websites by employees and students of the School District to be published on the World Wide Web. The creation of websites by students must be done under the supervision of a professional staff member. These websites must reflect the professional image of the District, its employees, and students. The content of all pages must be consistent with the Board's Mission Statement and is subject to prior approval of the Superintendent or designee.~~

The Board of Education authorizes staff members

~~( )~~ **~~and students~~**

to create web content, services and apps that will be hosted by the Board on its servers or District-affiliated servers and published on the Internet. For purposes of this policy, an app is defined as a self-contained program or piece of software that enables the user to perform a specific task.

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

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

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

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

A. **Educate**

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

B. **Inform**

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

C. **Communicate**

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

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

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

All links included on the **District's website(s) or web services and apps** ~~pages~~ must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, ~~**Children's Internet Protection Act**~~ **CIPA, Section 504,** ADA, **and** ~~**Children's Online Privacy Protection Act**~~ (COPPA~~)~~). Nothing in this paragraph shall prevent the District from linking the Board's web site to (1) recognized news/media outlets (e.g., local newspapers' web sites, local television stations' websites) or (2) to websites**, services and/or apps** that are developed and hosted by outside commercial vendors pursuant to a contract with the Board. The Board recognizes that such third party websites may contain age appropriate advertisements that are consistent with the requirements of Policy 9700.01, AG 9700B, and State and Federal law.

Under no circumstances is a **District-created** web **content,** ~~**site**~~ **services or apps** to be used for commercial purposes, advertising, political lobbying, or to provide financial gains for any individual. Included in this prohibition is the fact no web **content** ~~**pages**~~ contained on the District's website may: (1) include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or passage of a tax levy or bond issue; (2) link to a web site of another organization if the other web site includes such a message; or (3) communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

Staff members are prohibited from requiring students to go to the staff member's personal web pages/sites (including, but not limited to, their Facebook, **Instagram, Pinterest** ~~**or MySpace**~~ pages) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments.

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

School website**(s), services and apps** must be located on **District owned or District** ~~**Board**~~-affiliated servers.

The Superintendent shall prepare administrative guidelines defining the **rules and** standards **applicable to the use of the District's website and the creation of web content, services and apps by staff** ~~**permissible for web site use**~~.

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

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

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

The Board retains all proprietary rights related to the design of web sites and/or pages that are hosted on the District's servers, absent written agreement to the contrary.

Instructional Use of Web Services and Apps

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

~~[SELECT OPTION #1 or OPTION #2]~~

~~[ ] [OPTION #1]~~

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

~~[END OF OPTION #1]~~

[X] [OPTION #2]

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

The Board further requires

(X) the use of a District-issued e-mail address in the login process.

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

Revised 12/8/14
Revised 2/27/17

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OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
February 27, 2017
Report 16-79

FOR ACTION

Subject:

New Policy 1619, Revised Policies 3419/4419-Group Health Plans-Administration/Professional/Support Staff, Revised Policies 1619.01/3419.01/4419.01-Privacy Protections of Self-Funded Group Health Plans-Administration/Professional/Support Staff, and Revised Policies 1619.02/3419.02/4419.02-Privacy Protections of Fully Insured Group Health Plans-Administration/Professional/Support Staff, 2nd Readings.

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 2nd readings: **New Policy 1619, Revised Policies 3419/4419-Group Health Plans-Administration/Professional/Support Staff, Revised Policies 1619.01/3419.01/4419.01-Privacy Protections of Self-Funded Group Health Plans-Administration/Professional/Support Staff, and Revised Policies 1619.02/3419.02/4419.02-Privacy Protections of Fully Insured Group Health Plans-Administration/Professional/Support Staff**

Facts / Statistics:

The new policy 1619 and the revisions to the other policies are attempting to achieve the following:

- Provide proper policy authorization for the District's group health plans for employees.
- Reflect the most recent revisions to the Health Insurance Portability and Accountability Act (HIPAA) Privacy rule

NEOLA has recommended the adoption of the new policy and the revisions to the other policies to achieve compliance and reflect current law.

District Goal Addressed:

Routine Business

Motion
Seconded
Vote – Ayes Nays Motion

BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS

ADMINISTRATION
1619/page 1 of 2

NEW POLICY - VOL. 31, NO. 1

GROUP HEALTH PLANS

The Board of Education shall have discretion to establish and maintain group health plans for the benefit of eligible employees. The definition of group health plans as used in this policy may include, but is not limited to, major medical, prescription drug, dental and/or vision plans. These group health plans may provide certain health benefit plans to employees as permitted by law.

~~[ ] [OPTION #1]~~

~~The Board has elected to provide minimum value health coverage for some or all of its eligible employees. The terms and conditions of the health coverage are set forth in the appropriate plan documents.~~

~~[ ] Eligible employees who have coverage through the employer of a working spouse may receive additional compensation if they waive the District's medical coverage. Eligible employees who waive the medical coverage will be paid an additional ( ) monthly ( ) quarterly compensation equal to ___% of the cost of single medical coverage for that employee, with the understanding that this additional compensation is subject to FICA and Federal, State and local income tax. To receive this compensation, the eligible employee must provide the District with proof of medical coverage provided by the spouse's employer. **[This policy should be adopted only if the District has established a flexible benefit plan qualified by the Internal Revenue Service].**~~

[END OF OPTION #1]

~~[ ] [OPTION #2]~~

~~The Board has elected not to provide minimum value health coverage for any of its eligible employees. The Board is aware that the failure to offer minimum value health coverage to employees may result in penalties under the Affordable Care Act.~~

[END OF OPTION #2]

Adopted 2/27/2017

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BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS

REVISED POLICY - VOL. 31, NO. 1

GROUP HEALTH PLANS

The Board of Education shall have discretion to establish and maintain group health plans for the benefit of eligible employees. **The definition of group health plans as used in this policy may include, but is not limited to, major medical, prescription drug, dental and/or vision plans**. These group health plans may provide **certain** health benefit**s plans to employees** ~~through insurance or otherwise~~ as permitted by law.

~~[ ] [OPTION #1]~~

~~The Board has elected to provide minimum value health coverage for some or all of its eligible employees. The terms and conditions of the health coverage are set forth in the appropriate plan documents.~~

~~[ ] Eligible employees who have coverage through the employer of a working spouse may receive additional compensation if they waive the District's medical coverage. Eligible employees who waive the medical coverage will be paid an additional ( ) monthly ( ) quarterly compensation equal to ___% of the cost of single medical coverage for that employee, with the understanding that this additional compensation is subject to FICA and Federal, State and local income tax. To receive this compensation, the eligible employee must provide the District with proof of medical coverage provided by the spouse's employer. **[This policy should be adopted only if the District has established a flexible benefit plan qualified by the Internal Revenue Service].**~~

~~**[END OF OPTION #1]**~~

~~[ ] [OPTION #2]~~

~~The Board has elected not to provide minimum value health coverage for any of its eligible employees. The Board is aware that the failure to offer minimum value health coverage to employees may result in penalties under the Affordable Care Act.~~

~~[END OF OPTION #2]~~

Revised 2/27/2017

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BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS

SUPPORT STAFF
4419/page 1 of 2

REVISED POLICY - VOL. 31, NO. 1

GROUP HEALTH PLANS

The Board of Education shall have discretion to establish and maintain group health plans for the benefit of eligible employees. **The definition of group health plans as used in this policy may include, but is not limited to, major medical, prescription drug, dental and/or vision plans.** These group health plans may provide **certain** health benefit**s plans** ~~through insurance or otherwise~~ **to employees** as permitted by law.

~~[ ] [OPTION #1]~~

~~The Board has elected to provide minimum value health coverage for some or all of its eligible employees. The terms and conditions of the health coverage are set forth in the appropriate plan documents.~~

~~[ ] Eligible employees who have coverage through the employer of a working spouse may receive additional compensation if they waive the District's medical coverage. Eligible employees who waive the medical coverage will be paid an additional ( ) monthly ( ) quarterly compensation equal to ___% of the cost of single medical coverage for that employee, with the understanding that this additional compensation is subject to FICA and Federal, State and local income tax. To receive this compensation, the eligible employee must provide the District with proof of medical coverage provided by the spouse's employer. [This policy should be adopted only if the District has established a flexible benefit plan qualified by the Internal Revenue Service].~~

~~[END OF OPTION #1]~~

~~[ ] [OPTION #2]~~

~~The Board has elected not to provide minimum value health coverage for any of its eligible employees. The Board is aware that the failure to offer minimum value health coverage to employees may result in penalties under the Affordable Care Act.~~

~~[END OF OPTION #2]~~

Revised 2/27/2017

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BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS

REVISED POLICY - VOL. 31, NO. 1

PRIVACY PROTECTIONS OF SELF-FUNDED GROUP HEALTH PLANS

The Board of Education provides coverage to eligible employees under self-funded group health plans. The Board has established the following self-funded group health plans: Health Flexible Spending Accounts (FSA).

The Board acknowledges that these group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule, as amended by Title I of the Genetic Information Nondiscrimination Act (GINA). Certain health information maintained by these group health plans is afforded significant protection by this Federal law.

The Board hereby appoints the Human Resources Coordinator to serve as the Privacy Official of the group health plans. **The Privacy Official shall develop, propose to the Board, and implement policies and procedures for the group health plan(s) relating to the use and disclosure of Protected Health Information. The Privacy Official shall verify that the policies and procedures are current and comply with Federal law.** ~~**The Board delegates authority to the Privacy Official to develop, propose to the Board, and implement policies and procedures for the group health plan(s) relating to the use and disclosure of Protected Health Information. In the event that the HIPAA Privacy Rule is subsequently amended, the Privacy Official is directed to recommend to the Board necessary amendments to the policies and procedures. The Board delegates authority to the Privacy Official to develop, propose to the Board, and implement policies and procedures for the group health plan(s) relating to the use and disclosure of Protected Health Information. In the event that the HIPAA Privacy Rule is subsequently amended, the Privacy Official is directed to recommend to the Board necessary amendments to the policies and procedures.**~~

~~**The Board also acknowledges that the HIPAA Security Rule requires the group health plan(s) to implement various security measures with respect to electronic Protected Health Information. The Board hereby appoints the Human Resources Coordinator to serve as the Security Official of the group health plans. The Board delegates authority to the Security Official to develop, propose to the Board, and implement policies and procedures for the group health plan(s) relating to the security of electronic Protected Health Information, if applicable. In the event that the HIPAA Security Rule is subsequently amended, the Security Official is authorized to recommend to the Board necessary amendments to the policies and procedures.**~~ **The Board also acknowledges that the HIPAA Security Rule requires the group health plan(s) to implement various security measures with respect to electronic Protected Health Information. The Board hereby appoints the Network**

Coordinator to serve as the Security Official of the group health plans. The Security Official shall conduct a risk analysis and to develop, propose to the Board, and implement policies and procedures for the group health plan(s) relating to the security of electronic Protected Health Information, if applicable. The Security Official shall verify that the policies and procedures are current and comply with Federal law.

The Board further delegates authority to the Privacy Official and/or the Security Official to undertake such other actions as provided by the **HIPAA** administrative guidelines in effect from time to time. The Privacy Official and/or Security Official shall report his/her progress to the Board**. ~~upon request. The Board reserves the right to revoke any or all delegations set forth in this policy at any time and for any reason.~~**

~~**Since**~~ **T**he Department of Health and Human Services (HHS) has the authority to impose civil monetary penalties ~~**(CMP) for violations of the HIPAA Privacy Rule and the HIPAA Security rule,**~~ **upon Covered Entities. HHS has not historically imposed these penalties directly upon individuals. Notwithstanding the foregoing,** the Board agrees to indemnify and hold harmless the Privacy Official and Security Official ~~**for any CMP imposed upon the Privacy Official or Security Official**~~ in connection with the performance of his/her duties for the group health plans. ~~**Notwithstanding the foregoing language, the Board shall not indemnify the Privacy Official or Security Official in the event the CMP was,**~~ **except to the extent that any liability is** imposed as the result of intentional misconduct or gross negligence by the Privacy Official or Security Official **as defined by law**.

The group health plans administrator(s) shall provide timely notifications of breaches of unsecured protected health information in accordance with the Health Information Technology for Economic and Clinical Health (HITECH) Act and accompanying regulations.

The Board reserves the right to revoke any or all appointments set forth in this policy at any time for any reason.

45 C.F.R. 164.530
45 C.F.R. 164.308
~~**29 C.F.R. Part 1635**~~
~~**42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act**~~
42 U.S.C. 1320d-5(a)(1)
45 U.S.C. 160.102(a), 164.308(a)(2), 164.530(a), 164.530(i)

Revised 2/27/2017
Adopted 5/12/14

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BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS

REVISED POLICY - VOL. 31, NO. 1

PRIVACY PROTECTIONS OF SELF-FUNDED GROUP HEALTH PLANS

The Board of Education provides coverage to eligible employees under self-funded group health plans. The Board has established the following self-funded group health plans: Health Flexible Spending Accounts (FSA).

The Board acknowledges that these group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule, as amended by Title I of the Genetic Information Nondiscrimination Act (GINA). Certain health information maintained by these group health plans is afforded significant protection by this Federal law.

The Board hereby appoints the Human Resources Coordinator to serve as the Privacy Official of the group health plans. **The Privacy Official shall develop, propose to the Board, and implement policies and procedures for the group health plan(s) relating to the use and disclosure of Protected Health Information. The Privacy Official shall verify that the policies and procedures are current and comply with Federal law.** ~~**The Board delegates authority to the Privacy Official to develop, propose to the Board, and implement policies and procedures for the group health plan(s) relating to the use and disclosure of Protected Health Information. In the event that the HIPAA Privacy Rule is subsequently amended, the Privacy Official is directed to recommend to the Board necessary amendments to the policies and procedures.**~~

~~**The Board also acknowledges that the HIPAA Security Rule requires the group health plan(s) to implement various security measures with respect to electronic Protected Health Information. The Board hereby appoints the Human Resources Coordinator to serve as the Security Official of the group health plans. The Board delegates authority to the Security Official to develop, propose to the Board, and implement policies and procedures for the group health plan(s) relating to the security of electronic Protected Health Information, if applicable. In the event that the HIPAA Security Rule is subsequently amended, the Security Official is authorized to recommend to the Board necessary amendments to the policies and procedures.**~~ **The Board also acknowledges that the HIPAA Security Rule requires the group health plan(s) to implement various security measures with respect to electronic Protected Health Information. The Board hereby appoints the Network Coordinator to serve as the Security Official of the group health plans. The Security Official shall conduct a risk analysis and to develop, propose to the Board, and implement policies and procedures for the group health plan(s) relating to the security of electronic Protected Health Information, if applicable. The Security Official shall verify that the policies and procedures are current and comply with Federal law.**

The Board further delegates authority to the Privacy Official and/or the Security Official to undertake such other actions as provided by the **HIPAA** administrative guidelines in effect from time to time. The Privacy Official and/or Security Official shall report his/her progress to the Board**. ~~upon request. The Board reserves the right to revoke any or all delegations set forth in this policy at any time and for any reason.~~**

~~**Since**~~ **T**he Department of Health and Human Services (HHS) has the authority to impose civil monetary penalties ~~**(CMP) for violations of the HIPAA Privacy Rule and the HIPAA Security rule,**~~ **upon Covered Entities. HHS has not historically imposed these penalties directly upon individuals. Notwithstanding the foregoing,** the Board agrees to indemnify and hold harmless the Privacy Official and Security Official ~~**for any CMP imposed upon the Privacy Official or Security Official**~~ in connection with the performance of his/her duties for the group health plans. ~~**Notwithstanding the foregoing language, the Board shall not indemnify the Privacy Official or Security Official in the event the CMP was,**~~ **except to the extent that any liability is** imposed as the result of intentional misconduct or gross negligence by the Privacy Official or Security Official **as defined by law**.

The group health plans administrator(s) shall provide timely notifications of breaches of unsecured protected health information in accordance with the Health Information Technology for Economic and Clinical Health (HITECH) Act and accompanying regulations.

The Board reserves the right to revoke any or all appointments set forth in this policy at any time for any reason.

45 C.F.R. 164.530
45 C.F.R. 164.308
~~**29 C.F.R. Part 1635**~~
~~**42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act**~~
42 U.S.C. 1320d-5(a)(1)
45 U.S.C. 160.102(a), 164.308(a)(2), 164.530(a), 164.530(i)

Revised 2/27/2017
Adopted 5/12/14

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BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS

REVISED POLICY - VOL. 31, NO. 1

PRIVACY PROTECTIONS OF SELF-FUNDED GROUP HEALTH PLANS

The Board of Education provides coverage to eligible employees under self-funded group health plans. The Board has established the following self-funded group health plans: Vision and Flexible Spending Accounts (FSA).

The Board acknowledges that these group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule, as amended by Title I of the Genetic Information Nondiscrimination Act (GINA). Certain health information maintained by these group health plans is afforded significant protection by this Federal law.

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applicable. The Security Official shall verify that the policies and procedures are current and comply with Federal law.

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~~Since~~ The Department of Health and Human Services (HHS) has the authority to impose civil monetary penalties **~~(CMP) for violations of the HIPAA Privacy Rule and the HIPAA Security rule,~~ upon Covered Entities. HHS has not historically imposed these penalties directly upon individuals. Notwithstanding the foregoing,** the Board agrees to indemnify and hold harmless the Privacy Official and Security Official **~~for any CMP imposed upon the Privacy Official or Security Official~~** in connection with the performance of his/her duties for the group health plans. **~~Notwithstanding the foregoing language, the Board shall not indemnify the Privacy Official or Security Official in the event the CMP was~~, except to the extent that any liability is** imposed as the result of intentional misconduct or gross negligence by the Privacy Official or Security Official **as defined by law**.

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The Board reserves the right to revoke any or all appointments set forth in this policy at any time for any reason.

45 C.F.R. 164.530
45 C.F.R. 164.308
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~~42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act~~
42 U.S.C. 1320d-5(a)(1)
45 U.S.C. 160.102(a), 164.308(a)(2), 164.530(a), 164.530(i)

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BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS

REVISED POLICY - VOL. 31, NO. 1

PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

The Board of Education provides coverage to eligible employees under fully insured group health plans. The Board has established the following fully insured group health plans:

A. Medical Plan

B. Prescription Drug Plan

C. Dental Plan

D. Vision Plan

The Board acknowledges that these group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule as amended by Title I of the Genetic Information Nondiscrimination Act (GINA). Fully insured group health plans generally are exempt from many of the requirements imposed upon self-funded group health plans.

The Board also acknowledges that these fully insured group health plans are required to comply with the HIPAA Security Rule. The group health plans, working together with the insurer, will ensure the confidentiality, integrity, and availability of the group health plans' electronic Protected Health Information in accordance with the HIPAA Security Rule.

~~**The Board hereby appoints the Human Resources Coordinator to serve as the Security Official of the group health plans. The Board delegates authority to the Security Official to perform an information technology risk analysis and to develop risk management procedures, if necessary.**~~

The **Board hereby appoints the Network Coordinator to serve as the** Security Official **of the group health plans.** ~~**shall review the insurer's internal policies and procedures implementing various security measures required by the HIPAA Security Rule with respect to electronic Protected Health Information**~~. All of the group health plans' functions are carried out by the insurer and the insurer owns and controls all of the equipment and media used to create, maintain, receive, and transmit electronic Protected Health Information relating to the group health plans. Accordingly, the insurer is in the best position to implement the technical, physical, and administrative safeguards required by the HIPAA Security Rule. ~~**The Security Official may elect to utilize, as administrative guidelines, the insurer's own policies addressing security measures for the group health plans' electronic Protected Health Information, as appropriate.**~~

The Security Official does not have the ability to assess or adjust the insurer's policies related to the HIPAA Security Rule. Accordingly, unless otherwise determined by the Security Official, the group health plans shall utilize as administrative guidelines the insurer's own policies addressing security measures for the group health plans' electronic Protected Health Information.

[X] The Department of Health and Human Services (HHS) has the authority to impose civil monetary penalties upon Covered Entities. HHS has not historically imposed these penalties directly upon individuals. Notwithstanding the foregoing, the Board agrees to indemnify and hold harmless the Privacy Official and Security Official in connection with the performance of their delegated duties for the group health plans, except to the extent that any liability is imposed as the result of intentional misconduct or gross negligence by the Privacy Official or Security Official as defined by law.

The fully insured group health plans established by the Board shall:

A. Refrain from taking any retaliatory action against any individual for exercising any right under the plan, filing a complaint with Health and Human Services, participating in any proceeding under Part C of Title XI of the Social Security Act, or opposing any act or practice made unlawful by the Privacy Rule provided that the individual has a good faith belief that the practice opposed is unlawful.

B. Not impose a requirement that participants waive their rights under the Privacy Rule as a condition of the provision of payment, enrollment in a health plan, or eligibility of benefits.

C. If the plan document is amended in accordance with the Privacy Rule, the plan must retain a copy of the plan document as amended for six (6) years from the date of its amendment or the date when it last was in effect, whichever is later.

D. Provide notification to affected individuals, the Secretary of the U.S. Department of Health and Human Services, and the media (when required), if the plan or one of its business associates discovers a breach of unsecured protected health information, in accordance with the requirements of HIPAA and its implementing regulations.

Fully insured group health plans established by the Board shall not create or receive protected health information, except for:

A. Summary health information. Summary health information is de-identified information that summarizes claims history, claims expenses, or type of claims experienced by health plan participants.

B. Information on whether an individual is participating in a group health plan, or is enrolled in or has disenrolled from a health insurance issuer or HMO offered by the plan.

C. Information disclosed to the plan under a signed authorization that meets the requirements of the Privacy Rule.

29 C.F.R. Part 1635
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
45 C.F.R. 160.102(a), 164.530(g), 164.530(h), 164.530(j), 164.530(k), 164.404
45 C.F.R. 164.406, 164.408, 164.502, 164.520(a)

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REVISED POLICY - VOL. 31, NO. 1

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29 C.F.R. Part 1635
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
45 C.F.R. 160.102(a), 164.530(g), 164.530(h), 164.530(j), 164.530(k), 164.404
45 C.F.R. 164.406, 164.408, 164.502, 164.520(a)

Revised 2/27/2017
Adopted 5/12/14

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BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS

REVISED POLICY - VOL. 31, NO. 1

PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

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29 C.F.R. Part 1635
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
45 C.F.R. 160.102(a), 164.530(g), 164.530(h), 164.530(j), 164.530(k), 164.404
45 C.F.R. 164.406, 164.408, 164.502, 164.520(a)

Revised 2/27/17
Revised 7/12/10
Revised 5/12/14

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OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
February 27, 2017
Report 16-80

FOR ACTION

Subject:

New Policy 2628 – State Aid Incentives, 2nd Reading.

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 2nd reading: **New Policy 2628 – State Aid Incentives**

Facts / Statistics:

This policy has been created to provide specific authorization to utilize State "At Risk" funding (Section 31a) by eligible districts for designated purposes. This policy was not in existence previously for the Owosso Public School district but as the At Risk funding reporting requirements become more stringent, the specific authority from the Board recognizing the uses of the funds is increasingly necessary for compliance.

NEOLA recommends the adoption of this policy for any district eligible for "At Risk" funding.

District Goal Addressed:

Routine Business

Motion
Seconded
Vote – Ayes Nays Motion

BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS

PROGRAM
2628/page 1 of 2

NEW POLICY - VOL. 31, NO. 1

STATE AID INCENTIVES

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

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

[x] **At Risk Funding**

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

At-risk characteristics include low achievement on State- or local-administered assessments in mathematics, English language arts, social studies or science; failure to meet proficiency standards in reading by the end of 3rd grade or career and college readiness for high school students at the end of 12th grade; a victim of child abuse or neglect; is a pregnant teenager or teenage parent; has a family history of school failure, incarceration or substance abuse; is a pupil in a priority or priority successor school; and in the absence of State or local assessment data, meets at least two or more identified risk factors.

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

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

State School-Aid Act

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OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
February 27, 2017
Report 16-81

FOR ACTION

Subject:

Revised Policy 3142 – Probationary Teachers, 2nd Reading.

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 2nd reading: **Revised Policy 3142 – Probationary Teachers**

Facts / Statistics:

The policy has been revised to clarify the current provisions of employment for probationary teachers.

NEOLA recommends adoption of the revisions in order for the policy to be as accurate as possible.

District Goal Addressed:

Routine Business

Motion
Seconded
Vote – Ayes Nays Motion

BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS

REVISED POLICY - VOL. 31, NO. 1

PROBATIONARY TEACHERS

The Board of Education recognizes its obligation to employ only those professional staff members best trained and equipped to meet the educational needs of the students of this District. The Board shall discharge that obligation by retaining in service only those probationary teachers who meet those standards.

Teachers, new to the District, who have not previously acquired tenure in the State of Michigan, will be in a probationary status for the first five (5) years of employment before becoming eligible for tenure in the District, except as provided below. A teacher must receive ratings of Effective or Highly Effective on the last three (3) annual performance evaluations to achieve tenure.

Probationary teachers who are rated highly effective on the annual performance evaluation in years 2, 3 and 4 achieve tenure after four (4) years. ~~**Any probationary teacher under contract prior to July 19, 2011, is in a probationary period for only four (4) years.**~~ Any teacher having tenure in the district as of July 19, 2011, will not be required to serve additional probation.

Teachers, new to the District, who have previously acquired tenure in any other Michigan school district, shall be required to serve no more than two (2) years of probation before becoming eligible for tenure in the District but may, at the Board's option, be placed immediately on continuing tenure.

The Superintendent shall ensure that all probationary teachers are provided an Individualized Development Plan, evaluated in a timely manner by appropriate administrators, notified of areas of which performance is not meeting expectations, and are provided assistance in improving their performance.

The Board shall annually review the performance of all probationary teachers by a date adequate to ensure timely compliance with all statutory, contractual, and other applicable timelines. The Superintendent shall provide to the Board a written recommendation with regard to each such teacher specifically noting the extent to which the probationary teacher's performance is meeting District expectations. On the basis of its review, the Board may, in its discretion, (1) ~~**grant tenure, if otherwise eligible; (2)**~~ non-renew employment based on unsatisfactory performance; or (**32**) continue the probationary period of employment if not otherwise eligible for tenure (not to exceed the statutory probation periods). The Board's review of such recommendation shall comport with all applicable statutory, contractual, or other legal requirements.

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The Superintendent shall ensure that appropriate notices of the Board's actions are timely sent and delivered to all affected probationary teachers. The Superintendent shall further ensure that appropriate guidelines are drafted implementing the requirements of the Teacher Tenure Act.

A teacher who is in a probationary period may be dismissed from his/her employment by the Board at anytime.

M.C.L. 38.81 et seq.

Revised 2/27/17
Revised 8/27/12

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OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
February 27, 2017
Report 16-82

FOR ACTION

Subject:

Revised Policy 6424-Purchasing Card, 2nd Reading.

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 2nd reading: **Revised Policy 6424-Purchasing Card**

Facts / Statistics:

The minor proposed revisions to Policy 6424 to reflect additional responsibilities that holders of any purchasing/credit cards of the District may have when utilizing the card(s) or when applying for a card through the District. It should be noted that the District utilizes a comprehensive accountability plan before issuing any new cards or allowing employees to utilize existing cards for District use.

NEOLA recommends these revisions for any District that is utilizing purchasing cards as a procurement strategy.

District Goal Addressed:

Routine Business

Motion
Seconded
Vote – Ayes Nays Motion

policy

BOARD OF EDUCATION
OWOSSO PUBLC SCHOOLS

FINANCES
6424/page 1 of 2

REVISED POLICY - VOL. 31, NO. 1

PURCHASING CARDS

The Board of Education recognizes that bank **credit cards** ("purchasing cards") offer ~~**a valuable**~~ **an** alternative to existing procurement processes and provide a convenient, efficient method of purchasing ~~**minor**~~ goods and services ~~**with a value typically less than $1,000**~~. ~~**Certain cards shall be issued in the name of the District to facilitate purchases that exceed this amount such as for District sanctioned travel, utilities, etc... however, these cards shall only be utilized by Central Office personnel and where expressly authorized by the Chief Financial Officer or his/her designee.**~~ Board employees authorized by the Chief Financial Officer or his/her designee may use purchasing cards only for school-related purposes in accordance with this policy and administrative guidelines to be developed by the Superintendent. Purchasing cards shall not be used to circumvent the general purchasing procedures required by State law and Board policy.

All approved cardholders must abide by purchasing card procedures and regulations set forth in this policy and relevant administrative guidelines. All transactions must be made by the individual to whom the card is issued.

~~**Purchasing card banks shall be not be provided with individual cardholder information (e.g., credit records or social security numbers) other than the individual cardholder's work address. Purchasing card banks shall be not be provided with individual cardholder information (e.g., credit records or social security numbers) other than the individual cardholder's work address.**~~**To obtain a purchasing card, approved employees must provide the bank issuing the card with all personal information required by the bank to issue a card.**

The Chief Financial Officer or his/her designee shall conduct independent regular reviews of each cardholder's activity to verify that the purchasing card is being used in accordance with this policy and administrative guidelines. **Card holders must keep receipts from all purchases made and provide receipts upon request.** Prices for commonly priced items should be periodically verified to prevent schemes of purposeful price inflation.

Cardholders must use common sense and good judgement when using school resources. This policy and related administrative guidelines cannot cover every issue, exception, or contingency that may arise during the cardholders use of the purchasing card.

policy

Cardholders will immediately surrender their cards upon request of the Chief Financial Officer or his/her designee and shall surrender their cards upon separation from employment. Cardholders are required to take reasonable prudent measures to protect the use and custody of the card and shall immediately notify the Chief Financial Officer if the card is lost or stolen.

The purchasing card may never be used to purchase alcohol or personal items or services. The personal gain of credit card rewards such as bonus points, frequent flyer miles, or any other affinity program reward by the employee/cardholder is prohibited under any circumstances.

Misuse of the purchasing card may result in disciplinary action.

Adopted 6/27/16
Revised 2/27/17

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OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
February 27, 2017
Report 16-83

FOR ACTION

Subject:

New Policy 6605-Crowdfunding, Revised Policy 5830-Sudent Fund-Raising and Revised Policy 9700-Relations with Special Interest Groups, 2nd Readings.

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 2nd readings: **New Policy 6605-Crowdfunding, Revised Policy 5830-Sudent Fund-Raising and Revised Policy 9700-Relations with Special Interest Groups**

Facts / Statistics:

The new policy 6605 is being presented for adoption due to the advent of "crowdfunding" options. These activities, like "Go Fund Me", provide a different mechanism for fundraising however, it is felt that some parameters and approval processes need to be in place in order to limit the risk of "crowdfunding" being set up for activities that are not consistent with the District's mission, vision or values. The proposed language allows for this mechanism but stipulates that approval must be garnered prior to commencement of the activities. Similar language has been proposed in Policy 5830 and Policy 9700.

NEOLA has recommended the New Policy 6605 and the revisions to policies 5830 and 9700 to address this type of fundraising in Districts that may want to eliminate or provide limited access.

District Goal Addressed:

Routine Business

Motion
Seconded
Vote – Ayes Nays Motion

BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS

NEW POLICY - VOL. 31, NO. 1

CROWDFUNDING

This policy applies to the use of any form of crowdfunding utilizing an online service or website-based platform for the financial benefit or gain of the District – be it a specific classroom, grade level, department, school, or curricular or extracurricular activity. "Crowdfunding" refers to a campaign to collect typically small amounts of money from a large number of individuals to finance a project or fundraise for a specific cause. Through the use of personal networking, social media platforms, and other Internet based resources, funds are solicited or raised to support a specific campaign or project.

~~**[DRAFTING NOTE: SELECT OPTION #1 or OPTION #2]**~~

~~[ ] **[OPTION #1]**~~

~~The Board of Education does not permit or sanction the use of crowdfunding for District or specific school programs or activities, including co-curricular or extracurricular activities.~~

~~**[END OF OPTION #1; END OF POLICY**~~

~~**OR**~~

[x] [OPTION #2]

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extracurricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval

(X) of the Superintendent.

OR

( ) of the Board upon the recommendation of the Superintendent.

All crowdfunding activities are subject to AG 6605.

[END OF OPTION #2; END OF POLICY]

Adopted 2/27/17

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policy

BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS

REVISED POLICY - VOL. 31, NO. 1

STUDENT FUND-RAISING

The Board of Education acknowledges that the solicitation of funds from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the schools.

For purposes of this policy "student fund-raising" shall include the solicitation and collection of money from students for any purpose and shall include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities. "Student fund-raising" also includes giving away goods or services, but suggesting a monetary donation.

The Board will permit student fund-raising by students in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the schools.

Fund raising by approved school organizations, those whose funds are managed by the District, may be permitted in school by the principal. Such fund raising that occurs school grounds may be permitted by the Superintendent.

The Board permits two (2) fundraisers per week per school that involve the sale of food items and/or beverages that are an exception to the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools regulations for consumption on campus during the school day by students.

Other than approved non-compliant fundraisers, the food and/or beverage items to be sold for any other fund-raisers by student clubs and organizations, parent groups, or booster clubs and consumed on campus, shall comply with the current USDA Dietary Guidelines for Americans, and the USDA Smart Snacks in Schools nutrition standards, and also be consistent with requirements set forth in Policy 8500 - Food Services.

policy

If approved, fund-raisers that involve the sale of food items or beverages to students on campus must be consistent with regulations established in Policy 8500, Food Services, pertaining to the sale of foods and beverages during food-service hours, whether those food items and beverages are compliant with, or an exception to, the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools nutrition standards.

[X] Use of the name, logo, or any assets of the District, including, but not limited to facilities, technology, or communication networks, is prohibited without the specific permission of the

(X) Board.

( ) Superintendent.

~~**[OPTION #1]**~~

~~**[ ] The Board of Education does not permit or sanction the use of crowdfunding for District or specific school programs or activities, including co-curricular or extracurricular activities.**~~

~~**[END OF OPTION #1]**~~

OR

[OPTION #2]

[X] Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extracurricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval

(X) of the Superintendent.

OR

( ) of the Board upon the recommendation of the Superintendent.

policy

All crowdfunding activities are subject to AG 6605.

[END OF OPTION #2]

policy

Fund raising by students on behalf of those school-related organizations and District supported organizations, whose funds are not managed by the District may be permitted on or off school grounds by the Superintendent.

All fund raising by school-related organizations and District support organizations, both those whose funds are managed by the Fiscal Officer and those whose funds are not managed by the Fiscal Officer, shall be done in accordance with Policy 9211 and Policy 9700.

The Superintendent shall establish administrative guidelines for the solicitation of funds that shall:

A. specify the times and places in which funds may be collected;

B. describe permitted methods of solicitation which do not place undue pressure on students;

C. limit the kind and amount of advertising for solicitation;

D. require that the Board approve the distribution or liquidation of monies remaining in a student activity account when the organization is defunct or disbanded; and

E. limit the number of fund raising events.

policy

Advisors for approved school organizations shall not accept any form of compensation from vendors that might influence their selection on a vendor that will provide a fund-raising activity or a product that will be sold as a fund-raiser. Furthermore, advisors for approved school organizations shall not accept any compensation from a vendor after a decision has been made regarding a fund-raising activity or a product that will be sold as a fund-raiser. In addition, advisors for approved school organizations who make the selection of a vendor that will provide a fund-raising activity or a product that will be sold as a fund-raiser shall not enter into a contractual arrangement whereby an advisor receives compensation in any form from the vendor that provides a fund-raising activity or a product that will be sold as a fund-raiser.

Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that an advisor of an approved school organization receives such compensation, albeit unsolicited, from a vendor, the individual shall notify the Fiscal Officer, in writing, that s/he received such compensation and shall thereafter properly transmit said compensation to the Fiscal Officer at his/her earliest opportunity.

The Superintendent shall distribute this policy and the guidelines which implement it to each organization granted permission to solicit funds.

M.C.L. 380.1272b
7 C.F.R. Parts 210 and 220
42 U.S.C. 1779

Revised 2/27/17
Revised 1/26/15
Revised 1/25/16

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REVISED POLICY - VOL. 31, NO. 1

RELATIONS WITH SPECIAL INTEREST GROUPS

Any request from civic institutions, charitable organizations, or special interest groups which involve such activities as patriotic functions, contests, exhibits, sales of products to and by students, sending promotional materials home with students, graduation prizes, fund raising, and free teaching materials must be carefully reviewed to ensure that such activities promote student interests without advancing the special interests of any particular group.

It is the policy of the Board of Education that students, staff members, and District facilities not be used for advertising or promoting the interests of any nonschool agency or organization, public or private, without the approval of the Board or its delegated representative; and any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause or group by this Board.

A. **Political/Commercial Interests**

All materials or activities proposed by outside political or commercial sources for student or staff use or participation shall be reviewed by the Superintendent on the basis of their educational contribution to part or all of the school program, benefit to students, good taste and no such approval shall have the primary purpose of advancing the name, product, or special interest of the proposing group.

The Board shall permit the use of educational materials, programs, and equipment which contains commercial messages providing the content of such messages and the manner of presentation has been approved by the Superintendent and is in compliance with the District's administrative guidelines.

B. **Contests/Exhibits**

The Board recognizes that contests, exhibits, and the like may benefit individual students or the District as a whole, but participation in such special activities may not:

1. make unreasonable demands upon the time and energies of staff or students or upon the resources of the District;

2. interrupt the regular school program.

C. **Distribution/Posting of Literature**

No outside organization or staff member or student representing an outside organization may distribute or post literature on that organization's behalf on District property either during or after school hours without the permission and prior review of the Superintendent.

The Superintendent shall establish administrative guidelines which ensure that:

1. criteria established in Policy 5722 - Student Publications and Productions - are used to make a decision regarding materials that students seek to post or distribute;

2. distribution or posting of materials employees wish to distribute on behalf of an employee organization comply with the terms of negotiated, collectively-bargained agreements;

3. no materials from any profit-making organization are distributed for students to take home to their parents unless authorized by the Superintendent.

D. **Solicitation of Funds**

Any outside organization or staff member representing an outside organization desiring to solicit funds on school property must receive permission to do so from the Superintendent.

Permission to solicit funds will be granted only to those organizations or individuals who meet the permission criteria established in the District's administrative guidelines. Solicitation must take place at such times and places and in such a manner as specified in the administrative guidelines. In accordance with Board Policy 5830, no District student may participate in the solicitation without the Superintendent's approval.

The Board disclaims all responsibility for the protection of, or accounting for, such funds.

Solicited funds are not to be deposited in any regular or special accounts of the District.

A copy of this policy as well as the relevant administrative guidelines shall be given to any individual granted permission to solicit funds on District property.

[X] **Use of the name, logo, or any assets of the District, including, but not limited to facilities, technology, or communication networks, is prohibited without the specific permission of the**

( ) **Board.**

(X) Superintendent.

~~**[OPTION #1]**~~

~~**[ ] The Board of Education does not permit or sanction the use of crowdfunding for District or specific school programs or activities, including co-curricular or extracurricular activities.**~~

~~**[END OF OPTION #1]**~~

OR

[OPTION #2]

[X] **Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extracurricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval**

(X) of the Superintendent.

OR

( ) of the Board upon the recommendation of the Su

E. **Prizes/Scholarships**

The Board is appreciative of the generosity of organizations which offer scholarships or prizes to deserving students in this District. But, in accepting the offer of such scholarships or prizes, the Board directs that these guidelines be observed:

1. No information either academic or personal shall be released from the student's record for the purpose of selecting a scholarship or prize winner without the permission of the student who is eighteen (18), or the parents of a student who is younger in accordance with the Board's policy on student records.

2. The type of scholarship or prize, the criteria for selection of the winner, and any restrictions upon it shall be approved by the Superintendent.

3. The principal, together with a committee of staff members designated by the principal, shall be involved in the selection of the recipient and, if agreeable to the sponsoring organization, the selection shall be left entirely to the principal and staff committee.

F. **Surveys and Questionnaires**

Neither District-related nor nondistrict-related organizations shall be allowed to administer a survey or questionnaire to students or staff unless the instrument and the proposed plan is submitted, in advance, to the Superintendent. If approved, a copy of the results and the proposed manner of their communication are to be provided to him/her for review and approval before they are released.

Revised 2/27/17

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OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
February 27, 2017
Report 16-84

FOR ACTION

Subject:

Revised Policy 8321-Criminal Justice Information Security (Non-Criminal Justice Agency), 2nd Reading.

Statement of Purpose/Issue:

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

Facts / Statistics:

This revised policy is provided to more extensive guidance on how information is handled in this area and broadening the security of the District's Information system requirements. The largest changes are reflected in the area of tracking access and auditing of the system. Although the District's systems are functionally tracked through the Shiawassee Regional Education Service District, it is important that the District's policies reflect internal and external expectations for keeping data secure.

NEOLA recommends the adoption of the revision to this policy in order to maintain compliance with the specifications of the Michigan State Police.

District Goal Addressed:

Routine Business

Motion
Seconded
Vote – Ayes Nays Motion

policy

BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS

REVISED POLICY - VOL. 31, NO. 1

CRIMINAL JUSTICE INFORMATION SECURITY
(NON-CRIMINAL JUSTICE AGENCY)

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

A. Sanctions for Non-Compliance

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

B. Local Agency Security Officer (LASO)

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

1. ensuring that personnel security screening procedures are being followed as set forth in this policy;

2. ensuring that approved and appropriate security measures are in place and working as expected;

3. supporting policy compliance and instituting the CSA incident response reporting procedures;

policy

4. ensuring the CSA ISO is promptly informed of any security incidents involving the abuse or breach of the system and/or access to criminal justice information;

5. to the extent applicable, identifying and documenting how District equipment is connected to the Michigan State Police system;

6. to the extent applicable, identify who is using the Michigan State Police approved hardware, software and firmware, and ensuring that no unauthorized individuals have access to these items.

The District's LASO shall be designated on the appropriate form as prescribed and maintained by the Michigan State Police.

C. Agency User Agreements

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

policy

D. Personnel Security

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

1. Background Checks - A Michigan (or state of residency if other than Michigan) and a national fingerprint-based criminal history record check shall be conducted within thirty (30) days of assignment to a position with direct access to criminal justice information or with direct responsibility to configure and maintain computer systems and networks with direct access to criminal justice information.

   a. A felony conviction of any kind will disqualify an individual for access to criminal justice information.

   b. If any other results/records are returned, the individual shall not be granted access until the LASO reviews and determines access is appropriate. This includes, but is not limited to, any record which indicates the individual may be a fugitive or shows arrests without convictions. Such approval shall be recorded in writing, signed, dated and maintained with the individual's file.

   c. Support personnel, contractors, vendors and custodial workers with access to physically secure locations or controlled areas (during criminal justice information processing) are subject to the same clearance standards as other individuals with access **and must**~~,~~ ~~unless they are~~ **be** escorted by authorized personnel at all times when in these locations or areas.

policy

2. Subsequent Arrest/Conviction - If an individual granted access to criminal justice information is subsequently arrested and/or convicted, access shall be suspended immediately until the matter is reviewed by the LASO to determine if continued access is appropriate. Such determination shall be recorded in writing, signed, dated and maintained with the individual's file. In the event that the LASO has the arrest/conviction, the Superintendent (if not the designated LASO) shall make the determination. **Except that, as noted in D(1)(a), individuals with a felony conviction of any kind will have their access permanently suspended.**

3. Public Interest Denial - If the LASO determines that access to criminal justice information by any individual would not be in the public interest, access shall be denied whether that person is seeking access or has previously been granted access. Such decision and reasons shall be in writing, signed, dated and maintained in the individual's file.

4. Approval for Access - All requests for access to criminal justice information shall be as specified and approved by the LASO. Any such designee must be an employee of the District. The District must maintain a readily accessible list that includes the names of all LASO approved personnel with access to criminal justice information, as well as the reason for providing each individual access.

5. Termination of Employment/Access - Within twenty-four (24) hours of the termination of employment, all access to criminal justice information shall be terminated immediately for that individual, and steps taken to assure security of such information and any systems at the District to access such information.

6. Transfer/Re-assignment - When an individual who has been granted access to criminal justice information has been transferred or re-assigned to other duties, the LASO shall determine whether continued access is necessary and appropriate. If not, s/he shall take such steps as necessary

policy

to block further access to such information **within the twenty-four (24) hour period immediately following the transfer or reassignment.**

7. Information Technology Contractors and Vendors[1] – Prior to granting access to criminal justice information to an IT contractor or vendor, identification must be verified via a Michigan (or state of residency if other than Michigan) or national fingerprint-based criminal history record check~~, unless they are escorted by authorized personnel at all times when accessing the criminal justice information~~. A felony conviction of any kind, as well as any outstanding arrest warrant, will disqualify an IT contractor or vendor for access to criminal justice information. A contract or vendor with a criminal record of any other kind may be granted access if the LASO determines the nature or severity of the misdemeanor offense(s) does not warrant disqualifications. If any other results/records are returned, the individual shall not be granted access until the LASO reviews and determines access is appropriate.

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

policy

E. Media Protection

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

1. Media Storage and Access – All ~~electronic~~ **digital** and physical media shall be stored in a physically secure location or controlled area, such as locked office, locked cabinet or other similarly secure area(s) which can only be accessed by authorized individuals. If such security cannot be reasonably provided, then all ~~electronic~~ **digital** CHRI background data shall be encrypted. ~~Electronic~~ **Digital** media shall be stored on a District or School server. Storage on a third party server, such as cloud service, is not permitted. Storage of ~~electronic~~ **digital** media must conform to the requirements in AG 8321.

2. Media Transport – ~~Electronic~~ **Digital** c and physical media shall be protected when being transported outside of a controlled area. Only authorized individuals shall transport the media. It shall be directly delivered to the intended person or destination and shall remain in the physical control and custody of the authorized individual at all times during transport. Access shall only be allowed to an authorized individual. To the extent possible, ~~electronic~~ **digital** media (e.g., hard drives and removable storage devices such as disks, tapes, flash drives and memory cards) shall be either encrypted and/or be password protected during the transport process.

policy

3. Media Disposal/Sanitization – When the CHRI background check is no longer needed, the media upon which it is stored shall either be destroyed or sanitized. The LASO and the Superintendent shall approve in writing the media to be affected. This record shall be maintained by the LASO for a period of at least five (5) years.

   a. **~~Electronic~~ Digital** Media - Sanitization of the media and deletion of the data shall be accomplished by either overwriting at least three (3) times or by degaussing, prior to disposal or reuse of the media. If the media is inoperable or will not be reused, it shall be destroyed by shredding, cutting, or other suitable method to assure that any data will not be retrievable.

   b. Physical Media – Disposal of documents, images or other type of physical record of the criminal history information shall be cross-cut shredded or incinerated. Physical security of the documents and their information shall be maintained during the process by authorized individuals. Documents may not be placed in a waste basket or burn bag for unauthorized individuals to later collect and dispose of.

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

policy

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

F. CHRI Background Check Consent and Documentation

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

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

G. Controlled Area/**Physical Protection**

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

1. Limited unauthorized personnel access to the area during times that criminal justice information is being processed or viewed.

2. The controlled area shall be locked at all times when not in use or attended by an authorized individual.

policy

3. Information systems devices (e.g., computer screens) and physical documents, when in use, shall be positioned to prevent unauthorized individuals from being able to access or view them.

4. Encryption shall be used for ~~electronic~~ **digital** storage of criminal justice information. (See AG 8321.)

H. Passwords (Standard Authentication)[2]

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

1. at least eight (8) characters long on all systems

2. not be a proper name or a word found in the dictionary

3. not be the same as the user identification

4. not be displayed when entered into the system (must use feature to hide password as typed)

5. not be transmitted in the clear outside of the secure location used for criminal justice information storage and retrieval

6. must expire and be changed every ninety (90) days

7. renewed password cannot be the same as any prior ten (10) passwords used (See also, AG 8321.)

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

policy

I. Security Awareness Training

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

J. Secondary Dissemination of Information

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

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

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

policy

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

K. Auditing and Accountability ~~Retention~~

~~**The District shall retain audit records (position description, consent, and CHRI for both applicants that are hired and those that are not) for at least 365 days. Audit records must continue to be maintained until it is determined they are no longer needed for administrative, legal, audit, or other operational purposes. This includes, for example, retention and availability of audit records subject to Freedom of Information Act (FOIA) requests, subpoena, litigation hold and law enforcement actions.**~~

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

The following events shall be logged:

1. **Successful and unsuccessful system log-on attempts.**

2. **Successful and unsuccessful attempts to:**

   a. **access permission on a user account, file, directory or other system resource;**

   b. **create permission on a user account, file, directory or other system resource;**

   c. **write permission on a user account, file, directory or other system resource;**

policy

d. **delete permission on a user account, file, directory or other system resource;**

e. **change permission on a user account, file, directory or other system resource.**

3. **Successful and unsuccessful attempts to change account passwords.**

4. **Successful and unsuccessful actions by privileged accounts.**

5. **Successful and unsuccessful attempts for users to:**

   a. **access the audit log file;**

   b. **modify the audit log file;**

   c. **destroy the audit log file.**

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

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

policy

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

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

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

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

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

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OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
February 27, 2017
Report 16-85

FOR ACTION

Subject:
2016-17 General Fund Appropriations Revision #1

Recommendations:
Resolve that the Board adopt the revised resolution to the appropriations for the General Fund 2016-17 fiscal year.

Rationale:
The purpose of a budget amendment is to provide a more accurate picture of what is anticipated for the financial year to look like for the District than was originally previewed during the June 2016 budget process. This is then utilized for completion of the planning process for the current fiscal year as well as for the budgeting process for the coming fiscal year.

Statement of Purpose/Issue:
The Board will adopt an amendment to the budget to incorporate projected revenues and expenditures in order to comply with statutory requirements.

Facts/Statistics:

- Revisions to the budget are always necessary to reflect changes in expenditures and revenues based on the best information available at the time of revision.
- Revised budgeted expenditures can be used for comparative purposes in the 2017-18 budgeting process with more validity.
- The major changes in the budget revision stem from somewhat better estimates for revenue and known adjustments to plans for utilization of funds including federal grants.
- An executive summary of the major changes that have taken place since the June 2016 adoption will be provided to provide a more detailed picture of the changes that have occurred.
- Another budget revision will be adopted, at a minimum, in June 2017 as a final.
- It also should be noted that the budget, by law, is required to be posted on the District's website. After adoption by the Board, the budgets for the funds indicated will be posted by the Technology department.

Motion
Seconded
Vote – Ayes Nays Motion

2016-17 GENERAL FUND BUDGET REVISION #1
APPROPRIATION RESOLUTION
FOR ADOPTION BY THE BOARD OF EDUCATION
OF OWOSSO PUBLIC SCHOOLS AT A MEETING
ON FEBRUARY 27, 2017

RESOLVED, that this resolution shall be the General Appropriations of Owosso Public Schools for the fiscal year ending June 30, 2016: 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, 2017 is as follows:

Revenue:	
Local	$ 3,500,503
State	24,935,666
Federal	1,443,129
Incoming Transfers & Other Transactions	888,022
Total Revenue	$30,767,320
Audited Fund Balance, July 1, 2016	$ 3,784,863
Less Appropriated Fund Balance	
Fund Balance Available to Appropriate	$ 3,784,863
Total Available to Appropriate	$34,552,183

BE IT FURTHER RESOLVED, that $31,369,451 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	$15,529,940
Added Needs	6,286,098
Continuing Education	139,628
Support Services	
Pupil	483,551
Instructional Staff	910,703
General Administration	624,496
School Administration	2,523,713
Business Services	678,141
Operation and Maintenance	2,730,833
Pupil Transportation	857,854
Other Services	544,898
Outgoing Transfers and Other Transactions	59,596
Total Appropriated	$31,369,451
Estimated Ending Fund Balance, June 30, 2017	$ 3,182,732

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:

Motion Declared:

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
February 27, 2017
Report 16-86

FOR ACTION

Subject:
2016-17 School Service Fund Appropriations Revision #1

Recommendations:
Resolve that the Board adopt the revised resolution to the appropriations for the School Service Fund for the 2016-17 fiscal year.

Rationale:
The purpose of a budget amendment is to provide a more accurate picture of what is anticipated for the financial year to look like for the District than was originally previewed during the June 2016 budget process. This is then utilized for completion of the planning process for the current fiscal year as well as for the budgeting process for the coming fiscal year.

Statement of Purpose/Issue:
The Board will adopt an amendment to the budget to incorporate projected revenues and expenditures in order to comply with statutory requirements.

Facts/Statistics:

- Revisions to the budget are always necessary to reflect changes in expenditures and revenues based on the best information available at the time of revision.
- Revised budgeted expenditures can be used for comparative purposes in the 20117-18 budgeting process with more validity.
- The major changes in the budget revision stem from somewhat better estimates for revenue and expenses including staffing.
- An executive summary of the major changes that have taken place since the June 2016 adoption will be provided to provide a more detailed picture of the changes that have occurred.
- Another budget revision, at a minimum, will be adopted in June 2017 as a final.
- It also should be noted that the budget, by law, is required to be posted on the District's website. After adoption by the Board, the budgets for the funds indicated will be posted by the Technology department.

Motion
Seconded
Vote – Ayes Nays Motion

2016-17 SCHOOL SERVICE FUND BUDGET REVISION #1
APPROPRIATION RESOLUTION
FOR ADOPTION BY THE BOARD OF EDUCATION
OF OWOSSO PUBLIC SCHOOLS AT A MEETING ON
FEBRUARY 27, 2017

RESOLVED, that this resolution shall be the School Service Fund Appropriations of the Owosso Public Schools for the fiscal year ending June 30, 2017. 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, 2017 is as follows:

Revenue:	
Local	$294,398
State	62,547
Federal	1,584,787
Incoming Transfers & Other Transactions	0
Total Revenue	$1,941,732
Audited Fund Balance, July 1, 2016	$468,894
Less Appropriated Fund Balance	0
Fund Balance Available to Appropriate	$468,894
Total Available to Appropriate	$2,410,626

BE IT FURTHER RESOLVED, that $2,048,409 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	$2,048,410
Total Appropriated	$2,048,410
Estimated Ending Fund balance, June 30, 2017	$ 362,216

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:

Motion Declared:

Future Action

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
February 27, 2017
Report 16-87

FOR FUTURE ACTION

Subject:
Technology infrastructure bid recommendations

Recommendation:
Recommend that the Board authorize the Superintendent to sign contracts and/or enter into purchase agreements for the following components of the technology infrastructure bid:

- SPI Innovations, Freeland, Michigan – wireless for all buildings, cabling, hardware and installation for an amount not to exceed $315,417
- SPI Innovations, Freeland, Michigan – network hardware and UPS for all buildings in amount not to exceed $122,724
- Master Electric, Gladwin Michigan – Fiber and installation at the Owosso High School in amount not to exceed $9,960.
- Dell Computer – server acting as a wireless controller in an amount not to exceed $13,625.57.

Rationale:
The infrastructure project must move forward in order to support the one-to-one technology and ultimately the E-911 requirements. (The E-911 is an initiative to allow first responders to identify not only the building but the actual room location from which a distress call is made. This will require a revamping of the phone hardware system to convert to a VOIP system and the infrastructure must be able to support it. The E-911 has been delayed but is expected to be required within the next several years).

Statement of Purpose/Issue:
To award the components of the infrastructure bid that are necessary to support the immediate need for the one-to-one initiative of the District.

Facts/Statistics:
It was determined that the technology infrastructure of the District needed to be strengthened in order to continue a successful launching of the one-to-one technology initiative of the District.

- Request for Proposals were posted for all of the infrastructure components with bids due on January 30th. All bids have been presented in the table provided. The only component for which a valid bid was not obtained was for the server that will act as a wireless controller to support the infrastructure. Quotes were subsequently obtained for the controller and have been shown as a separate line item in the table.
- An evaluation of the bids was conducted to examine all of the elements that were rated for the bidders in order to determine the lowest responsible bidder. Such factors included but were not limited to hardware compatibility, support capability, prior experience with the vendor, meeting all elements of the request for proposal, and cost.
- Although SPI was not the lowest bidder in the Wireless bid, their bid reflected the equipment specifications as outlined in the RFP and had the compatibility with the current hardware in the District unlike Hi-tech who was the next lowest bidder. In addition, it was felt that it would be in the District's best interest to have the same bidder providing the infrastructure equipment as the vendor installing it and SPI was the lowest bidder for this component.
- In order to obtain the necessary financial resources to support the installation and purchase, the District is pursuing e-rate reimbursement for these projects. If successful, 85% of the purchases could be reimbursed. However, due to the urgency of the need to strengthen the infrastructure, the District must move forward with the project funding the majority of the project from sinking funds and a small portion from the General fund. If e-rate approval is achieved, the resulting reimbursements will be refunded to the appropriate funds. It should be noted that the e-rate process is time intensive and notifications of approval have been slow to come in the last several years.
- The District is utilizing Spicer services to oversee the installation components of the project.
- Post-bid meetings were held with SPI and Master Electric in order to provide assurance that these vendors are clear on the expectations of the District and timing of the projects. In addition, a post-bid meeting was held with Convergent Technologies, the consultant handling the e-rate process for the District, to go over the bids and the resulting recommendation to assure the Districts recommendations were valid from an e-rate process.

Motion
Seconded
Vote – Ayes Nays Motion

TECHNOLOGY INFRASTRUCTURE PROJECT
BUILDINGS INDICATED (Note: RFPs and resulting contracts/purchase orders delineate the breakdown of the costs by building)
BIDS OPENED JANUARY 30, 2017

	SPI Freeland ,MI	CDWG Vernon Hills, IL	Hi-Tech Casco, MI	Sehi Rochester Hills, MI	Presidio Wixom, MI	Zone Auburn, WA	Master Electric Gladwin, MI	Electro Media Grand Haven, MI	Ammcom Telecom White Lake, MI
Wireless – All buildings, cabling, hardware and installation	$315,417	$262,995 (Quote does not include installation)	$240,140*	$265,166*	$239,781*	N/A	N/A	N/A	N/A
Infrastructure Network – All buildings, Network hardware, monitoring software and UPS	$122,724	N/A	$129,483	$220,681	$278,064	$236,118	N/A	N/A	N/A
Fiber and installation – OHS only	N/A	N/A	$32,267	N/A	N/A	N/A	$9,960	$16,053	$15,000
Server acting as a wireless controller (no valid bids – getting quotes)	N/A	N/A	N/A	N/A	$9,354*	N/A	N/A	N/A	N/A

"*" Bid not for equipment specified in Request for Proposal

The infrastructure project components above at a total cost not to exceed $448,101 would be anticipated to be funded out of sinking fund upon final review of all components to assure compliance with sinking fund requirements.

Quotes for Server acting as a Wireless Controller

Dell, Round Rock, Texas	Hi-Tech, Casco, MI	CDW-G Vernon Hills, IL
$13,625.57	$16,069.99	$24,719.71

The wireless controller would be expected to be initially funded from General funds.

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
February 27, 2017

Report 16-88

FOR FUTURE ACTION

Subject:

Declaration of Obsolete Material – Media Center books

Recommendation

Resolve that the Board of Education authorize the disposal or sale of books identified throughout the district as no longer being relevant to the curriculum being taught.

Facts/Statistics:

Pursuant to Board Policy #7300, "the Board shall direct the periodic review of all District property and authorize the disposition by sale, donation, trade, or discard of any property not required for school purposes".

The books have been identified by the individual buildings to be no longer consistent with the current curriculum needs and taken out of circulation from the classrooms and media centers throughout the district. Disposing of the books will free up space in classrooms and storage rooms for current district needs.

If the Board declares these items obsolete, the items will be placed up for sale with any books not being sold being either donated or disposed of in an appropriate manner. The funds garnered, if any, will be returned to the General fund.

Motion
Seconded
Vote – Ayes Nays Motion

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
February 27, 2017

Report 16-89

FOR INFORMATION

Subject:
Personnel Update

Accepted Positions

Linda Chase has accepted the 7-hour Lead Cook I position at Central Elementary.

Resignations