



## Board of Education Agenda

**November 23, 2020**

**5:30 pm Regular Meeting**

Washington Campus

645 Alger Street

Owosso, Michigan 48867

Note: Due to the MDHHS Emergency Order issued on November 15, 2020, this meeting will be held virtually.

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Building Reports:**

Tyler Hoag – Board of Education Student Representative’s Report

**4. Board Correspondence:**

Superintendent’s Report

Curriculum Director’s Report

**5. Public Participation**

**6. For Action**

▪ **Consent Agenda:**

October 19, 2020 Regular Board Meeting Minutes-----	Report 20-48	Page 1
Current Bills-----	Report 20-49	Page 8
Financials-----	Report 20-50	Page 18
▪ Review/Reaffirmation of the Extended COVID-19 Learning Plan-----	Report 20-51	Page 21
▪ New Policy 8450.05, First and Final Reading-----	Report 20-52	Page 59

**7. For Future Action**

Leasing of Buses-----	Report 20-53	Page 62
Contract for School Nurse-----	Report 20-54	Page 71
Obsolete Material-----	Report 20-55	Page 72

**8. For Information**

COVID-19 Preparedness and Response Plan-----	Discussion	Page 74
Personnel Update-----	Report 20-56	Page 86

**9. Public Participation**

**10. Board Reports:** Board Member Comments/Updates

**11. Upcoming Board Meeting Dates:**

December 14: Regular Board of Education Meeting, 5:30 pm (Note: meeting to be held on 2<sup>nd</sup> Monday of the month due to holidays)

**Important Upcoming Dates:**

November 18-December 8: Secondary Only Virtual Learning Days

November 24: LHS 1<sup>st</sup> Trimester Ends

November 25-27: No School-Thanksgiving Recess

November 30: LHS 2<sup>nd</sup> Trimester Begins

**12. Superintendent Evaluation:** Closed Session

**13. Adjournment**

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District’s business and is not to be considered a public community meeting. There is a time for public participation during the meeting Board Policy 0166



OWOSSO PUBLIC SCHOOLS

*Ready for the World*

On November 23, 2020 at 5:30 p.m., the Owosso Public Schools will be holding its regularly scheduled Board of Education Meeting. The meeting will be held electronically, as required by the Emergency Order issued by the Michigan Department of Health and Human Services on November 15, 2020. The public may join the meeting with the following Zoom link/number:

**Join Zoom Meeting**

<https://owosso-k12-mi-us.zoom.us/j/81465595059>

Meeting ID: 814 6559 5059

One tap mobile

+13017158592,,81465595059# US (Washington D.C)

+13126266799,,81465595059# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 814 6559 5059

Find your local number: <https://owosso-k12-mi-us.zoom.us/j/81465595059>

There will be a time for public participation but interested individuals must notify OPS Administrative Assistant, Alexa Stechschulte, at 989-729-5678 from 1:00-5:00 p.m. on Monday, November 23, 2020 prior to the meeting to sign up for a time to speak. Reminder that the Board does not respond to public comments. Any questions about business that will come before the school board at the meeting can also be directed to Ms. Stechschulte.

If you are an individual with a disability who is in need of an auxiliary aid or service to participate in the meeting, please contact OPS Administrative Assistant, Alexa Stechschulte, at 989-729-5678 for voice and TDD calls or at [stechschulte@owosso.k12.mi.us](mailto:stechschulte@owosso.k12.mi.us) prior to the meeting. Thank you.

## 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.

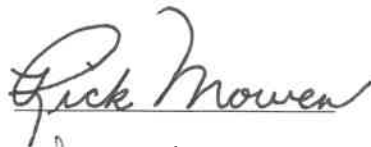
We will do our part to work as a team with administrators, teachers, support staff, parents, students and citizens so that the entire learning atmosphere of our school will be one of warmth and caring. We will do this by becoming a part of district committees such as cross-functional, professional governance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

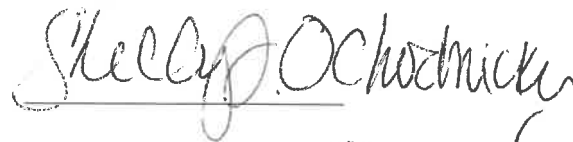
We will be enthusiastic and energetic in our support of the work in our schools by students, staff and volunteers. We will model this behavior by attending school sponsored events and working toward board certification through class work.

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.

Rick Mowen  
President



Shelly Ochoznicky  
Vice President




Sara Keyes  
Treasurer



Marlene Webster  
Secretary



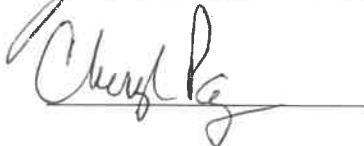
Ty Krauss  
Trustee



Olga Quick  
Trustee



Cheryl Paez  
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





## **Public Participation at Board Meetings Statement**

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

**For Action**

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Minutes**  
**October 19, 2020**  
**Report 20-48**

President Rick Mowen called the Board of Education Committee of the Whole Meeting to order at 5:30 pm. The meeting was held at the Owosso Middle School, 219 N. Water St., Owosso, MI 48867.

Present: Krauss, Mowen, Paez, Ochodnicky, Quick, Webster  
 Absent: Keyes

**Pledge of Allegiance**

**Building Reports**

Board of Education Student Representative, Tyler Hoag, congratulated the 2020 Homecoming King and Queen, Andrew Chapko and Lauryn Ayers. He announced that there will be an Owosso High School (OHS) virtual choir concert on Wednesday, October 21, 2020. Tyler reported that the Trojan Marching Band had a spectacular show at Willman Field and that it has been exciting to see how quickly the band was able to prepare for the performance in such an unusual year. Tyler noted that seniors have been busy, with high school sports in full swing and the recent SAT test. Seniors are also working on their FASFA and college applications. Student government is hoping to have a homecoming dance in the winter and has begun making plans for what they hope can be a more traditional homecoming.

Superintendent Dr. Tuttle thanked Mrs. Pam Coe, stating the following, “It is my honor and pleasure to recognize Pam Coe this evening as she has decided to step away from leading the Owosso Sea Turtles Swim Club. Pam is an Owosso High School alumni and community member. She has given back to the Owosso community in various ways over the years. She served on the Owosso Board of Education from 2005 to 2009. Pam was a founding member of the Owosso Sea Turtles swim team and has led the team for 15 years. She continued dedicating countless hours to this program even after her children had exited the program and moved on. Her commitment was noticed, valued, and appreciated. Pam has received the Argus-Press Best of the Best Coach award numerous times in the past 15 years, and she has been very deserving. Pam built an exceptional Sea Turtles program and donated thousands of hours to this program, the Owosso Middle School, and the Owosso High School swim teams. She worked with students of all ages from beginners, to coaching the varsity swim team. It is with great pleasure and pride that we honor Pam Coe this evening. Her dedication has provided us with a foundation for having great swim teams at our high school. It is because of what she built that we have been so successful at those levels, and she sometimes didn’t get the recognition that she deserved. Please help me in congratulating Mrs. Pam Coe, thanking her for her service, and wishing her well in her next endeavors!”

Dr. Tuttle recognized the following OPS principals and supervisors:

Jeff Phillips, OHS Principal  
 Karen VanEpps, OHS Assistant Principal  
 Dallas Lintner, OHS Athletic Director and Assistant Principal  
 Richie Collins, OMS Principal  
 Cathy Dwyer, OMS Assistant Principal  
 Steve Irelan, Lincoln High School Principal  
 Bridgit Spielman, Central Elementary Principal

Shelly Collison, Bryant Elementary Principal  
 Jessica Aue, Emerson Elementary Principal  
 Julie Omer, Chief Financial Officer  
 Amanda Rowell, Bentley Bright Beginnings Principal  
 Steve Brooks, Director of Curriculum and Instruction  
 Joe Watson, Technology Director  
 John Klapko, Food Service, Maintenance and Grounds Supervisor  
 Renee Secor-Jenks, Transportation Supervisor  
 Jessica Thompson, Director of Community Education

Dr. Tuttle shared, “Over the past six months, our Owosso principals and supervisors’ roles have been unexpectedly and dramatically changed by the COVID-19 crisis. The unprecedented nature of this situation meant a great deal of uncertainty and continuous planning and revising. There is not a book titled, “How to be an educational leader in the midst of a pandemic.” I often equate what leaders have been experiencing to a coach trying to lead a team but not knowing what game they are coaching or the rules of the game. It is difficult to coach a team with so many unknowns. Our leaders did not know the budget, the expectations from the legislature or the Michigan Department of Education, the expectations for social distancing, sanitizing, or how to handle extra curriculars like fine arts and athletics. They didn’t know the allowances for eating together, the bussing requirements, the attendance or clock hour stipulations, and the list goes on. So in an effort to prepare, our principals and supervisors were charged with formulating a game plan to be ready to coach every game imaginable and prepare the team to play. It wasn’t until a few weeks before school was set to begin that the rules of the game were identified and announced. It can be difficult to lead when things are going as planned, but it is tremendously difficult to lead when your team members are looking to you for guidance and you have had zero experience or training on how to lead during a global pandemic. Our leaders had to role model the IB learner profile traits—they had to be problem-solvers, thinkers, inquirers, communicators, risk takers, reflective, all while balancing the needs of many different audiences while under pressure. They needed to put on a courageous face and let people know that We Got This, even when our leaders were not totally convinced themselves. And our principals and supervisors are also humans who thorough it all were experiencing the same questions, worries, concerns on a personal level as everyone else. Our school leaders experienced deaths in their own families due to COVID. They were nervous for their own health and the health of their families, yet they courageously carried on putting together plans that were best for our students. Owosso is fortunate to have incredibly competent principals and supervisors leading the way. There is obviously not a perfect solution for how to lead during a pandemic, but our principals have used their leadership skills to put together the best possible plan for all involved. They have reflected on the plan and adjusted when necessary, and they will continue to do so during this difficult time and always. Despite these daunting circumstances, we have seen incredibly inspiring school leaders acting to ensure the safety and well-being for families and staff while minimizing the disruption faced by out-of-school children. Owosso has the best principals and supervisors leading the way and I am grateful for each one of them.”

President Mowen echoed Dr. Tuttle’s remarks and thanked OPS principals and supervisors on behalf of the Board of Education.

### **Board Correspondence**

Superintendent Dr. Tuttle said it is great to see everyone in person, albeit the social distancing and mask wearing.

Dr. Tuttle read a letter addressed to the Board of Education from Superintendent John Fattal of Corunna Public Schools. The letter thanked the Board of Education and OPS community for

their support to the Sims family, a grieving Cavalier family that recently experienced a traumatic car accident. OPS contributed to the GoFundMe account for the family, and the Trojan volleyball team wore “Corunna Strong” shirts. The letter noted, “Even though we are rivals in many areas, you have proven we are one community supportive of each other when needed.” Dr. Tuttle reiterated that OPS sends condolences and healing thoughts to the Sims family and Corunna community during this difficult time.

Dr. Tuttle provided an update on the OPS Bond Project, noting that the project is coming to fruition. Exciting aspects of the project are at or near completion, such as the Student Union, classroom updates, gym, Performing Arts Center, and cafeteria. The project is on schedule to be completed by April 1, 2021.

The OPS COVID-19 Extended Learning Plan was initially created to last until the end of September, when adjustments would be made as needed. Dr. Tuttle stated, “A team of individuals including the leadership of the Owosso Education Association and administration have worked together over the past couple of weeks to make adjustments that will be noted in the reaffirmation plan that appears later on the agenda.” Dr. Tuttle reported that, in a recently conducted survey, 79% of parents indicated that they were high satisfied or satisfied with the current online instruction, and it is the hope that with the adjustments being made, that percentage will increase even more with a goal of 100% satisfaction.

In athletics and extra curriculars, Dr. Tuttle happily reported that the OPS community has been able to stay relatively healthy even while partaking in the “normal” and arguably “most enjoyable” aspects of school, such as athletic events and the Trojan Marching Showcase. Dr. Tuttle noted her appreciation in seeing students participate in extracurricular activities while following health and safety guidelines. She also recognized and congratulated members of the 2020 Homecoming Court: Lauryn Ayers, Jillian Bagwell, Olivia Berry, Claudia Drake, Ruthie Dignan, Lauren Gaskin, Andrew Chapko, Adam Chmiko, Peyton Fields, Nick Garrison, Wyatt Leland, and Ben Welz.

Dr. Tuttle reported that although the district never wants to lose students, in comparison to other schools in the county the district has experienced a significantly lower percentage of student loss. The loss was less than 1%. Dr. Tuttle shared that she believes the relatively low loss in students, given the circumstances surrounding the pandemic, was thanks to the district’s learning plan that provided students and families with options for in-person or online learning. In addition, Dr. Tuttle praised OPS staff for working hard to ensure students are continually provided with excellent learning opportunities.

Dr. Tuttle shared, in regard to the sinking funds, the dumpster enclosure outside the high school was completed along with a salt bunker and sidewalks around the district. The roof at the high school is expected to be completed by November 24, 2020.

Curriculum Director Steve Brooks reported that a lot of time has been allocated to the district’s new teachers. Elementary principals and Mr. Brooks created an incredible handbook to help onboard new teachers. The handbook outlines OPS resources, curriculum, professional development, staff contacts, mentoring, classroom expectations, and more. Mr. Brooks shared that the administration team is continuing to look for online resources to assist teachers this year with online learning. He noted that several resources have been purchased already including “Mystery Science” and a social studies resource. These are online tools that provide teachers with videos and articles in align with International Baccalaureate’s (IB) best practices. Mr. Brooks said OPS students in grades kindergarten through eighth are taking the benchmark assessments, provided by the Northwest Evaluation Association (NWEA), in reading and math.

The testing has been a large undertaking for staff and is required under the Return to Learn Plan. OPS has been conducting benchmark assessments for three years, so the process has gone smoothly this year. Mr. Brooks also shared that parent/teacher conferences begin this week. The administration team and teachers have implemented creative procedures to meet virtually with parents via platforms such as Zoom, phone calls, emails. Mr. Brooks reported that OPS perception surveys began and will be available for several weeks. The surveys are to be completed by students, parents, and staff. The results of these surveys are usually fairly predictable, but Mr. Brooks is eager to see the new data gathered from this year's surveys in response to the many changes occurring in the district and new online instruction.

### **Public Participation**

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

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

### **For Action**

- Moved by Webster, supported by Ochodnicky to approve the September 28, 2020 Regular Board Meeting minutes, October 12, 2020 Committee of the Whole Meeting minutes, October 12, 2020 Closed Session minutes, current bills, and financials as presented. Motion carried unanimously.
- Moved by Quick, supported by Krauss to approve the audit report for the 2019-2020 fiscal year. Mr. Keith Pfeifle of Maner Costerisan, P.C. informed the Board that their report indicates an unmodified opinion on the financial statements. Mr. Pfeifle remarked that the financial statements were properly presented in accordance with generally accepted accounting principles. There were no issues in regard to compliance with laws and regulations identified for the year ending June 30, 2020. There was one federal program compliance issue with food service issued during the pandemic. Maner Costerisan, P.C. felt there should have been additional controls in place during the pandemic. Essentially, there was a short period of time when the district did not have employees double check the meal counts as part of their operations at all food distribution locations. Maner Costerisan P.C. worked with the district and the Food Service Director to identify and resolve the issue. The total fund balance was \$4,655,109 for the year ending June 30, 2020 which is about 14.88% of 2019-2020 revenue. Mr. Pfeifle noted with a goal to maintain a fund balance between 10% to 15%, the 2019-2020 fund balance is healthy, especially given the uncertainties of the pandemic. Mr. Pfeifle also explained that there were changes to revenue sources in federal and state aid funding that were made in July and August of 2020. These changes resulted in additional revenue available to the district and therefore a higher than anticipated revenue. Mr. Pfeifle commented that uncertainty of state aid allocations remains a general concern from year to year. Maner Consterisan, P.C. also audited the spending of OPS bond funding to ensure compliance with the ballot language that voters approved, as well as to ensure compliance with state law. As of June 30, 2020, the district had \$12.3 million in fund balance remaining in bond funds. As the project draws closer to completion, a close out audit will be filed with the Michigan Department of Treasury. Mr. Pfeifle thanked

Superintendent Dr. Tuttle and Chief Financial Officer Julie Omer for being prepared for the audit. Motion carried unanimously.

- Moved by Webster, supported by Paez to affirm the OPS COVID-19 Extended Learning Plan. Superintendent Dr. Tuttle stated that, by law, the Board of Education must look at the plan each month and reaffirm it. By law, the district must inform the Board each month of any changes that have made to the plan. Dr. Tuttle informed the Board of the following changes to the COVID-19 Extended Learning Plan:
  - By virtue of a Letter of Agreement, Virtual Days were added to the calendar so teachers can have additional time to dedicate to online students.
  - Additional elementary staff were hired to assist with online learners.
  - Additional time was added to complete Parent Teacher Conferences.
  - Modifications to lunch options were made. Dr. Tuttle thanked the food services team for their work in providing hot lunch options.
  - Modifications to bus routes and pick up locations were made. Dr. Tuttle commended Transportation Supervisor Renee Secor-Jenks.
  - MHSAA changes impacted athletic contests.

Dr. Tuttle shared with the board a document outlining two-way interaction rates and in-person attendance at each OPS building. She thanked Steve Brooks and Carrie Yoho for gathering the data. Motion carried unanimously.

- Moved by Webster, supported by Krauss to approve the course listings presented for the Middle School, High School, and Lincoln High School for the 2020-2021 school year.
- Moved by Quick, supported by Webster to approve the hiring of Melinda Pierce as the 1<sup>st</sup> Grade Virtual Teacher, De’Nae Streeter as OHS Agriscience Teacher, Stephanie Allen as the 3<sup>rd</sup> Grade Virtual Teacher, Jacalyn Little as the Kindergarten Virtual Teacher, and Allyson Young as the 5<sup>th</sup> Grade Virtual Teacher. Dr. Tuttle shared that Melinda Pierce is a University of Michigan Flint graduate with experience teaching preschool, 3<sup>rd</sup> grade, and 4<sup>th</sup> grade. She is moving back to Michigan to be closer to her family. Jacalyn Little is a graduate of Central Michigan University and has taught for 20 years in grades kindergarten through sixth. She has been a Title 1 teacher at Central Elementary for four years. As a fun fact, Mrs. Little has been practicing karate for 30 years. Stephanie Allen graduated from Central Michigan University. This is her sixth-year teaching, and she is moving to OPS from a neighboring district. As an interesting fact, Stephanie worked in a rural Alaskan village for one-year teaching school. Allyson Young is a University of Michigan Flint graduate who is currently teaching in a virtual school. She has experience with special education teaching and coaching cheerleading. De’Nae Streeter has a lot of experience and is very well rounded. She has a math and science certification. She also has some exciting ideas for the agriculture science programs. Motion carried unanimously.
- Moved by Ochodnicki supported by Krauss to approve the October 19, 2020 – June 30, 2021 Tentative Agreement between the Owosso Education Association and the Owosso Board of Education. Secretary Webster conducted a roll call vote. Ayes: Paez, Webster, Mowen, Ochodnicki, Krauss. Nays: none. Absent: Keyes. Trustee Olga Quick abstained from voting because she has family members that are employed by the district and affiliated with the Owosso Education Association. Motion carried.
- Moved by Quick, supported by Ochodnicki to approve the October 19, 2020 – June 30, 2021 Tentative Agreement between the Owosso Education Support Personnel Association and the Owosso Board of Education. Secretary Webster conducted a roll call vote. Ayes: Kraus, Ochodnicki, Mowen, Webster, Quick, Paez. Nays: None. Absent: Keyes. Motion carried unanimously.
- Moved by Webster, supported by Ochodnicki to approve the October 19, 2020 – June 30, 2021 Tentative Agreement between the Administrators and the Owosso Board of

Education. Secretary Webster conducted a roll call vote. Ayes: Paez, Quick, Webster, Mowen, Ochodnicky, Krauss. Nays: none. Absent: Keyes. Motion carried unanimously.

- Moved by Ochodnicky, supported by Krauss to approve salary adjustments for non-union personnel to reflect parity with other bargaining groups. Ayes: Krauss, Ochodnicky, Mowen, Webster, Quick, Paez. Nays: none. Absent: Keyes. Motion carried unanimously.

### **For Information**

- Superintendent Dr. Tuttle reported the following personnel changes:
  - **Accepted Positions**
    - Crystal John has accepted the 2.25-hour Food Service Worker position at Bryant Elementary.
    - Kimberly Wahl has accepted the 1.75-hour Food Service Worker position at Central Elementary.
    - Mayse Edwards has accepted the 2.75-hour Food Service Worker position at Emerson Elementary.
    - Leeann Adkins has accepted the 3-hour Food Service Worker position at Owosso Middle Schools
    - Kendra DeVoe has accepted the 5-hour Food Service Worker position at Owosso Middle School.
  - **Resignations**
    - Valerie James, Special Education Teacher at Owosso Middle School submitted her letter of resignation effective October 9, 2020.
  - **Retirements**
    - Alan Huyck, Maintenance/Grounds has submitted his letter of retirement effective November 13, 2020.
- Dr. Tuttle commented that OPS continues to maintain and improve the OPS bus fleet, an expensive but necessary measure. There are some aging buses, and different options such as leasing buses and purchasing buses are being explored.

### **Public Participation**

There were no comments from the public.

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

- Trustee Krauss thanked the teachers, administrators, and staff for their efforts through the pandemic and OPS Bond Project. He also thanked Dr. Tuttle for taking the Board of Education members on a tour of the new secondary campus. Mr. Krauss also congratulated Pam Coe.
- Vice President Ochodnicky thanked OPS principals and noted that all OPS staff has gone above and beyond, doing their best with the COVID-19 response. She also noted her gratitude for the budget this year and is pleased have been able to give back to staff a bit in this year's contracts. She hopes it brings some relief.
- Trustee Paez thanked the building principals and staff for leading during a global pandemic. She also stated that she enjoyed the tour of the new secondary campus and seeing how the Bond Project is coming together.
- Trustee Quick echoed Krauss' and Paez' appreciation of the tour. She also thanked OPS principals, supervisors, and teachers for the work they do. She noted her appreciation in the changes to the COVID-19 Extended Learning Plan.
- Secretary Webster commented that it is wonderful to see everyone in person again. She stated that OPS teachers, families, students, administrators, and Board members have been adaptable this year. Mrs. Webster said, "There is no such thing as a perfect plan,



but we continue to rethink it and have good dialogue. . . It has not been easy . . . but we have educated students, and I am proud of that.”

**Upcoming Board Meeting Dates**

November 9: Board of Education Committee of the Whole Meeting, 5:30 pm

November 23: Regular Board Meeting, 5:30 pm

**Important Upcoming Dates**

October 21: OHS Choir Concert, virtual, 7 pm

October 22: Half Day at Home for Elementary Students Only (at Home Learning Day)

October 22: Elementary Parent/Teacher Conferences

October 23: End of Marking Period

October 27: Virtual Learning Day for Secondary Students Only

October 27: OMS and OHS Parent/Teacher Conferences

October 30: Half Day for All Students, Elementary In Person, Secondary Virtual Learning

November 3: No School; Election Day

November 3: Professional Development for Teachers

November 13: Virtual Learning Day for Secondary Students Only

**Adjournment**

Moved by Ochodnicky, supported by Paez to adjourn. Motion carried unanimously. Meeting adjourned at 6:29 pm.

Minutes recorded by Alexa Stechschulte

Respectfully submitted,

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Marlene Webster, Secretary

OWOSSO PUBLIC SCHOOLS  
EXPENDITURE REPORT  
10/12-11/15/2020  
REPORT 20-49

**CHECK RUN ACTIVITY BY FUND**

GENERAL FUND	\$678,318.62
SERVICE FUND	\$56,342.13
SINKING FUND	\$267,970.64
CAPITAL PROJECTS - BOND FUND	\$1,062,145.42
CAPITAL PROJECTS - COOK FAMILY FOUNDATION	\$33,210.00

<b>CHECK RUN TOTAL</b>	<b>\$2,097,986.81</b>
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**CREDIT CARD ACTIVITY BY FUND (9/05-10/05/2020 posting date)**

GENERAL FUND	\$ 21,289.38
SERVICE FUND	\$ 461.30
ORGANIZATIONAL FUND	\$ 416.34

<b>CREDIT CARD TOTAL</b>	<b>\$ 22,167.02</b>
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**GORDON FOOD SERVICE ACTIVITY (SERVICE FUND)**

TRANSACTION 10/15/2020	\$ 22,180.27
TRANSACTION 10/27/2020	\$ 16,339.73
TRANSACTION 11/6/2020	\$ 22,114.57

**DIRECT DRAW FROM BANK ACCOUNT**

	<b>\$ 60,634.57</b>
PAYROLL (#8) 10/16/2020	\$ 805,065.43
PAYROLL (#9) 10/30/2020	\$ 830,015.73
PAYROLL (#10) 11/13/2020	\$ 825,023.31
DEBT INTEREST PAYMENT-10/22/2020	\$ 940,750.00
	<b>\$ 3,400,854.47</b>

<b>GRAND TOTAL</b>	<b>\$ 5,581,642.87</b>
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Check Register for Bank Account ID CHEM1

From 10/12/2020 to 11/15/2020

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
102424	10/15/2020	1 Comp	Cleared	10/31/2020 000240 AMERICAN SPEEDY PRINTING CENTERS	MS/LITTLE/IB POSTERS	49.00
102425	10/15/2020	1 Comp	Cleared	10/31/2020 008620 ASSETGENIE, INC.	ADM/STINSON/KEYBOARDS	3,160.50
102426	10/15/2020	1 Comp	Cleared	10/31/2020 006202 BSN SPORTS	ATH/SMITH/HELMET	743.28
102427	10/15/2020	1 Comp	Cleared	10/31/2020 007465 CINTAS CORPORATION # 308	OPER/KLAPKO/TOWEL RENT	2,387.52
102428	10/15/2020	1 Comp	Cleared	10/31/2020 001202 CONSUMERS ENERGY	UTIL/GAS&ELEC/SEPT 2020	31,891.62
102429	10/15/2020	1 Comp	Cleared	10/31/2020 001380 CURRICULUM ASSOCIATES INC.	BR/LADD/QUICK WORD BOOKS	250.32
102430	10/15/2020	1 Comp	Cleared	10/31/2020 001410 DALTON ELEVATOR	OPER/KLAPKO/WELDING SUPPLI	35.00
102431	10/15/2020	1 Comp	Cleared	10/31/2020 100199 DISCOUNT SCHOOL SUPPLY	BB/HURLEY/SUPPLIES	2,645.46
102432	10/15/2020	1 Comp	Cleared	10/31/2020 002245 FUOSS GRAVEL COMPANY	OPER/KLAPKO/CRUSHED STONE	78.54
102433	10/15/2020	1 Comp	Cleared	10/31/2020 008028 GOLDBERG, DIANE	OPER/GOLDBERG/MILEAGE	42.89
102434	10/15/2020	1 Comp	Cleared	10/31/2020 102363 GRAHAM, TERESA	MS/GRAHAM/KLEENEX	52.95
102435	10/15/2020	1 Comp	Cleared	10/31/2020 002438 GREAT LAKES SPORTS	BR/TEFFT/SCORE BOARD	397.00
102436	10/15/2020	1 Comp	Cleared	10/31/2020 000070 H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/CUSTODIAL SUPP	283.60
102437	10/15/2020	1 Comp	Open	008983 ICEV	HS/KRUEGER/LICENSES	6,925.00
102438	10/15/2020	1 Comp	Cleared	10/31/2020 002959 INDEPENDENT NEWSPAPERS/I60 MEDIA	ADM/THOMPSON/SOC AD	1,009.00
102439	10/15/2020	1 Comp	Cleared	10/31/2020 007104 KLAPKO, JOHN	OPER/KLAPKO/MILEAGE	112.13
102440	10/15/2020	1 Comp	Cleared	10/31/2020 008292 KONICA MINOLTA BUSINESS SOLUTION	7-1 THRU 9-30-20 MAINT PAY	4,657.10
102441	10/15/2020	1 Comp	Cleared	10/31/2020 008959 KSS ENTERPRISES	ADM/SMITH/FACE MASKS	9,630.95
102442	10/15/2020	1 Comp	Cleared	10/31/2020 002109 LUDINGTON ELECTRIC INC.	OPER/KLAPKO/PARKING LOT	302.00
102443	10/15/2020	1 Comp	Cleared	10/31/2020 000722 MANER COSTERISAN	2019-20 AUDIT SERVICES	5,000.00
102444	10/15/2020	1 Comp	Cleared	10/31/2020 008805 MANTIS PEST MANAGEMENT SVC LLC	OPER/KLAPKO/PEST CONTROL	392.00
102445	10/15/2020	1 Comp	Cleared	10/31/2020 100343 MCGRAW-HILL SCHOOL EDUCATION	CE/KLAPKO/EVERYDAY MATH 3R	582.76
102446	10/15/2020	1 Comp	Cleared	10/31/2020 003660 MEDLER ELECTRIC COMPANY	OPER/KLAPKO/ELECTRICAL SUP	200.00
102447	10/15/2020	1 Comp	Open	001906 MHSTeCA	HS/RAFFAELLI/DUES	20.00
102448	10/15/2020	1 Comp	Cleared	10/31/2020 003756 MICHIGAN COMPANY, INC.	OPER/KLAPKO/CUSTODIAL SUPP	467.32
102449	10/15/2020	1 Comp	Cleared	10/31/2020 008432 MICHIGAN SUPPLY COMPANY	OPER/KLAPKO/SEAL KIT	224.00
102450	10/15/2020	1 Comp	Cleared	10/31/2020 008991 MULLINS, JAMES	MS/MULLINS/ART SUPPLIES	42.75
102451	10/15/2020	1 Comp	Cleared	10/31/2020 100001 OFFICE DEPOT INC.	BR/HARTNAGLE/SUPPLIES	287.25
102452	10/15/2020	1 Comp	Cleared	10/31/2020 004652 PCMI - WEST	BB/ROWELL/STAFF PAYMENT	12,521.22
102453	10/15/2020	1 Comp	Cleared	10/31/2020 102005 PIONEER MANUFACTURING COMPANY	OPER/KLAPKO/PAINTER PARTS	1,246.46
102454	10/15/2020	1 Comp	Cleared	10/31/2020 007853 PIONEER VALLEY BOOKS	ADM/BROOKS/LITERACY FOOTPR	577.50
102455	10/15/2020	1 Comp	Cleared	10/31/2020 008190 PRINGLE, DEVIN	HS/PRINGLE/PAINT&BINS	201.04
102456	10/15/2020	1 Comp	Cleared	10/31/2020 100135 QUILL CORPORATION	ALT/PARSONS/INK	90.33
102457	10/15/2020	1 Comp	Cleared	10/31/2020 005395 SCHOLASTIC INC.	EM/WEST/SUBSCRIPTION	3,304.65
102458	10/15/2020	1 Comp	Cleared	10/31/2020 005420 SCHOOL SPECIALTY INC.	EM/NIDEFSKI/SUPPLIES	2,738.80
102459	10/15/2020	1 Comp	Cleared	10/31/2020 000693 SEHI COMPUTER PRODUCTS	CE/KLAPKO/FRONT ROW BATTER	81.48
102460	10/15/2020	1 Comp	Cleared	10/31/2020 000608 SUMMERLAND, LORI	MS/SUMMERLAND/SUPPLIES	41.00
102461	10/15/2020	1 Comp	Cleared	10/31/2020 001667 UNIVERSITY OF OREGON	CE/SPIELMAN/LICENSE	350.00
102462	10/15/2020	1 Comp	Cleared	10/31/2020 003513 WRIGHT, ELAINE	MS/WRIGHT/SUPPLIES	23.88
102463	10/22/2020	1 Comp	Open	101548 AGNEW GRAPHICS SIGNS PROMO LLC	TRANS/SECOR/BANNER	198.00
102464	10/22/2020	1 Comp	Cleared	10/31/2020 000278 APPLEBEE OIL COMPANY	TRANS/SECOR/FUEL	1,128.09
102465	10/22/2020	1 Comp	Cleared	10/31/2020 005935 BP CANADA ENERGY MARKETING GROUP	UTIL/SEPT GAS PURCHASE	315.00
102466	10/22/2020	1 Comp	Open	100918 BRANDON HIGH SCHOOL	MS/DWYER/20-21 LEAGUE DUES	400.00
102467	10/22/2020	1 Comp	Cleared	10/31/2020 003762 BUSINESS PROFESSIONAL OF AMERICA	HS/GRGORY/REGISTRATION	100.00
102468	10/22/2020	1 Comp	Cleared	10/31/2020 007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	1,081.87
102469	10/22/2020	1 Comp	Cleared	10/31/2020 001197 CLEVINGER, DEB	HS/D CLEVINGER/CPR TRAININ	200.00
102470	10/22/2020	1 Comp	Cleared	10/31/2020 006588 DAYSTARR COMMUNICATIONS	UTIL/PHONE BILL	1,235.47
102471	10/22/2020	1 Comp	Cleared	10/31/2020 007988 FORTITUDE OUTDOOR FITNESS	MS/DWYER/CROSS COUNTRY	450.00
102472	10/22/2020	1 Comp	Cleared	10/31/2020 002390 GILBERT'S DO IT BEST HARDWARE	OPER/KLAPKO/SEPT SUPPLIES	1,309.80
102473	10/22/2020	1 Comp	Cleared	10/31/2020 005308 GROTH MUSIC	EM/SEIBEL/RECORDERS&BOOK	62.05
102474	10/22/2020	1 Comp	Cleared	10/31/2020 000070 H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/CUSTODIAL SUPP	2,195.80
102475	10/22/2020	1 Comp	Cleared	10/31/2020 100069 HEINEMANN	ADM/BROOKS/UNITS OF STUDY	262.90
102476	10/22/2020	1 Comp	Cleared	10/31/2020 002962 INDUSTRIAL SUPPLY OF OWOSSO INC.	OPER/KLAPKO/DRILL	69.50
102477	10/22/2020	1 Comp	Open	008292 KONICA MINOLTA BUSINESS SOLUTION	LEASE PMT 10/21-11/20/2020	3,067.59

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Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
102478	10/22/2020	1 Comp	Cleared	10/31/2020 102408 LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/CUSTODIAL SUPP	1,911.35
102479	10/22/2020	1 Comp	Cleared	10/31/2020 003660 MEDLER ELECTRIC COMPANY	OPER/KLAPKO/ELECTRICAL SUP	253.05
102480	10/22/2020	1 Comp	Cleared	10/31/2020 007066 MICHALANGELO ENTERPRISES LLC	ADM/BROOKS/TRAINING	2,625.00
102481	10/22/2020	1 Comp	Cleared	10/31/2020 003756 MICHIGAN COMPANY, INC.	OPER/KLAPKO/CUSTODIAL SUPP	302.08
102482	10/22/2020	1 Comp	Cleared	10/31/2020 100001 OFFICE DEPOT INC.	OHS/PERKINS/TONER	287.78
102483	10/22/2020	1 Comp	Cleared	10/31/2020 004600 OPS FOOD SERVICE FUND	HS/DIGNAN/CULINARY SUPPLIE	26.63
102484	10/22/2020	1 Comp	Open	008969 PC PARTS PLUS LLC	ADM/WATSON/ADAPTERS	799.60
102485	10/22/2020	1 Comp	Cleared	10/31/2020 007853 PIONEER VALLEY BOOKS	ADM/BROOKS/LITERACY FOOTPR	6,468.40
102486	10/22/2020	1 Comp	Open	004860 POSTMASTER	ADM/THOMPSON/TODAYS TROJAN	1,830.00
102487	10/22/2020	1 Comp	Cleared	10/31/2020 004860 POSTMASTER	MS/GRAHAM/POSTAGE	495.00
102488	10/22/2020	1 Comp	Cleared	10/31/2020 008190 PRINGLE, DEVIN	HS/PRINGLE/TOOL KIT	43.94
102489	10/22/2020	1 Comp	Open	100135 QUILL CORPORATION	CE/KLAPKO/COLOR TONER	518.94
102490	10/22/2020	1 Comp	Open	008962 R & D SEPTIC TANK CLEANING	ATH/SMITH/RENTAL	100.00
102491	10/22/2020	1 Comp	Cleared	10/31/2020 000273 SCHOLASTICS	MS/HOAG/SUBSCRIPTION	104.39
102492	10/22/2020	1 Comp	Cleared	10/31/2020 005420 SCHOOL SPECIALTY INC.	CE/KLAPKO/BEGINNING YR SUP	1,479.88
102493	10/22/2020	1 Comp	Cleared	10/31/2020 004568 SECOR-JENKS, RENEE	TRANS/SECOR/TESTING	90.00
102494	10/22/2020	1 Comp	Cleared	10/31/2020 005600 SHERWIN-WILLIAMS COMPANY	OPER/KLAPKO/PAINT	226.68
102495	10/22/2020	1 Comp	Open	101759 SPARTAN TOOL - LLC	OPER/KLAPKO/PLUMBING SNAKE	268.36
102496	10/22/2020	1 Comp	Open	002623 TASC-CLIENT INVOICES	11/1-11/30/2020 ADMIN FEE	335.40
102497	10/22/2020	1 Comp	Cleared	10/31/2020 005427 THERRIAN, JEFF	ATH/SMITH/CERTIFY SCALES	115.00
102498	10/22/2020	1 Comp	Cleared	10/31/2020 002948 THOMPSON, JESSICA	ADM/THOMPSON/MILEAGE	74.75
102499	10/22/2020	1 Comp	Cleared	10/31/2020 008675 TSA CONSULTING GROUP, INC.	SEPT 2020 ADMIN FEE	127.02
102500	10/22/2020	1 Comp	Cleared	10/31/2020 001667 UNIVERSITY OF OREGON	MS/BROOKS/SWIS LICENSE	460.00
102501	10/22/2020	1 Comp	Cleared	10/31/2020 003369 WAUGH'S CULLIGAN	OPER/KLAPKO/WATER SOFTNER	3,600.00
102502	10/22/2020	1 Comp	Cleared	10/31/2020 007435 ZIP MEDICAL SUPPLIES LLC	ADM/SMITH/WIPES	4,063.07
102503	10/29/2020	1 Comp	Open	006415 BEN GRAHAM GROUP	ADM/THOMPSON/DESING WORK	2,525.00
102504	10/29/2020	1 Comp	Open	003794 BRYANT ELEMENTARY	BR/COLLISON/REIMBURSEMENT	232.98
102505	10/29/2020	1 Comp	Open	007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	84.29
102506	10/29/2020	1 Comp	Open	001050 CITY OF OWOSSO	ASSESSMENT OHS&BRYANT	97,469.80
102507	10/29/2020	1 Comp	Open	000124 CONTROL SOLUTIONS INC.	OPER/KLAPKO/OMS BOILER REP	120.00
102508	10/29/2020	1 Comp	Open	006722 CRANDALL, CASSANDRA	BB/CRANDALL/SNACKS	47.95
102509	10/29/2020	1 Comp	Open	001500 DEMCO INC.	BR/BUSHARD/CHAIRS	629.86
102510	10/29/2020	1 Comp	Open	008999 DETROIT SALT COMPANY	OPER/KLAPKO/ROAD SALT	3,696.11
102511	10/29/2020	1 Comp	Open	000008 EMERSON ELEMENTARY SCHOOL	ADM/COCA-COLA REIMBURSEMEN	21.63
102512	10/29/2020	1 Comp	Open	005850 FORESIGHT SUPER SIGN	ADM/SMITH/NAMEPLATE	35.50
102513	10/29/2020	1 Comp	Open	000070 H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/MOP FRAME&HAND	788.65
102514	10/29/2020	1 Comp	Open	007339 HEMKER, STEPHANIE	ATH/SMITH/REFUND STOLEN \$	30.00
102515	10/29/2020	1 Comp	Open	004013 IMAGELINE PRODUCTIONS	ADM/TUTTLE/FLEECE	393.00
102516	10/29/2020	1 Comp	Open	005748 JAMES LESS RUST	OPER/KLAPKO/CART REPAIR	307.50
102517	10/29/2020	1 Comp	Open	008998 JOHNSON, BONNIE	ATH/SMITH/REFUND STOLEN \$	50.00
102518	10/29/2020	1 Comp	Open	100343 MCGRAW-HILL SCHOOL EDUCATION	BR/BRUCKMAN/EVERYDAY MATH	224.94
102519	10/29/2020	1 Comp	Open	006442 MEIHLS, LISA	EM/MEIHLS/MILEAGE	12.32
102520	10/29/2020	1 Comp	Open	003780 MESSA	NOV 2020 BILL/ADMIN STAFF	22,251.22
102521	10/29/2020	1 Comp	Open	003780 MESSA	NOV 2020 BILL/NON-UNION	15,150.05
102522	10/29/2020	1 Comp	Open	003780 MESSA	NOV 2020 BILL/OESPA STAFF	47,973.88
102523	10/29/2020	1 Comp	Open	003780 MESSA	NOV 2020 BILL/TEACHERS	226,686.72
102524	10/29/2020	1 Comp	Open	003756 MICHIGAN COMPANY, INC.	OPER/KLAPKO/CUSTODIAL SUPP	238.96
102525	10/29/2020	1 Comp	Open	008991 MULLINS, JAMES	MS/MULLINS/ART SUPPLIES	23.94
102526	10/29/2020	1 Comp	Open	004121 NAPA AUTO PARTS	OPER/KLAPKO/ANTIFREEZE	179.33
102527	10/29/2020	1 Comp	Open	100001 OFFICE DEPOT INC.	ADM/SMITH/SUPPLIES	76.73
102528	10/29/2020	1 Comp	Open	007851 OREILLY AUTO PARTS	OPER/KLAPKO/BATTERY	279.50
102529	10/29/2020	1 Comp	Open	004570 OWOSSO H.S. ORGANIZATION ACCT.	ADM/COCA-COLA REIMBURSEMEN	35.27
102530	10/29/2020	1 Comp	Open	004652 PCMI - WEST	BB/ROWELL/STAFF PAYMENT	13,133.62
102531	10/29/2020	1 Comp	Open	007024 PROJECT LEAD THE WAY	OHS/KRUEGER/SUPPLIES	827.70

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Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
102532	10/29/2020	1 Comp	Open	007989 SCHOOL DATEBOOKS, INC.	MS/GRAHAM/PLANNERS	2,318.00
102533	10/29/2020	1 Comp	Open	005420 SCHOOL SPECIALTY INC.	EM/NIDEFSKI/SUPPLIES	440.59
102534	10/29/2020	1 Comp	Open	100017 SET-SEG	NOV 2020 BILL/ADMIN STAFF	593.24
102535	10/29/2020	1 Comp	Open	100017 SET-SEG	NOV 2020 BILL/GF STAFF	5,449.71
102536	10/29/2020	1 Comp	Open	008997 SOVIS, MISSY	ATH/SMITH/REFUND STOLEN \$	10.00
102537	10/29/2020	1 Comp	Open	006250 TIRE FACTORY	OPER/KLAPKO/TIRE MOUNT	12.99
102538	10/29/2020	1 Comp	Open	100267 UNUM LIFE INSURANCE	NOV 2020 BILL/ADMIN STAFF	1,087.47
102539	10/29/2020	1 Comp	Open	100267 UNUM LIFE INSURANCE	NOV 2020 BILL/GF STAFF	1,300.74
102540	10/29/2020	1 Comp	Open	008854 VAN EERDEN FOOD SERVICE COMPANY	OPER/KLAPKO/WATER	458.50
102541	10/29/2020	1 Comp	Open	007321 VOCABULARY SPELLING CITY	MS/HOAG/MEMBERSHIP	94.50
102542	11/05/2020	1 Comp	Open	006502 ACCO BRANDS USA	BR/COLLISON/LAMINATING FIL	162.80
102543	11/05/2020	1 Comp	Open	101548 AGNEW GRAPHICS SIGNS PROMO LLC	MS/GRAHAM/POSTCARDS	317.46
102544	11/05/2020	1 Comp	Open	009001 ATKINSON, AMANDA	HS/A ATKINSON/GRADE PROGRA	29.88
102545	11/05/2020	1 Comp	Open	008901 BASGALL, JAKE	ADM/BASGALL/MILEAGE	68.61
102546	11/05/2020	1 Comp	Open	007465 CINTAS CORPORATION # 308	OPER/KLAPKO/TOWEL&SANITIZE	4,489.51
102547	11/05/2020	1 Comp	Open	008354 CRANE, KRISTY	ATH/SMITH/GAME MGT	125.00
102548	11/05/2020	1 Comp	Open	100455 D & G EQUIPMENT INC.	OPER/KLAPKO/MOWER PARTS	147.92
102549	11/05/2020	1 Comp	Open	004702 DAVE KIMBLE	ATH/SMITH/GAME MGT	180.00
102550	11/05/2020	1 Comp	Open	102034 DELL MARKETING, L.P.	ADM/WATSON/CHROMEBOOK	189.43
102551	11/05/2020	1 Comp	Open	009006 DRAKE, CLAUDIA	ATH/SMITH/GAME MGT	105.00
102552	11/05/2020	1 Comp	Open	009005 DRURY, ALAYNIE	ATH/SMITH/GAME MGT	230.00
102553	11/05/2020	1 Comp	Open	004874 GARY D. WEBSTER	ATH/SMITH/GAME MGT	120.00
102554	11/05/2020	1 Comp	Open	007216 GREGORY, MIKE	HS/GREGORY/GRADE PROGRAM	29.88
102555	11/05/2020	1 Comp	Open	008980 HEGGERTY	EM/NIDEFSKI/CURRICULUM	425.55
102556	11/05/2020	1 Comp	Open	002810 HI-QUALITY GLASS	HS/FOYNER/BARRIERS	263.56
102557	11/05/2020	1 Comp	Open	002962 INDUSTRIAL SUPPLY OF OWOSSO INC.	OPER/KLAPKO/BOILER BELTS	53.92
102558	11/05/2020	1 Comp	Open	005463 JOSTENS	ALT/PARSONS/DIPLOMA CHANGE	24.40
102559	11/05/2020	1 Comp	Open	003558 KASIK, MARIAN	ATH/SMITH/GAME MGT	240.00
102560	11/05/2020	1 Comp	Open	009004 LEADER, CATHERINE	OPER/LEADER/MILEAGE	21.33
102561	11/05/2020	1 Comp	Open	002109 LUDINGTON ELECTRIC INC.	OPER/KLAPKO/WOODSHOP WORK	758.63
102562	11/05/2020	1 Comp	Open	008964 MAKE MUSIC INC.	OHS/KOWALCZYK/SUPPLIES	2,120.00
102563	11/05/2020	1 Comp	Open	008539 MCGRAW, JUSTIN	HS/MCGRAW/GRADE PROGRAM	29.88
102564	11/05/2020	1 Comp	Open	001867 MCINTYRE, MELISSA	MS/MCINTYRE/ASSESSMENTS	60.00
102565	11/05/2020	1 Comp	Open	003660 MEDLER ELECTRIC COMPANY	OPER/KLAPKO/ELECTRICAL	74.49
102566	11/05/2020	1 Comp	Open	003021 MELANIE LOUNDS	HS/LOUNDS/GRADE PROGRAM	23.88
102567	11/05/2020	1 Comp	Open	008009 MISCA	HS/MURRAY/DUES	45.00
102568	11/05/2020	1 Comp	Open	007158 MOMAR, INCORPORATED	OPER/KLAPKO/BOILER AGREEME	327.00
102569	11/05/2020	1 Comp	Open	004080 MUFFLER MAN	OPER/KLAPKO/VEHICLE REPAIR	895.51
102570	11/05/2020	1 Comp	Open	004121 NAPA AUTO PARTS	OPER/KLAPKO/REPAIR PARTS	153.64
102571	11/05/2020	1 Comp	Open	100001 OFFICE DEPOT INC.	EM/NIDEFSKI/SUPPLIES	73.75
102572	11/05/2020	1 Comp	Open	004600 OPS FOOD SERVICE FUND	HS/FOYNER/SUPPLIES	113.10
102573	11/05/2020	1 Comp	Open	007851 OREILLY AUTO PARTS	OPER/KLAPKO/GLOVES	38.78
102574	11/05/2020	1 Comp	Open	001153 PEARSON EDUCATION INC.	ADM/BROOKS/DRA3 KITS	813.75
102575	11/05/2020	1 Comp	Open	008888 PELECH, TONIA	OPER/PELECH/MILEAGE	111.37
102576	11/05/2020	1 Comp	Open	001705 PHILLIPS, JEFF	HS/PHILLIPS/MILEAGE	56.93
102577	11/05/2020	1 Comp	Open	007024 PROJECT LEAD THE WAY	BR/BROOKS/PARTICIPATION FE	950.00
102578	11/05/2020	1 Comp	Open	009003 QUADIENT FINANCE USA, INC.	ADM/SMITH/POSTAGE	500.00
102579	11/05/2020	1 Comp	Open	005420 SCHOOL SPECIALTY INC.	BB/HURLEY/CRAYOLA	386.89
102580	11/05/2020	1 Comp	Open	101057 STATE OF MICHIGAN	OPER/KLAPKO/POOL PERMIT FE	70.00
102581	11/05/2020	1 Comp	Open	006230 THRUN LAW FIRM, P.C.	OCT 2020 LEGAL SERVICES	4,232.00
102582	11/05/2020	1 Comp	Open	004669 VAN EPPS, KAREN	HS/VANEPPS/MILEAGE	56.35
102583	11/05/2020	1 Comp	Open	008974 VIC BOND SALES	OPER/KLAPKO/PLUMBING SUPP	770.73
102584	11/05/2020	1 Comp	Open	009002 WAKEFIELD, PENNY	HS/WAKEFIELD/GRADE PROGRAM	29.88
102585	11/05/2020	1 Comp	Open	007985 WATSON, JOE	ADM/WATSON/MILEAGE	228.29

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Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
102586	11/06/2020	2	Comp Open	009008 B&B PAINTING & POWERCOATING INC.	ATH/LINTNER/POWER COAT WEI	3,350.00
102587	11/12/2020	1	Comp Open	008459 ATHERTON ROAD SALES, INC.	OPER/KLAPKO/GENERATOR REPA	210.00
102588	11/12/2020	1	Comp Open	007465 CINTAS CORPORATION # 308	OPER/KLAPKO/TOWEL RENT	527.39
102589	11/12/2020	1	Comp Open	001202 CONSUMERS ENERGY	UTIL/GAS&ELEC/OCT 2020	40,254.51
102590	11/12/2020	1	Comp Open	008658 ENGINEERED PROTECTION SYSTEM INC	OPER/KLAPKO/MONITORING	590.88
102591	11/12/2020	1	Comp Open	007104 KLAPKO, JOHN	OPER/KLAPKO/MILEAGE	140.47
102592	11/12/2020	1	Comp Open	101186 LLOYD MILLER & SONS INC.	OPER/KLAPKO/KIT	62.00
102593	11/12/2020	1	Comp Open	003780 MESSA	COBRA PAYMENT	2,035.86
102594	11/12/2020	1	Comp Open	008144 MIDWEST DATA CENTER INC.	ATH/SMITH/DATA RENEWAL	600.00
102595	11/12/2020	1	Comp Open	008985 MYSTERY SCIENCE INC.	ADM/BROOKS/MYSTERY SCIENCE	5,394.00
102596	11/12/2020	1	Comp Open	004121 NAPA AUTO PARTS	OPER/KLAPKO/U-BOLT	6.21
102597	11/12/2020	1	Comp Open	004600 OPS FOOD SERVICE FUND	ALT/IRELAN/SAT TEST	215.25
102598	11/12/2020	1	Comp Open	007851 OREILLY AUTO PARTS	OPER/KLAPKO/CLEANER&TOWELS	12.48
102599	11/12/2020	1	Comp Open	004652 PCMI - WEST	BB/ROWELL/STAFF PAYMENT	13,561.69
102600	11/12/2020	1	Comp Open	004790 FITNEY BOWES	HS/DIGNAN/METER RENTAL	174.66
102601	11/12/2020	1	Comp Open	007024 PROJECT LEAD THE WAY	OHS/DORMAN/SUPPLIES	2,122.00
102602	11/12/2020	1	Comp Open	008962 R & D SEPTIC TANK CLEANING	ATH/SMITH/RENTAL	100.00
102603	11/12/2020	1	Comp Open	101518 ST. JOHNS HIGH SCHOOL REGION 9	HS/GREGORY/CONF REGISTRATI	150.00
102604	11/12/2020	1	Comp Open	001704 SUNBURST GARDENS INC.	OPER/KLAPKO/WINTERIZATION	9,880.00
102605	11/12/2020	1	Comp Open	008854 VAN EERDEN FOOD SERVICE COMPANY	OPER/KLAPKO/WATER	812.20
102606	11/12/2020	1	Comp Open	007788 WAKELAND OIL	OPER/KLAPKO/FUEL	723.91
102607	11/12/2020	1	Comp Open	007435 ZIP MEDICAL SUPPLIES LLC	OPER/KLAPKO/SHIPPING	230.13
CHECK TOTAL						678,318.62
LESS VOIDS						0.00
GRAND TOTAL						678,318.62

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	116	561,052.82	Computer	184	678,318.62
Cleared	68	117,265.80	Prepaid		
Void					
Scratch					
TOTAL		184	678,318.62	TOTAL 184 678,318.62	

Check Register for Bank Account ID SERVIC

From 10/12/2020 to 11/15/2020

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
007775	10/15/2020	1 Comp	Open	007480 BANANA BROTHERS PRODUCE	FS/MANNS/FOOD PURCHASE	5,779.00
007776	10/15/2020	1 Comp	Open	007064 GLOBAL EQUIPMENT CO.	FS/MANNS/FANS	314.89
007777	10/15/2020	1 Comp	Open	003759 HPS	FS/MANNS/MEMBERSHIP	3,275.00
007778	10/15/2020	1 Comp	Open	007104 KLAPKO, JOHN	FS/KLAPKO/MILEAGE	112.13
007779	10/15/2020	1 Comp	Open	100001 OFFICE DEPOT INC.	FS/MANNS/TONER	304.17
007780	10/15/2020	1 Comp	Open	008854 VAN EERDEN FOOD SERVICE COMPANY	FS/MANNS/FOOD CREDIT	5,036.91
007781	10/29/2020	1 Comp	Open	007480 BANANA BROTHERS PRODUCE	FS/MANNS/FOOD PURCHASE	6,814.10
007782	10/29/2020	1 Comp	Open	003780 MESSA	NOV 2020 BILL/FS STAFF	1,551.98
007783	10/29/2020	1 Comp	Open	004354 MILLS REFRIGERATION, INC.	FS/MILLS/EQUIP REPAIR	125.00
007784	10/29/2020	1 Comp	Open	004621 PERFECTION BAKERIES INC.	FS/MANNS/FOOD PURCHASE	233.28
007785	10/29/2020	1 Comp	Open	003807 PRAIRIE FARMS DAIRY	FS/MANNS/FOOD PURCHASE	7,858.75
007786	10/29/2020	1 Comp	Open	100017 SET-SEG	NOV 2020 BILL/FS STAFF	161.50
007787	10/29/2020	1 Comp	Open	100267 UNUM LIFE INSURANCE	NOV 2020 BILL/FS STAFF	47.86
007788	10/29/2020	1 Comp	Open	008854 VAN EERDEN FOOD SERVICE COMPANY	FS/MANNS/FOOD PURCHASE	14,228.15
007789	11/12/2020	1 Comp	Open	007480 BANANA BROTHERS PRODUCE	FS/MANNS/FOOD PURCHASE	1,305.00
007790	11/12/2020	1 Comp	Open	005058 FD HAYES ELECTRIC CO.	FS/MANNS/EQUIP REPAIR	492.00
007791	11/12/2020	1 Comp	Open	007104 KLAPKO, JOHN	FS/KLAPKO/MILEAGE	140.47
007792	11/12/2020	1 Comp	Open	102408 LANSING SANITARY SUPPLY INC.	FS/MANNS/CLEANING SUPPLIES	352.49
007793	11/12/2020	1 Comp	Open	004354 MILLS REFRIGERATION, INC.	FS/MANNS/EQUIP REPAIR	170.00
007794	11/12/2020	1 Comp	Open	004621 PERFECTION BAKERIES INC.	FS/MANNS/FOOD PURCHASE	393.05
007795	11/12/2020	1 Comp	Open	003807 PRAIRIE FARMS DAIRY	FS/MANNS/FOOD PURCHASE	6,623.04
007796	11/12/2020	1 Comp	Open	008854 VAN EERDEN FOOD SERVICE COMPANY	FS/MANNS/FOOD&PAPER SUPPLI	299.45
007797	11/12/2020	1 Comp	Open	007788 WAKELAND OIL	FS/KLAPKO/FUEL	723.91
CHECK TOTAL						56,342.13
LESS VOIDS						0.00
GRAND TOTAL						56,342.13

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	23	56,342.13	Computer	23	56,342.13
Cleared			Prepaid		
Void					
Scratch					
TOTAL		23	56,342.13	TOTAL 23 56,342.13	

Check Register for Bank Account ID SF#1

From 10/12/2020 to 11/15/2020

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
600928	10/15/2020	1 Comp	Open	005142 CLARK CONSTRUCTION	CONST MGT ROOF PROJ SEPT	8,399.19
600929	10/15/2020	1 Comp	Open	008336 LA CONSTRUCTION	CONST MGT ROOFING SEPT 20	72,025.40
600930	10/15/2020	1 Comp	Open	008865 ROYAL WEST ROOFING & SHEET METAL ROOFING WORK SEPT 2020		187,546.05
CHECK TOTAL						267,970.64
LESS VOIDS						0.00
GRAND TOTAL						267,970.64

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	3	267,970.64	Computer	3	267,970.64
Cleared			Prepaid		
Void					
Scratch					
TOTAL		3 267,970.64	TOTAL		3 267,970.64



Check Register for Bank Account ID BOND

From 10/12/2020 to 11/15/2020

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
900446	10/15/2020	1	Comp Open	008815 ARCHITECTURAL METALS INC.	CONST THRU 9-30-2020	9,450.00
900447	10/15/2020	1	Comp Open	008979 BLUEWATER TECHNOLOGIES GROUP INC	CONST THRU 9-30-2020	42,072.96
900448	10/15/2020	1	Comp Open	005142 CLARK CONSTRUCTION .	CONST MGT FEE SEPT 2020	81,070.39
900449	10/15/2020	1	Comp Open	008717 CONCRETE PLACEMENT, LLC.	CONST THRU 9-30-2020	18,000.00
900450	10/15/2020	1	Comp Open	008632 DICKERSON MECHANICAL, INC.	CONST THRU 9-30-2020	86,404.50
900451	10/15/2020	1	Comp Open	008800 GREAT LAKES FIRE PROTECTION	CONST THRU 9-30-2020	67,364.55
900452	10/15/2020	1	Comp Open	008596 MOORE TROSPER CONSTRUCTION CO.	CONST THRU 9-30-2020	79,050.24
900453	10/15/2020	1	Comp Open	008821 NBS	SECONDARY FURNITURE	6,847.34
900454	10/15/2020	1	Comp Open	008801 NILES CONSTRUCTION SERVICES INC.	CONST THRU 9-30-2020	16,218.80
900455	10/15/2020	1	Comp Open	100030 OWOSSO PUBLIC SCHOOLS	REIMBURSE GENERAL FUND	1,796.71
900456	10/15/2020	1	Comp Open	008781 PROFESSIONAL THERMAL SYSTEMS INC	CONST THRU 9-30-2020	190,140.84
900457	10/15/2020	1	Comp Open	008782 R. C. HENDRICK & SONS., INC.	CONST THRU 9-30-2020	65,110.50
900458	10/15/2020	1	Comp Open	004564 RAYHAVEN GROUP, INC.	CONST THRU 9-30-2020	29,250.00
900459	10/15/2020	1	Comp Open	008865 ROYAL WEST ROOFING & SHEET METAL	CONST THRU 9-30-2020	457.38
900460	10/15/2020	1	Comp Open	008783 SCHIFFER MASON CONTRACTORS INC.	CONST THRU 9-30-2020	69,751.35
900461	10/15/2020	1	Comp Open	005420 SCHOOL SPECIALTY INC.	SECONARY FURNITURE OMS	2,436.40
900462	10/15/2020	1	Comp Open	005363 SHATTUCK SPECIALTY ADVERTISING	SIGNAGE SECONDARY CAMPUS	15,794.67
900463	10/15/2020	1	Comp Open	007046 SUPERIOR ELECTRIC OF LANSING INC	CONST THRU 9-30-2020	89,554.23
900464	10/15/2020	1	Comp Open	008751 THE DATACOM GROUP	CONST THRU 9-30-2020	17,925.48
900465	10/15/2020	1	Comp Open	008817 TRAVERSE CITY GLASS	CONST THRU 9-30-2020	74,254.50
900466	10/15/2020	1	Comp Open	008784 WILLIAM C REICHENBACH COMPANY	CONST THRU 9-30-2020	99,194.58

CHECK TOTAL 1,062,145.42  
 LESS VOIDS 0.00  
 GRAND TOTAL 1,062,145.42

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	21	1,062,145.42	Computer	21	1,062,145.42
Cleared			Prepaid		
Void					
Scratch					
<b>TOTAL</b>	<b>21</b>	<b>1,062,145.42</b>	<b>TOTAL</b>	<b>21</b>	<b>1,062,145.42</b>

Check Register for Bank Account ID CPF#01

From 10/12/2020 to 11/15/2020

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
000412	10/15/2020	1 Comp	Open	008979 BLUEWATER TECHNOLOGIES GROUP INC	COOK FOUNDATION SEPT 2020	33,210.00
CHECK TOTAL						33,210.00
LESS VOIDS						0.00
GRAND TOTAL						33,210.00

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	1	33,210.00	Computer	1	33,210.00
Cleared			Prepaid		
Void					
Scratch					
TOTAL		1 33,210.00	TOTAL		1 33,210.00

ACCOUNT SUMMARY

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

\* Indicates required field

SEARCH CRITERIA Advanced Search

Reporting Cycle: Select ▼

Date Range: From:\* 10/06/2020

To:\* 11/04/2020

Date Type: Posting Date ▼

Data available starting 11/17/2017 Search

SEARCH RESULTS

Search Total

Page 1 of 1 Page

Account Name	Account Number	Transaction Amount	Adjustment Amount	Total Transaction
EMERSON ELEMENTARY	[REDACTED]	377.63	0.00	
MIKE GRAHAM	[REDACTED]	3,016.56	0.00	
FRED LAB	[REDACTED]	11.72	0.00	
LINCOLN HIGH SCHOOL	[REDACTED]	381.96	0.00	
BRIGHT BEGINNINGS OFFICE	[REDACTED]	368.10	0.00	
OWOSSO SCHOOLS	X [REDACTED]	461.30	0.00	
CTE CULINARY ARTS	X [REDACTED]	473.38	0.00	
CTE CONSTRUCTION TRADES	[REDACTED]	1,281.21	0.00	
JOE HICKEY	[REDACTED]	163.68	0.00	
OWOSSO PUBLIC SCHOOLS	X [REDACTED]	0.00	(31,532.73)	(3:
BRYANT ELEMENTARY	X [REDACTED]	856.21	0.00	
DAN CLARK	X [REDACTED]	9.28	0.00	
BEN COBB	X [REDACTED]	337.69	0.00	
OWOSSO HIGH SCHOOL	[REDACTED]	2,379.69	0.00	
TECHNOLOGY DEPT	X [REDACTED]	59.00	0.00	
JOHN QUICK	[REDACTED]	149.91	0.00	
OWOSSO MIDDLE SCHOOL	X [REDACTED]	1,757.80	0.00	
CENTRAL ELEMENTARY	X [REDACTED]	716.64	0.00	
OPERATIONS DEPT	[REDACTED]	562.98	0.00	
DISTRICT TRAVEL	X [REDACTED]	365.00	0.00	
CENTRAL OFFICE	X [REDACTED]	7,185.04	0.00	
OWOSSO HIGH SCHOOL 2	X [REDACTED]	416.34	0.00	
BRIGHT BEGINNINGS	[REDACTED]	835.90	0.00	

22167.02

Page 1 of 1 Page

Search Total

**OWOSSO PUBLIC SCHOOLS**  
**BOARD OF EDUCATION**  
**October 31, 2020**  
**Report 20-50**

**Statement of Deposits and Investments**  
**As of 10/31/2020**  
**Unaudited**

	General Fund	School Service	Building & Site	Capital Projects Bond Fund	Debt Service Fund	Total
<b>Summary of Deposits and Investments</b>						
Cash on hand	\$ 14,801	\$ 1,982	\$ 479	\$ 307,959	\$ 200,343	\$ 525,564
Investments	6,637,466		\$ 5,970,348.02	9,136,629	81,060	\$ 21,825,503
Total Deposits and Investments	<u>\$ 6,652,268</u>	<u>\$ 1,982</u>	<u>\$ 5,970,827</u>	<u>\$ 9,444,588</u>	<u>\$ 281,403</u>	<u>\$ 22,351,067</u>
 <b>Detail of Deposits and Investments</b>						
Cash on hand	\$ 14,801	\$ 1,982	\$ 479	\$ 307,959	\$ 200,343	\$ 525,564
Petty Cash on hand	-		-	-	-	
Total Cash on hand	\$ 14,801	\$ 1,982	\$ 479	\$ 307,959	\$ 200,343	\$ 17,261
Chemical Bank Savings Account	\$ 5,105	\$ -	\$ 479			\$ 5,584
Mich Class Investment	6,632,361	-	5,969,869	9,136,629	81,060	\$ 21,819,919
Total Investments	<u>\$ 6,637,466</u>	<u>\$ -</u>	<u>\$ 5,970,348</u>	<u>\$ 9,136,629</u>	<u>\$ 81,060</u>	<u>\$ 21,825,503</u>
Total Deposits and Investments	<u>\$ 6,652,268</u>	<u>\$ 1,982</u>	<u>\$ 5,970,827</u>	<u>\$ 9,444,588</u>	<u>\$ 281,403</u>	<u>\$ 22,351,067</u>

OWOSSO PUBLIC SCHOOLS  
BOARD OF EDUCATION  
October 31, 2020  
Report 20-50

Combined Statement of Revenue, Expenditures, and Fund Balance  
General, School Service, and Capital Project Funds  
As of 10/31/2020  
Unaudited

	General Fund				School Service Fund				Capital Projects Fund-Sinking Fund and Cook Family Foundation			
	BUDGET ORIGINAL	YTD Actual	Over (Under) Budget	% Rec'd/ Used	BUDGET ORIGINAL	YTD Actual	Over (Under) Budget	% Rec'd/ Used	BUDGET ORIGINAL	YTD Actual	Over (Under) Budget	% Rec'd/ Used
<b>REVENUE</b>												
Local sources	3,738,762	102,432	(3,636,330)	3%	141,603	1,145	(140,458)	1%	1,232,473	4,762	(1,227,711)	0%
State sources	23,764,924	2,111,137	(21,653,787)	9%	71,714	6,283	(65,431)	9%	-	-	-	-
Federal sources	2,661,952	1,130,441	(1,531,511)	42%	1,609,155	142,940	(1,466,215)	9%	-	-	-	-
Interdistrict sources-RESD	725,549	2,749	(722,800)	0%	-	-	-	-	-	-	-	-
Interdistrict sources-transfers in and other sources	75,856	3,645	(72,211)	5%	-	-	-	-	-	-	-	-
Total revenue and other sources	\$ 30,967,043	\$ 3,350,404	\$ (27,616,639)	11%	1,822,472	150,368	(1,672,104)	8%	1,232,473	4,762	(1,227,711)	0%
<b>EXPENDITURES</b>												
<b>INSTRUCTION</b>												
BASIC PROGRAMS:												
ELEMENTARY	\$ 6,917,101	\$ 1,375,833	(5,541,268)	20%								
MIDDLE SCHOOL	3,206,096	677,921	(2,528,175)	21%								
HIGH SCHOOL	3,934,412	779,308	(3,156,104)	20%								
ALTERNATIVE EDUCATION	482,545	97,387	(385,158)	20%								
PRESCHOOL	138,706	54,518	(84,188)	39%								
PRESCHOOL (MICHIGAN READINESS) GRANT	186,210	15,811	(170,399)	8%								
TOTAL BASIC PROGRAMS	\$ 14,865,070	\$ 2,999,778	\$ (11,865,292)	20%								
ADDED NEEDS:												
SPECIAL EDUCATION	\$ 3,101,004	\$ 638,254	(2,462,750)	21%								
CHILDCARE PROGRAM	296,734	74,989	(221,745)	25%								
TITLE I GRANT	918,280	152,066	(766,214)	17%								
VOCATIONAL EDUCATION	579,879	107,661	(472,218)	19%								
AT RISK GRANT	1,364,267	204,785	(1,159,482)	15%								
ROBOTICS AND ADAPTIVE TECH GRANTS	22,740	-	(22,740)	0%								
EARLY LITERACY GRANT/LITERACY COACH GRANT	120,707	8,288	(112,419)	-								
COVID COST GRANTS	-	170,625	170,625	-								
TOTAL ADDED NEEDS	\$ 6,403,611	\$ 1,356,668	\$ (4,934,524)	21%								
CONTINUING EDUCATION:												
ADULT EDUCATION	166,725	-	(166,725)	0%								
COMMUNITY EDUCATION	\$ 142,981	\$ 33,685	(109,296)	24%								
TOTAL CONTINUING EDUCATION	\$ 309,706	\$ 33,685	(276,021)	11%								
TOTAL INSTRUCTION	\$ 21,578,387	\$ 4,390,131	\$ (17,075,837)	20%								
SUPPORTING SERVICES												
PUPIL SERVICES:												
GUIDANCE SERVICES	\$ 294,076	\$ 60,674	(233,402)	21%								
TOTAL PUPIL SERVICES	\$ 294,076	\$ 60,674	(233,402)	21%								
INSTRUCTIONAL STAFF:												
TITLE II, PART A/RURAL EDUCATION GRANT/TITLE IV IMPROVEMENT OF INSTRUCTION	\$ 384,611	\$ 33,504	(351,107)	9%								
IMPROVEMENT OF INSTRUCTION	291,127	71,469	(219,658)	25%								
MEDIA SERVICES	120,925	32,710	(88,215)	27%								
TOTAL INSTRUCTIONAL STAFF	\$ 796,663	\$ 137,683	(658,980)	17%								
GENERAL ADMINISTRATION:												
BOARD OF EDUCATION	\$ 98,538	\$ 37,168	(61,370)	38%								
EXECUTIVE ADMINISTRATION	323,089	128,963	(194,126)	40%								
HUMAN RESOURCES	218,001	71,950	(146,051)	33%								
TOTAL GENERAL ADMINISTRATION	\$ 639,628	\$ 238,081	(401,547)	37%								
SCHOOL ADMINISTRATION:												
SCHOOL ADMINISTRATION	\$ 2,391,780	\$ 736,517	(1,655,263)	31%								

**OWOSSO PUBLIC SCHOOLS**  
**BOARD OF EDUCATION**  
 October 31, 2020  
 Report 20-50

**Combined Statement of Revenue, Expenditures, and Fund Balance**  
**General, School Service, and Capital Project Funds**  
**As of 10/31/2020**  
 Unaudited

	General Fund				School Service Fund				Capital Projects Fund- Sinking Fund and Cook Family Foundation			
	BUDGET ORIGINAL	YTD Actual	Over (Under) Budget	% Rec'd/ Used	BUDGET ORIGINAL	YTD Actual	Over (Under) Budget	% Rec'd/ Used	BUDGET ORIGINAL	YTD Actual	Over (Under) Budget	% Rec'd/ Used
<b>TOTAL SCHOOL ADMINISTRATION</b>	\$ 2,391,780	\$ 736,517	\$ (1,655,263)	31%								
BUSINESS SERVICES:												
FISCAL SERVICES	\$ 353,009	\$ 123,646	\$ (229,363)	35%								
TECHNOLOGY MANAGEMENT	492,776	71,035	(421,741)	14%								
<b>TOTAL BUSINESS SERVICES</b>	<b>\$ 845,785</b>	<b>\$ 194,681</b>	<b>\$ (651,104)</b>	<b>23%</b>								
OPERATIONS AND MAINTENANCE:												
OPERATIONS AND MAINTENANCE	\$ 3,066,831	\$ 951,482	\$ (2,115,349)	31%								
<b>TOTAL OPERATIONS AND MAINTENANCE</b>	<b>\$ 3,066,831</b>	<b>\$ 951,482</b>	<b>\$ (2,115,349)</b>	<b>31%</b>								
PUPIL TRANSPORTATION SERVICES:												
PUPIL TRANSPORTATION SERVICES	\$ 923,698	\$ 138,580	\$ (785,118)	15%								
<b>TOTAL PUPIL TRANSPORTATION</b>	<b>\$ 923,698</b>	<b>\$ 138,580</b>	<b>\$ (785,118)</b>	<b>15%</b>								
OTHER SERVICES:												
COMMUNICATION SERVICES	55,117	7,128	(47,989)	13%								
ATHLETICS	412,824	26,148	(386,676)	6%								
PRINTING AND OTHER SUPPORT SERVICES	45,669	11,904	(33,765)	26%								
<b>TOTAL OTHER SERVICES</b>	<b>\$ 513,610</b>	<b>\$ 45,180</b>	<b>\$ (468,430)</b>	<b>9%</b>								
<b>TOTAL SUPPORTING SERVICES</b>	<b>\$ 9,472,071</b>	<b>\$ 2,502,878</b>	<b>\$ (6,969,193)</b>	<b>26%</b>								
OUTGOING TRANSFERS/FUND MODIFICATIONS:												
OTHER	94,000	(5,779)	(99,779)	-6%								
<b>TOTAL OUTGOING TRANSFERS/FUND MODIFICATIONS</b>	<b>\$ 94,000</b>	<b>\$ (5,779)</b>	<b>\$ (99,779)</b>	<b>-6%</b>								
FOOD SERVICE EXPENDITURES					\$ 1,822,678	\$ 366,809	\$ (1,455,869)	20%				
CAPITAL PROJECT EXPENDITURES									\$ 1,826,062	\$ 516,652	\$ (1,309,410)	28%
<b>TOTAL EXPENDITURES</b>	<b>\$ 31,144,458</b>	<b>\$ 6,887,230</b>	<b>\$ (24,144,809)</b>	<b>22%</b>	<b>\$ 1,822,678</b>	<b>\$ 366,809</b>	<b>\$ (1,455,869)</b>	<b>20%</b>	<b>\$ 1,826,062</b>	<b>\$ 516,652</b>	<b>\$ (1,309,410)</b>	<b>28%</b>
<b>REVENUE OVER or (UNDER) EXPENDITURES</b>	<b>\$ (177,415)</b>	<b>\$ (3,536,826)</b>	<b>\$ (3,359,411)</b>		<b>\$ (206)</b>	<b>\$ (216,441)</b>	<b>\$ (216,235)</b>		<b>\$ (593,589)</b>	<b>\$ (511,890)</b>	<b>\$ 81,699</b>	
<b>UNAUDITED FUND BALANCE, JULY 1, 2020</b>	<b>4,655,108</b>	<b>4,655,108</b>	<b>-</b>		<b>20,556</b>	<b>20,556</b>	<b>-</b>		<b>6,481,052</b>	<b>6,481,052</b>	<b>-</b>	
<b>PROJECTED FUND BALANCES - June 30, 2021</b>	<b>4,477,693</b>				<b>20,350</b>				<b>5,887,463</b>			

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**November 23, 2020**  
**20-51**

**FOR ACTION**

Subject:

Owosso Public Schools – Extended COVID-19 Learning Plan.

Recommendation:

Resolve that the Board reaffirm the Owosso Public Schools Extended COVID-19 Learning Plan.

Rationale:

On August 20, 2020 Governor Whitmer signed House Bill 5913 into law as Public Act 149 with revisions on September 30, 2020 based on Senate Bill 927. Section 98a states that to receive state aid for 2020-2021, districts must provide for instruction under an extended COVID-19 Learning Plan (“Plan”) that has been approved by an intermediate district or authorizing body. It is an additional plan that includes new assurances and sections on educational goals, instructional delivery, grading, and equitable access. PA 149 does not apply to districts that operate as a cyber school.

District/PSA educational goals written for all students and all subgroups must be established no later than September 15, 2020 and submitted in their Plan to the ISD or Authorizing Body, as applicable, no later than October 1, 2020 for approval. A district that is a public school academy that, by agreement, provides educational services for the residents of a district that is not a public school academy and that does not directly provide public educational services to its residents that intends to provide instruction under an extended COVID-19 learning plan shall submit its extended COVID-19 learning plan described in subsection (1) to the intermediate district in which it is located not later than October 1, 2020 for approval.

The ISD or Authorizing Body will approve Extended COVID-19 Learning Plans no later than October 9, 2020 and transmit the approved plans to the state superintendent of public instruction and the state treasurer. Approved plans must be made accessible through the transparency reporting link located on the district's website by not later than October 12, 2020.

The Extended COVID-19 Learning Plan addresses specific assurances, such as posting the Plan on the Owosso Public Schools website, creating a report including professional development for teachers and training provided to parents/guardians on the use of virtual content, administering benchmark assessments, setting specific learning goals, providing access to technology, cooperating with the health department, prioritizing K-5 learners, guaranteeing students with

disabilities have equitable access to learning materials, ensuring 2-way communication occurs for attendance purposes, and outlining grading procedures.

Motion

Seconded

Vote – Ayes

Nays

Motion



**Extended COVID-19 Learning Plan**  
**Version: Strict Adherence to Legislation**  
**Reconfirmation Meeting**  
**Required Monthly After Initial Plan Approval**

**Agenda:**

- Reconfirm how instruction is going to be delivered during the 2020/2021 school year
- Public comments from parents and/or guardians on the Extended Learning Plan
- Review weekly 2-way interaction rates

**Reconfirmation Meeting for October**

**Reconfirm how instruction (Return to Learn Plan) is going to be delivered during the 2020/2021 school year:**

(Recommendation: Explain in narrative form any modifications to the original Extended Learning Plan)

- Virtual Days were added to the calendar so teachers can have additional time to dedicate to online students.
- Additional elementary staff were hired to assist with online learners.
- Additional time was added to complete parent-teacher Conferences.
- Modifications to lunch options were made.
- Modifications to bus routes and pickup locations were made.
- MHSAA changes impacted athletic contests.

**Document Public Comments:**

--

## Reconfirmation Meeting for November

### **Reconfirm how instruction (Return to Learn Plan) is going to be delivered during the 2020/2021 school year:**

(Recommendation: Explain in narrative form any modifications to the original Extended Learning Plan)

- Virtual Days were added to the calendar so teachers can have additional time to dedicate to online students.
- OMS and OHS moved 11/2/2020 to an all online instruction day.
- All OPS schools moved to all online instruction 11/4/2020-11/13/2020.
- OMS and OHS continued all online instruction 11/16/20-11/17/20.
- OHS and LHS, per the MDHHS Emergency Order issued on 11/15/2020, moved to all online instruction 11/18/2020-12/8/2020.
- OMS, in response to limited staff availability, moved to all online instruction 11/18/20-12/8/20.
- MHSAA suspended athletic participation until 12/8/2020.

### **Document Public Comments:**

**Bryant Review Weekly**

October	All Students	100% Remote*	Not 100% Remote*
Oct. 5-9, 2020	477-100%	148-31%	329-69%
Oct. 12-16, 2020	476-100%	148-31%	328-69%
Oct. 19-23, 2020	477-100%	146-30.6%	331-69.4%
Oct. 26-30, 2020	477-100%	146-31%	331-69%

November	All Students	100% Remote*	Not 100% Remote*
Nov. 2-6, 2020	468-100%	468-100%	0-0%
Nov. 9-13, 2020	468-100%	468-100%	0-0%
Nov. 16-20, 2020			
Nov. 23-27, 2020			

**Bryant Review Weekly 2-Way Interaction Rates-ONLINE Learners 2WC (Minimum of 2 2WC per week)**

October	All Students
Oct. 5-9, 2020	74%
Oct. 12-16, 2020	73%
Oct. 19-23, 2020	84%
Oct. 26-30, 2020	60%

November	All Students
Nov. 2-6, 2020	51%
Nov. 9-13, 2020	81%
Nov. 16-20, 2020	
Nov. 23-27, 2020	

**Bryant Review Weekly 2-Way Interaction Rates- IN-PERSON ATTENDANCE**

<b>October</b>	<b>All Students</b>
<b>Oct. 5-9, 2020</b>	95.5%
<b>Oct. 12-16, 2020</b>	91.3%
<b>Oct. 19-23, 2020</b>	93.2%
<b>Oct. 26-30, 2020</b>	93.1%

<b>November</b>	<b>All Students</b>
<b>Nov. 2-6, 2020</b>	0%
<b>Nov. 9-13, 2020</b>	0%
<b>Nov. 16-20, 2020</b>	
<b>Nov. 23-27, 2020</b>	

**Central Review Weekly**

<b>October</b>	<b>All Students</b>	<b>100% Remote*</b>	<b>Not 100% Remote*</b>
<b>Oct. 5-9, 2020</b>	432-100%	72-17%	360-83%
<b>Oct. 12-16, 2020</b>	433-100%	70-16%	363-84%
<b>Oct. 19-23, 2020</b>	429-100%	66-15.3%	363-84.7%
<b>Oct. 26-30, 2020</b>	430-100%	66-15%	364-85%

<b>November</b>	<b>All Students</b>	<b>100% Remote*</b>	<b>Not 100% Remote*</b>
<b>Nov. 2-6, 2020</b>	431-100%	431-100%	0-0%
<b>Nov. 9-13, 2020</b>	425-100%	425-100%	0-0%
<b>Nov. 16-20, 2020</b>			
<b>Nov. 23-27, 2020</b>			

**Central Review Weekly 2-Way Interaction Rates-ONLINE Learners 2WC**  
 (Minimum of 2 2WC per week)

<b>October</b>	<b>All Students</b>
<b>Oct. 5-9, 2020</b>	88%
<b>Oct. 12-16, 2020</b>	70%
<b>Oct. 19-23, 2020</b>	68%
<b>Oct. 26-30, 2020</b>	42%

<b>November</b>	<b>All Students</b>
<b>Nov. 2-6, 2020</b>	26%
<b>Nov. 9-13, 2020</b>	90%
<b>Nov. 16-20, 2020</b>	
<b>Nov. 23-27, 2020</b>	

**Central Review Weekly 2-Way Interaction Rates- IN-PERSON ATTENDANCE**

<b>October</b>	<b>All Students</b>
<b>Oct. 5-9, 2020</b>	94.9%
<b>Oct. 12-16, 2020</b>	92.3%
<b>Oct. 19-23, 2020</b>	95.4%
<b>Oct. 26-30, 2020</b>	93.4%

<b>November</b>	<b>All Students</b>
<b>Nov. 2-6, 2020</b>	0%
<b>Nov. 9-13, 2020</b>	0%
<b>Nov. 16-20, 2020</b>	
<b>Nov. 23-27, 2020</b>	

**Emerson** Review Weekly

October	All Students	100% Remote*	Not 100% Remote*
Oct. 5-9, 2020	462-100%	106-23%	356-77%
Oct. 12-16, 2020	462-100%	106-23%	356-77%
Oct. 19-23, 2020	461-100%	96-20.8%	365-79.2%
Oct. 26-30, 2020	461-100%	95-21%	366-79%

November	All Students	100% Remote*	Not 100% Remote*
Nov. 2-6, 2020	462-100%	462-100%	0-0%
Nov. 9-13, 2020	463-100%	463-100%	0-0%
Nov. 16-20, 2020			
Nov. 23-27, 2020			

**Emerson** Review Weekly 2-Way Interaction Rates-ONLINE Learners 2WC  
(Minimum of 2 2WC per week)

October	All Students
Oct. 5-9, 2020	59%
Oct. 12-16, 2020	70%
Oct. 19-23, 2020	77%
Oct. 26-30, 2020	49%

November	All Students
Nov. 2-6, 2020	39%
Nov. 9-13, 2020	82%
Nov. 16-20, 2020	
Nov. 23-27, 2020	

**Emerson Review Weekly 2-Way Interaction Rates- IN-PERSON ATTENDANCE**

<b>October</b>	<b>All Students</b>
<b>Oct. 5-9, 2020</b>	95%
<b>Oct. 12-16, 2020</b>	95.7%
<b>Oct. 19-23, 2020</b>	95.7%
<b>Oct. 26-30, 2020</b>	92.1%

<b>November</b>	<b>All Students</b>
<b>Nov. 2-6, 2020</b>	0%
<b>Nov. 9-13, 2020</b>	0%
<b>Nov. 16-20, 2020</b>	
<b>Nov. 23-27, 2020</b>	

**Owosso Middle School Review Weekly**

<b>October</b>	<b>All Students</b>	<b>100% Remote*</b>	<b>Not 100% Remote*</b>
<b>Oct. 5-9, 2020</b>	687-100%	240-35%	447-65%
<b>Oct. 12-16, 2020</b>	684-100%	239-35%	445-65%
<b>Oct. 19-23, 2020</b>	684-100%	217-31.7%	467-68.3%
<b>Oct. 26-30, 2020</b>	681-100%	218-32%	463-68%

<b>November</b>	<b>All Students</b>	<b>100% Remote*</b>	<b>Not 100% Remote*</b>
<b>Nov. 2-6, 2020</b>	680-100%	680-100%	0-0%
<b>Nov. 9-13, 2020</b>	677-100%	677-100%	0-0%
<b>Nov. 16-20, 2020</b>			
<b>Nov. 23-27, 2020</b>			

**Owosso Middle School** Review Weekly 2-Way Interaction Rates-ONLINE  
Learners 2WC (Minimum of 2 2WC per week)

October	All Students
Oct. 5-9, 2020	92%
Oct. 12-16, 2020	81%
Oct. 19-23, 2020	83%
Oct. 26-30, 2020	84%

November	All Students
Nov. 2-6, 2020	92%
Nov. 9-13, 2020	94%
Nov. 16-20, 2020	
Nov. 23-27, 2020	

**Owosso Middle School** Review Weekly 2-Way Interaction Rates- IN-PERSON  
ATTENDANCE

October	All Students
Oct. 5-9, 2020	93.2%
Oct. 12-16, 2020	91.7%
Oct. 19-23, 2020	95%
Oct. 26-30, 2020	94.5%

November	All Students
Nov. 2-6, 2020	0%
Nov. 9-13, 2020	0%
Nov. 16-20, 2020	
Nov. 23-27, 2020	



**Owosso High School** Review Weekly

October	All Students	100% Remote*	Not 100% Remote*
Oct. 5-9, 2020	832-100%	365-44%	467-56%
Oct. 12-16, 2020	829-100%	372-45%	457-55%
Oct. 19-23, 2020	828-100%	350-42.2%	478-57.8%
Oct. 26-30, 2020	828-100%	355-43%	473-57%

November	All Students	100% Remote*	Not 100% Remote*
Nov. 2-6, 2020	824-100%	824-100%	0-0%
Nov. 9-13, 2020	823-100%	823-100%	0-0%
Nov. 16-20, 2020			
Nov. 23-27, 2020			

**Owosso High School** Review Weekly 2-Way Interaction Rates-ONLINE Learners  
2WC (Minimum of 2 2WC per week)

October	All Students
Oct. 5-9, 2020	90%
Oct. 12-16, 2020	92%
Oct. 19-23, 2020	87%
Oct. 26-30, 2020	87%

November	All Students
Nov. 2-6, 2020	93%
Nov. 9-13, 2020	92%
Nov. 16-20, 2020	
Nov. 23-27, 2020	

**Owosso High School** Review Weekly 2-Way Interaction Rates- IN-PERSON  
ATTENDANCE

October	All Students
Oct. 5-9, 2020	93.2%
Oct. 12-16, 2020	94.2%
Oct. 19-23, 2020	93.6%
Oct. 26-30, 2020	95.6%

November	All Students
Nov. 2-6, 2020	0%
Nov. 9-13, 2020	0%
Nov. 16-20, 2020	
Nov. 23-27, 2020	

**Lincoln Alternative High School** Review Weekly

October	All Students	100% Remote*	Not 100% Remote*
Oct. 5-9, 2020	88-100%	53-60%	35-40%
Oct. 12-16, 2020	88-100%	54-61%	34-39%
Oct. 19-23, 2020	88-100%	49-55.7%	39-44.3%
Oct. 26-30, 2020	89-100%	49-55%	40-45%

November	All Students	100% Remote*	Not 100% Remote*
Nov. 2-6, 2020	88-100%	88-100%	0-0%
Nov. 9-13, 2020	90-100%	90-100%	0-0%
Nov. 16-20, 2020			
Nov. 23-27, 2020			

**Lincoln Alternative High School** Review Weekly 2-Way Interaction Rates-ONLINE Learners 2WC (Minimum of 2 2WC per week)

October	All Students
Oct. 5-9, 2020	58%
Oct. 12-16, 2020	52%
Oct. 19-23, 2020	47%
Oct. 26-30, 2020	61%

November	All Students
Nov. 2-6, 2020	57%
Nov. 9-13, 2020	64%
Nov. 16-20, 2020	
Nov. 23-27, 2020	

**Lincoln Alternative High School** Review Weekly 2-Way Interaction Rates- IN-PERSON ATTENDANCE

October	All Students
Oct. 5-9, 2020	80.3%
Oct. 12-16, 2020	86.5%
Oct. 19-23, 2020	70.8%
Oct. 26-30, 2020	85.6%

November	All Students
Nov. 2-6, 2020	0%
Nov. 9-13, 2020	0%
Nov. 16-20, 2020	
Nov. 23-27, 2020	

**District Review Weekly**

<b>October</b>	<b>All Students</b>	<b>100% Remote*</b>	<b>Not 100% Remote*</b>
<b>Oct. 5-9, 2020</b>	2977-100%	984-33%	1993-67%
<b>Oct. 12-16, 2020</b>	2972-100%	989-33.2%	1983-66.8%
<b>Oct. 19-23, 2020</b>	2967-100%	924-31.1%	2043-68.9%
<b>Oct. 26-30, 2020</b>	2966-100%	929-31%	2037-69%

<b>November</b>	<b>All Students</b>	<b>100% Remote*</b>	<b>Not 100% Remote*</b>
<b>Nov. 2-6, 2020</b>	2953-100%	2953-100%	0-0%
<b>Nov. 9-13, 2020</b>	2944-100	2944-100%	0-0%
<b>Nov. 16-20, 2020</b>			
<b>Nov. 23-27, 2020</b>			

**District Review Weekly 2-Way Interaction Rates-ONLINE Learners 2WC**  
(Minimum of 2 2WC per week)

<b>October</b>	<b>All Students</b>
<b>Oct. 5-9, 2020</b>	83%
<b>Oct. 12-16, 2020</b>	81%
<b>Oct. 19-23, 2020</b>	81%
<b>Oct. 26-30, 2020</b>	73.1%

<b>November</b>	<b>All Students</b>
<b>Nov. 2-6, 2020</b>	66.8%
<b>Nov. 9-13, 2020</b>	88%
<b>Nov. 16-20, 2020</b>	
<b>Nov. 23-27, 2020</b>	

**District Review Weekly 2-Way Interaction Rates- IN-PERSON ATTENDANCE**

<b>October</b>	<b>All Students</b>
<b>Oct. 5-9, 2020</b>	92.7%
<b>Oct. 12-16, 2020</b>	92%
<b>Oct. 19-23, 2020</b>	90.5%
<b>Oct. 26-30, 2020</b>	92.4%

<b>November</b>	<b>All Students</b>
<b>Nov. 2-6, 2020</b>	0%
<b>Nov. 9-13, 2020</b>	0%
<b>Nov. 16-20, 2020</b>	
<b>Nov. 23-27, 2020</b>	



**Owosso Public Schools**  
**Extended COVID-19 Learning Plan**  
*as described in [Public Act 149](#), Section 98a*

August 27, 2020

[September 3, 2020 Clarifications](#)

September 30, 2020 Revisions based on [SB927](#)

November 18, 2020 Revisions based on MDHHS Emergency Order

**Introduction:** On August 20, 2020 Governor Whitmer signed House Bill 5913 into law as Public Act 149. Section 98a states that in order to receive state aid for 2020-2021, districts must provide for instruction under an extended COVID-19 Learning Plan (“Plan”) that has been approved by an intermediate district or authorizing body. The Plan does not replace the District’s/PSA’s COVID-19 Preparedness and Response Plan, it is an additional plan that includes new assurances and sections on educational goals, instructional delivery, grading, and equitable access. PA 149 does not apply to districts that operate as a cyber school.

District/PSA educational goals written for all students and all subgroups must be established no later than September 15, 2020 and submitted in their Plan to the ISD or Authorizing Body, as applicable, no later than October 1, 2020 for approval. **A district that is a public school academy that, by agreement, provides educational services for the residents of a district that is not a public school academy and that does not directly provide public educational services to its residents that intends to provide instruction under an extended COVID-19 learning plan shall submit its extended COVID-19 learning plan described in subsection (1) to the intermediate district in which it is located not later than October 1, 2020 for approval.**

The ISD or Authorizing Body will **approve Extended COVID-19 Learning Plans no later than October 9, 2020** and transmit the approved plans to the state superintendent of public instruction and the state treasurer. Approved plans must be made accessible through the transparency reporting link located on the district's website by not later than October 12, 2020.



**Michigan Association of  
Secondary School Principals**



## Owosso Public Schools Extended COVID-19 Learning Plan

Owosso Public Schools  
645 Alger Street  
Owosso MI 48867

District number- 78110

District Website- [www.owosso.k12.mi.us](http://www.owosso.k12.mi.us)

Superintendent-Dr. Andrea Tuttle  
[tuttle@owosso.k12.mi.us](mailto:tuttle@owosso.k12.mi.us)

Shiawassee Regional Educational School District Date

of Approval by ISD/Authorizing Body:

## Assurances

1. The Owosso Public Schools will make their Shiawassee Regional Education School District approved Extended COVID-19 Learning Plan accessible through the transparency reporting link located on the Owosso Public Schools website no later than October 12, 2020.
2. **By not later than January 15, 2021, the district shall create a report that includes information regarding both of the following and shall ensure that the report under this subdivision can be accessed through the transparency reporting link located on the district's website:**
  - a. **The amount and type of training provided during the current school year as of the date of the report to teachers of the district through professional development that focuses on how to deliver virtual content.**
  - b. **The amount and type of training provided during the current school year as of the date of the report to the parents and legal guardians of pupils and to pupils on how to access and use virtual content provided by the district.**
3. The Owosso Public Schools will create and make available on its transparency reporting link located on the Owosso Public Schools website, a report concerning the progress made in meeting the educational goals contained in its Extended COVID-19 Learning Plan not later than February 1, 2021, for goals its expected would be achieved by the middle of the school year and not later than the last day of school of the 2020-2021 school year for goals the Owosso Public Schools expected would be achieved by the end of the school year.
4. Benchmark Assessments: The Owosso Public Schools will:
  - a. select a benchmark assessment or benchmark assessments that is/are aligned to state standards.
  - b. administer the approved benchmark assessment, or local benchmark assessment, or any combination thereof, to all pupils in grades K to 8 to measure proficiency in reading and mathematics within the first nine weeks of the 2020-2021 school year and again not later than the last day of the of the 2020-2021 school year.
5. If delivering pupil instruction virtually, the Owosso Public Schools will:
  - a. provide pupils with equitable access to technology and the internet necessary to participate in instruction, and
  - b. expose each pupil to the academic standards that apply for each pupil's grade level or courses in the same scope and sequence as the Owosso Public Schools had planned for that exposure to occur for in-person instruction.
6. The Owosso Public Schools, in consultation with Shiawassee Health Department will develop guidelines concerning appropriate methods for delivering pupil instruction for the 2020-2021 school year that are based on local data that are based on key metrics. *Note: A determination concerning the method for delivering pupil instruction shall remain at the Owosso Public Schools Board's discretion.* Key metrics that the Owosso Public Schools will consider shall include at least all of the following:



- a. COVID-19 Cases or Positive COVID-19 tests
  - b. Hospitalizations due to COVID-19
  - c. Number of deaths resulting from COVID-19 over a 14-day period
  - d. COVID-19 cases for each day for each 1 million individuals
  - e. The percentage of positive COVID-19 tests over a 4-week period
  - f. Health capacity strength
  - g. Testing, tracing, and containment infrastructure with regard to COVID-19
7. If the Owosso Public Schools determine that it is safe to provide in-person instruction to pupils, the Owosso Public Schools will prioritize providing in-person instruction to pupils in grades K to 5 who are enrolled in the Owosso Public Schools.
8. The Owosso Public Schools assures that
- a. instruction will be delivered as described in this plan and re-confirmed by the Owosso Public Schools Board,
  - b. the description of instructional delivery in this plan matches the delivery of instruction to be delivered during the 2020-2021 school year,
  - c. the Owosso Public Schools will re-confirm how instruction will be delivered during the 2020-2021 school year thirty days after Shiawassee Regional Education School District approval of the plan, and **each month** thereafter at a meeting of the Board, and
  - d. **For each reconfirmation described in this subdivision, the district shall report to the center, in a form and manner prescribed by the center,**
    - i. **the instructional delivery method that was reconfirmed;**
    - ii. **how that instruction will be delivered for each grade level offered by the district, including pre-kindergarten, as applicable; and**
    - iii. **whether or not, as determined by the department in consultation with the center, the district is offering higher levels of in-person instruction for English language learners, special education students, or other special populations.**
  - e. public comment will be solicited from the parents or legal guardians of the pupils enrolled in the Owosso Public Schools during a public meeting described in PA-149.
9. The Owosso Public Schools will ensure that students with disabilities will be provided with equitable access to instruction and accommodation in accordance with applicable state and federal laws, rules, and regulations.
10. The Owosso Public Schools will ensure that two (2), 2-way interactions occur between a pupil enrolled in the Owosso Public Schools and the pupil's teacher or at least one (1) of the pupil's teachers, **or another district employee who has responsibility for the pupil's learning, grade progression, or academic progress** during each week of the school year for at least 75% of the pupils enrolled in the Owosso Public Schools. The Owosso Public Schools will publicly announce its weekly interaction rates at each Owosso Public Schools Board meeting where it re-confirms how instruction is being delivered. The Owosso Public Schools will make those rates available through the transparency reporting link located on the Owosso Public Schools website each month for the 2020-2021 school year.

**Clarification of Assurance 10:** "2-way interaction" means a communication that occurs between a pupil and the pupil's teacher or at least 1 of the pupil's teachers **or another district employee who has responsibility for the pupil's learning, grade progression, or academic progress**, where 1 party initiates communication and a response from the other party follows that communication, and that is relevant to course progress or course content for at least 1 of the courses in which the pupil is enrolled **or relevant to the pupil's overall academic progress or grade progression**. Responses, as described in this subdivision, must be to ~~the~~ communication initiated by the teacher, **by another district employee who has responsibility for the pupil's learning, grade progression, or academic progress, or by the pupil**, and not some other action taken.

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District Superintendent or President of the Board of Education/Directors

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Date

## Learning Plan Narrative

### Opening Statement

- Please provide a statement indicating why an Extended COVID-19 Learning Plan is necessary to increase pupil engagement and achievement for the 2020-2021 school year.

Owosso Public Schools understand that during a world-wide pandemic, it is necessary to provide learning opportunities to meet the needs of all students. In our Owosso community, we have varying degrees of parent beliefs and thoughts regarding COVID-19 which include student and staff safety.

In the conclusion of the 2019-2020 school year, Owosso Public Schools conducted a survey on the online experience of our Owosso Public School families. This information is based on a 5 point scale.

50.4% rated their quality of learning a 4 or 5 in the spring 2020.

35.4% rated communication with teachers a 4 or 5 in spring 2020.

30.5 % rated a 4 or 5 that they had enough assistance to complete work.

35.3% rated a 4 or 5 of their overall experience.

This data fueled many summer discussions with small groups of support staff, teachers, and administrators to make necessary adjustment and improvements to in-person and online options for parents. Several meetings took place during the summer to look at all options with schedule, safety, curriculum, technology, district values and beliefs, expectations, and communication.

Once several options were decided, the district conducted another survey during the summer of 2020. The July 2020 survey had almost 1700 completed responses. The results showed that 72% of parents and staff wanted some type of in-person instruction while 28% wanted online only. 53% of parents were concerned about the social and emotional wellbeing of their student. 69% of parents were not concerned about school meals at this time. 28% of parents would utilize district transportation when we return to school in the fall. The groups came back together to continue planning and adjust options.

Once the plans were finalized with administration and board approval In August 2020, the district presented all options to families with in-person and online options and results were 64% in-person and 36% online only. This survey had almost 3100 completed responses.

The survey indicated that the majority of our parents wanted in-person instruction however almost a third of our families wanted online options. Owosso Public Schools felt that it is necessary to provide options to our families to meet the needs of all learners and circumstances.

The Owosso Public Schools has well educated teachers that make incredible connections with their students each year. It was decided that Owosso teachers would teach both in-person and online students. In order to accommodate this and give teachers planning time, the in-person school day needed to be shortened to allow teachers to connect with online students each day too.

For many years, our district has placed a high value on student engagement, rigor, and relevancy. Students should be engaged and have a real-world connection of current topics while understanding the “why” we are learning. The survey results collected after the completion of the 2019-2020 school year indicated that. Parents and teachers desired more accountability for work completed, communication, and a singular platform of curriculum delivery. Procedures for taking attendance, ensuring parent/student communication, identifying work assignment and completion, etc. have all been developed and will be recorded in PowerSchool.

Owosso Public Schools understands that students will need additional support due to educational opportunities missed in the Spring 2020 and therefore established and implemented procedures to close the COVID-19 slide.

- Owosso Public Schools has focused on the K-5 elementary educational experience by providing an extended day program for an additional 2 hours and 15 minutes of instruction for almost 300 students.
- Owosso Public Schools has hired additional staff and increased hours to assist with the transition back to school for teachers, students, and families.
- Owosso Public Schools has provided over 79 technology training sessions since August that staff could take to increase technology skills.
- Owosso Public Schools has focused on learning platforms such as Google Classroom for the delivery of curriculum.

## Educational Goals

- **Please outline and describe** the educational goals expected to be achieved for the 2020-2021 school year. The Owosso Public Schools must establish all of its goals no later than September 15, 2020.
- **Specify** which goals are expected to be achieved by the middle of the school year and which goals are expected to be achieved by the end of the school year.
- **Ensure** that all of the following apply to the educational goals described in this section:
  - (a) The goals include increased pupil achievement or, if growth can be validly and reliably measured using a benchmark assessment or benchmark assessments, growth on a benchmark assessment in the aggregate and for all subgroups of pupils;
  - (b) The Owosso Public Schools benchmark assessment(s) are aligned to state standards and will be administered to all pupils K-8 at least once within the first 9 weeks of the 2020-2021 school year and not later than the last day of the 2020-2021 school year to determine whether pupils are making meaningful progress toward mastery of these standards; and
  - (c) the Owosso Public Schools educational goals are measurable through a benchmark assessment or benchmark assessments.
- To the extent practicable, the District/PSA will administer the same benchmark assessment or benchmark assessments that it administered to pupils in previous years.

The NorthWest Educational Assessment (NWEA) assessments for reading and mathematics will be administered to all students three times yearly: once in the first nine weeks of the school year, mid-year, and again prior to the last day of school. Formative assessments will provide data of the district's progress toward meeting the identified goals. Progress reports will be available on our website in February 2021 and June 2021.

As a means of continuous improvement in teaching & learning, all teachers will receive professional development in, and commit to the use of, the formative assessment process. All teachers will conduct data meetings three times annually to review, strategize, and set new targets for all learners.

Additionally, district personnel will continue to engage stakeholders in the district's balanced assessment system and will publicly share aggregate and student subgroup performance reports on the results of the NWEA assessments. These results will be available through the Illuminate Data Management System.

**Goal 1** - All students (K-8) will improve performance in Reading/ELA from Fall to Spring as measured by NWEA.

- All teachers will use the formative assessment process to support adjustment to teaching & learning, to support meaningful student progress towards mastery of Reading/ELA academic standards.
- Results from Reading/ELA benchmark assessments, local Reading/ELA

summative assessments including DRA (Developmental Reading Assessment), and formative assessment will be continuously discussed and analyzed by staff.

**Goal 2** - All students (K-8) will improve performance in Mathematics from Fall to Spring as measured by NWEA.

- All teachers will use the formative assessment process to support adjustment to teaching & learning, to support meaningful student progress towards mastery of Math academic standards.
- Results from Math benchmark assessments, local Math summative assessments, and formative assessment will be continuously discussed and analyzed by staff.

The Owosso Public Schools will use one of the MDE pre approved benchmark assessment vendors to monitor student progress. The NWEA results are also part of the teacher evaluation process as teachers monitor benchmark growth in all ELA and math sections. Teachers will administer the NWEA assessment to all students including online students within the first nine weeks of school. Administrators, Title I teachers, and SRES staff will conduct data meetings at least three times throughout the year to monitor student progress using NWEA data.

Owosso Public Schools will administer benchmark assessments in reading and mathematics within the first 9 weeks of school. The district will administer NWEA (NorthWest Educational Assessment) within the first 9 weeks of school. Owosso Public Schools has used NWEA for 3 years. Our teachers have experience using this program and using the data gleaned to guide further instruction. The district has used MAP Skills as part of the NWEA portfolio which guides teachers to address specific needs at each level and individually address areas of concern. Our assessment calendar has already been established and communicated to administrators and teacher leaders. K-5 teachers will also administer DRA (Developmental Reading Assessment) to all students three times annually. The DRA is another reading screening tool that has been used for many years within the district.

Owosso Public Schools will use the EWS (Early Warning System) approach to disaggregate the data. This process will allow us to break down the data and communicate to specific teachers based on the fall, winter, and spring results. Data meetings will be held with RESD, teachers, and administrators to review data and make adjustments throughout the year. These meetings will occur at least three times this year with all teachers to review benchmark assessment data. Schools must write goals for the Extended Continuation of Learning Plan based on the district's progress as measured by the benchmark assessment results. These benchmarks and goals will be measured and evaluated three times annually.

Owosso Public Schools will report to the public within 30 days after the assessments are completed and will present to the Owosso Board of Education prior to Feb 1, 2021 and June 2021. The district will utilize Illuminate (Data Management System) to assist teachers with communication with parents on benchmark assessments and provide comparisons between the

child's assessment data this year compared to 2019-2020. K-3 teachers will follow the district procedures for IRIP (Individual Reading Improvement Plan) to communicate with families with anyone below a certain benchmark status. This process follows the RBG3 (Read By Grade 3) reading law.

All data including DRA (Developmental Reading Assessment), NWEA (NorthWest Educational Assessment), attendance, behavioral, grades, and social emotional status are kept in the Illuminate Data Hub. This data hub is shared with the SRES and final data will be submitted to the MDE(Michigan Department of Education) by June 30, 2021.

### **Instructional Delivery & Exposure to Core Content**

- **Please describe** how and where instruction will be delivered during the 2020-2021 school year. (e.g. instruction may be delivered at school or a different location, in-person, online, digitally, by other remote means, in a synchronous or asynchronous format, or any combination thereof).

**The following changes have been made to the original Extended COVID-19 Learning Plan and implemented to adjust instructional delivery throughout the 2020-2021 school year:**

1. A Letter of Agreement was established between the Owosso Education Association and the Owosso Public Schools on October 15, 2020 to establish all virtual days in order to provide additional instructional time dedicated to online learning students. The following days are:
  - October 22, 2020 (virtual ½ learning day for elementary students)
  - October 27, 2020 (virtual learning day for secondary students)
  - October 30, 2020 (virtual ½ learning day for secondary students)
  - November 13, 2020 (virtual learning day for secondary students)
  - December 4, 2020 (virtual learning day for secondary students)
  - December 18, 2020 (virtual ½ learning day for all students)
2. A Letter of Agreement was established between the Owosso Education Association and the Owosso Public Schools on October 15, 2020 to provide additional time for parent-teacher conferences.
3. A Letter of Agreement was established between the Owosso Education Association and the Owosso Public Schools on October 15, 2020 to hire additional elementary staff to assist with online learners. The Board of Education approved this measure on October 19, 2020.
4. OMS and OHS moved November 2, 2020 to an all online instruction day.
5. All Owosso Public Schools moved to all online instruction November 4, 2020 – November 13, 2020.


6. OMS and OHS continued all online instruction November 16, 2020 – November 17, 2020.
7. OMS and LHS, per the MDHHS Emergency Order issued on November 15, 2020, moved to all online instruction November 18, 2020 – December 8, 2020.
8. OMS, in response to limited staff availability, moved to all online instruction November 18, 2020 – December 8, 2020.

## Owosso High School Sample Schedule & Expectations

### Owosso High School

### Teacher & Student Schedule

<p><b>Teacher Schedule: **</b></p> <p>Contract time: 7:35 a.m. -3:00 p.m.</p> <p>7:35-8:30 a.m. Planning</p> <p>8:30-9:15 a.m. Online classroom preparation</p> <p>9:15-9:45 a.m. Duty free breakfast/lunch</p> <p>9:45 -10:20 a.m. 1st period</p> <p>10:24 -10:59 a.m. 2nd period</p> <p>11:03 -11:38 a.m. 3rd period</p> <p>11:42 a.m. -12:48 p.m. 4th period including lunch</p> <p>12:52 -1:27 p.m. 5th period</p> <p>1:31 -2:06 p.m. 6th period</p> <p>2:10 -2:45 p.m. 7th period</p> <p>2:45-3:00 p.m. Planning</p> <p>**Special Education will differ</p>	<p><b>Student Schedule:</b></p> <p>9:45-2:45 Follow regular 7 hour schedule (5 hours)</p> <p>Students will be required to complete 1.5 hours of online assignments at home each school day.</p> <p>6.5 hours of instruction</p>
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Online Student	In Person Student	Teacher
7:45 - 8:35 Zoom meetings with classroom teachers, office hours and online communications. *See Weekly Online Morning Schedule	7:45 Check all Google Classrooms and watch all instructional/informational videos or materials that are posted.	7:45 - 9:10 Zoom meetings with classroom teachers, office hours and online communications. *See Weekly Online Morning Schedule
8:35-9:05 Break	Students travel to school	8:35 - 9:05 Meal Break
9:05 - 9:40 Student work time	The OHS main entrance will be open daily at 9:30 am. As students arrive by bus, they will be directed to the cafeteria and will sit in socially-distanced seats until they are dismissed to their 1st hour classroom.	9:05 - 9:35 Teacher online prep and communication
9:45 - 10:20 1st hour classwork	9:45 - 10:20 1st hour	9:45 - 10:20 1st hour
10:24 - 10:59 2nd hour classwork	10:24 - 10:59 2nd hour	10:24 - 10:59 2nd hour
11:03 - 11:38 3rd hour classwork	11:03 - 11:38 3rd hour	11:03 - 11:38 3rd hour
11:42 - 12:13 Lunch	11:42 - 12:13 Lunch in 4th hour	11:42 - 12:13 Student Lunch in 4th hour
12:13 - 12:48 4th hour classwork	12:13 - 12:48 4th hour	12:13 - 12:48 4th hour
12:52 - 1:27 5th hour classwork	12:52 - 1:27 5th hour	12:52 - 1:27 5th hour
1:31 - 2:06 6th hour classwork	1:31 - 2:06 6th hour	1:31 - 2:06 6th hour
2:10 - 2:45 7th hour classwork	2:10 - 2:45 7th hour	2:10 - 2:45 7th hour

High School Teachers from 7:45-9:35					
	Mon	Tues	Wed	Thur	Fridays
7:45-8:05	1st hr Zoom	3rd hr Zoom	5th hr Zoom	7th hr Zoom	Teacher Office Hours Teachers available to Zoom or communicate with students
8:05-8:25	2nd hr Zoom	4th hr Zoom	6th hr Zoom	Teacher Office Hours	
8:25-9:05	Teacher Duty Free Meal				
9:05-9:35	Student work time/Teacher online prep and communication				

From **7:45-9:35**, online students will have the opportunity to connect with all of their individual teachers each day. Students can check all materials and directions in Google Classroom.

This time can include communication and clarification about upcoming assignments or assessments. Teachers can help with a particular part of a previous assignment or concept. Students can ask questions or connect with their teachers in ways that provide additional support and encouragement.

Teachers can structure this a variety of ways to fit the needs of their students on a given day. Encouraging students and providing supports for them should be the focus of this time.

Online Student
7:45 - 8:35 Zoom meetings with classroom teachers, office hours and online communications.
*See Weekly Online Morning Schedule
8:35-9:05 Break
9:05 - 9:40 Student work time
9:45 - 10:20 1st hour classwork
10:24 - 10:59 2nd hour classwork
11:03 - 11:38 3rd hour classwork
11:42 - 12:13 Lunch
12:13 - 12:48 4th hour classwork
12:52 - 1:27 5th hour classwork
1:31 - 2:06 6th hour classwork
2:10 - 2:45 7th hour classwork

## Online Student Expectations

From **9:45-2:45**, online students are strongly encouraged to do their class work at the same time as their classmates who are in the classroom. Online students can watch all instructional/informational videos or materials that are posted in Google Classroom as they begin to work on the classwork during these times.

By doing their work during the recommended times, they can do digital activities at the same time as their classmates. Students have the opportunity to communicate and collaborate through Google Classroom and other online tools. Students who are not in the classroom can still build connections with their classmates and teachers during this time.

In Person Student
7:45 Check all Google Classrooms and watch all instructional/informational videos or materials that are posted.
Students travel to school
The OHS main entrance will be open daily at 9:30 am. As students arrive by bus, they will be directed to the cafeteria and will sit in socially-distanced seats until they are dismissed to their 1st hour classroom.
9:45 - 10:20 1st hour
10:24 - 10:59 2nd hour
11:03 - 11:38 3rd hour
11:42 - 12:13 Lunch in 4th hour
12:13 - 12:48 4th hour
12:52 - 1:27 5th hour
1:31 - 2:06 6th hour
2:10 - 2:45 7th hour

## In Person Student Expectations

Students who come to the school building will also have the responsibility to check all Google Classrooms to prepare for the upcoming lesson in school.

What is posted in Google Classrooms by teachers will often include a short instructional video. These could be introductions to key concepts, examples of questions or problems, reminders about important concepts from the previous lesson, information about an online tool or resource that will be used, or instructions to clarify an upcoming activity, assignment or project.

These Google Classroom posts will be posted by teachers after each school day. This provides students and families with the flexibility to check some or all of their Google Classrooms that afternoon/evening or the next morning before they return to the classroom.



**Owosso Middle School / Lincoln High School Sample Schedule & Expectations**

## Middle School Teacher & Student Schedule

**Teacher Schedule:\*\***

Contract time: 7:35 a.m. -3:00 p.m.  
 7:35-8:30 a.m. Planning  
 8:30-9:15 a.m. Online classroom preparation  
 9:15-9:45 a.m. Duty free breakfast/lunch  
 9:45-10:26 a.m. First hour  
 10:30-11:11 a.m. Second hour  
 11:15-11:56 a.m. Third hour  
 12:00-12:30 p.m. Lunch  
 12:30-1:11 p.m. Fourth hour  
 1:15-1:56 p.m. Fifth hour  
 2:00-2:45 p.m. Sixth hour  
 2:45—3:00 p.m. Planning

\*\*Special Education will differ

**Student Schedule:**

9:45-2:45 Follow regular 6 hour schedule

Students will be required to complete 1.5 hours of online assignments at home each school day.

6.5 hours of instruction



Online Student	In Person Student	Teacher
7:45 - 8:35 Zoom meetings with classroom teachers, office hours and online communications.  *See Weekly Online Morning Schedule	7:45 Check all Google Classrooms and watch all instructional/informational videos or materials that are posted.	7:45 - 8:35 Zoom meetings with classroom teachers, office hours and online communications.  *See Weekly Online Morning Schedule
8:35-9:05 Break	Students travel to school	8:35 - 9:05 Meal Break
9:05 - 9:35 Student work time	As students arrive, they will report to their 1st hour to silent read and check Google Classrooms	9:05 - 9:35 Teacher online prep and communication
9:45 - 10:26 1st hour classwork	9:45 - 10:26 1st hour	9:45 - 10:26 1st hour
10:30 - 11:11 2nd hour classwork	10:30 - 11:11 2nd hour	10:30 - 11:11 2nd hour
11:15 - 11:56 3rd hour classwork	11:15 - 11:56 3rd hour	11:15 - 11:56 3rd hour
11:56 - 12:26 Lunch	11:56 - 12:26 Lunch in 3rd hour	11:56 - 12:26 Student Lunch in 3rd hour
12:30 - 1:11 4th hour classwork	12:30 - 1:11 4th hour	12:30 - 1:11 4th hour
1:15 - 1:56 5th hour classwork	1:15 - 1:56 5th hour	1:15 - 1:56 5th hour
2:00 - 2:45 6th hour classwork	2:00 - 2:45 6th hour	2:00 - 2:45 6th hour

Online Students from 7:45-9:35			
	Mon(A)/ Wed(B)	Tues(A)/ Thur(B)	Fridays
7:40-7:55	1st hr Zoom	4th hr Zoom	Teacher Office Hours Teachers available to Zoom or communicate with students
8:00-8:15	2nd hr Zoom	5th hr Zoom	
8:20-8:35	3rd hr Zoom	6th hr Zoom	
8:35-9:05	Break		
9:05-9:35	Student work time/Teacher online prep and communication		

## Online Students

From **7:45-8:35**, online students will have the opportunity to connect with their individual teachers in various ways, including Zoom meetings. Students can check all materials and directions in Google Classroom.

This time can include communication and clarification about upcoming assignments or assessments. Teachers can help with a particular part of a previous assignment or concept.

Students can ask questions or connect with their teachers in ways that provide additional support and encouragement.

Online Student
7:45 - 8:35 Zoom meetings with classroom teachers, office hours and online communications.  *See Weekly Online Morning Schedule
8:35-9:05 Break
9:05 - 9:35 Student work time
9:45 - 10:26 1st hour classwork
10:30 - 11:11 2nd hour classwork
11:15 - 11:56 3rd hour classwork
11:56 - 12:26 Lunch
12:30 - 1:11 4th hour classwork
1:15 - 1:56 5th hour classwork
2:00 - 2:45 6th hour classwork

## Online Students

From **9:45-2:45**, online students are strongly encouraged to do their class work at the same time as their classmates who are in the classroom. Online students can watch all instructional/informational videos or materials that are posted in Google Classroom as they begin to work on the classwork during these times.

By doing their work during the recommended times, they can do digital activities at the same time as their classmates. Students have the opportunity to communicate and collaborate through Google Classroom and other online tools. Students who are not in the classroom can still build connections with their classmates and teachers during this time.



In Person Student
7:45 Check all Google Classrooms and watch all instructional/informational videos or materials that are posted.
Students travel to school
As students arrive, they will report to their 1st hour to silent read and check Google Classrooms
9:45 - 10:26 1st hour
10:30 - 11:11 2nd hour
11:15 - 11:56 3rd hour
11:56 - 12:26 Lunch in 3rd hour
12:30 - 1:11 4th hour
1:15 - 1:56 5th hour
2:00 - 2:45 6th hour

## In Person Students

Students who come to the school building will also have the responsibility to check all Google Classrooms to prepare for the upcoming lesson in school.

What is posted in Google Classrooms by teachers will often include a short instructional video. These could be introductions to key concepts, examples of questions or problems, reminders about important concepts from the previous lesson, information about an online tool or resource that will be used, or instructions to clarify an upcoming activity, assignment or project.

These Google Classroom posts will be posted by teachers after each school day. This provides students and families with the flexibility to check some or all of their Google Classrooms that afternoon/evening or the next morning before they return to the classroom.

## Bryant / Central / Emerson Elementary Sample Schedule & Expectations

### Elementary Teacher & Student Schedule

#### Teacher Schedule:\*\*

Contract time: 8:00 a.m. - 3:25 p.m.

8:00-8:10 a.m. Planning

8:10-11:00 a.m. Instruction

11:00-11:30 a.m. Lunch in classroom with students

11:30 a.m. - 1:10 p.m. Instruction

1:10-1:40 p.m. Duty free lunch

1:40-2:25 p.m. Online classroom preparation

2:25-3:25 p.m. Planning

\*\*Encore, Title I and Special Education will differ.

#### Student Schedule:

8:10-1:10—In person (5 hours)

Students will be required to complete 1.5 hours of online assignments at home or during their extended learning time (1:10-3:25 p.m.) each school day.

6.5 hours of instruction



### Elementary Hybrid Face to Face Schedule ~ Phase 4

#### In-person

This is just a template. Teachers will be 'tweaking' for individual class recess and bathroom breaks.

Elementary Teacher Schedule: Pre K- 5th	
8:00-8:10	Teacher Planning
8:10-8:30	Breakfast / Clean up / Announcements
8:30-11:00	Session 1
	Session 2
11:00-11:30	Lunch / Clean up / Activity in classroom
11:30-1:10	Session 3
	Session 4
1:10-1:40	Duty free lunch time
1:40-2:25	Virtual Teaching (available) Making contact with students
2:25-3:25	Teacher planning/recording/uploading lessons in Google Classroom

Session times are for teachers to teach core subject areas (ELA, Math, Science, Social Studies).

Buildings will determine recess and bathroom breaks for each class. This will ensure social distancing on playground and in hallways. Schedules will adjust for these times.

<b>Sample Elementary Online Schedule K-2</b>	
8:30-9:30	Writing
9:30-10:15	Independent Reading- Mini Phonics lesson
10:15-10:30	Snack and Move Around Break
10:30-11:00	STEAM
11:00-11:30	Lunch and Recess (screen time free)
11:30-12:00	ELA
12:00-12:45	Math
12:45-1:40	Encore Classes (via Google Classroom)
1:40-2:25	Teacher Contact Time
2:25-3:25	Teacher Planning and Uploading Lessons to Google Classroom

<b>Sample Elementary Online Schedule 3-5</b>	
8:30-9:30	Session 1: Math Lesson on Google Classroom
9:30-10:00	Encore Classes (via Google Classroom)
10:00-10:30	Independent Reading Time
10:30-11:00	Writing
11:00-11:30	Lunch and recess (screen time free)
11:30-12:30	ELA Classes (via Google Classroom)
12:30-1:40	Science/Social Studies (via Google Classroom)
12:45-1:40	Encore Classes (via Google Classroom)
1:40-2:25	Teacher Contact Time
2:25-3:25	Teacher Planning and Uploading Lessons to Google Classroom

Online students will have the opportunity to view lessons in Google Classroom and do lessons independently at home during the morning and early afternoon. Phone calls and Zoom meetings with teacher for additional support will take place from 1:40-2:45. See individual teacher schedule for times and links.

**Additional changes to the original Extended COVID-19 Learning Plan that have been implemented throughout the 2020-2021 school year for the support and safety of OPS students include:**

1. OPS Food Services began serving hot lunches to OPS students in October 2020.
2. OPS Transportation Services made modifications to bus routes and pickup locations.
3. MHSAA changes impacted athletic contests, such as adjustments to spectator allowance and face mask requirements.
4. MHSAA suspended athletic participation November 18, 2020 – December 8, 2020.

- **Please describe** how instruction for core academic areas will expose each pupil to the academic standards that apply for each pupil’s grade level or course in the same scope and sequence as the Owosso Public Schools had planned for that exposure to occur for in-person instruction.

The Owosso Public Schools full instructional plan can be found in the [MI Safe Schools Roadmap--Sample District Preparedness Plan](#).

**Curriculum and Instruction: Academic Standards**

The Owosso Public Schools curriculum for core academic areas is aligned to state standards and International Baccourlettee philosophy is embedded PreK-12 grade. Course outlines and lesson plans are designed and created by (IB) International Baccourlettee district leaders along with ILC (Instructional Leadership Council) members. These units, plans, maps are reviewed annually during grade level and department meetings. This ensures all teachers are teaching to standards as well as specific units of study.

As teachers navigate the wider usual range of competencies expected this fall, they will use the SLO (Student Learning Objectives) [SLO 2020-2021 Handbook](#) process as part of the teacher evaluation cycle. This system provides guidance to help them design new (or best utilize existing) pre-assessments to plan for differentiation of content, use results from pre-assessments to inform instruction and prioritize K-12 instructional standards for the 2020-2021 School Year. This management system will establish the range of student needs as they return to school in the fall, identify assessment ideas that allow students to demonstrate understanding in a variety of ways, assess and provide instruction in the content areas in face-to-face, virtual, and blended classroom environments, and incorporate well-being and SEL/trauma-informed practices into instruction.



All teachers should remember and embrace the following:

- Maslow hierarchy of needs
- Nurture a positive home climate for learning and parental involvement
- Establish and maintain remote classroom norms and learning routines
- Implement culturally responsive teaching practices
- Encourage student collaboration and discourse
- Create opportunities for and attend carefully to feedback
- Engage students in meaningful learning opportunities

- **Please describe** how pupil progress toward mastery of the standards described within this section will be graded or otherwise reported to the pupil and the pupil's parent or legal guardian.

The Owosso Public Schools will assess each student based on the curricula that were in place prior to the COVID-19 pandemic. Our assessment calendar has been established along with course syllabi that outlines expectations for all students PreK-12.

Owosso Public Schools uses standard based report cards for K-2 that are administered quarterly to parents to communicate progress on specific learning objectives. Students in grades 3-12 are scheduled to receive quarterly traditional report cards with assigned letter grades based on performance on classroom learning objectives and targets. These traditional grades translate into GPA (Grade Point Average) and high school credit at the high school level.

The district also communicates benchmark assessments including DRA (Developmental Reading Assessment), NWEA (NorthWest Educational Assessment) to all parents K-8. These individualized assessment results are included in quarterly traditional report cards. The district follows the IRIP (Individualized Reading Improvement Plan) which also communicates benchmark assessment results along with specific learning targets for each student that falls below specific cut lines. Growth is monitored three times per year and learning targets continue to be adjusted.

Owosso Public Schools utilizes PowerSchool which allows parents to monitor progress in grades 3-12. Parents are able to monitor progress in real time as assignments/assessments are entered into the gradebook by the assigned teacher. Parents and students are able to communicate through PowerSchool via email.

The district has established predetermined Parent/Teacher conferences that are built into the OEA (Owosso Education Association) contract. Teachers are expected to discuss assessment results along with progress toward specific course learning objectives. It is also expected that

professional staff make specific recommendations for improvement to parents and students. Specific goal setting strategies will be completed at the beginning of the year. Teachers will monitor and adjust learning goals and targets after each benchmark assessment.

### Equitable Access

- If delivering pupil instruction virtually, please **describe** how the Owosso Public Schools will provide pupils with equitable access to technology and the internet necessary to participate in instruction.

We all know that online learning is not as effective as in-person instruction, especially for elementary students. Children need the social and emotional benefits of school (routine, schedules, social interaction, consistency, etc.) and a lot of our students receive important services at school. For many of our students, school is the best and safest place for them to be. For all these reasons our goal was to give all of our students the opportunity to return five days a week.

PreK-5 grade students who selected online learning options and are in need of a technology device will receive a district ChromeBook. Procedures are in place to loan out these valuable learning tools. All 6th-12th grade students will receive a Chromebook for online or in-person instruction.

The district has extended Wi-Fi access points at three buildings including Owosso High School, Bryant and Emerson Elementary Schools. Students that do not have Wi-Fi access may use this access point so that connectivity is not an issue.

The district has also been in touch with Spectrum and Day Starr, our local Wi-Fi providers, to advocate for Owosso Public School families that may need assistance during this unprecedented time.

**Please describe** how the District/PSA will ensure that students with disabilities will be provided with equitable access to instruction and accommodation in accordance with applicable state and federal laws, rules, and regulations.

While ultimately parents/guardians have the choice and options for choosing learning options for their children, we know that for most students there is no substitute for in-person learning. Owosso Public Schools' staff, in coordination with the service providers from the Shiawassee RESD, will make the best of this situation and meet the needs of all children, including those with special needs. Special Education staff will be reviewing Individual Education Plans (IEPs), holding IEPs (when necessary), performing progress monitoring, and if additional testing is needed, a formal Review of Existing Evaluation Data (REED) meeting will be held.

The district's intention is to have IEP meetings in-person, but also understand that not all parents may be able to make it in or feel comfortable to attend in person. Therefore, the district will offer their attendance via Zoom if they so choose. Owosso Teachers and SRES staff will contact individual parents to schedule IEP meetings.

The delivery method for services may be different depending on the option that a parent chooses and will need to be discussed and handled on an individual basis with a child's special education providers. The key to success for each child in school will be open communication between staff and parents/guardians.

All special education services will be provided through the SRES. Case managers will be in contact with special education parents and students to establish a schedule for both in-person and online options for students to receive instruction and services. Masks may be required to be worn if in-person options are selected. Online students may receive in-person therapy sessions that are scheduled with a provider.

Owosso Public Schools has worked with the Shiawassee RESD and increased the number of social workers in the district over the past two years. Social workers will be prepared to work with all K-12 students by providing online social-emotional engagement strategies along with working directly with the district's in-person students. All IEP goals will be addressed. All students will have access to instruction and accommodation in accordance with applicable state and federal laws, rules, and regulations.

- **Optional Considerations for Owosso Public Schools Extended COVID-19 Learning Plans:**
  - 1. In addition to the students with disabilities noted above, please describe how the Owosso Public Schools will ensure that the needs of other vulnerable student populations, such as but not limited to, early English Learners and Fledgling/struggling students, are met.
  - 2. Please describe how the Owosso Public Schools will ensure that students will, during pandemic learning, have continued access to programs such as, but not limited to, Early Childhood, CTE, Early-Middle College, Dual Enrollment and Advanced Placement as applicable within the Owosso Public Schools.

Owosso Public Schools prides itself in meeting the needs of all learners and is prepared to meet the needs of all at-risk students. The district has a District Behavior Team that meets regularly to analyze student data and determine best supports. Programs that primarily have evolved from this team address behavioral and attendance needs. Programs that follow the MTSS (Multi-Tier Support

System) include: CICO (Check-in, Check-out) and Strive for 5.

Title I and At-Risk dollars have been allocated to support academic needs of all PreK-12 grade students.

Owosso Public Schools have developed a Phase IV and V plans to ensure all programs such as CTE, Dual-Enrollment, AP, and Early Childhood programs are options for qualified students to participate. These CTE hand-on programs are very valuable to the overall high school experience. These philosophical values helped drive the scheduling and decisions that were made during the planning of the upcoming 2020-2021 school year.

Preschool options were presented to parents to ensure preschool experiences were available to all students.

Please find the complete [Owosso Public Schools MI Safe Roadmap](#). This roadmap outlines the full instructional plans that addresses all supports for our learners within our system.

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**November 23, 2020**  
**Report 20-52**

**FOR ACTION**

Subject:

**New Policy 8450.05 – Emergency Temporary Telecommuting Policy (ETTP)**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt: **New Policy 8450.05 – Emergency Temporary Telecommuting Policy (ETTP)** as their first and final reading

Facts / Statistics:

The MIOSHA Emergency Rules that were issued on October 14, 2020 require that a temporary policy be instituted by the District regarding telecommuting. In response to this requirement, NEOLA has provided Policy 8450.05 which will sunset at the time that the MIOSHA Emergency Rules sunset.

It should be noted that in addition to this policy, the District will identify those classifications of employees that cannot feasibly work from home (telecommute) and add specificity to the reasons why an in-person work environment is needed. In addition, for those classification of employees where it is considered feasible for them to work from home, there is the opportunity for those employees to request to work “in-person”. In these instances, the employee must provide specific reasons, in writing, why they need to work “in-person”. This document must be submitted to the District for approval of the request. All documentation of compliance must be retained by the District for a period of three years.

Due to the fact that the MIOSHA rules took effect immediately after implementation on October 14, 2020, it is considered necessary to bring this to the Board for a first and final reading rather than the standard first and second readings as is typically done with proposed Board policies.

District Goal Addressed:

Compliance with MIOSHA requirements

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Board Ready Update 35-1
Title	Special Update - November 2020 New EMERGENCY TEMPORARY TELECOMMUTING POLICY (ETTP)
Code	po8450.05
Status	

#### 8450.05 - **EMERGENCY TEMPORARY TELECOMMUTING POLICY (ETTP)**

In order to protect the health and safety of the District's employees, to contain the spread of COVID-19, and in compliance with the Michigan Occupational Safety and Health Administration (MIOSHA) Emergency Rules, the Board of Education enacts this temporary emergency telecommuting policy for employees capable of performing their work assignment from home. For the duration of this policy, the District prohibits in-person work for employees to the extent that their work activities can feasibly be performed remotely. Such remote assignment for work activities shall be determined by the Superintendent.

Due to the nature of public education and the District's COVID 19 extended learning plan, not all employees are able to work remotely. Moreover, the nature of the District's business and operations requires daily interaction at the school buildings and at other designated facilities. Accordingly, this policy is temporary in nature and shall not be construed to create an entitlement to telecommute in the future, and it in no way changes the terms and conditions of employment with the District. This policy will cease to be in effect consistent with the end of the current COVID-19 health emergency, consistent with State law and applicable Executive Order/Rule, and as determined by the Superintendent and approved by the Board. Employees who are directed to work from home under this Policy will be notified by the Superintendent when to return to their regular work stations and locations. ~~Requests for continued telecommuting will be considered for qualified individuals with a disability who can perform the essential functions of the position with or without an accommodation.~~

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Legal Michigan Occupational Safety and Health Administration (MIOSHA)  
Emergency Rule - CORONAVIRUS DISEASE 2019 (COVID - 19)

Last Modified by Alexa Stechschulte on November 19, 2020

## **For Future Action**

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**November 23, 2020**  
**Report 20-53**

**FOR FUTURE ACTION**

Subject:

Leasing of buses

Recommendation

Resolve that the Board of Education authorize the Superintendent to sign a lease agreement with Tax Exempt Lease Corporation for two gas 77 passenger Blue Bird buses from Holland bus company to replace two buses that are coming off lease

Facts and Statistics

As was shared at the October 26 meeting, two buses are coming off of a three-year lease in December of 2020. From September through October, District personnel explored several different options in order to replace these need buses inclusive of purchasing through an independent bidding process, extending the current lease, purchasing in-stock new buses, purchase, or lease of used buses etc. The recommendation is to lease two in-stock buses from Holland bus company for a 42-month period from January 2021 through June of 2024 at a cost of \$15,173 annually for each bus. The follow provides the rationale for this recommendation:

1. Leasing has proven to be a beneficial method to maintain a more current fleet while maintaining a relatively low annual capital investment.
2. The District has the option to purchase the buses at the end of the lease period if this is considered to be financially viable and the buses have performed up to specifications.
3. The lease is based on a competitive pricing through the MSBO bus bid program with a discount applied from Holland for obtaining in-stock buses (refer to the table included in this report for comparison pricing).
4. Tax Exempt Leasing Corporation has dealt with other districts in the area and has had their lease agreement vetted through Thrun Law firm (refer to the sample lease provided) and has been found to be a reliable and compliant partner for these type of transactions.
5. The District has had a good relationship with Holland Bus company over the years and they have been found to be both reliable and responsible.
6. A 42-month lease allowing the next lease to end in June instead of December will allow for these buses to come off lease during a more appropriate time during the year to facilitate better transitions/replacements.

If authorized by the Board at the December meeting, the Superintendent will authorize Tax Exempt Leasing and Holland Bus company to move forward so that the two buses can be delivered in a timely fashion to assure continuity of bus services.

Motion

Seconded

Vote – Ayes

Nays

Motion



**COMPARISON PRICES**

**MSBO BIDS (Note: MSBO does not facilitate leasing so prices for leasing are not included for bus companies that were not found to be the lowest pricing)**

**77 PASSENGER BUSES**

<b>BIDDERS</b>	<b>PURCHASE PRICE</b>	<b>TYPE OF BUS (In-Stock)</b>	<b>BASE ANNUAL LEASE PRICE PER UNIT</b>	<b>TERM OF LEASE (years)</b>	<b># OF MILES PER YEAR</b>	<b>OPTIONAL PURCHASE PRICE AT END OF LEASE</b>
<b>Holland Bus Company, Holland, Michigan</b>	<b>\$82,000.00</b>	<b>GAS</b>	<b>\$15,173.17</b>	<b>3.5</b>	<b>15,000</b>	<b>\$47,551</b>
<b>Midwest Transit Equipment, Kankakee, IL</b>	<b>\$89,603.00</b>	<b>GAS</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
<b>Hoekstra</b>	<b>\$91,964.00</b>	<b>GAS</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

**PLEASE NOTE: This Sample contract, presented upon your request, may or may not contain the same language as the contract proposed after credit approval is obtained. As such, no negotiation of contract terms will occur until after credit approval and issuance of formal contract.**

## RENTAL AGREEMENT

**Renter**

**Lender**

**Federal ID#:**

**Federal ID#:**

**Dated as of**

This Rental Agreement dated as of the date listed above is between Lender and Renter listed directly above. Lender desires to rent the Equipment described in Exhibit "A" to Renter and Renter desires to rent the Equipment from Lender subject to the terms and conditions of this Agreement which are set forth below.

### I. Definitions

**Section 1.01 Definitions.** The following terms will have the meanings indicated below unless the context clearly requires otherwise:

"Agreement" means this Rental Agreement and all Exhibits and Addendums attached hereto, and all documents relied upon by Lender prior to the execution of this Agreement.

"Budget Year" means the Renter's fiscal year.

"Commencement Date" is the date when Renter's obligation to pay rent begins.

"Equipment" means all of the items of Equipment listed on Exhibit "A" and all replacements, restorations, modifications and improvements.

"Lender" means the entity originally listed above as Lender or any of its assignees.

"Original Term" means the period from the Commencement Date until the end of the Budget Year of Renter.

"Renewal Term" means the annual term which begins at the end of the Original Term and which is simultaneous with Renter's Budget Year, if applicable.

"Rental Payments" means the payments Renter is required to make under this Agreement as set forth on Exhibit "B".

"Rental Term" means the Original Term and all Renewal Terms.

"Renter" means the entity listed above as Renter and which is renting the Equipment from Lender under the provisions of this Agreement.

"State" means the state in which Renter is located.

### II. Renter Warranties

**Section 2.01 Renter represents, warrants and covenants as follows for the benefit of Lender or its assignees:**

- (a) Renter is authorized to enter into this Agreement, and has used such authority to properly execute and deliver this Agreement. Renter has followed all proper procedures of its governing body in executing this Agreement. The Officer of Renter executing this Agreement has the authority to execute and deliver this Agreement. This Agreement constitutes a legal, valid, binding and enforceable obligation of the Renter in accordance with its terms.
- (b) Renter has complied with all statutory laws and regulations that may be applicable to the execution of this Agreement.
- (c) Upon request by Lender, Renter will provide Lender with current financial statements, reports, budgets or other relevant fiscal information.
- (d) Renter presently intends to continue this Agreement for the Original Term and all Renewal Terms as set forth on Exhibit "B" hereto if applicable. The official of Renter responsible for budget preparation will include in the budget request for each Budget Year the Rental Payments to become due in such Budget year, and will use all reasonable and lawful means available to secure the appropriation of money for such Budget Year sufficient to pay the Rental Payments coming due therein. Renter reasonably believes that moneys can and will lawfully be appropriated and made available for this purpose.

### III. Use of Equipment and Rental Payments

**Section 3.01 Delivery and Acceptance.** Renter shall be solely responsible for the ordering of the Equipment and for the delivery of the Equipment. Renter has selected or will select all of the Equipment and the manufacturer or supplier thereof (the "Supplier(s)") and therefore acknowledges that Lender has not selected, manufactured, supplied or provided any Equipment. As soon as practicable after the date on which the Equipment has been delivered and determined by Supplier(s) to be ready for use at Renter's location (the "Acceptance Date"), Renter will execute a Certificate of Acceptance in the form attached and dated as of the Acceptance Date. If (i) no Event of Default has occurred, (ii) Lender receives such executed Certificate of Acceptance, all other documents and information required under this Agreement, and (iii) Lender receives appropriate invoices and related documents from Supplier(s), Lender shall pay the Supplier(s) for the Equipment. Renter shall arrange with the Supplier(s) for delivery of Equipment. All Equipment shall be shipped directly from Supplier(s) to Renter. Lender shall have no liability for any delay or failure by the Supplier(s) to deliver and install Equipment, or to perform any services, or with respect to the selection, testing, performance, quality, maintenance or support of the Equipment. Renter, at its expense, will pay all transportation, packing, taxes, duties, insurance, testing, maintenance and other charges in connection with the delivery and use of the Equipment. Lender hereby passes on to Renter any and all such warranties as may be provided to Lender by Supplier(s) of the Equipment, including any manufacturer or vendor warranties.

**Section 3.02 Rental Payments.** Renter shall pay Rental Payments exclusively to Lender or its assignees in lawful, legally available money of the United States of America. The Rental Payments shall be sent to the location specified by the Lender or its assignees. Lender shall have the option to charge interest at the highest lawful rate on any Rental Payment received later than the due date, plus any additional accrual on the outstanding balance for the number of days that the Rental Payment(s) were late. Lender shall also have the option, on monthly payments only, to charge a late fee of up to 10% of the monthly Rental Payment that is past due. The Rental Payments will be payable without notice or demand. Renter shall pay or, if requested by Lender, reimburse Lender for any and all sales, use, personal property, or other taxes, fees or assessments levied against or imposed upon the Equipment, its value, use or operation. Furthermore, Renter agrees to pay any fees associated with the use of a payment system other than check, wire transfer, or ACH.

**Section 3.03 Rental Payments Unconditional.** THE OBLIGATIONS OF RENTER TO MAKE RENTAL PAYMENTS AND TO PERFORM AND OBSERVE THE OTHER COVENANTS CONTAINED IN THIS AGREEMENT SHALL BE ABSOLUTE AND UNCONDITIONAL IN ALL EVENTS WITHOUT ABATEMENT, DIMINUTION, DEDUCTION, SET-OFF OR DEFENSE. Renter understands and agrees that neither the manufacturer, seller or supplier of any Equipment, nor any salesman or other agent of any such manufacturer, seller or supplier, is an agent of Lender. No salesman or agent of the manufacturer, seller or supplier of any Equipment is authorized to waive or alter any term or condition of this Agreement, and no representation as to Equipment or any other matter by the manufacturer, seller or supplier of any Equipment shall in any way affect Renter's duty to pay the Rental Payments and perform its other obligations as set forth in this Agreement.

**Section 3.04 Rental Term.** The Rental Term of the Agreement shall be the Original Term and all Renewal Terms until the end date as set forth on Exhibit B.

#### **Section 3.05 Disclaimers.**

- (a) LENDER, NOT BEING THE SUPPLIER OR THE AGENT OF ANY SUPPLIER, MAKES NO WARRANTY, REPRESENTATION OR COVENANT, EXPRESS OR IMPLIED, AS TO ANY MATTER WHATSOEVER, INCLUDING, BUT NOT LIMITED TO THE MERCHANTABILITY OF THE EQUIPMENT OR THEIR FITNESS FOR ANY PARTICULAR PURPOSE, THE DESIGN, QUALITY, CAPACITY OR CONDITION OF THE EQUIPMENT COMPLIANCE OF THE EQUIPMENT WITH THE REQUIREMENT OF ANY LAW, RULE, SPECIFICATION OR AGREEMENT, PATENT OR COPYRIGHT INFRINGEMENT, OR LATENT DEFECTS. LENDER SHALL HAVE NO LIABILITY WHATSOEVER FOR THE BREACH OF ANY REPRESENTATION OR WARRANTY MADE BY THE SUPPLIER(S). LENDER MAKES NO REPRESENTATION AS TO THE TREATMENT BY RENTER OF THIS AGREEMENT FOR FINANCIAL STATEMENT OR TAX PURPOSES. RENTER AGREES THE EQUIPMENT IS "AS IS." To the extent permitted by law, which Renter asserts is limited, Renter agrees, regardless of cause, not to assert any claim whatsoever against Lender for any indirect, consequential, incidental or special damages or loss, of any kind, including, without limitation, any loss of business, lost profits or interruption of service. Any action by Renter against Lender for any default by Lender under this Agreement shall be commenced within one (1) year after any such cause of action accrues.
- (b) Renter shall look solely to the Supplier(s) for any and all claims related to the Equipment. RENTER UNDERSTANDS AND AGREES THAT NEITHER SUPPLIER(S) NOR ANY SALESPERSON OR OTHER AGENT OF SUPPLIER(S) IS AN AGENT OF LENDER, NOR ARE ANY OF THEM AUTHORIZED TO WAIVE OR ALTER THIS AGREEMENT. No representation by Supplier(s) shall in any way affect Renter's duty to pay the Rental Payments and perform its obligations under this Agreement.

**Section 3.06 End of Rental Term Options.** Renter may, if no Event of Default then exists, (i) renew this Agreement for a period of not less than one (1) year at an annual Rental Payment to be determined at time of renewal, or (ii) return Equipment to the Lender pursuant to Section 3.07. Renter must provide Lender written notice of the option selected not less than 90 days prior to the end of the Rental Term or else it will be assumed that the Renter will return the Equipment pursuant to Section 3.07.

**Section 3.07 Surrender.** Once Renter has made all of the Rental Payments set forth under Exhibit B, Renter, at its sole expense, shall pay original supplier to teardown, remove, and for the return of Equipment to the Holland Motor Homes and Bus Company ("Holland") storage facility. Holland and Renter shall inspect the Equipment upon their removal, and the results of such

inspections shall be conclusive as to any damage to the Equipment above ordinary wear and tear. Renter shall be responsible for the prompt payment of any and all damages to or repair on in value of the Equipment. At the conclusion of the Agreement, the Renter hereby grants to Lender a ninety (90) day rent free period of time after termination to remove the Equipment.

#### IV. Appropriation

**Section 4.01 Appropriation.** Renter shall be obligated to appropriate sufficient money to make all the Rental Payments for the Original Term and each successive Renewal Term as each payment comes due. If Renter fails to make an appropriation of money to make any Rental Payment, then an Event of Default will be deemed to have occurred as set forth under Section IX below.

#### V. Insurance, Damage, Insufficiency of Proceeds

**Section 5.01 Insurance.** Renter shall maintain property insurance and liability insurance at its own expense with respect to the Equipment. Renter shall be solely responsible for selecting the insurer(s) and for making all premium payments and ensuring that all policies are continuously kept in effect during the period when Renter is required to make Rental Payments. Renter shall provide Lender with a Certificate of Insurance which lists the Lender and/or assigns as a loss payee and additional insured on the policies with respect to the Equipment. Renter shall insure the Equipment against any loss or damage in an amount at least equal to the then applicable Stipulated Loss Value of the Equipment. Renter may self-insure against the casualty risks described above. If Renter chooses this option, Renter must furnish Lender with a certificate and/or other documents which evidences such self insurance. Each policy issued or affected by this Section shall contain a provision that the insurance company shall not cancel or materially modify the policy without first giving thirty (30) days advance notice to Lender or its assignees. Renter shall furnish to Lender certificates evidencing such coverage throughout the Rental Term.

**Section 5.02 Damage to or Destruction of Equipment.** Renter assumes the risk of loss or damage to the Equipment. If the Equipment or any portion thereof is lost, stolen, damaged, or destroyed by fire or other casualty, Renter will immediately report all such losses to all possible insurers and take the proper procedures to obtain all insurance proceeds. At the option of Lender, Renter shall either (1) apply the Net Proceeds to replace, repair or restore the Equipment or (2) apply the Net Proceeds to the applicable Stipulated Loss Value. For purposes of this Section and Section 5.03, the term Net Proceeds shall mean the amount of insurance proceeds collected from all applicable insurance policies after deducting all expenses incurred in the collection thereof.

**Section 5.03 Insufficiency of Net Proceeds.** If there are no Net Proceeds for whatever reason or if the Net Proceeds are insufficient to pay in full the cost of any replacement, repair, restoration, modification or improvement of the Equipment, then Renter shall, at the option of Lender, either (1) complete such replacement, repair, restoration, modification or improvement and pay any costs thereof in excess of the amount of the Net Proceeds or (2) apply the Net Proceeds to the Stipulated Loss Value and pay the deficiency, if any, to the Lender.

#### VI. Title

**Section 6.01 Title.** Subject to Section 6.02 provisional, title to the Equipment shall vest in Renter upon execution of this Agreement. Provisional title to the Equipment will remain with the Renter throughout the Rental Term until it automatically transfers as noted below. Renter shall be responsible for the filing fees, charges, and any other costs associated with the registration of the provisional title. Renter agrees that Lender or its Assignee may execute any additional documents including financing statements, affidavits, notices, and similar instruments, for and on behalf of Renter which Lender deems necessary or appropriate to protect Lender's interest in the Equipment and in this Agreement. At the end of the term, and no later than the date Renter turns over possession of Equipment to Holland Motor Homes and Bus Company ("Holland") as designated by Lender, Renter shall execute and deliver to Holland such documents as Holland may reasonably request to evidence the passages of legal title to the Equipment to Holland acting as Lender's designee. Holding of provisional title by the Renter does not reflect Renter's ownership of the Equipment and is subject to Section 6.02.

**Section 6.02 Lender.** Renter acknowledges and agrees that Lender is sole and exclusive owner of the Equipment, and that by the execution of this Agreement, Renter shall not possess or obtain any Lendorship ownership interest, legal or equitable, in the Equipment, except solely as Renter hereunder and subject to the terms hereof. The Equipment is and shall at all times be and remain, personal property, notwithstanding that the Equipment or any part thereof may now be, or hereafter become in any manner affixed or attached to real property.

#### VII. Assignment

**Section 7.01 Assignment by Lender.** All of Lender's rights, title and/or interest in the Rental Payments may be assigned and reassigned in whole or in part to one or more assignees or sub-assignees by Lender at any time without the consent of Renter. No such assignment shall be effective as against Renter until the assignor shall have filed with Renter written notice of assignment identifying the assignee. Renter shall pay all Rental Payments due hereunder relating to such Equipment to or at the direction of Lender or the assignee named in the notice of assignment. Renter shall keep a complete and accurate record of all such assignments.

**Section 7.02 Assignment by Renter.** None of Renter's right, title and interest under this Agreement and in the Equipment may be assigned by Renter unless Lender approves of such assignment in writing before such assignment occurs.

#### VIII. Maintenance of Equipment

**Section 8.01 Maintenance.** Renter shall pay any and all fees, property taxes or other taxes, charges and expenses and comply with all laws related to the use, possession, and operation of the Equipment while it is in Renter's possession, including obtaining all approvals and permits related to the use and/or possession of the Equipment. Renter shall maintain and keep the Equipment in good repair and safe operating condition during the term of this Agreement in accordance to Supplier's recommendations including but not limited to regular maintenance of all HVAC equipment. Renter will be liable for all damage to the Equipment, other than normal wear and tear, caused by Renter, its employees or its agents. Renter shall not during the term of this Agreement create, incur or assume any levies, liens or encumbrances of any kind with respect to the Equipment except those created by this Agreement. Renter shall allow Lender to examine and inspect the Equipment at all reasonable times.

#### IX. Default

**Section 9.01 Events of Default defined.** The following events shall constitute an "Event of Default" under this Agreement:

- (a) Failure by Renter to pay any Rental Payment listed on Exhibit "B" for fifteen (15) days after such payment is due according to the Payment Date listed on Exhibit "B".
- (b) Failure to pay any other payment required to be paid under this Agreement at the time specified herein and a continuation of said failure for a period of fifteen (15) days after written notice by Lender that such payment must be made. If Renter continues to fail to pay any payment after such period, then Lender may, but will not be obligated to, make such payments and charge Renter for all costs incurred plus interest at the highest lawful rate.
- (c) Failure by Renter to observe and perform any warranty, covenant, condition, promise or duty under this Agreement for a period of thirty (30) days after written notice specifying such failure is given to Renter by Lender, unless Lender agrees in writing to an extension of time. Lender will not unreasonably withhold its consent to an extension of time if corrective action is instituted by Renter. Subsection (c) does not apply to Rental Payments and other payments discussed above.
- (d) Any statement, material omission, representation or warranty made by Renter in or pursuant to this Agreement which proves to be false, incorrect or misleading on the date when made regardless of Renter's intent and which materially adversely affects the rights or security of Lender under this Agreement.
- (e) Any provision of this Agreement which ceases to be valid for whatever reason and the loss of such provision would materially adversely affect the rights or security of Lender.
- (f) Renter admits in writing its inability to pay its obligations. Renter defaults on one or more of its other obligations. Renter applies or consents to the appointment of a receiver or a custodian to manage its affairs. Renter makes a general assignment for the benefit of Lenders.

**Section 9.02 Remedies on Default.** Whenever any Event of Default exists, Lender shall have the right to take one or any combination of the following remedial steps:

- (a) With or without terminating this Agreement, Lender may declare all Rental Payments and other amounts payable by Renter hereunder to the end of the full Rental Term to be immediately due and payable.
- (b) With or without terminating this Agreement, Lender may require Renter at Renter's expense to redeliver any or all of the Equipment to Lender as provided below in Section 9.04. Such delivery shall take place within 15 days after the event of default occurs. If Renter fails to deliver the Equipment, Lender may enter the premises where the Equipment is located and take possession of the Equipment and charge Renter for cost incurred. Renter will be liable for any damage to the Equipment caused by Renter or its employees or agents. If Lender, in its discretion, takes possession and disposes of the Equipment or any portion thereof, Lender shall apply the proceeds of any such disposition to pay the following items in the following order: (i) all costs (including, but not limited to, attorneys' fees) incurred in securing possession of the Equipment; (ii) all expenses incurred in completing the disposition; (iii) any sales or transfer taxes; and (iv) the balance of any Contract Payments due. Any disposition proceeds remaining after the requirements of clauses (i), (ii), (iii), (iv) have been met shall be retained by Lender. If there is a deficiency in the disposition proceeds to cover the items listed in clauses (i), (ii), (iii), (iv), Renter shall still be obligated to pay any outstanding balance due to Lender.
- (c) Lender may take whatever action at law or in equity that may appear necessary or desirable to enforce its rights. Renter shall be responsible to Lender for all costs incurred by Lender in the enforcement of its rights under this Agreement including, but not limited to, reasonable attorney fees.

**Section 9.03 No Remedy Exclusive.** No remedy herein conferred upon or reserved to Lender is intended to be exclusive and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement now or hereafter existing at law or in equity. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or shall be construed to be a waiver thereof.

**Section 9.04 Return of Equipment and Storage.**

- (a) Surrender: The Renter shall, at its own expense, surrender the Equipment to the Lender in the event of a default by delivering the Equipment to the Lender to a location accessible by common carrier and designated by Lender.

- (b) Delivery: The Equipment shall be delivered to the location designated by the Lender by a common carrier unless the Lender agrees in writing that a common carrier is not needed. When the Equipment is delivered into the custody of a common carrier, the Renter shall arrange for the shipping of the item and its insurance in transit in accordance with the Lender's instructions and at the Renter's sole expense. Renter at its expense shall completely sever and disconnect the Equipment or its component parts from the Renter's property all without liability to the Lender. Renter shall pack or crate the Equipment and all of the component parts of the Equipment carefully and in accordance with any recommendations of the manufacturer. The Renter shall deliver to the Lender the plans, specifications operation manuals or other warranties and documents furnished by the manufacturer or vendor on the Equipment and such other documents in the Renter's possession relating to the maintenance and methods of operation of such Equipment.
- (c) Condition: When the Equipment is surrendered to the Lender it shall be in the condition and repair required to be maintained under this Agreement. It will also meet all legal regulatory conditions necessary for the Lender to sell or lease it to a third party and be free of all liens. If Lender reasonably determines that the Equipment or an item of the Equipment, once it is returned, is not in the condition required hereby, Lender may cause the repair, service, upgrade, modification or overhaul of the Equipment or an item of the Equipment to achieve such condition and upon demand, Renter shall promptly reimburse Lender for all amounts reasonably expended in connection with the foregoing.

**X. Miscellaneous**

Section 10.01 Notices. All notices shall be sufficiently given and shall be deemed given when delivered or mailed by registered mail, postage prepaid, to the parties at their respective places of business as first set forth herein or as the parties shall designate hereafter in writing.

Section 10.02 Binding Effect. Renter acknowledges this Agreement is not binding upon the Lender or its assignees unless the Conditions to Funding listed on the Documentation Instructions have been met to Lender's satisfaction, and Lender has executed the Agreement. Thereafter, this Agreement shall inure to the benefit of and shall be binding upon Lender and Renter and their respective successors and assigns.

Section 10.03 Severability. In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

Section 10.04 Amendments, Addenda, Changes or Modifications. This Agreement may be amended, added to, changed or modified by written agreement duly executed by Lender and Renter. Furthermore, Lender reserves the right to directly charge or amortize into the remaining balance due from Renter, a reasonable fee, to be determined at that time, as compensation to Lender for the additional administrative expense resulting from such amendment, addenda, change or modification requested by Renter.

Section 10.05 Execution in Counterparts. This Agreement may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

Section 10.06 Captions. The captions or headings in this Agreement do not define, limit or describe the scope or intent of any provisions or sections of this Agreement.

Section 10.07 ARTICLE 2A WAIVERS. In the event that Article 2A of the Uniform Commercial Code is adopted under applicable state law and applies to this Agreement, then Renter, to the extent permitted by law, waives any and all rights and remedies conferred upon a Renter by Sections 2A-508 through 2A-522 of such Article 2A, including, but not limited to, Renter's rights to: (i) cancel or repudiate this Agreement; (ii) reject or revoke acceptance of the Equipment, Software or Services; (iii) claim, grant or permit a security interest in the Equipment in Renter's possession or control for any reason; (iv) deduct from Rental payments or other amounts due hereunder, all or any part of any claimed damages resulting from Lender's default, if any, under this Agreement; (v) accept partial delivery of the Equipment; (vi) "cover" by making any purchase or lease of, or contract to purchase or lease equipment in substitution for Equipment designated in this Agreement; and (vii) obtain specific performance, replevin, detinue, sequestration, claim and delivery or the like for any Equipment identified to this Agreement. To the extent permitted by applicable law, Renter also hereby waives any rights now or hereafter conferred by statute or otherwise which may require Lender to sell, lease or otherwise use any Equipment in mitigation of Lender's damages or which may otherwise limit or modify any of Lender's rights or remedies.

Section 10.08 Master Rental. This Agreement can be utilized as a Master Rental Agreement. This means that the Lender and the Renter may agree to the rental of the additional Equipment under this Agreement at some point in the future by executing one or more Additional Schedules to Exhibit A, Exhibit B, Exhibit C and Exhibit D as well as other exhibits or documents that may be required by Lender. For purposes of this section, the term "Additional Schedule" refers to the proper execution of additional Schedules to Exhibit A, Exhibit B, Exhibit C and Exhibit D as well as other exhibits or documents that may be required by the Lender all of which relate to the renting of additional Equipment. Additional Schedules will be consecutively numbered on each of the exhibits which make up the Additional Schedule and all the terms and conditions of the Agreement shall govern to each Additional Schedule.

Section 10.09 Entire Writing. This Agreement constitutes the entire writing between Lender and Renter. No waiver, consent, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both parties, and then such waiver, consent, modification or change shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, representations, conditions, or warranties, express or implied, which are not specified herein regarding this Agreement or the Equipment rented hereunder. Any terms and conditions of any purchase order or other documents submitted by Renter in connection with this Agreement which are in addition to or inconsistent with the terms and conditions of this Agreement will not be binding on Lender and will not apply to this Agreement.

Section 10.10 Choice of Law. This Agreement shall be governed according to the laws of the State of the Renter.

Lender and Renter have caused this Agreement to be executed in their names by their duly authorized representatives listed below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

**EXHIBIT A**  
**DESCRIPTION OF EQUIPMENT**

**RE: Rental Agreement dated as of, between (Lender) and (Renter)**

---

Below is a detailed description of all the items of Equipment including quantity, model number and serial number where applicable:

Lease Term:

SAMPLE

Physical Address of Equipment after Delivery : \_\_\_\_\_

**EXHIBIT B**  
**PAYMENT SCHEDULE**

**RE: Rental Agreement dated as of, between (Lender) and (Renter)**

---

Date of First Payment:  
 Total Number of Payments:  
 Number of Payments Per Year:  
 Lease Term:

<u>Pmt No.</u>	<u>Due Date</u>	<u>Rental Payment</u>	<u>*†Stipulated Loss Value</u>
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\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Printed Name and Title

*\*Assumes all Rental Payments due to date are paid*

*†Stipulated Loss Value is not Fair Market Value (FMV), and should not be interpreted as same. FMV, as referenced in 3.06, can only be obtained from Lender at end of term.*

EXHIBIT C  
CERTIFICATE OF ACCEPTANCE

RE: Rental Agreement dated as of, between (Lender) and (Renter)

I, the undersigned, hereby certify that I am a duly qualified representative of Renter and that I have been given the authority by the Governing Body of Renter to sign this Certificate of Acceptance with respect to the above referenced Agreement. I hereby certify that:

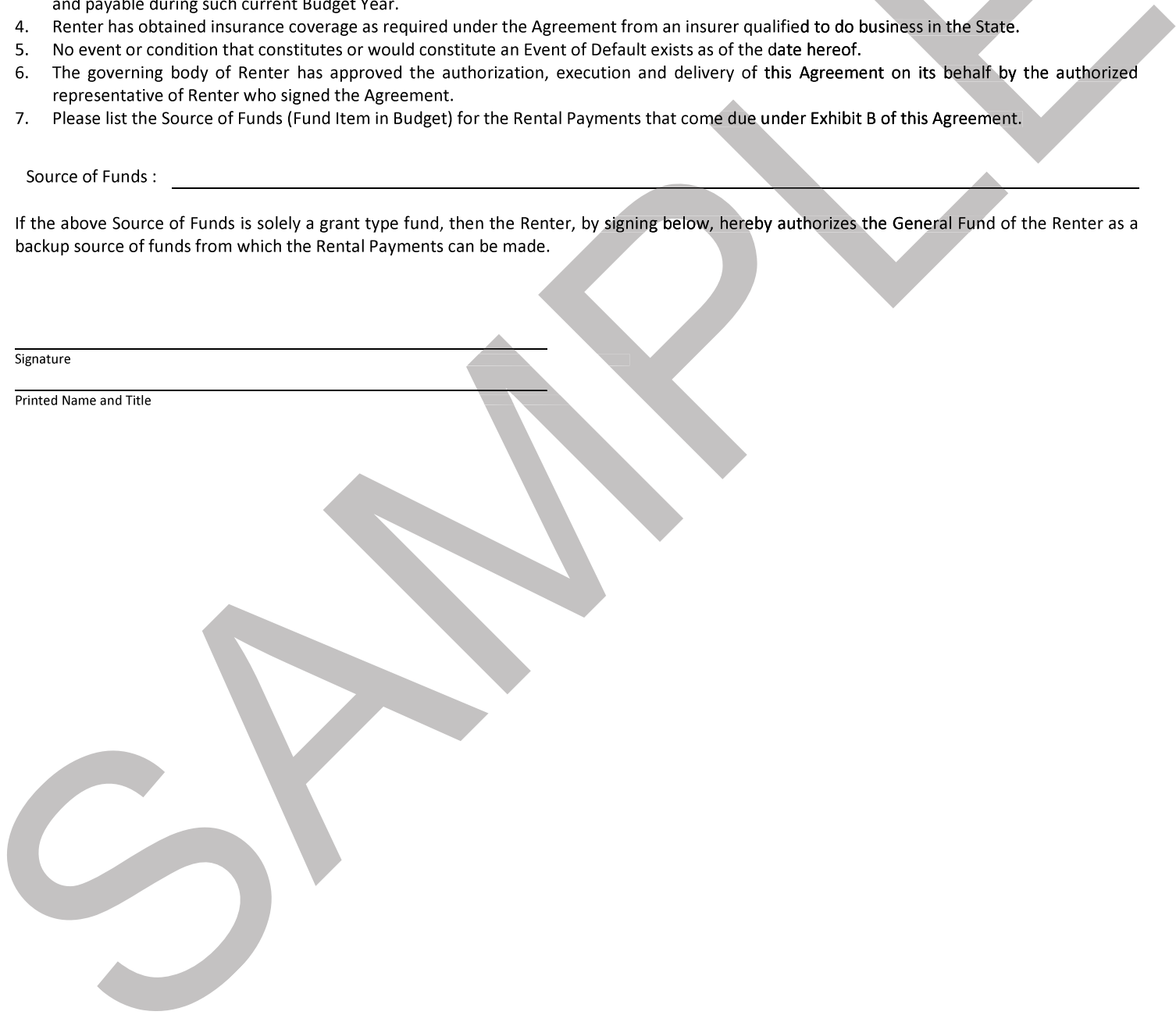
1. The Equipment described on Exhibit A has been delivered and installed in accordance with Renter's specifications.
2. Renter has conducted such inspection and/or testing of the Equipment as it deems necessary and appropriate and hereby acknowledges that it accepts the Equipment for all purposes.
3. Renter has appropriated and/or taken other lawful actions necessary to provide moneys sufficient to pay all Rental Payments required to be paid under the Agreement during the current Budget Year of Renter, and such moneys will be applied in payment of all Rental Payments due and payable during such current Budget Year.
4. Renter has obtained insurance coverage as required under the Agreement from an insurer qualified to do business in the State.
5. No event or condition that constitutes or would constitute an Event of Default exists as of the date hereof.
6. The governing body of Renter has approved the authorization, execution and delivery of this Agreement on its behalf by the authorized representative of Renter who signed the Agreement.
7. Please list the Source of Funds (Fund Item in Budget) for the Rental Payments that come due under Exhibit B of this Agreement.

Source of Funds : \_\_\_\_\_

If the above Source of Funds is solely a grant type fund, then the Renter, by signing below, hereby authorizes the General Fund of the Renter as a backup source of funds from which the Rental Payments can be made.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title





**EXHIBIT D**  
**CERTIFICATE OF AUTHORIZATION**

**RE: Rental Agreement dated as of, between (Lender) and (Renter)**

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1. **Determination of Need.** The Governing Body of Renter, either through direct board action or indirectly through its officers, officials or other authorized representatives, has determined that a true and very real need exists for the acquisition of the Equipment described on Exhibit A of the Rental Agreement ("Agreement") dated as of, between (Renter) and (Lender).
2. **Approval and Authorization.** The Governing Body of Renter, either through direct board action or indirectly through its officers, officials or other authorized representatives has determined that it is in the best interest of the Renter to enter into a lease substantially in the form of the Agreement to finance the purchase of the Equipment described on Exhibit A of the Agreement. The Governing Body of Renter has duly authorized the individuals listed below to execute the Agreement and all documents related thereto on behalf of the Renter. Such authorization derives from either direct board action or indirectly through established policies and procedures or bylaws all as allowed by law.

**Authorized Individual(s):** \_\_\_\_\_

(Printed or Printed Name and Title of individual(s) authorized to execute the Agreement)

3. **Adoption.** The signatures below from the designated individuals of the Governing Body of the Renter evidence the adoption of this Certificate of Authorization

**Signature:** \_\_\_\_\_

(Signature of Secretary, Board Chairman or other member of the Governing Body)

**Printed Name & Title:** \_\_\_\_\_

(Printed Name and Title of individual who signed directly above)

**Attested By:** \_\_\_\_\_

(Signature of one additional person who can witness the passage of this Resolution)

**Printed Name & Title:** \_\_\_\_\_

(Printed Name and Title of individual who signed directly above)



**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**November 23, 2020**  
**Report 20-54**

**FOR FUTURE ACTION**

Subject:

Contract for School Nurse

Recommendation

Resolve that the Board of Education authorize the Superintendent to contract for a school nurse through a local agency at cost not to exceed that of the grant award for this purpose with any resulting contract being provided to the Board for information

Facts and Statistics

The District was awarded approximately \$110,000 of CARES Competitive Equity funding. The grant was written to procure need nursing services for the students and staff of the District and must be spent by September 30, 2021. Contracting for these services through a local agency is considered to be a more practical and financially viable option rather than the District hiring for these services directly based on the following rationale:

- Nursing services are not part of the core competencies of District personnel therefore contracting through a local agency would allow for the District to utilize their expertise for procuring the needed services.
- Contracting allows for more flexibility into the future for hours, timing and amount of services provided.
- Local agencies may have a better ability to attract candidates to the position given their ability to promote long term stability for the position.
- Typically, the cost of the district directly employing for these types of services is more expensive than contracting due to the benefit structure, inclusive of retirement costs, experienced by the school district.
- The District has had success with contracting with local agencies for professional services ex. contracting with the City of Owosso for liaison officers.
- Partnering with local agencies creates good will and promotes future collaboration for other endeavors

If the Board moves forward with approval for this authorization at the December meeting, this will allow the Superintendent to pursue contracting for these needed services in a more expedient manner thus allowing for services to begin sooner for students and staff vs. waiting for an actual contract to be constructed.

Motion

Seconded

Vote – Ayes

Nays

Motion

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**November 23, 2020**

**Report 20-55**

**FOR FUTURE ACTION**

Subject:

Declaration of Obsolete Material – Bus #98-28

Recommendation

Resolve that the Board of Education authorize the Owosso Public School’s Transportation department to dispose of a bus that can no longer meet the transportation needs of students

Facts/Statistics:

Pursuant to Board Policy #7300, “the Board shall direct the periodic review of all District property and authorize the disposition by sale, donation, trade, or discard of any property not required for school purposes”. The bus is not expected to pass inspection and it is being requested that the bus be disposed of to avoid it being red tagged. The information regarding the bus is as follows:

- Bus #98-28
- 247,939 miles
- VIN #1HVBBAAP1VH495882

If authorized by the Board, the District will pursue scrapping or putting the bus up for sale utilizing a method that is suitable and brings the highest dollar. Proceeds from the sales of the bus will be returned to the general fund.

Motion

Seconded

Vote – Ayes

Nays

Motion

## **For Information**



OWOSSO PUBLIC SCHOOLS

*Ready for the World*

## COVID-19 PREPAREDNESS AND RESPONSE PLAN

Prepared on June 1, 2020

October 22, 2020 revisions based on the October 14, 2020 MIOSHA Emergency Rules

**Disclaimer:** *While we have made every attempt to ensure that the information contained in this document has been obtained from reliable sources, Owosso Public Schools is not responsible for any errors or omissions or for the results obtained from the use of this information. All information is provided "as is," with no guarantee of the completeness, accuracy, timeliness or of the results obtained from the use of this information, and without warranty of any kind, express or implied, including, but not limited to warranties of performance, merchantability, and fitness for a particular use. In no event will Owosso Public Schools, its Board of Education or staff thereof be liable to you or anyone else for any decision made or action taken in reliance on the information presented here or for any consequential, special or similar damages, even if advised of the possibility of such damages.*

## COVID-19 PREPAREDNESS AND RESPONSE PLAN

Owosso Public Schools takes the health and safety of our employees seriously. We are all living through the spread of COVID-19 and the need for certain employees to continue in-person work. Owosso Public Schools is committed to reducing the risk of exposure to COVID-19, and we are ready to provide a healthy and safe workplace for our employees, students, and guests.

The Owosso Public Schools COVID-19 Preparedness and Response Plan is in accordance with MIOSHA Emergency Rules for Coronavirus disease 2019 (COVID-19), the OSHA Guidance on Preparing Workplaces for COVID-19, and the latest guidance from the Centers for Disease Control (CDC). Because the COVID-19 situation is frequently changing, the need for modifications may occur based on further guidance provided by the CDC, OSHA, and other public officials at the state or local levels. The purpose of this plan is to minimize employee exposure to SARS-CoV-2. Owosso Public Schools is focused on three lines of defense:

1. Limiting the number of people together at the same time in the same place,
2. Sanitizing all areas, and
3. Requiring appropriate personal protection equipment including masks in common areas

**Note:** Owosso Public Schools may amend this Plan based on changing requirements and the needs of our district.

The plan will be made readily available to employees and labor unions. The plan will be made available via the Owosso Public Schools website [www.owosso.k12.mi.us](http://www.owosso.k12.mi.us) and hard copy.

The spread of COVID-19 in the workplace can come from several sources:

- Co-workers
- Students
- Guests - visitors/vendors

Owosso Public Schools has determined our employees fall into one of the following categories as defined by the OSHA Guidance on Preparing Workplace for COVID-19:

- **Lower Exposure Risk Jobs.** These jobs do not require contact with known or suspected cases of COVID-19 nor frequent close contact (for example, within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers.
- **Medium Exposure Risk Jobs.** These jobs are those that require frequent or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. Examples are most jobs at manufacturing plants, construction sites, schools, high-volume retail settings, and other high-population-density work environments.

## COVID-19 WORKPLACE COORDINATORS (TASK FORCE)

Owosso Public Schools has designated the following staff member as our COVID-19 Workplace Coordinator: Bev White, Human Resources Director; [white@owosso.k12.mi.us](mailto:white@owosso.k12.mi.us) or 989-729-5671.

**The Coordinator's responsibilities include:**

- Implementing, monitoring, and reporting on Owosso Public Schools' COVID-19 control strategies
- Staying up to date on federal, state, and local guidance

- Incorporating those recommendations into our workplace
- Training our workforce on control practices, proper use of personal protective equipment, the steps employees must take to notify our district of any COVID-19 symptoms or suspected cases of COVID-19.
- Determining if remote work (telecommuting) is feasible on a case-by-case basis
- Reviewing HR policies and practices to ensure they are consistent with this Plan and existing local, state, and federal requirements

## RESPONSIBILITIES OF OWOSSO PUBLIC SCHOOLS ADMINISTRATORS, DIRECTORS, AND SUPERVISORS

All Owosso Public Schools administrators/directors/supervisors must be familiar with this plan and be ready to answer questions from employees. Additionally, Owosso Public Schools expects that all administrators/directors/supervisors will set a good example by following this plan. This includes practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Administrators, directors, and supervisors must encourage this same behavior from all employees.

Owosso Public Schools will require and maintain a record of all employee trainings, employee and visitor workplace screenings, and employer notices for at least one year from the time of the record's creation.

Owosso Public Schools will:

- Keep everyone on the worksite premises at least six feet from one another to the maximum extent possible.
- Provide all necessary personal protective equipment for protection from SARS-CoV-2 appropriate to the exposure risk. The following personal protective equipment will be provided:
  - Face coverings/shields
  - Antiseptic hand sanitizers
  - Gloves
  - Disinfectant sprays and wipes
  - No contact thermometers
  - Plexiglas barriers in main offices
- Ensure required face coverings be worn by all students, staff, and guests upon entry into any of the buildings and in accordance with [MDHHS Emergency Order Under MCL 333.2253](#). Face coverings are available to all staff. Please contact your supervisor. If a staff member is unable to wear a face covering due to a medical condition, they must complete and return the following form to human resources: [Employee Face Covering Medical Exemption Request](#).
- Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (e.g., door handles), paying special attention to parts, products, and shared equipment (e.g., copy machines).
- Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace. Tasks outlined in the [Custodial Cleaning Checklist](#) are completed daily to ensure and document cleaning protocols are followed.
- Place posters that encourage cough and sneeze etiquette, proper hand hygiene, social distancing, and having the employee stay away from the workplace when sick
- When an employee is identified with a confirmed case of COVID-19, within 24 hours, notify both:
  1. The local public health department, and

2. Any co-workers, contractors, students, parents or suppliers, that can be identified who may have encountered a person with a confirmed case of COVID-19.
  - Conduct a daily entry self-screening protocol for all employees and/or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
  - Train employees on how to report unsafe work conditions.

## DISINFECTION OF ENVIRONMENTAL SURFACES

Owosso Public Schools will increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (e.g., door handles), paying special attention to parts, products, and shared equipment (e.g., tools, machinery, vehicles). Director of Operations, John Klapko will make cleaning supplies available to employees upon entry and at the worksite.

Director of Operations, John Klapko, will be responsible for seeing that the environmental surface in the workplace is cleaned and disinfected. Frequency of such disinfection will be determined in part by factors such as when and how often the environmental surfaces are potentially exposed to COVID-19 (SARS-CoV-2). When choosing cleaning chemicals, Owosso Public Schools will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against COVID-19 (SARS-CoV-2) based on data for harder to kill viruses. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

## RESPONSIBILITIES OF EMPLOYEES

We are asking each of our employees to help with our prevention efforts while at work. Owosso Public Schools understands that to minimize the impact of COVID-19 at our facilities, everyone needs to play their part. We have instituted several best practices to minimize exposure to COVID-19 and prevent its spread in the workplace. This includes specific cleaning efforts and social distancing. While here at work, all employees must follow these best practices for them to be effective. Beyond these best practices, we require employees to report to their administrators, directors or supervisors immediately if they are experiencing signs or symptoms of COVID-19. If employees have specific questions about this Plan or COVID-19, they should ask their administrator, director, supervisor or contact human resource director.

## COVID-19 Training

Owosso Public Schools shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements. All employees are required to watch and complete the assessments for the following SafeSchools training videos:

- Coronavirus; Managing Stress and Anxiety
- Coronavirus; Preparing Your Household
- Coronavirus; CDC Guidelines for Making and Using Cloth Face Coverings
- Coronavirus; Cleaning and Disinfecting Your Workplace
- Coronavirus Awareness

## OSHA AND THE CDC PREVENTION GUIDELINES

OSHA and the CDC have provided the following preventive guidance for all workers, regardless of exposure risk:



- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with anyone who is sick.
- Maintain appropriate social distance of six feet to the greatest extent possible.

## EMPLOYEES ARE EXPECTED TO MINIMIZE COVID-19 EXPOSURE BY:

- Cleaning work stations at the beginning and end of each shift;
- Avoiding, when possible, the use of other employees' phones, desks, offices, or other work tools and equipment;
- Frequently washing hands with soap and water for at least 20 seconds;
- Utilizing hand sanitizer when soap and water are unavailable;
- Avoiding touching their faces with unwashed hands;
- Avoiding handshakes or other physical contact;
- Avoiding close contact with sick people;
- Practicing respiratory etiquette, including covering coughs and sneezes;
- Immediately reporting unsafe or unsanitary conditions on school premises;
- Complying with Owosso Public Schools' daily screening processes;
- Seeking medical attention and/or following medical advice if experiencing COVID-19 symptoms; and
- Complying with self-isolation or quarantine orders.

Additionally, employees must familiarize themselves with the symptoms and exposure risks of COVID-19. The primary symptoms of COVID-19 include the following:

- Dry cough;
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever (either feeling feverish or a temperature of 100.4 degrees or higher)
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Individuals with COVID-19 may also have early symptoms such as, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as an atypical cough or shortness of breath, do not report to work. You must also notify your supervisor immediately and are strongly encouraged to seek medical treatment. Similarly, if employees come into close contact with someone showing these symptoms, they must notify their supervisor and human resources immediately. We have the responsibility to work to identify and notify all employees who have close contact with individuals with COVID-19 symptoms. "Close contact" is not brief or incidental contact with a person with COVID-19 symptoms.



The CDC defines “close contact” as either:

- Being within six feet of an infected person for at least 15 minutes starting from two days before illness onset (or, for asymptomatic clients, two days prior to positive specimen collection) until the time the patient is isolated, or
- Having direct contact with infectious secretions of a COVID-19 infected person or a person with any COVID-19 symptom(s) (i.e., being coughed on).

## HEALTH AND SAFETY PREVENTATIVE MEASURES FOR OWOSSO PUBLIC SCHOOLS

Owosso Public Schools has put several best practices and measures in place to ensure the health and safety of identified groups of individuals. With each group of individuals, our plan is focused on three lines of defense – limiting the number of people together at a time, sanitizing all areas and requiring appropriate personal protection equipment.

Owosso Public Schools will increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (for example, door handles). Owosso Public Schools will make cleaning supplies available to employees upon entry and at the worksites. Tasks outlined in the [Custodial Cleaning Checklist](#) are completed daily to ensure and document cleaning protocols are followed.

### MINIMIZING EXPOSURE FROM CO-WORKERS

Owosso Public Schools takes the following steps to minimize exposure from co-workers to COVID-19 by educating employees on protective behaviors that reduce the spread of COVID-19 and providing employees with the necessary tools for these protective behaviors, including:

#### General Education:

- Posting CDC information, including recommendations on risk factors
- Providing tissues and no-touch trash bins to minimize exposure to infectious secretions
- Informing employees of the importance of good hand hygiene. Regularly washing hands with soap and water for at least 20 seconds is one of the most effective ways for employees to minimize exposure to COVID-19. If soap and water are not readily available, employees should use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer.
- Encouraging good hand hygiene by ensuring that adequate supplies of soap and hand sanitizer are maintained and placing hand sanitizers in multiple locations.
- Discouraging handshaking and encouraging the use of other non-contact methods of greeting
- When possible, avoid the use of other employees’ phones, desks, offices, other work tools and equipment, and other commonly touched surfaces.
- If the above cannot be avoided, clean and disinfect them before and after use

#### Social Distancing and Engineering Controls:

- Limit in-person meetings
- Restrict the number of workers present on-site to no more than necessary
- Promote remote work as much as possible if practical
- Encourage and require social distancing to the greatest extent possible while in the workplace
- Encourage employees to minimize ridesharing. If this cannot be avoided, while in vehicles, employees must ensure adequate ventilation
- Do not share food utensils and food with other employees

- Prohibit sharing tools and equipment, when possible
- Installing physical barriers (such as clear plastic sneeze guards) between coworkers or between workers and customers to the best extent possible.

## CHECKLIST FOR EMPLOYERS WHEN EMPLOYEE TESTS POSITIVE FOR COVID-19

- Treat positive test results and “suspected but unconfirmed” cases of COVID-19 the same.
- If the source of infection is known, identify if it was at the workplace or outside.
- If the infection was contracted inside the workplace, notify workers’ compensation carrier.
  - Place the employee on workers’ compensation leave following worker’s compensation guidelines; and
  - Record the infection in the employer’s OSHA 300 log.
- Consider and then include employee benefit plans that may be available including: FMLA, PTP, paid sick leave, etc.
- Ask employee if they grant the employer permission to disclose the fact that the employee is infected.
  - If yes:
    - Notify employee’s administrator(s), director(s) or supervisor(s) that employee is infected with COVID-19 and is out on leave.
    - For everyone else, respond to inquiries by disclosing employee is on a leave of absence for non-disciplinary purposes.
  - If no:
    - Notify employee’s administrator(s), director(s) or supervisor(s) only that employee is on a leave of absence for non-disciplinary purposes.
  - Regardless of yes or no:
    - Disclose identity of employee to any required notification to OSHA or the health department.
- Notify employee’s co-workers who may have come into contact with employee at work within the past 14 days that they may have been exposed to COVID-19 and may wish to see a healthcare provider.
  - Not required to notify other office locations unless the employee visited those sites within past 14 days.
- DO NOT identify the infected employee by name and to the greatest extent possible, avoid making any direct or indirect references that would lead co-workers to identity of the employee.
- For employees who had close contact with employee in past 14 days, send them home for a 14-day self-quarantine.
- Respond to inquiries by CDC or public health authorities as received.

## RESTRICT EMPLOYEES FROM THE WORKPLACE IF THEY DISPLAY SYMPTOMS OF COVID-19

- For employees who are completing in-person work, health assessments and/or questionnaires prior to entry into the facility.
- Any employee with COVID-19 symptoms will be immediately separated from other individuals and sent home.
- The ability to work remotely will be encouraged where possible.
- Guidance from the employee’s health care provider on their return to work date will be required.

## ACTIVELY ENCOURAGE SICK EMPLOYEES TO STAY HOME

- A statement regarding Owosso Public Schools' PTO program, Families First Coronavirus Response Act Policies, and posters may be posted in common places as well as on the employee shared IT drives. If employees have questions regarding use of emergency paid sick time, employees should contact Human Resources.
- Owosso Public Schools will follow state and federal guidance for return to work guidance.
- Guidance from the employee's health care provider may also be considered

## IF AN EMPLOYEE HAS A CONFIRMED CASE OF COVID-19, OWOSSO PUBLIC SCHOOLS ENSURES THE FOLLOWING:

- We will communicate with co-workers
- We will work with our local health department to provide them with the name of any identified employees that may have been exposed
- We will report cases to OSHA via their reporting/recordkeeping requirements
- Owosso Public Schools will follow CDC and State guideline protocols for return to work, including workplace contact tracing and CDC-recommended cleaning and disinfecting in all affected areas
- Guidance from the employee's health care provider will also be considered
- We will perform increased environmental cleaning and disinfection
  - We will all routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
  - After using an Owosso Public Schools vehicle, employees are responsible for cleaning and disinfecting the vehicle. Cleaning and disinfecting supplies shall be provided by the district.
  - Eliminate/restrict work-related travel if possible and limit employees' exposure to employee who traveled until we can confirm traveling employee does not have COVID-19 symptoms
  - Monitor and respond to absenteeism
  - We have a flexible work environment where individual departments can work remotely and at different times.

## OTHER CONSIDERATIONS

- Community Resource
  - Shiawassee County Health Department at 989-743-2318.

## MINIMIZING EXPOSURE FROM THE OUTSIDE OF OUR WORKFORCE INCLUDING CUSTOMERS, AND TEMPORARY OR CONTRACT LABOR

- Owosso Public Schools practices are evaluated to ensure safety and health of all individuals. This is done on a phased approach. Beginning with appointment only onsite meetings, virtual meetings, and finally transitioning to onsite meetings with appropriate precautions when that time comes.
- **Social distancing practices to be observed:**
  - In person meetings are to be made by appointments only
  - A face covering shall be required for all visitors entering into the workplace
  - Limit the number of visitors allowed into workplace to the extent possible

- Minimize face to face contact
- Information is posted throughout the worksite educating individuals on ways to reduce the spread of COVID-19
- Any individual entering one of Owosso Public Schools facilities may have a questionnaire to be completed prior to entry.
- Individual symptoms will be observed and individuals displaying symptoms of COVID-19 will be removed from the workplace.

## MINIMIZING EXPOSURE FROM THE VISITORS/VENDORS

All business partners that work within Owosso Public Schools will be provided a copy of this plan upon request. The plan will also be available on the Owosso Public Schools website [www.owosso.k12.mi.us](http://www.owosso.k12.mi.us).

- When possible, Owosso Public Schools will limit the number of visitors in the facility.
- Any individual entering one of the Owosso Public Schools facilities may have to complete a questionnaire completed prior to entry.
- All deliveries will be handled through a designated drop off location as designated by the building administrator at each facilitator.

## MINIMIZING EXPOSURE FROM THE GENERAL PUBLIC

Business practices are evaluated to ensure safety and health of all individuals. This is done on a phased approach. Beginning with appointment only onsite meetings, virtual meetings, and finally transitioning to onsite meetings with appropriate precautions.

- Social distancing practices to be observed:
  - Six-foot distances are marked in areas where individuals might gather/wait
  - Limit number of individuals allowed into workplace and office areas to the extent possible
  - Minimize face to face contact
  - Computer workstations positioned at least six feet apart
- Information is posted Owosso Public Schools' facilities educating individuals on ways to reduce the spread of COVID-19
- Any individual entering Owosso Public Schools facilities may have to complete a questionnaire completed prior to entry.
- Individual symptoms may be assessed of COVID-19 and individuals with symptoms will be removed from the workplace.

This plan is based on information and guidance from the CDC and OSHA at the time of its development. The safety of our employees and visitors remain the top priority at Owosso Public Schools. We recognize that all individuals are responsible for preventing the spread of COVID-19 and reduce the potential risk of exposure to our workforce and visitors. As the COVID-19 outbreak continues to evolve and spread, Owosso Public Schools is monitoring the situation closely and will update our guidance based on the most current recommendations from the CDC, World Health Organization (WHO), OSHA and any other public entities.

## OFFICE REGULATIONS

- Assign dedicated entry point(s) for all employees to reduce congestion at the main entrance.
- Take steps to reduce entry congestion and to ensure the effectiveness of screening.
- Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.



- Increase distancing between employees by spreading out workspaces, staggering workspace usage, restricting non-essential common space (e.g., cafeterias).
- Prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office.
- Post signs about the importance of personal hygiene.
- Disinfect high-touch surfaces in offices (e.g., whiteboard markers, restrooms, handles) and minimize shared items when possible (e.g., pens, remotes, whiteboards).
- Institute cleaning and communications protocols when employees are sent home with symptoms.
- Notify employees if the employer learns that an individual (including a customer, supplier, or visitor) with a confirmed case of COVID-19 has visited the office.
- Suspend all nonessential visitors to the extent possible.
- Restrict all non-essential travel, including in-person conference events.

## EMPLOYEES' SELF-MONITORING

The following employees should **not** report to work and, upon notification to the employee's administrator, director or supervisor and Human Resources, will be removed from the regular work schedule:

- Employees who display COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting, whether or not accompanied by a formal COVID-19 diagnosis;
- Employees who, in the last 14 days, have had close contact with and/or live with any person having a confirmed COVID-19 diagnosis; and
- Employees who, in the last 14 days, have had close contact with and/or live with any person displaying COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting.

Such employees may only resume in-person work upon meeting all return-to-work requirements, defined below under "Return to Work Requirements".

### Daily Screenings

To prevent the spread of COVID-19 and reduce the potential risk of exposure, Owosso Public Schools will screen employees on a daily basis through required employee self-monitoring and daily screenings to the best extent possible.

Employees are asked to complete the following [Staff Health Screening Questionnaire Related to COVID-19](#) before entering the worksite.

Employees who develop symptoms during their shift must immediately report to their supervisor and/or Human Resources.

Guests are asked to complete the following [Guest Health Screening Questionnaire Related to COVID-19](#) before entering any Owosso Public Schools building.

## RETURN TO WORK REQUIREMENTS

Employees who were themselves diagnosed with COVID-19 may only return to work upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the test-based strategy or the non-test-based strategy.

The test-based strategy is preferred but relies upon the availability of testing supplies and laboratory capacity. Under this strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- Resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from two consecutive nasopharyngeal swab specimens collected at least 24 hours apart.

Under the non-test-based strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- At least 7 days have passed since symptoms first appeared.

Employees who came into close contact with, or live with, an individual with a confirmed diagnosis or symptoms may return to work after 14 days have passed since the last close contact with the diagnosed/symptomatic individual.

Employees are typically required to submit a release to return to work from a healthcare provider; given the current stressors on the healthcare system, Owosso Public Schools may accept written statements from employees confirming all the factors supporting their release.

Please refer to School Liaison Toolkit [School Liaison Toolkit \(SCHD\)](#) for additional guidance and questions related to COVID-19 exposure and return to work. Additional information regarding COVID-19 can be found on the Owosso Public Schools website [Owosso Public Schools COVID-19 Links](#).

## WORKPLACE FLEXIBILITIES AND POTENTIAL BENEFITS FOR EMPLOYEES AFFECTED BY COVID-19

Owosso Public Schools may temporarily suspend the assessment of all attendance points for eligible absences relating to documented COVID-19 absences.

In addition, employees may be eligible for paid and unpaid leaves of absence; for example, the Families First Coronavirus Response Act (FFCRA), currently through December 31, 2020. Please see information below regarding the FFCRA.

Employees may be permitted to utilize available paid-time off provided under Company policy concurrently with or to supplement any approved leave.

### FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)

Under the Emergency Paid Sick Leave Act (“EPSLA”), employees may seek up to two weeks (i.e., 10 business days) of paid leave for the following reasons:

- Subject to a federal, state, or local quarantine or isolation order related to COVID-19;
- Advised to self-quarantine due to concerns related to COVID-19;
- Experiencing symptoms of COVID-19 and seeking a medical diagnosis;

- Caring for an individual subject to a quarantine or isolation order or advised to self-quarantine due to concerns related to COVID-19;
- Caring for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions; and
- Experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretary of the Treasury and the Secretary of Labor. (Please note, the Secretary of Health and Human Services has not defined conditions which trigger this subpart under the EPSLA.)

For full-time employees, two weeks of leave equates to 80 hours; for part-time employees, two weeks of leave equates to a number of hours equivalent to the number of hours usually worked in a two-week period.

Paid leave for reasons 1, 2, and 3, above, is paid at the employee's regular rate of pay, capped at \$511/day. Paid leave for reasons 4, 5, and 6, above, is paid at a rate equivalent to two-thirds of an employee's regular rate of pay or minimum wage, whichever is greater, capped at \$200/day.

Under the Emergency Family and Medical Leave Expansion Act, employees may seek up to twelve weeks of leave to care for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions. The first two weeks of leave, which run concurrently with the EPSLA leave, may be unpaid; the remaining ten weeks of leave are paid at a rate equivalent to two-thirds of an employee's regular rate of pay or minimum wage, whichever is greater, capped at \$200/day.

Please contact Human Resources to complete the required forms and to provide documentation relating to FFCRA.

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education**  
**November 23, 2020**

**Report 20-56**

**FOR INFORMATION**

Subject:

Personnel Update

**Accepted Positions**

Brenda Tomlinson has accepted the Paraprofessional position at Bryant Elementary.

Marleigh Flagg has accepted the Paraprofessional position at Owosso Middle School.

Amanda VanHuylenbrouck has accepted the Paraprofessional position at Owosso Middle School.

Brittnie Dailey has accepted the Paraprofessional position at Bentley Bright Beginnings.

Richard Hird has accepted the Maintenance/Grounds position.

Cory Lepley has accepted the Custodian II position at Owosso Middle School.

Catheryn Leader has accepted the Custodian II position at Washington/Emerson Elementary Schools.

**Resignations**

Cloe Kregger, Paraprofessional at Owosso Middle School has submitted her letter of resignation effective November 5, 2020.

Megan Yando, Paraprofessional at Bentley Bright Beginnings has submitted her letter of resignation effective October 16, 2020.