



1. Call to Order

2. Pledge of Allegiance

3. Oath of Office

4. Election of Officers

5. Building Reports:
 Celebrate Kids! – Bryant Elementary
 School Board Member Recognition Month
 Andrew Pond and Lucy Popovitch – Board of Education Student Representative

6. Board Correspondence: Superintendent’s Report and Curriculum Director’s Report

7. Public Participation

8. For Action

Consent Agenda:		
December 12, 2016 Minutes-----	Report 16-49	Page 1
December 12, 2016 Committee of the Whole Board Meeting Minutes-----	Report 16-50	Page 8
January 9, 2017 Committee of the Whole Board Meeting Minutes-----	Report 16-51	Page 13
Current Bills-----	Report 16-52	Page 15
Financials-----	Report 16-53	Page 24
Bylaws Resolution-----	Report 16-54	Page 27
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Retainer – School Attorneys-----	Report 16-56	Page 29
Authorization for Superintendent to Accept Resignations-----	Report 16-57	Page 30
Designation of Financial Institutions/Authorized Signers-----	Report 16-58	Page 31
Sinking Fund Project Administration/Spicer Contract-----	Report 16-59	Page 33
VEI Great Lakes Trade Show, Rosemont, IL-----	Report 16-60	Page 42
OHS 2017 choral Experience in New York, NY-----	Report 16-61	Page 43
Personnel – New Hire-----	Report 16-62	At Place
Revised Bylaw 0100/Revised Policies 7540, 7540.01 & 7540.02 First Reading-----	Report 16-63	Page 48
New Policy 1619/Revised Policies 3419/4419, 1619.01/3419.01/4419.01 1619.02/3419.02/4419.02 First Reading-----	Report 16-64	Page 67
New Policy 2628 First Reading-----	Report 16-65	Page 90
Revised Policy 3142 First Reading-----	Report 16-66	Page 93
Revised Policy 6424 First Reading-----	Report 16-67	Page 96
New Policy 6605, Revised Policy 5830, Revised Policy 9700 First Reading-----	Report 16-68	Page 99
Revised Policy 8321 First Reading-----	Report 16-69	Page 111

9. For Future Action

Budget Revision General Fund-----	Report 16-70	Page 125
Budget Revision School Service Fund-----	Report 16-71	Page 128

10. For Information

Personnel Update-----	Report 16-72	Page 130
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11. Public Participation

12. Board Reports: Board Member Comments/Updates

13. Upcoming Board Meeting Dates:

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

Important Upcoming Dates:

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

14. Adjournment:

BOARD GUARANTEE (Adopted May 2006)

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

Therefore, we guarantee that:

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

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

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

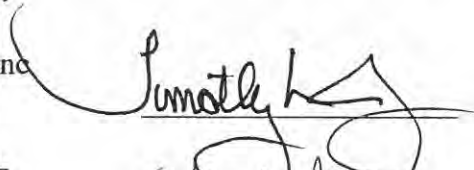
We will do our part to work as a team with administrators, teachers, support staff, parents, students and citizens so that the entire learning atmosphere of our school will be one of warmth and caring. We will do this by becoming a part of district committees such as cross-functional, professional governance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

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

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

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


Timothy Jenc
President



Rick Mowen
Vice-President



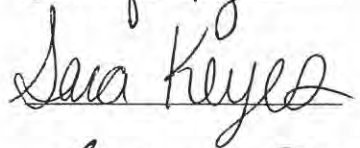
Cheryl Paez
Treasurer



Shelly Ochodnicky
Secretary



Sara Keyes
Trustee



Janice Opanasenko-Lubkin
Trustee



Marlene Webster
Trustee



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



OWOSSO PUBLIC SCHOOLS

Ready for the World

BOARD OF EDUCATION NORMS

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



OWOSSO PUBLIC SCHOOLS

Ready for the World

Public Participation at Board Meetings

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

OWOSSO PUBLIC SCHOOLS
Board of Education Minutes
December 12, 2016
Report 16-49

President Jenc called the meeting of the Board of Education to order at 7:01 pm. The meeting was held in the media center located at Owosso High School, 765 E. North Street, Owosso, Michigan.

Present: Jenc, Keyes, Mowen, Ochodnicki, Paez, Opanasenko-Lubkin, Webster

President Jenc made a motion to make an amendment to the consent agenda to add MASB Board of Directors Nomination, support by Mowen, motion carried unanimous.

Pledge of Allegiance

Building Reports

Superintendent Tuttle introduced OMS Principal Mr. Rich Collins. Mr. Collins introduced Owosso Middle School Social Studies Teachers Mrs. Karen Michalec and Mr. Zeb Perrin who will be talking about a specific activity done at the Middle School with the Social Studies classes during the month of December. December is the month of Caring at OMS. Mrs. Michalec shared some of the activities that are going on at the Middle School; Student Counsel has been going to the Salvation Army to separate and distribute Toys for Tots and Salvation Army bell ringing at Kroger's; Student Counsel is going every other Monday to the Baby Pantry to sort clothes; the 6th grade supports and sponsors families of Middle School students. This is the third year the sixth grade has sponsored families. They were able to support 22 families this year. As a staff we have donated 20 turnkey dinners.

Mrs. Michalec introduced Mr. Perrin who will be reporting on the warm scarves initiative. Mr. Perrin reported, Mrs. Michalec had seen the idea in another community; with the scarves was a note "we are not lost, please take us, if you are warm and you need something for the winter time". Mrs. Michalec and Mr. Perrin thought it would be a good idea to create a competition between their classes to see who could raise the most money and donate scarves and open it up to mittens, hats and money. The money would be used to purchase scarves. Ideally, the goal was to raise enough for every student to put a scarf downtown. The goal was met with approximately 650 scarves so everyone had a scarf to take downtown. We had approximately an extra \$300 which will be used to make some blessing bags to distribute and the remainder of the money will be used to sponsor a food bank truck for the spring. Mrs. Michalec and Mr. Perrin are working with the Greater Lansing Food Bank. This will give the students an opportunity to see their donations in use. Mr. Perrin reported, while the students were placing scarves downtown he was approached from an individual from Davenport University who inquired what the students were doing. He reported the individual stated he would like to incorporate this type of activity in his lesson plan.

Mr. Collins, gave a preview of the Owosso Middle School Facebook page stating the goal is to post something everyday engaging that is happening at the Middle School to Celebrate Kids!

Superintendent Tuttle introduced Jeanine Ignash, President of District V of the MSBOA to present a prestigious award to one of our finest teachers.

Mrs. Ignash, Director at Ovid-Elsie and second year as President of District V announced she has the wonderful pleasure to present the plaques to Mr. Mike Tolrud for District V Teacher of the Year. Mrs. Ignash and the other Directors have nominated Mr. Tolrud for the MSBOA State Teacher of the Year. He is one of three nominees of the State Band Director of the year. This will be voted and decided January 21st at the annual conference in Grand Rapids. If chosen, Mr. Tolrud will go to the Michigan Youth Art Festival and conduct a selection for one their ensembles there.

Superintendent Tuttle stated Mike exemplifies everything we want from our teachers at Owosso. He has a loving family. Whoever hired him made a great decision. "You are absolutely a Class Act Mike"

Mr. Mike Tolrud expressed his gratitude. Without the great kids and the support of the administration this would not be possible. The thing that attracted me to Owosso was the understanding of the importance that the arts play in a well-rounded student and program. Thank you for continuing to support the fine arts in Owosso.

Dr. Tuttle reported, the talent runs in the family, Elizabeth Tolrud qualified to play in the Michigan Middle School All-State Band. There were over 2,500 students who auditioned to be accepted in one of the five possible bands, orchestras and jazz bands. Elizabeth is one of the first flutes from OMS to ever make it into the select ensemble. The ensemble will perform January 19-21st at the DeVoss Performing hall in Grand Rapids.

Student Representative Lucy Popovitch this is the second week of the can drive with a lot of fund raisers going on. Spirit week is currently going on with hat day, selling Lances cookies, pajama day, selling hot chocolate and ugly Christmas sweater day. Every third hour we are having a competition to see who can raise the most money. The winner will have breakfast mad for them by Mrs. Bratschi and Mrs. Burzmor. Some of the staff have volunteered to have buckets placed in their room and if they raise their goal they will do a crazy thing. The student counsel has also gotten in on the competition and if they raise \$50 they will have to eat something gross in front of the school. Other fund raisers are; at the basketball games 50/50 raffle tickets; can drive t-shirts; teachers' pay \$20 for a month for casual for a cause and Home Alone will be showing on December 20th. The ABC 12 5:00 a.m. was cancelled and a pep assembly will be held instead. Wishing everyone a Merry Christmas!

Board Correspondence

Superintendent Tuttle reported the Board and Student Representative Holiday packages this year consist of a variety of things produced by students and staff and some are from local stores including Apple Tree Lane. The Food Service Department made a cookie tray for all. This is a small gratitude for what you do for our district.

This is Janice's Trustee Opanasenko-Lubkins's last board meeting with us. She has serviced our district with Integrity, class, dignity, respect for 13 years and she has done so with great leadership and we have had a lot of Board members come and go during her tenure and she has mentored them. She is genuinely going to be missed. I have heard it from a lot of our Administrative team as well as our Board members.

We are excited to have Mr. Krauss on board. Dr. Tuttle presented Mrs. Opanasenko-Lubkin with a plaque of appreciation. Thank you and I hope you will continue with the Board.

Superintendent Tuttle reported we have officially joined the Flint Metro league. Things will pretty much stay the same. This will begin in the fall of 2017.

The Food Service department had a random health inspection the other day which was challenging. Mr. John Klapko and Mrs. Michele Prince did an outstanding job. They had a great inspection and audit from the health department.

The Senior Citizens Breakfast was a great success with almost 400 in attendance. Kudos to Community Education Director, Jessica Thompson.

The High School Head Football Coach interviews had four groups; community members, administrators, youth football coaches and students. A total of eight candidates were interviewed and it has been narrowed to two finalists.

Bentley Bright Beginnings had an outstanding holiday celebration with 70 families visiting Santa that night.

It is so impressive to see the talent of the band performances that would have blown you away, the choir performance and the elementary performances.

At Lincoln Alternative High School students have started Java Da Hut under the direction of Mrs. Kelly. The Mission Statement is "*Java da Hut* makes and serves coffee to the students and staff of Lincoln High School in a professional, business like manner to make the school a happy, welcoming, and positive atmosphere anyone will want to keep coming to." If you are in the building in the morning sign up for a cup of coffee. The students are working in marketing and investing.

The Girls Basketball team won a basketball game ending the 44 game not winning streak. That was cool to see the reaction of students, parents and the community. Under Coach Graham's direction of doing things differently.

A Bryant Elementary classroom has adopted five soldiers and their units sending care packages.

Emerson Elementary has been notorious for filling the most amount of Toys for Tots boxes. This year they filled five complete boxes.

A local author visited Central Elementary and talked to students about setting goals.

All elementary participated in the code as technology and coding will be in some shape or form.

You may begin to notice the various furniture in buildings. Next time you will see some really cool furniture in the OHS media center. The District is trying to get away from traditional furniture. The question has been asked, does our facilities inspire our kids to learn? We are starting with the furniture.

The ABC 12 5:00 a.m. Spirit Assembly has been cancelled. The Student Counsel has planned something much more engaging.

Superintendent Tuttle complimented on an outstanding staff and wished all a very happy holiday season!

Dr. Selleck reported it is very exciting our airplane groups are highlighted in Flying Wire. The students are highlighted for the ultra-light. The girls in engineering program received another \$2,500 donation from Louise Wilson and IBM matches the donation. This is a total donation of \$10,000 for the program. Dr. Selleck would like to invite Louise Wilson sometime in January who is an Owosso graduate. Ms. Wilson came from meager means that supported her and eight siblings. She is currently a top executive at IBM and proud to give back to students. It is a great to have that opportunity. The Agriscience CTE Program application has been signed, sealed and delivered to the State of Michigan. The Aeronautics application will soon be completed.

Dr. Selleck reported she received from very good news from the counseling staff and administrators. Every year the state through the Perkins dollars for Career Technical Education looks at each district across the state and uses a formula to determine the money that will be allocated. This is based upon the programs that are offered; giving programs that are in high demand and high paying earning jobs and our students not only attending one year of the course, but minimally attending 2 years of the course becoming a completer. In addition, they look at the number of enrollees and the scores of exit exams for college credit. In 2013-14 our added cost dollars to Owosso Public Schools was \$38,000; in 2014-15 43,900; in 2015-16 \$80,600 and this year, based on last year's performance and enrollment, I am happy to report the added cost dollars to Owosso Public Schools is \$136,676. That money is to go back to the students in improving our Career Tech programs.

Public Participation

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

Mr. Tom Manke of *Friends and Community Owosso and Shiawassee News and Views* reported great news for Owosso. Mr. Manke stated Owosso has been picked up as being a mean average city in America by Time magazine. Time magazine did an article regarding the Person of the Year and Trump was picked as person of the year. Owosso was used as being the why did the vote go the way it did. Owosso has been known as being a weather vane, 13 out of the last 14 elections Owosso has taken. This election, I called it in June and the reason I could call it in June was. I could take all of the information from the primary. The big news is this community out of all of the communities out of the United States and our percentages and our mind sets, has nothing to do with race, color or creed; it is how we think. This community is the mean in this country. Owosso is America and America is Owosso. Time magazine, of all the communities they could have picked, came here and interviewed three of our local residents and a person from Saginaw. We

should be happy, Owosso is America. They could not do that with any other city. Diversity is alive and well.

For Action

- Moved by Mowen, supported by Opanasenko-Lubkin to approve the November 28, 2016 regular Board meeting minutes, November 28, 2016 closed session minutes, current bills, and financials as presented. Motion carried unanimously.
- Moved by Opanasenko-Lubkin, supported by Mowen to resolve the Board of education authorize the disposal of the following obsolete material. Motion carried unanimously.

Owosso Transportation Department:

1996 65 passenger Blue Bird School bus, VIN #1HVBBAAPZTH399116 with 244,417 miles

Owosso High School:

Drum – used for freshmen band but no longer of use

- President Jenc proudly reported Superintendent Dr. Tuttle received a highly effective evaluation from the Board of Education. President Jenc Congratulated Dr. Tuttle, stating she does a great job. The evaluation is completed independently by each Board member and the final evaluation is completed cumulative by the Board as a whole. Superintendent Tuttle is evaluated on the areas of; Governance and Board Relations, Community Relations, Staff Relations, Business and Finance, Instructional Leadership, Student Growth and Progress Towards District Wide Goals. If anyone would like to view Dr. Tuttle's evaluation, it will be posted on the District web site.
- Moved by President Jenc, supported by Mowen to approve the rolling three-year contract for Superintendent Dr. Andrea Tuttle through June 30, 2020. Secretary Ochodnicky conducted roll call vote. Ayes: Webster, Paez, Ochodnicky, Mowen, Jenc, Keyes, Opanasenko-Lubkin, motion carried unanimously.
- Moved by Jenc, supported by Mowen to nominate Board Trustee Marlene Webster for the Michigan Association of School Board (MASB) Board of Directors. Motion passed unanimously. Trustee Marlene Webster accepted the nomination.

For Future Action

The Board of Education will be asked to authorize the Superintendent to enter into a contract with Spicer Group for retention of their services for the Sinking Fund Project Administration and professional design services where required for the projects slated for the Summer of 2017.

The Board of Education will be asked to approve the out-of-state travel by Owosso High School students to attend and compete in the VE Great Lakes Trade Show, February 2-4, 2017.

The Board of Education will be asked to approve the out-of-state travel for Owosso High School Choir students and teacher Jessica Nieuwkoop on a trip to New York City, New York March 31-April 3.

For Information

Superintendent Dr. Tuttle reported Dena Church has accepted the 2.5-hour Food Service Worker position at Bryant Elementary; Jeanne Pahl has accepted the 3.25-hour Food Service Worker position at Bryant Elementary; Kim Faugh-Newberry has resigned her 3.25-hour Food Service Worker position at Bryant Elementary, but will continue to sub as a food service worker as needed.

Public Participation

Olga Quick, Band Booster member requested if water could be a consideration on the visitor concession stand side at Willman Field. The Band Boosters use this during football season and do not have water. It would be nice if the Board could consider the possibility of bringing water to that concession stand as part of the sinking fund projects.

Board Reports

President Jenc expressed his gratitude to Janice Opanasenko-Lubkin for being a friend and for all of the wonderful things she does and has done over the years. President Jenc also expressed his gratitude for the Christmas basket and looks forward to it each year.

Janice Opanasenko-Lubkin expressed her appreciation for the 13 years she has had the opportunity to be on the Board working with all of the staff, students and other Board members. She stated it is a remarkable district and sees nothing but good in the future.

Sara Keyes stated she has not been on the Board very long with Janice, but she feels she has known her longer stating she has been so welcoming and kind and always willing to help her out. She stated she will miss Janice. It is so good to hear our students are active in the community especially at the MS and it is so important to grow their roots here in the community. When you are involved you want to stay involved. She expressed her gratitude for the gift baskets. Mrs. Sara Keyes stated in reference to the Superintendent Evaluation, Dr. Tuttle makes it so easy carrying herself with such integrity and respect. Superintendent Tuttle is so support of the entire district with no hidden agenda. She expressed her gratitude to Dr. Tuttle for everything she does. Happy Holidays to everyone.

Marlene Webster stated it is great to be part of such a great team. She expressed to Janice Opanasenko-Lubkin, it has been a pleasure to serve with you and how positive you are, the great questions that you ask and we are going to miss you. It is a loss for us. Mrs. Webster expressed her gratitude to Mrs. Michalec and the Middle School for the care packages. Currently they are serving 15-20 people every night and expect the number to go up after the holidays and as the weather gets colder. The support of the community has been incredible. It is a great community and a great season to bring that out to share and care together.

Cheryl Paez expressed to Janice Opanasenko-Lubkin how much she has enjoyed working with her. Mrs. Paez congratulated Mr. Tolrud on his award. She also expressed her gratitude for the holiday basket.

Shelly Ochodnický expressed to Janice Opanasenko-Lubkin she is sincerely going to miss her. Throughout the years of knowing her was summed up as "One Classy Lady". Stating she brings a lot of class, integrity, a lot of knowledge, your passion and love for being here. Mrs. Ochodnický expressed her gratitude to the community, being a part of the Lincoln me day, five moms and five babies have been adopted this year. I also get the honor of being a part of the American Women's Auxiliary and we were able to adopt a family who is raising their grandchildren. This will be expanded and a one sheet application will be created for Veteran's families for our community and school to give winter coats, gas cards and meals.

Rick Mowen expressed his gratitude of a privilege of working with Janice Opanasenko-Lubkin and her leadership over the years. Dr. Tuttle mentioned about the culinary Arts program and this year our church did a harvest dinner on election day. Chef Poyner prepared the menu and foods. The comments received was the most successful dinner yet, the food was great, the kids were awesome. Mr. Mowen also stated he has been honored to know Mr. Tolrud since he has been here stating he is a great guy. Mr. Mowen expressed his gratitude for the holiday baskets. The gifts from the students are much more appreciated than those from off of a shelf. What the students put together are from the heart. It is such a surprise of what we receive. He expressed his gratitude to all and thanked Janice Opanasenko-Lubkin for her dedication. Mr. Mowen wished everyone a safe and happy holiday.

Upcoming Meeting Dates

Upcoming Board Meeting Dates:

January 9: Board Subcommittee Meeting 5 pm

January 23: Regular Board Meeting, 7 pm

Important Upcoming Dates:

December 13: OMS Choir Concert 7:30 p.m.

December 14: Bryant Gingerbread Houses – Kindergarten 1:00 p.m.

December 15: Bryant Movie Night 4:00 p.m.

December 15: OHS Vocal Music Concert 7:30 p.m.

December 16: ABC 12 Can Drive Assembly 5:30 a.m. **(Cancelled)**

December 16: LHS Blood Drive 10:00 am -2:30 pm

December 17: Michigan Alternative HS Association State Volleyball Tournament – OHS 8:00 am

December 20: OMS IB Learner/Athlete of the Month Breakfast

Dec. 21-Jan 3: No School: Holiday Recess

January 4: School Resumes

January 5: Bryant Student of the Month 8:00 a.m.

January 12: Bryant 1st Grade Field Trip – Comstock Inn 9:00 a.m.

January 12: PTO Snowball Dance – Central Gym 6:00 p.m.

January 17: Bryant Bake Sale

January 19: Bryant Movie Night 4:00 p.m.

January 20: Students half Day – Teacher Work Day PM (End of First Semester)

Adjournment

Moved by Mowen, supported by Ochodnicky to adjourn at 8:02 p.m. motion carried unanimously.

Minutes recorded by Bev White

Respectfully submitted,

Shelly Ochodnicky, Secretary

OWOSSO PUBLIC SCHOOLS
Board of Education Committee of the Whole Meeting Minutes
December 12, 2016

Report 16-50

President Jenc called the Board of Education Committee of the Whole to order at 5:13 pm. The meeting was held at the Owosso High School Media Center, 765 E. North Street, Owosso, MI 48867.

Present: Timothy Jenc, Sara Keyes, Rick Mowen, Shelly Ochodnicki, Janice Opanasenko-Lubkin, Cheryl Paez, Marlene Webster, Superintendent Andrea Tuttle, Lea Andrea, Bev White

Pledge of Allegiance

Public Participation

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

There were no comments from the public.

Superintendent Tuttle stated the purpose is to establish the process of alignment of the vision and goals of the Board as they relate to facilities. The Board will be asked questions as part of an exercise in establishing the framework to develop the guiding principles to align District Goals with Facilities.

Introductions

Superintendent Tuttle introduced Mr. Lee Andrea of Kingscott who led the discussion with the Board.

Facilities Vision

Mr. Lee Andrea stated the goal is to have the board reflect on a number of issues as they related to the Mission/Vision statements and develop "big picture" goals for the District as they related to facilities. The goals will be used as a guideline for the Community Committee as they develop a recommendation for the District Facilities Master Plan.

Step 1 is to validate the District Mission Statement

The **International Baccalaureate** aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

Owosso Public Schools develop students who can participate and contribute as active, productive members of an ever-changing technological society. As the largest school district in Shiawassee County, Owosso Public Schools provides unique 21st Century learning opportunities supported by unparalleled academic and enrichment opportunities.

Student success is our passion at Owosso Public Schools. We are committed to student engagement, high achievement, and innovation, from preschool to high school. We focus on literacy, science, technology,

engineering, mathematics, fine arts, world languages, and entrepreneurship. Owosso High School was ranked in the top 7 percent of high schools in the nation for the second consecutive year. Owosso Middle School and Owosso High School are International Baccalaureate (IB) World Schools offering the IB Middle Years Programme. IB teaching philosophies are used district-wide.

Facility Maintenance and Upgrade Plan

Mr. Andrea led the discussion with Board asking a series of questions that will be used to develop the Guiding Principles for the Community Committee. The following is a summary of the questions and answers:

- 1 What advantages does OPS have in attracting/retaining students over neighboring districts?
 - a. Great CTE Programs
 - b. International Baccalaureate (IB) program
 - c. Strong Band Program
 - d. Strong Fine Arts
 - e. Wide variety of class offerings
 - f. Seven period day
 - g. Strong Alternative Education Program
 - h. Elementary programs including Global Studies, Music, Art, Tech, Science, Sports
 - i. STEAM programming starting from Bentley Bright Beginnings Early Childhood
 - j. Great Staff!

- 2 What disadvantages does OPS have in attracting/retaining students over neighboring districts?
 - a. Athletic success
 - b. Old Middle School building
 - c. K-5, 6-8 grade level configuration (change from former K-6, 7-8 configuration)
 - d. Public socio-economic perceptions
 - e. School population sizes (number of students in Bryant and Emerson Elementary Schools)

- 3 Do OPS facilities have an effect in attracting/retaining students over neighboring districts?
 - a. Yes!
 - b. Size and age of Facilities not favorable
 - c. Socio-economic perceptions
 - d. Comparison to neighboring districts facilities not favorable

- 4 What programs are critical to ‘unique 21st Century learning opportunities supported by unparalleled academic and enrichment opportunities?’
 - a. Engineering/STEAM (Project Lead the Way)
 - b. Computer Science
 - c. Biomedical
 - d. CTE (immediate employability skills)
 - e. Cross disciplinary studies to encourage risk-taking, develop critical thinkers
 - f. Robotics
 - g. Health Care/Caregivers
 - h. Note parents/public may have different perceptions
 - i. Programs that align with jobs of the future
 - j. Skills to adapt to changing demand

- 5 What is the ideal learning environment to enhance student achievement in 2025?
 - a. One that fosters face to face interaction
 - b. Flexible

- c. Collaborative
 - d. Teachers as Guides vs. instructors
 - e. Allows evaluation of good information vs. false (How do students discern true information from false (fake) information?)
 - f. Time – time management; not bound to periods
 - g. Must break the mold and perceptions
 - h. School time not driven by athletics
 - i. CO-Ops
 - j. Self-directed Learning, testing out, advancement based on knowledge vs. grade level/age
- 6 What class offerings will be critical to student achievement in 2025? How do they differ from class offerings today? How do they align with jobs of the future?
See #4 (Board indicated they are pretty much the same as #4 which are duplicated below)
- a. Engineering/STEAM (Project Lead the Way)
 - b. Computer Science
 - c. Biomedical
 - d. CTE (immediate employability skills)
 - e. Cross disciplinary studies to encourage risk-taking, develop critical thinkers
 - f. Robotics
 - g. Health Care/Caregivers
 - h. Note parents/public may have different perceptions
 - i. Programs that align with jobs of the future
 - j. Skills to adapt to changing demand
- 7 How will the delivery of instruction differ from today in 2025? Will students be ‘taught’ or ‘taught to learn?’ How will that affect classroom size, shape and attributes? How will school time, attendance, length of days and days per year in 2025? Will school facilities be utilized year round?
See #5 (Board indicated they are pretty much the same as #5 which are duplicated below)
- a. One that fosters face to face interaction
 - b. Flexible
 - c. Collaborative
 - d. Teachers as Guides vs. instructors
 - e. Allows evaluation of good information vs. false (How do students discern true information from false (fake) information?)
 - f. Time – time management; not bound to periods
 - g. Must break the mold and perceptions
 - h. School time not driven by athletics
 - i. CO-Ops
 - j. Self-directed Learning, testing out, advancement based on knowledge vs. grade level/age
- 8 How do you envision learning outside of the classroom in the future such as school-to-work programs? On-line classes? On-line learning games? How will learning outside the classroom affect school facilities?
- a. Look at how businesses retain employees with benefits such as childcare
 - b. Understand students can receive content on line and become bored if ‘delivered’ to them in classroom
 - c. Embrace world experiences/travel to understand global issues/culture
 - d. Partner with schools outside of country using social media/face-time/skype
 - e. Learn practical life skills from outside business partners such as financial management from banks, investments etc.

- f. School to work partnerships with local businesses
- 9 How can OPS facilities be more 'engaging and inspiring' to students, staff and community?
 - a. Provide a variety of small collaborative student spaces
 - b. Comfortable furnishings
 - c. Flexible seating/furnishings
 - d. Areas for food and beverages
 - e. Spaces that students like to 'hang out' in outside of school
 - 10 Do OPS facilities support programs critical to unique 21st Century learning opportunities?
 - a. Strong Technology Programs
 - b. Strong CTE Programs
 - c. Environmental
 - 11 Are OPS facilities perceived as safe and secure? What type of safety improvements should be considered?
 - a. Yes – in general
 - b. Good programs, training and procedures in place
 - c. Liaison Officers in schools
 - d. Need more surveillance and access control technology
 - 12 Are OPS facilities energy and operationally efficient and fully utilized?
 - a. Not necessarily energy efficient due to building ages
 - b. Bus operation may be explored
 - c. Good food service in secondary education; elementary warm-up kitchens not as strong
 - d. Facilities full and fully utilized from a student population perspective
 - 13 How important are your school facilities to your community?
 - a. Very important
 - b. Continuous scheduling for auditorium, gyms, pool; walking available in corridors, swim aerobics programs/classes, churches, YMCA and service club meetings
 - c. Scheduled through Community Ed
 - 14 How does the district engage the community to utilize your facilities? Can or should those opportunities be expanded?
 - a. Facilities currently used by the community for athletics
 - b. Need to have educational facility to attract and retain people
 - 15 What type of partnerships does the district have with community business, clubs, colleges, Shiawassee County ISD, others to enhance learning opportunities and community cooperation?
 - a. ISD
 - b. Realtors
 - c. Chamber of Commerce
 - d. Baker College, LCC and CMU
 - e. Dual enrollment programs
 - f. Businesses sharing used computers to upgrade district technology
 - 16 How is technology be integrated into your schools to enhance learning and how will this change?
 - a. Chrome books in HS 1:1 for instant access to information
 - b. Starting 1:1 in Middle School in January

- c. Integrating technology in testing to encourage teamwork and critical thinking skills
- d. Could improve wireless access

17 How important are fine arts, athletics and extracurricular activities in OPS?

- a. Very Important!

Action Items

The Board was asked to provide Superintendent Tuttle with any other thoughts they might have. They were asked to begin thinking about a set of guiding principles to provide to a broad based community committee to align goals with facilities.

Mr. Lee Andrea stated he will take the ideas heard from the Board tonight to draft some guiding principles.

Adjournment

Moved by Mowen, supported by Janice Opanasenko-Lubkin to adjourn at 6:40 p.m. Motion carried unanimously.

Minutes recorded by Bev White

Respectfully submitted,

Shelly Ochodnicky, Secretary

OWOSSO PUBLIC SCHOOLS
Board of Education Committee of the Whole Meeting Minutes
January 9, 2017

Report 16-51

Vice-President Mowen called the Board of Education Committee of the Whole to order at 5:33 pm. The meeting was held at the Administration Building, 645 Alger, Owosso, MI 48867.

Present: Sara Keyes, Ty Krauss, Rick Mowen, Shelly Ochodnicki, Cheryl Paez, Marlene Webster, Superintendent Andrea Tuttle, Lea Andrea (Kingscott), Bev White, Sally York (Argus Press)

Absent: Tim Jenc (Motions of the Board of Education that were unanimous did not include Jenc)

Mr. Lee Andrea of Kingscott facilitated the Board of Education Committee of the Whole for the purpose of developing Guiding Principles to align District Goals with Facilities. These goals will be used as a guideline for the Community based Committee as they develop recommendations for the District facilities master plan.

Pledge of Allegiance

Public Participation

Vice-President Moen 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.

Introductions

Superintendent Tuttle welcomed newly elected Board Member Ty Krauss. Superintendent Tuttle discussed the Kingscott document stating it is a summary of the questions and answers from the December 12, 2016 Board Committee of the Whole for the Board to review as to whether or not there is anything that they agree or disagree with. There was no response, therefore the summary was assumed an accurate reflection. Superintendent Tuttle introduced Mr. Lee Andrea to facilitate the meeting in the guiding principles and the next steps of where we go from here.

Develop Guiding Principles to Align District Goals with Facilities

Mr. Andrea stated the goal is to develop a set of guiding principles that will align your educational and your goals with your District facilities. The ultimate goal is to use those guiding principles to develop a broad based community committee that will help make recommendations to bring facilities in alignment with District goals. It is a very democratic process in terms of getting the entire community involved in helping to solve the challenges with facilities. Every District in the state has challenges with facilities, so you are not alone. It is assumed a district should budget 2-4% of the replacement value of buildings to keep them in operating condition. In looking at Spicer Groups original list of approximately 15 million recommended sinking fund improvements, it is in alignment with some of those percentages.

This is the next step of the process. Using the reflections that were given at the last meeting, a list of general Guiding Principles was drafted which is meant to be a measuring tool to coming up with some solutions. As the Community Committee comes up with solutions to close that gap to bring facilities to align with the goals, the community group can test them against the guiding principles. The guiding principles are meant to be a guiding tool for the community committee to develop different solutions which will be rated as green, yellow or red. The committee will present their recommendations to the Board of Education.

Facility Maintenance and Upgrade Plan – Pre Planning

Mr. Andrea discussed the pre-planning process to establish goals. A first step is to express the “Why”, why do we need to consider facilities?

Then establish a community based study team. The community committee will be expected to be at each meeting. Mr. Andrea outlined the meetings and purpose.

- Meeting 1 to set District Expectations and discuss committee role
- Meeting 2 to review the data/facts
- Meeting 3 to Benchmark/inspiration – presentations of other K-12 facilities and/or tour facilities in other districts
- Meeting 4 – Review options
- Meeting 5 – Develop community based recommendation that will be presented to the Board

Action Items

The Board and Superintendent Tuttle will develop the “Why” statement. Superintendent Tuttle asked Board members to recommend names of community members and provide a list of names to her by next week.

Adjournment

Moved by Mowen, supported by Ochodnicky to adjourn at 7:00 p.m. Motion carried unanimously.

Minutes recorded by Bev White

Respectfully submitted,

Shelly Ochodnicky, Secretary

OWOSSO PUBLIC SCHOOLS
EXPENDITURE REPORT
DECEMBER 5, 2016 - JANUARY 15, 2017
REPORT 16-52

CHECK RUN ACTIVITY BY FUND

GENERAL FUND	\$786,216.15
SERVICE FUND	\$52,337.80
SINKING FUND	\$20,895.08

CHECK RUN TOTAL	\$859,449.03
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CREDIT CARD ACTIVITY BY FUND (12/05/16 - 1/04/2017)

GENERAL FUND (DECEMBER ACTIVITY)	\$	19,062.68
SERVICE FUND (DECEMBER ACTIVITY)	\$	568.52
ORGANIZATIONAL FUND (DECEMBER ACTIVITY)	\$	683.74

CREDIT CARD TOTAL	\$	20,314.94
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GORDON FOOD SERVICE ACTIVITY (SERVICE FUND)

PAYMENT 12/09/16	\$	12,376.89
PAYMENT 12/15/16	\$	17,484.11
PAYMENT 12/21/16	\$	8,534.25
PAYMENT 1/6/17	\$	7,886.32
PAYMENT 1/10/17	\$	13,490.63

DIRECT DRAW FROM BANK ACCOUNT	\$	59,772.20
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PAYROLL (#12) 12/09/2016	\$	803,701.82
PAYROLL (#13) 12/22/2016	\$	815,785.30
PAYROLL (#14) 1/6/2017	\$	701,893.91
STABILIZATION PAYMENT - 12/06/2016	\$	375,682.16
STABILIZATION PAYMENT - 1/06/2017	\$	187,841.09

PAYROLL TOTAL	\$	2,884,904.28
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GRAND TOTAL	\$	3,824,440.45
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Check Register for Bank Account ID CHEM1

From 12/05/2016 to 01/15/2017

From Check First to Last

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095057	12/08/2016	1	Comp Cleared 12/31/2016	000560 BLICK ART SUPPLY	OHS/GOBAL/ART SUPPLIES	1,499.47
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095059	12/08/2016	1	Comp Cleared 12/31/2016	003302 CDW GOVERNMENT, INC.	ALT/PARSONS/CHROMEBOOKS	420.00
095060	12/08/2016	1	Comp Cleared 12/31/2016	007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	58.50
095061	12/08/2016	1	Comp Cleared 12/31/2016	001050 CITY OF OWOSSO	UTIL/WATER&SEWER WILLLMAN	112.74
095062	12/08/2016	1	Comp Cleared 12/31/2016	101612 CLIO HIGH SCHOOL	OMS/DWYER/COMP CHEER INV	100.00
095063	12/08/2016	1	Comp Cleared 12/31/2016	101784 COBB, LYNDA	OHS/COBB/MILEAGE	28.45
095064	12/08/2016	1	Comp Cleared 12/31/2016	100455 D & G EQUIPMENT INC.	OPER/KLAPKO/SUPPLIES	125.30
095065	12/08/2016	1	Comp Open	000558 ENERGY MANAGEMENT SOLUTIONS LLC	MONTHLY GAS MANAGEMENT	315.00
095066	12/08/2016	1	Comp Cleared 12/31/2016	004253 GOETZINGER, ALLAN	OHS/SMITH/EXTRA FALL COV	300.00
095067	12/08/2016	1	Comp Cleared 12/31/2016	000070 H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/SUPPLIES	2,288.20
095068	12/08/2016	1	Comp Cleared 12/31/2016	006632 HAMMOND, PENNY	HS/HAMMOND/CONF REIMBURSEM	45.36
095069	12/08/2016	1	Comp Cleared 12/31/2016	005183 HASSELBRING CLARK	ADM/COPIER MAINT	24.05
095070	12/08/2016	1	Comp Cleared 12/31/2016	102029 HOAG, ROBIN	OMS/HOAG/REWARDS	44.27
095071	12/08/2016	1	Comp Cleared 12/31/2016	006696 I60 MEDIA	ADM/ENVELOPES	239.00
095072	12/08/2016	1	Comp Cleared 12/31/2016	006808 INACOMP TSG	HS/LIEBERMAN/PRINTER	750.58
095073	12/08/2016	1	Comp Cleared 12/31/2016	101089 INGHAM INTERMEDIATE SCHOOL DIST.	ADM/WHITE/CMSBO MEETING	20.00
095074	12/08/2016	1	Comp Cleared 12/31/2016	003168 JAMES, VALERIE	OMS/JAMES/SUPPLIES	46.34
095075	12/08/2016	1	Comp Cleared 12/31/2016	007104 KLAPKO, JOHN	ADM/KLAPKO/MILEAGE	102.11
095076	12/08/2016	1	Comp Cleared 12/31/2016	102408 LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/CUSTODIAL SUPP	190.33
095077	12/08/2016	1	Comp Cleared 12/31/2016	007806 MARY RUTH BOOKS, INC.	BR/COLLISON/BOOKS	1,977.16
095078	12/08/2016	1	Comp Cleared 12/31/2016	003740 MASB	ADM/WORKSHOP	795.36
095079	12/08/2016	1	Comp Open	003442 MERRILL HIGH SCHOOL	OMS/DWYER/COMP CHEER INV	115.00
095080	12/08/2016	1	Comp Open	003871 MICHIGAN ALT. ATHLETIC ASSOC.	ATL/PARSONS/DUES& VB TOUR	200.00
095081	12/08/2016	1	Comp Cleared 12/31/2016	003756 MICHIGAN COMPANY, INC.	OPER/KLAPKO/CUSTODIAL SUPP	380.50
095082	12/08/2016	1	Comp Open	100984 MSBOA	HS/SCHLEGEL/SOLO&ENSEMBLE	96.00
095083	12/08/2016	1	Comp Cleared 12/31/2016	100001 OFFICE DEPOT INC.	BR/HARTNAGLE/INK, BANDS, E	208.69
095084	12/08/2016	1	Comp Cleared 12/31/2016	001018 OMER, JULIE	ADMN/OMER/CONF MILEAGE	39.48
095085	12/08/2016	1	Comp Cleared 12/31/2016	004600 OPS FOOD SERVICE FUND	LHS/IRELAN/PTC SNACKS	204.29
095086	12/08/2016	1	Comp Cleared 12/31/2016	004570 OWOSSO H.S. ORGANIZATION ACCT.	HS/SOCKS	312.00
095087	12/08/2016	1	Comp Cleared 12/31/2016	004590 OWOSSO PUB. SCH. ATHLETIC FUND	ATH/SMITH/OFFICIALS	5,000.00
095088	12/08/2016	1	Comp Cleared 12/31/2016	007853 PIONEER VALLEY BOOKS	BR/COLLISON/PARENT EDUCATI	537.90
095089	12/08/2016	1	Comp Cleared 12/31/2016	004860 POSTMASTER	ADM/BULK MAIL FEE	215.00
095090	12/08/2016	1	Comp Cleared 12/31/2016	003434 PRESSTEK	ADM/CHECK SEALER AGREEMENT	960.55
095091	12/08/2016	1	Comp Cleared 12/31/2016	007024 PROJECT LEAD THE WAY	BR/LADD/PLTW KITS	1,994.00
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095093	12/08/2016	1	Comp Cleared 12/31/2016	006775 SCHLEGEL, JILLIAN	OHS/SCHLEGEL/MILEAGE	137.74
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095096	12/08/2016	1	Comp Cleared 12/31/2016	100017 SEG WORKERS COMP FUND	THIRD QTR WORKERS COMP	6,072.00
095097	12/08/2016	1	Comp Cleared 12/31/2016	005625 SHIawassee RESD	SUB REIMB 11/6-11/19	13,724.86
095098	12/08/2016	1	Comp Cleared 12/31/2016	005900 STECHSCHULTE GAS & OIL COMPANY	OPER/KLAPKO/FUEL	164.32
095099	12/08/2016	1	Comp Cleared 12/31/2016	007400 STERK, JORDAN	HS/STERK/MILEAGE	66.31
095100	12/08/2016	1	Comp Cleared 12/31/2016	002948 THOMPSON, JESSICA	ADM/THOMPSON/SUPPLIES	36.75
095101	12/08/2016	1	Comp Cleared 12/31/2016	006250 TIRE FACTORY	OPER/KLAPKO/TIRE MOUNT	10.49
095102	12/08/2016	1	Comp Cleared 12/31/2016	007457 US BANK EQUIPMENT FINANCE	LEASE PAYMENT DEC 2016	2,132.95
095103	12/08/2016	1	Comp Cleared 12/31/2016	007985 WATSON, JOE	ADMN/WATSON/MILEAGE	93.18
095104	12/08/2016	1	Comp Cleared 12/31/2016	006882 WHEELER, JEREMY	ADMN/WHEELER/MILEAGE	114.29
095105	12/08/2016	1	Comp Cleared 12/31/2016	006845 WIN'S CORPORATE OFFICE	OPER/KLAPKO/LIGHTS&BALLAST	344.70
095106	12/15/2016	1	Comp Cleared 12/31/2016	000300 ARGUS-PRESS CO.	ADM/THOMPSON/ADVERTISING	2,924.00
095107	12/15/2016	1	Comp Cleared 12/31/2016	006077 BARTON, CHERYL LYNN	COMED/THOMPSON/DOG OB	459.00
095108	12/15/2016	1	Comp Cleared 12/31/2016	007876 CAPSTONE CLASSROOM	CE/KLAPKO/BOOKS	1,530.01

01/16/2017 3:06 pm

Owosso Schools

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From 12/05/2016 to 01/15/2017

From Check First to Last

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095111	12/15/2016	1 Comp	Cleared 12/31/2016	004175 DATA IMAGE SYSTEMS	MS/LIEBERMAN/PROJECTOR	1,257.00
095112	12/15/2016	1 Comp	Cleared 12/31/2016	101364 FENTON HIGH SCHOOL	OHSATH/SMITH/TEAM BUIL CON	500.00
095113	12/15/2016	1 Comp	Cleared 12/31/2016	002390 GILBERT'S DO IT BEST HARDWARE	OPER/KLAPKO/SUPPLIES	227.35
095114	12/15/2016	1 Comp	Cleared 12/31/2016	000070 H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/SUPPLIES	880.00
095115	12/15/2016	1 Comp	Cleared 12/31/2016	002973 HANKERD SPORTSWEAR	ADM/BOARD JACKETS	292.00
095116	12/15/2016	1 Comp	Cleared 12/31/2016	006808 INACOMP TSG	MS/LIEBERMAN/LASER PRINTER	1,501.16
095117	12/15/2016	1 Comp	Cleared 12/31/2016	003448 LOCKER ROOM & TROPHY PLACE	ADM/BOARD PLAQUES	57.50
095118	12/15/2016	1 Comp	Cleared 12/31/2016	007806 MARY RUTH BOOKS, INC.	EM/CICALO/BOOK SETS	274.45
095119	12/15/2016	1 Comp	Cleared 12/31/2016	003780 MESSA	JAN 2017 BILL/OESPA STAFF	52,550.90
095120	12/15/2016	1 Comp	Cleared 12/31/2016	003780 MESSA	JAN 2017 BILL/TEACHERS	218,122.62
095121	12/15/2016	1 Comp	Cleared 12/31/2016	003780 MESSA	JAN 2017 BILL/ADMIN STAFF	26,208.17
095122	12/15/2016	1 Comp	Cleared 12/31/2016	003780 MESSA	JAN 2017 BILL/NON-UNION	21,373.48
095123	12/15/2016	1 Comp	Cleared 12/31/2016	007971 MID AMERICA	JULY, AUG, SEPT 2016 FEE	468.11
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095125	12/15/2016	1 Comp	Cleared 12/31/2016	001018 OMER, JULIE	ADM/OMER/CONF MILEAGE	39.48
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095128	12/15/2016	1 Comp	Cleared 12/31/2016	100135 QUILL CORPORATION	ALT/TWO POCKET FOLDERS	365.66
095129	12/15/2016	1 Comp	Cleared 12/31/2016	005420 SCHOOL SPECIALTY INC.	OMS/JURHS/SUPPLIES	762.25
095130	12/15/2016	1 Comp	Cleared 12/31/2016	000693 SEHI COMPUTER PRODUCTS	MS/LIEBERMAN/HB CHROMEBOOK	4,478.40
095131	12/15/2016	1 Comp	Cleared 12/31/2016	100017 SET-SEG	JAN 2017 BILL/GF STAFF	6,001.43
095132	12/15/2016	1 Comp	Cleared 12/31/2016	005625 SHIAWASSEE RESD	OMS/DIGNAN/DATA REVIEW	200.00
095133	12/15/2016	1 Comp	Cleared 12/31/2016	101057 STATE OF MICHIGAN	BOILER INSPECTION FEE	600.00
095134	12/15/2016	1 Comp	Cleared 12/31/2016	002623 TASC-CLIENT INVOICES	1/1/-1/31-2017 ADMIN FEE	325.36
095135	12/15/2016	1 Comp	Cleared 12/31/2016	101582 TRECHA ENTERPRISES AB, LLC	COMM/THOMPSON/ADS 16-17	250.00
095136	12/15/2016	1 Comp	Cleared 12/31/2016	006511 WASTE MANAGEMENT OF FLINT	UTIL/TRASH SVC/DEC 2016	1,523.71
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095138	12/22/2016	1 Comp	Cleared 12/31/2016	000582 BLUMERICH COMMUNICATIONS INC.	CE/SPIELMAN/RADIO REPAIR	26.00
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095148	12/22/2016	1 Comp	Cleared 12/31/2016	004843 FRIESS, RUSS	OMS GAME MANAGEMENT	280.00
095149	12/22/2016	1 Comp	Cleared 12/31/2016	100069 HEINEMANN	CE/BINGER/BOOK BAGS	356.30
095150	12/22/2016	1 Comp	Cleared 12/31/2016	002959 INDEPENDENT AD-VISOR INC.	ADM/THOMPSON/INDEPENDENT	535.00
095151	12/22/2016	1 Comp	Open	003187 KRANTZ, JASON	MS/KRANTZ/SUPPLIES	33.00
095152	12/22/2016	1 Comp	Cleared 12/31/2016	007515 LAB, DANIELLE	COMM ED INSTRUCTOR PAYMENT	435.90
095153	12/22/2016	1 Comp	Cleared 12/31/2016	102408 LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/CUSTODIAL SUPP	144.61
095154	12/22/2016	1 Comp	Cleared 12/31/2016	007701 LEAK PETROLEUM EQUIPMENT INC.	TRANS/DELONG/SHIPPING	12.57
095155	12/22/2016	1 Comp	Open	100400 MASSP	HS/HAKKEN/WORKSHOP	516.00
095156	12/22/2016	1 Comp	Cleared 12/31/2016	003660 MEDLER ELECTRIC COMPANY	OPER/KLAPKO/ELECTRICAL SUP	1,109.80
095157	12/22/2016	1 Comp	Cleared 12/31/2016	003756 MICHIGAN COMPANY, INC.	OPER/KLAPKO/CUSTODIAL SUPP	22.75
095158	12/22/2016	1 Comp	Open	005928 MURRAY, ANDREW	MS/MURRAY/SUPPLIES	35.29
095159	12/22/2016	1 Comp	Open	002093 NEOLA INC.	ADM/BOARD POLICY UPDATE	1,240.82
095160	12/22/2016	1 Comp	Cleared 12/31/2016	100001 OFFICE DEPOT INC.	ADM/AYMOR/INK	598.87
095161	12/22/2016	1 Comp	Cleared 12/31/2016	007851 OREILLY AUTO PARTS	OPER/KLAPKO/SUPPLIES	38.46
095162	12/22/2016	1 Comp	Open	003804 OWOSSO PUBLIC SCHOOLS FOUNDATION	REPLACE VOIDED CHECKS	1,666.33

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From 12/05/2016 to 01/15/2017

From Check First to Last

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095165	12/22/2016	1 Comp	Open	007853 PIONEER VALLEY BOOKS	ADM/SELLECK/FOOTPRINTS INT	74,384.00
095166	12/22/2016	1 Comp	Open	004790 PITNEY BOWES	ADM/POSTAGE REFILL	500.00
095167	12/22/2016	1 Comp	Open	004860 POSTMASTER	HS/PILON/POSTAGE	46.02
095168	12/22/2016	1 Comp	Open	004860 POSTMASTER	HS/PILON/POSTAGE	36.90
095169	12/22/2016	1 Comp	Cleared 12/31/2016	007557 PREMIER BUSINESS PRODUCTS	6-1/8-31 MAINT PAYMENT	3,500.00
095170	12/22/2016	1 Comp	Open	000323 ROTARY CLUB OF OWOSSO	ADM/TUTTLE/OCT DUES	44.00
095171	12/22/2016	1 Comp	Cleared 12/31/2016	102443 SCHOLASTIC INC.	EM/CICALO/MAGAZINES	117.00
095172	12/22/2016	1 Comp	Cleared 12/31/2016	005420 SCHOOL SPECIALTY INC.	EM/NIDEFSKI/SUPPLIES	47.24
095173	12/22/2016	1 Comp	Open	005897 SELLECK, KARI	ADM/SELLECK/REIMBURSEMENT	351.92
095174	12/22/2016	1 Comp	Cleared 12/31/2016	005900 STECHSCHULTE GAS & OIL COMPANY	OPER/KLAPKO/FUEL	492.25
095175	12/22/2016	1 Comp	Open	002024 STEPS TO LITERACY	BR/COLLISON/BOOKS	1,573.29
095176	12/22/2016	1 Comp	Cleared 12/31/2016	007717 TIMLICK'S AUTO & TRUCK REPAIR	OPER/KLAPKO/VEHICLE REPAIR	138.97
095177	12/22/2016	1 Comp	Cleared 12/31/2016	100267 UNUM LIFE INSURANCE	JAN 2017 BILL/GF STAFF	1,995.18
095178	12/22/2016	1 Comp	Cleared 12/31/2016	100267 UNUM LIFE INSURANCE	JAN 2017 BILL/ADMIN STAFF	1,591.63
095179	12/22/2016	1 Comp	Cleared 12/31/2016	006510 VALLEY LUMBER COMPANY	HS/KRANTZ/FOOTBALL TOWER	476.38
095180	12/22/2016	1 Comp	Open	006592 VIRTUAL ENTERPRISES, INC.	HS/GREGORY/MASH REALITY	910.00
095181	12/22/2016	1 Comp	Cleared 12/31/2016	006845 WIN'S CORPORATE OFFICE	OPER/KLAPKO/ELECTRICAL SUP	117.90
095182	01/05/2017	1 Comp	Open	004208 AMWAY GRAND PLAZA	MS/TOLRUD/CONF LODGING	303.02
095183	01/05/2017	1 Comp	Open	000582 BLUMERICH COMMUNICATIONS INC.	TRANS/DELONG/CLIPS	4.40
095184	01/05/2017	1 Comp	Open	005935 BP CANADA ENERGY MARKETING GROUP	UTIL/GAS&ELEC/	7,799.40
095185	01/05/2017	1 Comp	Open	003302 CDW GOVERNMENT, INC.	MS/LIEBERMAN/CHROMEBOOKS/C	32,363.68
095186	01/05/2017	1 Comp	Open	007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	117.00
095187	01/05/2017	1 Comp	Open	004065 CONRAD, CHRIS	OPER/CONRAD/MILEAGE	63.94
095188	01/05/2017	1 Comp	Open	002037 EDUCATIONAL INNOVATIONS INC.	OHS/GERSTLER/GLOVES	263.83
095189	01/05/2017	1 Comp	Open	000558 ENERGY MANAGEMENT SOLUTIONS LLC	MONTHLY GAS MANAGEMENT	315.00
095190	01/05/2017	1 Comp	Open	101867 FASTENAL COMPANY	TRANS/GRAHAM/BOLTS	18.79
095191	01/05/2017	1 Comp	Open	002966 FRED FERNETTE	OPER/FERNETTE/MILEAGE	25.62
095192	01/05/2017	1 Comp	Open	006861 GRAHAM, ANGELA	EM/GRAHAM/SUPPLIES	15.27
095193	01/05/2017	1 Comp	Open	000070 H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/SUPPLIES	76.50
095194	01/05/2017	1 Comp	Open	007127 JW MARRIOTT GRAND RAPIDS	HS/NIEUWKOOP/CONF LODGING	618.70
095195	01/05/2017	1 Comp	Open	102408 LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/CUSTODIAL SUPP	4,243.12
095196	01/05/2017	1 Comp	Open	100685 LITTLE, LANCE	HS/LITTLE/SUPPLIES	78.11
095197	01/05/2017	1 Comp	Open	003448 LOCKER ROOM & TROPHY PLACE	ADM/WHITE/NAME TAG	16.00
095198	01/05/2017	1 Comp	Open	003660 MEDLER ELECTRIC COMPANY	OPER/KLAPKO/ELECTRICAL SUP	1,411.18
095199	01/05/2017	1 Comp	Open	003756 MICHIGAN COMPANY, INC.	OPER/KLAPKO/CUSTODIAL SUPP	119.70
095200	01/05/2017	1 Comp	Open	004068 MICHIGAN MUSIC CONFERENCE	MS/SCHAFFERT/CONF REG	125.00
095201	01/05/2017	1 Comp	Open	007158 MOMAR, INCORPORATED	OPER/KLAPKO/BOILER PROTECT	290.00
095202	01/05/2017	1 Comp	Open	008169 MONTROSE ORCHARDS	BB/HURLEY/TOURS	290.00
095203	01/05/2017	1 Comp	Open	004974 MUZZALL GRAPHICS	ADM/AYMOR/W-2's	160.70
095204	01/05/2017	1 Comp	Open	100001 OFFICE DEPOT INC.	OPER/KLAPKO/INK	235.62
095205	01/05/2017	1 Comp	Open	004652 PCMI - WEST	MS BOYS BASKETBALL COACH	14,152.65
095206	01/05/2017	1 Comp	Open	004790 PITNEY BOWES	HS/COBB/MACHINE RENTAL	297.00
095207	01/05/2017	1 Comp	Open	004860 POSTMASTER	MS/KNIGHT/MAILING	135.00
095208	01/05/2017	1 Comp	Open	100135 QUILL CORPORATION	CE/KLAPKO/BINDER CLIPS,ETC	318.29
095209	01/05/2017	1 Comp	Open	100397 R. L. DEPPMANN COMPANY	OPER/QUICK/HVAC SUPPLIES	465.00
095210	01/05/2017	1 Comp	Open	000323 ROTARY CLUB OF OWOSSO	HS/PHILLIPS/OCT DUES	44.00
095211	01/05/2017	1 Comp	Open	005420 SCHOOL SPECIALTY INC.	OMS/HOWES/SUPPLIES	380.79
095212	01/05/2017	1 Comp	Open	006634 SCREENVISION DIRECT	ADM/THOMPSON/ADVERTISING	188.00
095213	01/05/2017	1 Comp	Open	005520 SECURITY ALARM COMPANY INC.	OPER/KLAPKO/EQUIP REPAIR	786.50
095214	01/05/2017	1 Comp	Open	005600 SHERWIN-WILLIAMS COMPANY	OPER/KLAPKO/PAINT	268.00
095215	01/05/2017	1 Comp	Open	100810 SHIA. COUNTY ROAD COMMISSION	OPER/KLAPKO/ROAD SALT	757.28
095216	01/05/2017	1 Comp	Open	005625 SHIAWASSEE RESD	HS/BRAINERD/DUAL ENROLL	16,000.00

Check Register for Bank Account ID CHEM1

From 12/05/2016 to 01/15/2017

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
095217	01/05/2017	1	Comp Open	005625 SHIAWASSEE RESD	12/4-12/17/16 SUB REIMB	23,961.38
095218	01/05/2017	1	Comp Open	008170 SOMERSET INN	ADM/TY KRAUSE CBA CLASS	116.96
095219	01/05/2017	1	Comp Open	005900 STECHSCHULTE GAS & OIL COMPANY	OPER/KLAPKO/FUEL	462.09
095220	01/05/2017	1	Comp Open	002623 TASC-CLIENT INVOICES	2/1-2/28/2017 ADMIN FEES	325.36
095221	01/05/2017	1	Comp Open	002948 THOMPSON, JESSICA	ADM/THOMPSON/SUPPLIES	6.12
095222	01/05/2017	1	Comp Open	001119 UNITED PARCEL SERVICE	HS/POSTAGE	17.44
095223	01/05/2017	1	Comp Open	001354 VSC, INC.	OHS/MURRAY/SCREEN	52.29
095224	01/05/2017	1	Comp Open	006630 WARD'S NATURAL SCIENCE	OHS/GERSTLER/SPECIMENS	44.13
095225	01/05/2017	1	Comp Open	007985 WATSON, JOE	ADM/WATSON/MILEAGE	89.86
095226	01/05/2017	1	Comp Open	006882 WHEELER, JEREMY	ADM/WHEELER/MILEAGE	75.39
095227	01/05/2017	2	Comp Open	003740 MASH	ADM/KRAUSE/CONF REGISTRATI	360.00
095228	01/06/2017	2	Comp Open	008146 ART VAN FURNITURE	MS/COLLINS/FURNITURE	2,337.99
095229	01/13/2017	1	Comp Open	000300 ARGUS-PRESS CO.	ADM/THOMPSON/ADVERTISING	2,479.56
095230	01/13/2017	1	Comp Open	005935 BP CANADA ENERGY MARKETING GROUP	UTIL/NATURAL GAS PURCHASE	15,128.50
095231	01/13/2017	1	Comp Open	007876 CAPSTONE CLASSROOM	CE/KLAPKO/BOOKS	19.62
095232	01/13/2017	1	Comp Open	003302 CDW GOVERNMENT, INC.	MS/LIEBERMAN/CHROMEBOOKS/C	70,700.00
095233	01/13/2017	1	Comp Open	004092 CENGAGE LEARNING	OHS/GREGORY/LICENSE	957.00
095234	01/13/2017	1	Comp Open	001050 CITY OF OWOSSO	POLICE LIASON 7/1-12/31-16	22,391.44
095235	01/13/2017	1	Comp Open	001050 CITY OF OWOSSO	UTIL/WATER&SEWER/OCT-DEC16	11,706.70
095236	01/13/2017	1	Comp Open	101867 FASTENAL COMPANY	OPER/KLAPKO/NUTS&BOLTS	18.79
095237	01/13/2017	1	Comp Open	005183 HASSELBRING CLARK	COPIER MAINT PAYMENT	30.29
095238	01/13/2017	1	Comp Open	006696 I60 MEDIA	BR/BROOKS/NOTECARDS	215.00
095239	01/13/2017	1	Comp Open	004730 J. W. PEPPER & SON INC.	HS/NIEUWKOOP/MUSIC	38.84
095240	01/13/2017	1	Comp Open	003080 JOHNNY MAC'S SPORTING GOODS	ADM/BOARD SHIRTS	179.57
095241	01/13/2017	1	Comp Open	002241 KELLEY, ELIZABETH	ALT/KELLEY/SUPPLIES	20.00
095242	01/13/2017	1	Comp Open	008072 NIZINSKI JR, RONALD	HS/NIZINSKI/CONF REIMBURSE	225.00
095243	01/13/2017	1	Comp Open	100001 OFFICE DEPOT INC.	EM/NIDEFSKI/NOTEBOOK PAPER	153.75
095244	01/13/2017	1	Comp Open	008122 OP AQUATICS-LANSING	OPER/KLAPKO/CHLORINE	576.59
095245	01/13/2017	1	Comp Open	007851 OREILLY AUTO PARTS	OPER/KLAPKO/REPAIR PARTS	166.85
095246	01/13/2017	1	Comp Open	004652 PCMI - WEST	BB STAFF PAYMENT	4,746.38
095247	01/13/2017	1	Comp Open	001705 PHILLIPS, JEFF	HS/PHILLIPS/MILEAGE	42.12
095248	01/13/2017	1	Comp Open	100135 QUILL CORPORATION	CE/KLAPKO/CARDSTOCK, TAPE, C	40.98
095249	01/13/2017	1	Comp Open	005090 REEVES WHEEL ALIGNMENT	OPER/KLAPKO/COURIER VAN RE	625.56
095250	01/13/2017	1	Comp Open	100336 SAMSON, LINDA	OPER/SAMSON/MILEAGE	8.56
095251	01/13/2017	1	Comp Open	102443 SCHOLASTIC INC.	EM/CICALO/MAGAZINES	129.00
095252	01/13/2017	1	Comp Open	005520 SECURITY ALARM COMPANY INC.	OPER/KLAPKO/ALARM REPAIR	204.00
095253	01/13/2017	1	Comp Open	000549 STECHSCHULTE, SAMANTHA	MS/STECHSCHULTE/SUPPLIES	104.13
095254	01/13/2017	1	Comp Open	101616 SWARTZ CREEK HIGH SCHOOL	ATH/SMITH/1-13 JV WRESTLIN	150.00
095255	01/13/2017	1	Comp Open	006230 THRUN LAW FIRM, P.C.	ANNUAL RETAINER	2,342.00
095256	01/13/2017	1	Comp Open	007457 US BANK EQUIPMENT FINANCE	LEASE PAYMENT JAN 2017	2,743.01
095257	01/13/2017	1	Comp Open	006511 WASTE MANAGEMENT OF FLINT	UTIL/TRASH SVC/JAN 2017	1,454.99
CHECK TOTAL						786,216.15
LESS VOIDS						0.00
GRAND TOTAL						786,216.15

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Owosso Schools

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Check Register for Bank Account ID CHEM1

From 12/05/2016 to 01/15/2017

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
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Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	101	334,238.82	Computer	203	786,216.15
Cleared	102	451,977.33	Prepaid		
Void					
Scratch					
TOTAL	203	786,216.15	TOTAL	203	786,216.15

Check Register for Bank Account ID SERVIC

From 12/05/2016 to 01/30/2017

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
006858	12/08/2016	1	Comp Cleared 12/31/2016	101548 AGNEW GRAPHICS SIGNS & PROMO.	FS/PRINCE/CHALKBOARDS	719.00
006859	12/08/2016	1	Comp Cleared 12/31/2016	004621 AUNT MILLIE'S BAKERIES	FS/PRINCE/FOOD PURCHASE	770.00
006860	12/08/2016	1	Comp Cleared 12/31/2016	007480 BANANA BROTHERS PRODUCE	FS/PRINCE/FOOD PURCHASE	9,126.18
006861	12/08/2016	1	Comp Cleared 12/31/2016	007104 KLAPKO, JOHN	FS/KLAPKO/MILEAGE	102.11
006862	12/08/2016	1	Comp Cleared 12/31/2016	003807 PRAIRIE FARMS DAIRY	FS/PRINCE/FOOD PURCHASE	3,253.03
006863	12/08/2016	1	Comp Cleared 12/31/2016	006782 ROBINSON, KAREN	FS/ROBINSON/MILEAGE	47.79
006864	12/08/2016	1	Comp Cleared 12/31/2016	005900 STECHSCHULTE GAS & OIL COMPANY	FS/KLAPKO/FUEL	67.83
006865	12/15/2016	1	Comp Cleared 12/31/2016	004621 AUNT MILLIE'S BAKERIES	FS/PRINCE/FOOD PURCHASE	225.46
006866	12/15/2016	1	Comp Cleared 12/31/2016	007480 BANANA BROTHERS PRODUCE	FS/PRINCE/FOOD PURCHASE	8,078.20
006867	12/15/2016	1	Comp Cleared 12/31/2016	003758 COCA-COLA BOTTLING CO OF MICHIGN	FS/PRINCE/FOOD PURCHASE	1,930.08
006868	12/15/2016	1	Comp Cleared 12/31/2016	003780 MESSA	JAN 2017/FS STAFF	952.75
006869	12/15/2016	1	Comp Cleared 12/31/2016	003807 PRAIRIE FARMS DAIRY	FS/PRINCE/FOOD PURCHASE	3,381.11
006870	12/15/2016	1	Comp Cleared 12/31/2016	100017 SET-SEG	JAN 2017 BILL/FS STAFF	175.06
006871	12/15/2016	1	Comp Cleared 12/31/2016	007689 THEODORES SUPERIOR COFFEE ROASTE	FS/PRINCE/FOOD PURCHASE	123.75
006872	12/22/2016	1	Comp Cleared 12/31/2016	004621 AUNT MILLIE'S BAKERIES	FS/PRINCE/FOOD PURCHASE	484.70
006873	12/22/2016	1	Comp Cleared 12/31/2016	007480 BANANA BROTHERS PRODUCE	FS/PRINCE/FOOD PURCHASE	10,014.00
006874	12/22/2016	1	Comp Cleared 12/31/2016	003758 COCA-COLA BOTTLING CO OF MICHIGN	FS/PRINCE/FOOD PURCHASE	772.08
006875	12/22/2016	1	Comp Open	004354 MILLS REFRIGERATION, INC.	FS/PRINCE/EQUIPMENT	221.18
006876	12/22/2016	1	Comp Cleared 12/31/2016	003807 PRAIRIE FARMS DAIRY	FS/PRINCE/FOOD PURCHASE	3,713.76
006877	12/22/2016	1	Comp Cleared 12/31/2016	005900 STECHSCHULTE GAS & OIL COMPANY	FS/KLAPKO/FUEL	116.72
006878	12/22/2016	1	Comp Cleared 12/31/2016	100267 UNUM LIFE INSURANCE	JAN 2017/FS/STAFF	120.98
006879	12/22/2016	1	Comp Cleared 12/31/2016	006619 WROUGHT IRON GRILL	FS/KLAPKO/TABLES	600.00
006880	01/05/2017	1	Comp Open	101548 AGNEW GRAPHICS SIGNS & PROMO.	FS/KLAPKO/LUNCH TRAYS	570.00
006881	01/05/2017	1	Comp Open	000240 AMERICAN SPEEDY PRINTING CENTERS	FS/PRINCE/MENU PRINTING	630.00
006882	01/05/2017	1	Comp Open	007480 BANANA BROTHERS PRODUCE	FS/PRINCE/FOOD PURCHASE	3,687.25
006883	01/05/2017	1	Comp Open	005058 FD HAYES ELECTRIC CO.	FS/PRINCE/EQUIP REPAIR	210.00
006884	01/05/2017	1	Comp Open	003807 PRAIRIE FARMS DAIRY	FS/PRINCE/FOOD PURCHASE	2,188.44
006885	01/05/2017	1	Comp Open	005900 STECHSCHULTE GAS & OIL COMPANY	SERVICE/KLAPKO/FUEL	44.14
006886	01/13/2017	1	Comp Open	003167 SOUTHSIDE CAR WASH	FS/KLAPKO/VEHICLE WASH	2.20
CHECK TOTAL						52,337.80
LESS VOIDS						0.00
GRAND TOTAL						52,337.80

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	8	7,553.21	Computer	29	52,337.80
Cleared	21	44,784.59	Prepaid		
Void					
Scratch					
TOTAL	29	52,337.80	TOTAL	29	52,337.80

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Owosso Schools

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Check Register for Bank Account ID SF#1

From 12/05/2016 to 01/15/2017

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
600860	12/22/2016	1 Comp	Cleared	12/31/2016 001274 SPICER GROUP INC.	SINKING FUND MANAGEMENT	18,976.25
600861	01/05/2017	1 Comp	Open	001274 SPICER GROUP INC.	SINKING FUND MANAGEMENT	1,918.83
CHECK TOTAL						20,895.08
LESS VOIDS						0.00
GRAND TOTAL						20,895.08

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	1	1,918.83	Computer	2	20,895.08
Cleared	1	18,976.25	Prepaid		
Void					
Scratch					
TOTAL	2	20,895.08	TOTAL	2	20,895.08

Date Range: From: 12/05/2016
 To: 01/04/2017
 Date Type: Posting Date
 Data available starting: 01/16/2014 Search

SEARCH RESULTS

Search Total: (4,747.42

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Account Name	Account Number	Transaction Amount	Adjustment Amount	Total Transaction Amount
EMERSON ELEMENTARY	XXXX-XXXX-0517-2354	309.51	0.00	309.5
MIKE GRAHAM	XXXX-XXXX-0530-1557	5,132.73	0.00	5,132.7
FRED LAB	XXXX-XXXX-0532-9202	385.64	0.00	385.6
ED VAN STRATE	XXXX-XXXX-0532-9277	477.66	0.00	477.6
BRIGHT BEGINNINGS OFFICE	XXXX-XXXX-1097-9983	423.41	0.00	423.4
OWOSSO SCHOOLS	XXXX-XXXX-1253-3820	568.52	0.00	568.5
CTE CULINARY ARTS	XXXX-XXXX-1311-0891	632.45	0.00	632.4
CTE CONSTRUCTION TRADES	XXXX-XXXX-1311-0933	17.84	0.00	17.8
AL HUYCK	XXXX-XXXX-1323-6431	72.77	0.00	72.7
OWOSSO PUBLIC SCHOOLS	XXXX-XXXX-0002-6361	0.00	(25,062.36)	(25,062.36
SWIM PROGRAM	XXXX-XXXX-0173-5686	43.75	0.00	43.7
BRYANT ELEMENTARY	XXXX-XXXX-0177-1509	322.37	0.00	322.3
DAN CLARK	XXXX-XXXX-0188-5846	231.37	0.00	231.3
BEN COBB	XXXX-XXXX-0188-5861	786.93	0.00	786.9
OWOSSO HIGH SCHOOL	XXXX-XXXX-0223-2881	3,091.35	0.00	3,091.3
TECHNOLOGY DEPT	XXXX-XXXX-0270-9854	321.70	0.00	321.7
JOHN QUICK	XXXX-XXXX-0274-4836	259.17	0.00	259.1
OWOSSO MIDDLE SCHOOL	XXXX-XXXX-0316-8175	748.37	0.00	748.3
OPERATIONS DEPT	XXXX-XXXX-0322-6353	70.38	0.00	70.3
BRIGHT BEGINNINGS	XXXX-XXXX-0352-0722	665.24	0.00	665.2
CENTRAL ELEMENTARY	XXXX-XXXX-0358-7523	545.47	0.00	545.4
OWOSSO HIGH SCHOOL 2	XXXX-XXXX-0969-6765	683.74	0.00	683.7
CENTRAL OFFICE	XXXX-XXXX-1647-6861	4,524.57	0.00	4,524.5

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Search Total: (4,747.42

OWOSSO PUBLIC SCHOOLS
BOARD OF EDUCATION
December 31, 2016
Report 16-53

Statement of Deposits and Investments
As of 12/31/2016
Unaudited

	General Fund	School Service	Building & Site	Total
Summary of Deposits and Investments				
Cash on hand	\$ 674,321	\$ 467,294	\$ 758,075	\$ 1,899,690
Investments	<u>3,626,052</u>		<u>1,223,085</u>	<u>4,849,137</u>
Total Deposits and Investments	<u>\$ 4,300,373</u>	<u>\$ 467,294</u>	<u>\$ 1,981,160</u>	<u>\$ 6,748,827</u>
 Detail of Deposits and Investments				
Cash on hand	\$ 674,321	\$ 466,517	\$ 758,075	\$ 1,898,913
Petty Cash on hand	-	777	-	
Total Cash on hand	<u>\$ 674,321</u>	<u>\$ 467,294</u>	<u>\$ 758,075</u>	<u>\$ 1,899,690</u>
Chemical Bank Savings Account	\$ 61,287	-	\$ 111,678	\$ 172,965
Mich Class Investment	3,564,765	-	1,111,407	4,676,172
Total Investments	<u>\$ 3,626,052</u>	<u>\$ -</u>	<u>\$ 1,223,085</u>	<u>\$ 4,849,137</u>
Total Deposits and Investments	<u>\$ 4,300,373</u>	<u>\$ 467,294</u>	<u>\$ 1,981,160</u>	<u>\$ 6,748,827</u>

OWOSSO PUBLIC SCHOOLS
BOARD OF EDUCATION
 December 31, 2016
 Report 16-53

Combined Statement of Revenue, Expenditures, and Fund Balance
General, School Service, and Capital Projects Funds
As of 12/31/2016

Unaudited

	General Fund			School Service Fund			Capital Projects Fund			Unaudited		
	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/Used	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/Used	ORIGINAL BUDGET		YTD Actual	Over (Under) Budget
REVENUE												
Local sources												
State sources	3,317,105	3,155,897	(3,001,208)	10%	278,052	149,339	(128,713)	54%	1,591,871	9,521	(1,582,350)	1%
Federal sources	24,209,927	6,743,551	(17,466,376)	28%	56,429	-	(56,429)	0%	-	-	-	-
Interdistrict sources-RESD	1,272,141	190,879	(1,081,262)	15%	1,648,110	557,500	(1,090,610)	34%	-	-	-	-
Interdistrict sources-transfers in and other sources	735,493	107,303	(628,190)	15%	-	-	-	-	-	-	-	-
Total revenue and other sources	120,825	107,303	(120,525)	0%	-	-	-	-	-	-	-	-
EXPENDITURES												
INSTRUCTION												
BASIC PROGRAMS:												
ELEMENTARY												
MIDDLE SCHOOL	6,917,907	2,447,715	(4,470,192)	35%								
HIGH SCHOOL	3,660,513	1,260,261	(2,400,252)	34%								
ALTERNATIVE EDUCATION	3,992,723	1,383,115	(2,609,608)	35%								
PRESCHOOL	643,071	237,802	(405,269)	37%								
PRESCHOOL (MICHIGAN READINESS) GRANT	118,635	47,792	(71,043)	40%								
TOTAL BASIC PROGRAMS	176,800	88,923	(87,877)	50%	1,982,591	706,839	(1,275,752)	36%	1,591,871	9,521	(1,582,350)	1%
TOTAL BASIC PROGRAMS	15,509,849	5,465,608	(10,044,241)	35%								
ADDED NEEDS:												
SPECIAL EDUCATION	3,257,427	1,125,595	(2,131,832)	35%								
CHILD CARE PROGRAM	265,842	91,471	(174,371)	34%								
TITLE I GRANT	917,691	332,474	(585,217)	36%								
VOCATIONAL EDUCATION	526,025	198,790	(329,235)	38%								
CTE GRANT												
AT RISK GRANT	1,025,474	327,596	(697,878)	32%								
MISC STATE GRANTS	38,610	59,326	20,716	154%								
TOTAL ADDED NEEDS	6,033,069	2,135,262	(3,897,817)	35%								
CONTINUING EDUCATION:												
COMMUNITY EDUCATION	138,462	69,899	(69,563)	50%								
TOTAL CONTINUING EDUCATION	138,462	69,899	(69,563)	50%								
TOTAL INSTRUCTION	21,681,380	7,669,759	(14,011,621)									
SUPPORTING SERVICES:												
PUPIL SERVICES:												
GUIDANCE SERVICES	463,965	187,291	(276,674)	40%								
TOTAL PUPIL SERVICES	463,965	187,291	(276,674)	40%								
INSTRUCTIONAL STAFF:												
TITLE II PART A/RURAL EDUCATION GRANT	320,168	101,177	(218,991)	32%								
IMPROVEMENT OF INSTRUCTION	255,896	78,736	(177,160)	31%								
MEDIA SERVICES	264,549	105,578	(158,971)	40%								
TOTAL INSTRUCTIONAL STAFF	840,613	285,491	(555,122)	34%								
GENERAL ADMINISTRATION:												
BOARD OF EDUCATION	104,709	35,476	(69,233)	34%								
EXECUTIVE ADMINISTRATION	314,403	150,344	(164,059)	48%								
HUMAN RESOURCES	213,350	104,571	(108,779)	49%								
TOTAL GENERAL ADMINISTRATION	632,462	290,391	(342,071)	46%								
SCHOOL ADMINISTRATION:												
SCHOOL ADMINISTRATION	2,563,603	1,160,018	(1,403,585)	45%								
TOTAL SCHOOL ADMINISTRATION	2,563,603	1,160,018	(1,403,585)	45%								
BUSINESS SERVICES:												

OWOSSO PUBLIC SCHOOLS
 BOARD OF EDUCATION
 December 31, 2016
 Report 16-53

Combined Statement of Revenue, Expenditures, and Fund Balance
 General, School Service, and Capital Projects Funds
 As of 12/31/2016
 Unaudited

	General Fund			School Service Fund			Capital Projects Fund					
	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/Used	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/Used	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/Used
FISCAL SERVICES	\$ 338,739	\$ 120,505	\$ (218,234)	36%								
TECHNOLOGY MANAGEMENT	\$ 326,175	\$ 126,207	\$ (199,968)	39%								
TOTAL BUSINESS SERVICES	\$ 664,914	\$ 246,712	\$ (418,202)	37%								
OPERATIONS AND MAINTENANCE:												
OPERATIONS AND MAINTENANCE	\$ 2,733,687	\$ 1,231,651	\$ (1,502,036)	45%								
TOTAL OPERATIONS AND MAINTENANCE	\$ 2,733,687	\$ 1,231,651	\$ (1,502,036)	45%								
PUPIL TRANSPORTATION SERVICES:												
PUPIL TRANSPORTATION SERVICES	\$ 849,192	\$ 383,585	\$ (465,607)	45%								
TOTAL PUPIL TRANSPORTATION	\$ 849,192	\$ 383,585	\$ (465,607)	45%								
OTHER SERVICES:												
PAC	\$ 5,874	\$ -	\$ (5,874)	0%								
COMMUNICATION SERVICES	\$ 44,308	\$ 16,700	\$ (27,608)	38%								
ATHLETICS	\$ 425,797	\$ 195,778	\$ (230,019)	46%								
PRINTING AND OTHER SUPPORT SERVICES	\$ 77,644	\$ 35,976	\$ (41,668)	46%								
TOTAL OTHER SERVICES	\$ 553,623	\$ 248,454	\$ (305,169)	45%								
TOTAL SUPPORTING SERVICES	\$ 9,302,049	\$ 4,033,593	\$ (5,268,456)	43%								
OUTGOING TRANSFERS/FUND MODIFICATIONS:												
OTHER	\$ 59,596	\$ 11,813	\$ (47,783)	20%								
TOTAL OUTGOING TRANSFERS/FUND MODIFICATIONS	\$ 59,596	\$ 11,813	\$ (47,783)	20%								
FOOD SERVICE EXPENDITURES												
CAPITAL PROJECT EXPENDITURES												
TOTAL EXPENDITURES	\$ 31,043,025	\$ 11,715,165	\$ (19,327,860)	38%	\$ 2,046,684	\$ 865,631	\$ (1,181,053)	42%	\$ 1,079,623	\$ 475,742	\$ (603,881)	44%
REVENUE OVER or (UNDER) EXPENDITURES	\$ (1,387,834)	\$ (4,357,535)	\$ (2,969,701)		\$ (64,093)	\$ (158,792)	\$ (94,699)		\$ 512,248	\$ (466,221)	\$ (978,469)	
AUDITED FUND BALANCE, JULY 1, 2016	\$ 3,784,865	\$ 3,784,865			\$ 468,893	\$ 468,893			\$ 2,447,382	\$ 2,447,382		
PROJECTED FUND BALANCES - June 30, 2017	\$ 2,397,031				\$ 404,800				\$ 2,959,630			

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 23, 2017
Report 16-54**

FOR ACTION

Subject:

Bylaws Resolution

Recommendation:

Resolve that the Owosso Board of Education Adopt the Bylaws for Owosso Public Schools as presented in this resolution.

WHEREAS, the Revised School Code changes the classification of the Owosso School District from a district of the third class to a general powers district under the code, and

WHEREAS, the Revised School Code requires that a general powers school district shall adopt bylaws to establish or change Board procedures, and

WHEREAS, under the Revised School Code current board procedures, bylaws, and policies in effect on January 1, 2017, shall continue in effect until changed by an action of the Board.

THEREFORE BE IT RESOLVED, that the Owosso Board of Education shall continue to operate under existing policies and procedures.

Motion

Seconded

Vote – Ayes

Nays

Motion

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 23, 2017**

Report 16-55

FOR ACTION

Subject:

Delegation of Election Duties

Recommendation:

Resolve that the Owosso Board of Education authorize the Superintendent of Schools or his/her designee to conduct and manage any school elections for the calendar year 2017.

Facts:

The Board secretary is responsible for the management of the school election – customarily, the Board of Education authorizes the Superintendent or his/her designee to manage school election activity. This allows for an easier flow of election procedures. However, the Board still must adopt any resolution authorizing any elections that may take place throughout the year.

Motion
Seconded
Vote – Ayes

Nays

Motion

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 23, 2017**

Report 16-56

FOR ACTION

Subject:

Retainer – School Attorneys

Recommendation:

Resolve that the Owosso Board of Education retain Thrun Law Firm, P.C. as the District’s attorneys.

Facts:

Owosso Public Schools have a long-standing association with this law firm. The majority of school districts in Michigan retain the Thrun Law Firm. Thrun has proven to be a valuable resource to the Board and the Administration over the course of the relationship.

Motion
Seconded
Vote – Ayes

Nays

Motion

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 23, 2017**

Report 16-57

FOR ACTION

Subject:

Resignations of Professional Staff

Recommendation:

Resolve that the Board of Education authorize the superintendent or a Board designee to accept professional staff resignations on behalf of the Board.

Rationale:

The Board is the only body to hire, discharge or release professional staff. Because resignations are a formality and for the efficiency of the organization, the superintendent accepts professional staff resignations. The Board is notified of such resignations through an informational report.

Motion

Seconded

Vote – Ayes

Nays

Motion

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 23, 2017
Report 16-58

FOR ACTION

Subject:

Designated Financial Institution Accounts and Authorized Signers for the calendar year 2017

Recommendation:

Resolve that the depository and withdrawal authorized signers for the Owosso Public Schools' financial and banking transactions for the 2017 calendar year be approved as presented including authorization for necessary ACH transactions and/or bank transfers.

Rationale:

Every fiscal year it is necessary for the Board to approve the authorized individuals to transact banking business for the various accounts held in the name of the District.

Facts and Statistics:

- The only changes to the list has been to include each building organization account as part of the authorization process. These accounts have been in existence for a number of years but have not formally been included on the list for authorization. Due to the fact that these accounts were originally opened utilizing the tax i.d. of the District, it was deemed prudent to include them in the annual process. It should be noted that these accounts are subject to the same review and audit process as the other accounts that are routinely utilized for District business.
- Positions, rather than actual names, have been presented for authorization to expedite any needed changes that may occur in staffing throughout the fiscal year.
- This is a routine business item that appears before the Board on an annual basis.

Motion

Seconded

Vote – Ayes

Nays

Motion

Owosso Public School
Financial Institution Accounts and Authorized Individuals to transact
banking on behalf of the District for the specified accounts
Calendar Year 2017

CHEMICAL BANK:

ACCOUNT	AUTHORIZED SIGNERS/INITIATORS
General Account	Chief Financial Officer Board Treasurer
Payroll Account	Chief Financial Officer Board Treasurer
Sinking Fund	Chief Financial Officer Board Treasurer
Capital Projects Fund	Chief Financial Officer Board Treasurer
School Service Fund	Chief Financial Officer Board Treasurer
Durant Fund	Chief Financial Officer Board Treasurer
High School Organization	Chief Financial Officer Board Treasurer
Middle School Organization	Chief Financial Officer Board Treasurer
Lincoln Organization account	Chief Financial Officer Board Treasurer Principal/Building Executive Secretary
Bryant Organization account	Chief Financial Officer Board Treasurer Principal/Building Executive Secretary
Central Organization account	Chief Financial Officer Board Treasurer Principal/Building Executive Secretary
Emerson Organization account	Chief Financial Officer Board Treasurer Principal/Building Executive Secretary
Athletic Officials	Chief Financial Officer Board Treasurer Athletic Secretary Athletic Director
Community Education Account	Chief Financial Officer Board Treasurer

CHEMICAL BANK SAVINGS ACCOUNTS:

ACCOUNT	AUTHORIZED SIGNERS/ INITIATORS
General Account	Chief Financial Officer Board Treasurer
Capital Projects Fund	Chief Financial Officer Board Treasurer
Durant	Chief Financial Officer Board Treasurer
Sinking Fund	Chief Financial Officer Board Treasurer

MICHIGAN CLASS ACCOUNTS:

ACCOUNT	AUTHORIZED SIGNERS/INITIATORS
General Account	Chief Financial Officer Board Treasurer
Sinking Fund	Chief Financial Officer Board Treasurer

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 23, 2017

Report 16-59

FOR ACTION

Subject:

Sinking Fund Project Administration

Recommendation:

Resolve that the Board of Education authorize the Superintendent to enter into a contract with Spicer Group for retention of their services for the Sinking Fund Project Administration and professional design services where required for the projects slated for the Summer of 2017.

Rationale:

The District has had a successful relationship with Spicer since 2002. Proposed contract language for the project administration is similar to that of the contract entered into in the previous year.

Facts/Statistics:

The District has identified projects based on a slate of needs and this is reviewed annually by the Board to determine the highest priority projects with the safety of the staff and students being at the forefront of the decision making process. The voters approved a five year sinking fund renewal in November of 2013 which the final collection period will be in December of 2018 for summer of 2019 projects. In order to facilitate some of the projects slated in the plan, the District feels it is necessary to again retain a project manager for those projects based on the following reasons:

- The projects that would fall under the auspices of the project manager are multi-trade projects that require a complex knowledge of the trades involved.
- These projects are time consuming in nature to manage, which would draw District personnel away from other important operational areas.
- The bidding process requires a full knowledge of the players involved including the integrity of the bidders. A project manager would be held accountable for this process as well as the outcome thereby minimizing the risk to the District associated with these projects and the related contracted service.
- Communication is a key activity in carrying out these projects. A project manager will be responsible for communicating to District personnel regarding the progress on these projects as well as meeting budgetary guidelines.
- The purpose of the contract administration will be to monitor progress during the course of construction activities to ensure systems are in compliance with the construction documents. This will provide protection for the District that the projects involved are being done correctly and that the District is acting as a good steward of the taxpayers' funds.
- Most projects that fall within the requirements to qualify for sinking fund use require the services of an architect. Within the availability of services provided by Spicer, architectural services are included. If architectural services are utilized, the individual(s) providing the services will be separate from the ongoing project management. This avenue will be pursued in order to obtain quality architect services while achieving potential cost savings.

Motion

Seconded

Vote – Ayes

Nays

Motion



November 21, 2016

Dr. Andrea Tuttle, Superintendent
 Owosso Public Schools
 645 Alger Street
 Owosso, Michigan 48867

RE: 2017 Sinking Fund Improvements
 Owosso Public Schools, Owosso, Michigan

Dr. Tuttle:

This document contains Spicer Group's proposal to you to act as the Owner's Representative and provide Professional Design Services for the Owosso Public School's Facilities Improvement Sinking Fund.

BACKGROUND:

The voters of Owosso Public Schools have entrusted a millage-financed sinking fund in the Board of Education to provide miscellaneous capital improvements at facilities owned by the Owosso Public Schools. Improvements are needed in order to provide the staff and students with a positive physical environment conducive to learning. To attain the most value from these improvements, professional administration of the sinking fund is warranted. Spicer Group has been involved in the 2002 through 2016 sinking fund improvements and we believe this relationship to be of great benefit to both parties. We feel that it is imperative to start the design and permitting of the 2017 improvements as soon as possible to allow the work to be completed over the summer.

SCOPE OF PROFESSIONAL SERVICES:

Spicer's proposed services follow. They are phased as annual segments to reflect the orderly and reasonable progress of the project and, unless directed by you, we will only proceed from one year to the next with your concurrence and approval. This proposal will remain valid for sixty days. In the following narrative, "you" or "your" means Owosso Public Schools and "we" or "our" means Spicer Group, Inc.

1.01 SINKING FUND ADMINISTRATION

- 1.01.1 Meet with you to walk through the facilities. Based upon input from you, we shall coordinate, plan, develop, and detail the master schedule of identified improvements, including confirmation that the projects or portions of a project qualifies for payment out of the sinking fund per State of Michigan guidelines. This schedule, including appropriate cost estimates, will be revised from time-to-time on a semi-annual basis and will be reflective of the perspectives of the school district at large, the subject facility, construction "window" time periods, and budget. We will help you identify projects that will be done in house by the Operations Staff.
- 1.01.2 Update you periodically on the status and progress of each activity related to the sinking fund. This may include verbal reports at your meetings, memos, or information you may want to use for public or press release purposes. The frequency of these updates will be determined by you.
- 1.01.3 Advise and recommend to you any alternatives that may be more cost-efficient, that will achieve the same purpose, and that will add value to the project(s).

2.01 PROCUREMENT SERVICES

- 2.01.1 Upon your approval for construction, assist you in the bidding process for construction services. This will include advertising for bids in appropriate publications, hosting any necessary pre-bid meetings and walk through, coordinating any necessary addenda and assisting you when bids are opened. We will evaluate the low bids with emphasis on the bidder's ability to satisfactorily complete the project within the specified time and the bidder's ability to adequately staff, insure, bond, equip, and finance its efforts. In concert with the architect of record, if applicable, we will prepare letters of recommendation for you regarding approval of the award of the construction contract.
- 2.01.2 It is NOT the intent of the Procurement Services scope to develop and implement more than three (3) sets of bidding and or procurement documents to support the 2017 Sinking Fund.

3.01 PROJECT ADMINISTRATION

- 3.01.1 During each design or construction phase, we will provide general administrative oversight to assure adherence to the contract's scope, budget, and schedule. This will include attendance at necessary pre-design, and post-bid conferences meetings and project team progress meetings at a frequency determined by you.
- 3.01.2 Provide general construction observation oversight, review and recommend any changes to the work; review and recommend approval of progress payments and change orders and provide periodic reports on the financial status of the project budget.
- 3.01.3 Inform and update you as to the progress of the particular project with memos and attendance at your meetings. This will include a weekly project meeting with you during the construction season.

4.01 FIELD SERVICES

- 4.01.1 As needed, if needed, and as approved by you and upon our recommendation we will provide specialized on site construction inspection and material testing services during certain identified segments of the construction project to assure a value and quality construction product and conformance to the approved bidding documents.

5.01 PROFESSIONAL DESIGN SERVICES

- 5.01.1 During the design phase of the project we will meet with School district personnel for input prior to beginning the design.
- 5.01.2 Provide outside field investigation to verify existing conditions in as much as feasible.
- 5.01.3 Prepare plans and specifications for permitting and construction for –
- 5.01.3.1 High School Corridor Ceiling Replacement
- 5.01.3.2 High School Track Resurfacing
- 5.01.3.3 Misc. Site and Drainage Improvements
- 5.01.4 Meet with School District personnel to review project documents and incorporate input from review
- 5.01.5 Submit bidding documents to the State of Michigan for project approval.
- 5.01.6 Review shop drawings submitted by the contractor.

*Facilities Improvement Sinking Fund Management for 2017
November 21, 2016
Page 3 of 4*

- 5.01.7 At the end of construction provide the School District with record documents of the completed work.
- 5.01.8 Design Professionals responsible for the design will be involved with the construction process as needed to address design related issues.

SERVICES NOT INCLUDED:

We will not be providing any construction services. Professional Environmental Services will need to be obtained once the exact scope of potential abatement is understood.

ADDITIONAL SERVICES:

Additional services related to this project will be furnished by us after you review the scope and authorize the work. Our fee for the additional services will be determined at the time they are agreed to and rendered.

FEE SCHEDULE:

Our proposed fee schedule follows. We will submit monthly invoices to you for our basic professional services, any additional authorized services, and any reimbursable expenses. For each annual segment, our total proposed fee will be an amount equal to the schedule as follows:

- A. Administration – hourly rates not to exceed \$9,500.
- B. Procurement – hourly rates not to exceed \$5,000.
- C. Field Services– hourly rates not to exceed \$55,000.
- D. Professional Design Services – 6.9% of the construction costs (estimated at \$1,040,000) - \$71,760.
- E. Our total estimate fee for basic services for 2017 Sinking Fund - \$141,260.

Upon each annual amendment of this Agreement for subsequent segments, the fee will be negotiated and proposed in a similar fashion reflective of the services you request.

As the fee is hourly, not to exceed, our invoice will be based upon our actual effort and our standard hourly rates.

We have calculated these fees based on our understanding of what you want us to do and what you have told us. Should we approach the amount of the fee for any reason before we are finished with the work, if the scope changes or our understanding was incorrect, we will notify you and discuss with you the option of adjusting the amount of the fee or adjusting the scope of services.

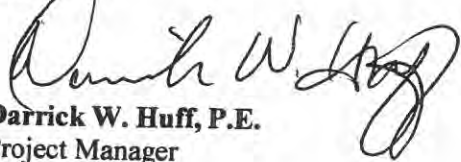
In addition, attached to this letter is a copy of our general conditions for our services which are part of this agreement. Any changes to this agreement must be agreed to by both of us.

If this proposal meets with your approval, please acknowledge this approval with an authorized signature below and return the enclosed copy to us. Upon receipt, we will start our services promptly.

Facilities Improvement Sinking Fund Management for 2017
November 21, 2016
Page 4 of 4

We deeply appreciate your confidence in Spicer Group. We look forward to working with you and for you on this exciting endeavor.

Sincerely,



Darrick W. Huff, P.E.
Project Manager

SPICER GROUP, INC
230 S. Washington Avenue
Saginaw, MI 48607
Phone: (989) 754-4717
Cell: (734) 787-0339
mailto: darrickh@spicergroup.com

cc: SGI File 124059SG2016
John Klapko, Owosso Public Schools
Julie Omer, Owosso Public Schools
KAJ/ACCTG

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improvements\projmgt\2016-11-21_2017 sinking fund_ltragr.doc

Above proposal accepted and approved
by Owner.

OWOSSO PUBLIC SCHOOLS

By: _____
Dr. Andrea Tuttle
Superintendent

Date: _____

GENERAL CONDITIONS ATTACHED TO LETTER AGREEMENT

SECTION 1

1.1 **Preamble.** This agreement is based upon a mutual obligation of good faith and fair dealing between the parties in its performance and enforcement. Accordingly, the OWNER and the PROFESSIONAL, with a positive commitment to honesty and integrity, agree to the following:

That each will function within the laws and statutes that apply to its duties and responsibilities; that each will assist in the other's performance; that each will avoid hindering the other's performance; that each will work diligently to fulfill its obligations; and that each will cooperate in the common endeavor of the contract.

1.2 **Ownership of Instruments of Service.** All reports, plans, specifications, computer files, field data, notes and other documents and instruments prepared by the PROFESSIONAL as instruments of service shall remain the property of the PROFESSIONAL. The PROFESSIONAL shall retain all common law, statutory and other reserved rights, including the copyright thereto.

1.3 **Covenant not to Hire.** OWNER agrees that during the term of this agreement and for a period of one (1) year thereafter that it will not hire for its own employment any person employed by the PROFESSIONAL in the performance of this agreement.

1.4 **Standard of Care.** Service performed by PROFESSIONAL under this AGREEMENT will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, express or implied, and no warranty or guarantee is included or intended in this AGREEMENT, or in any report, opinion, document or otherwise.

1.5 **Defects in Service.** OWNER and OWNER's personnel, contractors and subcontractors shall upon discovery promptly report to PROFESSIONAL any defects or suspected defects in PROFESSIONAL's work, in order that PROFESSIONAL may take prompt, effective measures which in PROFESSIONAL's opinion will minimize the consequences of a defect in service. PROFESSIONAL shall not be responsible for additional costs due to any tardiness in reporting defects in service.

1.6 **Reimbursable Expenses** mean the actual expenses incurred by PROFESSIONAL or PROFESSIONAL's independent professional associates or consultants, directly or indirectly in connection with the Project, such as expenses for; transportation and subsistence incidental thereto; obtaining bids or proposals from Contractor(s); providing and maintaining field office facilities including furnishings and utilities; subsistence and transportation of Resident Project Representatives and their assistants; toll telephone calls and courier services; reproduction of reports, drawings, specifications, bidding documents, and similar project-related items; and, if authorized in advance by OWNER, overtime work requiring higher than regular rates.

1.7 **Standard Hourly Rates** used as a basis for payment mean those rates in effect at the time that the work is performed, for all PROFESSIONAL's personnel engaged directly on the Project, including, but not limited to, architects, engineers, surveyors, designers, planners, drafters, specification writers, estimators, other technical and business personnel. The Standard Hourly Rates include salaries and wages, direct and indirect payroll costs and fringe benefits. The Standard Hourly Rates of personnel of PROFESSIONAL will be adjusted periodically to reflect changes in personnel and in PROFESSIONAL's overall compensation procedures and practices.

1.8 **Limitation of Liability.** To the fullest extent permitted by law, and not withstanding any other provision of this Agreement, the total liability, in the aggregate, of the PROFESSIONAL and the PROFESSIONAL's officers, directors, partners, employees and subconsultants, and any of them, to the OWNER and anyone claiming by or through the OWNER, for any and all claims, losses, costs or damages, including attorneys' fees and costs and expert-witness fees and costs of any nature whatsoever or claims expenses resulting from or in any way related to the Project or the Agreement from any cause or causes shall not exceed the total compensation received by the PROFESSIONAL under this Agreement, or the total amount of \$100,000.00, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

1.9 **Indemnification.** The PROFESSIONAL agrees, to the fullest extent permitted by law, to indemnify and hold harmless the OWNER, its officers, directors and employees (collectively, Owner) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the PROFESSIONAL's negligent performance of professional services under this Agreement.

The OWNER agrees, to the fullest extent permitted by law, to indemnify and hold harmless the PROFESSIONAL, its officers, directors, employees and subconsultants (collectively, Professional) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the OWNER's negligent acts in connection with the Project and the acts of its contractors, subcontractors or PROFESSIONAL or anyone for whom the OWNER is legally liable.

Neither the OWNER nor the PROFESSIONAL shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

1.10 **Severability.** Any term or provision of this Agreement found to be invalid under any applicable statute or rule of law shall be deemed omitted and the remainder of this Agreement shall remain in full force and effect.

1.11 **Survival.** Notwithstanding completion or termination of this Agreement for any reason, all rights, duties and obligations of the parties to this Agreement shall survive such completion or termination and remain in full force and effect until fulfilled.

1.12 Betterment. If, due to the PROFESSIONAL's negligence, a required item or component of the Project is omitted from the PROFESSIONAL's construction documents, the PROFESSIONAL shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event will the PROFESSIONAL be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

1.13 Mediation. In an effort to resolve any conflicts that arise during the design and construction of the Project or following the completion of the Project, the OWNER and the PROFESSIONAL agree that all disputes between them arising out of or relating to the Agreement or the Project shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.

The OWNER and the PROFESSIONAL further agree to include a similar mediation provision in all agreements with independent contractors and consultants also to include a similar mediation provision in all agreements with their subcontractors, subconsultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution between the parties to all those agreements.

1.14 Changed Conditions. If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to the PROFESSIONAL are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks or other material terms of this Agreement, the PROFESSIONAL may call for renegotiation of appropriate portions of this Agreement. The PROFESSIONAL shall notify the OWNER of the changed conditions necessitating renegotiation, and the PROFESSIONAL and the OWNER shall promptly and in good faith enter into renegotiation of this Agreement to address the changed conditions.

1.15 Hazardous Materials. Both parties acknowledge that the PROFESSIONAL's scope of services does not include any services related to the presence of any hazardous or toxic materials. In the event the PROFESSIONAL or any other party encounters any hazardous or toxic materials, or should it become known to the PROFESSIONAL that such materials may be present on or about the job site or any adjacent areas that may affect the performance of the PROFESSIONAL's services, the PROFESSIONAL may, at its option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until the OWNER retains appropriate PROFESSIONAL's or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the job site is in full compliance with all applicable laws and regulations.

SECTION 2

2.1 Assignment. Neither party to this Agreement shall transfer, sublet or assign any rights under or interest in this Agreement (including but not limited to monies that are due or monies that may be due) without the prior written consent of the other party. Subcontracting to subconsultants normally contemplated by the PROFESSIONAL shall not be considered an assignment for purposes of this Agreement.

2.2 Governing Law & Jurisdiction. The OWNER and the PROFESSIONAL agree that this Agreement and any legal actions concerning its validity, interpretation and performance shall be governed by the laws of the State of Michigan.

2.3 Billing and Payment Terms. *Payment Due:* invoices shall be submitted by the PROFESSIONAL (2nd) are due upon presentation and shall be considered past due if not paid within thirty (30) calendar days of the due date. *Interest:* If payment in full is not received by the PROFESSIONAL within thirty (30) calendar days of the due date, invoices shall bear interest at one-and one-half (1.5) percent of the PAST DUE amount per month, which shall be calculated from the invoice due date. Payment thereafter shall first be applied to accrued interest and then to the unpaid principal.

2.4 Suspension of Services. If the OWNER fails to make payments when due or otherwise is in breach of this Agreement, the PROFESSIONAL may suspend performance of service upon ten (10) calendar days' notice to the OWNER. The PROFESSIONAL shall have no liability whatsoever to the OWNER for any costs or damages as a result of such suspension caused by any breach of this Agreement by the OWNER. Upon payment in full by the OWNER the PROFESSIONAL shall resume services under this Agreement, and the time scheduled and compensation shall be equitably adjusted to compensate for the period of suspension plus any other reasonable time and expenses necessary for the PROFESSIONAL to resume performance. *Termination of Services:* If the OWNER fails to make payment to the PROFESSIONAL in accordance with the payment terms herein, this shall constitute a material breach of this Agreement and shall be cause for termination of this Agreement by the PROFESSIONAL. *Set-off, Backcharges, Discounts:* Payment of invoices shall not be subject to any discounts or set-off's by the OWNER unless agreed to in writing by the PROFESSIONAL. Payment to the PROFESSIONAL for services rendered and expenses incurred shall be due and payable regardless of any subsequent suspension or termination of this Agreement by either party.

2.5 Collection of Costs. In the event legal action is necessary to enforce the payment terms of this Agreement, the PROFESSIONAL shall be entitled to collect from the OWNER any judgement or settlement sums due, plus reasonable attorneys' fees, court costs and other expenses incurred by the PROFESSIONAL in connection therewith and, in addition, the reasonable value of the PROFESSIONAL's time and expenses spent in connection with such collection action, computed according to the PROFESSIONAL's prevailing fee schedule and expense policies.

2.6 Delays. The OWNER agrees that the PROFESSIONAL is not responsible for damages arising directly or indirectly from any delays for causes beyond the PROFESSIONAL's control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions or other natural disasters; fires, riots, war or other emergencies or acts of God; failure of any government agency to act in timely manner; failure of performance by the OWNER or the OWNER's contractors or consultants; or discovery of any hazardous substances or differing site conditions.

In addition, if the delays resulting from any such causes increase the cost or time required by the PROFESSIONAL to perform its services in an orderly and efficient manner, the PROFESSIONAL shall be entitled to an equitable adjustment in schedule and/or compensation.

2.7 Delivery and Use of Electronic Files. In accepting and utilizing any drawings, reports and data on any form of electronic media generated and furnished by the PROFESSIONAL, the OWNER agrees that all such electronic files are instruments of service of the PROFESSIONAL, who shall be deemed the author, and shall retain all common law, statutory law and other rights, including copyrights.

The OWNER agrees not to reuse these electronic files, in whole or in part, for any purpose other than for the Project. The OWNER agrees not to transfer these electronic files to others without the prior written consent of the PROFESSIONAL. The OWNER further agrees to waive all claims against the PROFESSIONAL resulting in any way from any unauthorized changes to or reuse of the electronic files for any other project by anyone other than the PROFESSIONAL.

The OWNER and the PROFESSIONAL agree that any electronic files furnished by either party shall conform to the original specifications. Any changes to the original electronic specifications by either the OWNER or the PROFESSIONAL are subject to review and acceptance by the other party. Additional services by the PROFESSIONAL made necessary by changes to the electronic file specifications shall be compensated for as Additional Services.

Electronic files furnished by either party shall be subject to an acceptance period of fourteen (14) days during which the receiving party agrees to perform appropriate acceptance tests. The party furnishing the electronic file shall correct any discrepancies or errors detected and reported within the acceptance period. After the acceptance period, the electronic files shall be deemed to be accepted and neither party shall have any obligation to correct errors or maintain electronic files.

The OWNER is aware that differences may exist between the electronic files delivered and the printed hard-copy construction documents. In the event of a conflict between the signed construction documents prepared by the PROFESSIONAL and electronic files, the signed or sealed hard-copy construction documents shall govern.

In addition, the OWNER agrees, to the fullest extent permitted by law, to indemnify and hold harmless the PROFESSIONAL, its officers, directors, employees and subconsultants (collectively, Professional) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from any changes made by anyone other than the PROFESSIONAL or from any reuse of the electronic files without the prior written consent of the PROFESSIONAL.

Under no circumstances shall delivery of electronic files for use by the OWNER be deemed a sale by the PROFESSIONAL, and the PROFESSIONAL makes no warranties, either expressed or implied, or merchantability and fitness for any particular purpose. In no event shall the PROFESSIONAL be liable for indirect or consequential damages as a result of the OWNER's use or reuse of the electronic files.

2.8 Opinions of Probable Construction Costs. In providing opinions of probable construction cost, the OWNER understands that the PROFESSIONAL has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the PROFESSIONAL's opinions of probable construction costs are

made on the basis of the PROFESSIONAL's judgement and experience. The PROFESSIONAL makes no warranty, express or implied that the bids or the negotiated cost of the Work will not vary from the PROFESSIONAL's opinion of probable construction costs.

SECTION 3

3.1 Design Without Construction Administration. Unless Authorized, it is understood and agreed that the PROFESSIONAL's Basic Services under this Agreement do not include project observation or review of the Contractor's performance or any other construction phase services, and that such services will be provided for by the OWNER. The OWNER assumes all responsibility for interpretation of the Contract Documents and for construction observation and the OWNER waives any claims against the PROFESSIONAL that may be in any way connected thereto.

3.2 Verification of Existing Conditions. Inasmuch as the remodeling and/or rehabilitation of the existing structures requires that certain assumptions be made by the PROFESSIONAL regarding existing conditions, and because some of these assumptions may not be verifiable without the OWNER's expending substantial sums of money or destroying otherwise adequate or serviceable portions of the structure, the OWNER agrees to bear all costs, losses and expenses, including the cost of the PROFESSIONAL's Additional Services, arising from the discovery of concealed or unknown conditions in the existing structure.

3.3 Jobsite Safety. Neither the professional activities of the PROFESSIONAL, nor the presence of the PROFESSIONAL or its employees and subconsultants at a construction/project site, shall relieve the General Contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods sequence, techniques or procedures necessary for performing, superintending and coordinating the Work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies, the PROFESSIONAL and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. The OWNER agrees that the General Contractor shall be solely responsible for jobsite safety, and warrants that this intent shall be carried out in the OWNER's contract with the General Contractor. The OWNER also agrees that the OWNER, the PROFESSIONAL and the PROFESSIONAL's subconsultants shall be indemnified by the General Contractor and shall be made additional insureds under the General Contractor's policies of general liability insurance.

3.4 Construction Observation. The PROFESSIONAL shall visit the site if authorized at intervals appropriate to the stage of construction, or as otherwise agreed to in writing by the OWNER and the PROFESSIONAL, in order to observe the progress and quality of the Work completed by the Contractor. Such visits and observation are not intended to be an exhaustive check or a detailed inspection of the Contractor's work but rather are to allow the PROFESSIONAL, as an experienced professional, to become generally familiar with the Work in progress and to determine, in general, if the Work is proceeding in accordance with the Contract Documents.

Based on this general observation, the PROFESSIONAL shall keep the OWNER informed about the progress of the Work and shall endeavor to guard the OWNER against deficiencies in the work.

If the OWNER desires more extensive project observation or full-time project representation, the OWNER shall request that such services be provided by the PROFESSIONAL as Additional Services in accordance with the terms of this Agreement. The PROFESSIONAL shall not supervise, direct or have control over the Contractor's work nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the contractor in accordance with the Contract Documents.

The PROFESSIONAL shall not be responsible for any acts or omissions of the contractor, subcontractor, any entity performing any portions of the Work, or any agents or employees of any of them. The PROFESSIONAL does not guarantee the performance of the Contractor and shall not be responsible for the Contractor's failure to perform its Work in accordance with the Contract Documents or any applicable laws, codes, rules or regulations.

3.5 Pre-Engineered Buildings. The OWNER acknowledges that it has requested the PROFESSIONAL to specify a pre-engineered building. The OWNER further acknowledges that the PROFESSIONAL will not engineer, design, manufacture, assemble or erect said building and is not responsible in any way for defects or deficiencies in the building. Therefore, the OWNER waives all claims against the PROFESSIONAL arising in any way from the specification of the building or for any defects, deficiencies, errors or omissions in the design, fabrication or erection of the building.

3.6 Client Requested Substitutions. Upon request by the OWNER, the PROFESSIONAL shall evaluate and make recommendations regarding substitutions of materials, products or equipment proposed by the OWNER's consultants or contractors. The PROFESSIONAL shall be compensated for these services, as well as any services required to modify and coordinate the construction documents prepared by the PROFESSIONAL with those of the PROFESSIONAL's subconsultants and the OWNER's consultants, as Additional Services. The PROFESSIONAL also shall be entitled to an adjustment in schedule caused by this additional effort.

3.7 Record Drawings. If authorized by the Agreement, upon completion of the Work, the PROFESSIONAL shall compile for and deliver to the OWNER a reproducible set of Record Documents based upon the marked-up record drawings, addenda, change orders and other data furnished by the Contractor. These Record documents will show significant changes made during construction. Because these Record Documents are based on unverified information provided by other parties, which the PROFESSIONAL shall assume will be reliable, the PROFESSIONAL cannot and does not warrant their accuracy.

These General Conditions shall be attached to and made part of the Agreement between Spicer Group, Inc. (PROFESSIONAL) and the Owner.

3.8 Certifications, Guarantees and Warranties. The PROFESSIONAL shall not be required to sign any documents, no matter by whom requested, that would result in the PROFESSIONAL's having to certify, guarantee or warrant the existence of conditions whose existence the PROFESSIONAL cannot ascertain. The OWNER also agrees not to make resolution of any dispute with the PROFESSIONAL or payment of any amount due to the PROFESSIONAL in any way contingent upon the PROFESSIONAL's signing any such certification.

3.9 Contingency Fund. The OWNER and the PROFESSIONAL agree that certain increased cost and changes may be required because of possible omissions, ambiguities or inconsistencies in the drawings and specifications prepared by the PROFESSIONAL and, therefore, that the final construction cost of the Project may exceed the estimated construction cost. The OWNER agrees to set aside a reserve in the amount of 10 percent of the Project construction costs as a contingency to be used, as required, to pay for any such increased costs and changes. The OWNER further agrees to make no claim by way of direct or third-party action against the PROFESSIONAL or its subconsultants with respect to any increased costs within the contingency because of such changes or because of any claims made by the Contractor relating to such changes.

3.10 Code Compliance. The PROFESSIONAL shall put forth reasonable professional effort to comply with applicable laws, codes and regulations in effect as of the date of (*submission to building authorities*). Design changes made necessary by newly enacted laws, codes and regulations after this date shall entitle the PROFESSIONAL to a reasonable adjustment in the schedule and additional compensation in accordance with the Additional Services provisions of this Agreement.

3.11 Permits and Approvals. The PROFESSIONAL shall assist the OWNER in applying for those permits and approvals normally required by law for projects similar to the one for which the PROFESSIONAL's services are being engaged. This assistance shall consist of completing and submitting forms to the appropriate regulatory agencies having jurisdiction over the construction documents, and other services normally provided by the PROFESSIONAL and included in the scope of Basic Services of this Agreement.

3.12 Right of Entry. OWNER shall provide for PROFESSIONAL's right to enter from time to time property owned by OWNER and/or other(s) in order for PROFESSIONAL to fulfill the scope of services indicated hereunder. OWNER understands that use of testing or other equipment may unavoidably cause some damage, the correction of which is not part of this AGREEMENT.

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 23, 2017

Report 16-60

FUTURE ACTION

Subject:

VE Great Lakes Trade Show, Rosemont, IL – Out-of-State Student Travel

Recommendation:

Resolve that the Board of Education approve the out-of-state travel by Owosso High School students to attend and compete in the VE Great Lakes Trade Show, February 2-4, 2017.

Rationale:

Second-year entrepreneurship students are enrolled in our Entrepreneurship and Innovation class, in which the students form, plan and manage a virtual business. Owosso High School was the first high school in Michigan to join the Virtual Enterprises, International (VE) program through which students transact virtual business with thousands of students both in the United States and 17 foreign countries. The VE program includes on-line curriculum where students work in various departments completing all the functions necessary to successfully operate a profitable business.

This trade show brings together more than 700 students in a real world trade show setting, where each virtual company sets up their own booth and makes sales presentations to all visitors. In addition to the actual trade show where salesmanship and booth design are evaluated by industry professionals, students will also compete in other business-related events such as brochure design, business card design, video commercial production, newsletter production, impact marketing and website design. We will be traveling with students from Grand Blanc, Fenton and Davison High Schools in a tour bus. Both VE classes will be earning money through various fund raisers to keep the cost per student under \$300. for travel, 2 nights lodging and meals. Students will be expected to pay for their own lunch and any shopping costs.

Statement of Purpose:

These trade shows provide the real world opportunity for our students to openly compete for business. The entire experience will provide multiple opportunities for competition, networking, problem-solving, sales promotion and public speaking for each individual involved. Teamwork, personal responsibility and goal-setting will also be required. By virtue of these activities, each student will gain valuable experience that should foster a growth in self-confidence and poise under pressure. The networking with students from all parts of the Midwest will also provide a real world study of different cultures and racial diversity.

Facts/Statistics:

The cost of the trip will be covered by each individual student, along with funds earned by the VEI classes through fund raisers.

Motion

Seconded

Vote – Ayes

Nays

Motion

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 23, 2017
Report 16-61

FOR ACTION

Subject:

Out-of-state Student Travel – OHS 2017 Choral experience in New York, NY

Recommendation:

Resolve that the Board of Education approve the out-of-state travel for Owosso High School Choir students and teacher Jessica Nieuwkoop on a trip to New York City, New York March 31-April 3

Rationale:

Ms. Nieuwkoop and approximately 55 OHS 9th – 12th grade students will travel by Charter Bus for a vocal music experience in New York City. Students will be accompanied by Ms. Nieuwkoop and chaperones composed of OPS Staff & Parents. This is an enhancement to the Vocal Music curriculum and a unique opportunity to engage with professional performers.

Statement of Purpose:

The purpose of this trip is to provide our students with a global choral experience outside of the classroom. Students will be provided the opportunity to view a professional performance and see many of the skills that we use in class daily in action. Students will also have the opportunity to work with a profession director and choreographer including one of the performers from the musical they will be seeing. Students will be able to engage in a question and answer sessions with individuals involved in all aspects of professional theater including pit performer, costumer, back stage hand and a swing (understudy) performer. Students will also have the opportunity to visit Ellis Island, Liberty Island, One World Trade Center, Ground Zero and Times Square.

Facts/Statistics:

This trip is sponsored by Owosso High School Vocal Music department. Students and Chaperones are responsible for all of the cost. Chaperones and students will leave for the trip at 6:00 AM on March 31, 2017. Students will return home on April 3 around 12:00 PM. Two parent meetings will take place before students go on the trip. Bob Rogers Travel is our trips organizer.

Motion

Seconded

Vote – Ayes

Nays

Motion



Bob Rogers Travel

Making Moments That Matter

PREPARED FOR THE: **OWOSSO HIGH SCHOOL CHOIR**
 UNDER THE DIRECTION OF: **MRS. JESSICA A. NIEUWKOOP**
 DESTINATION: **NEW YORK, NEW YORK**
 TOUR DATES: **MARCH 31 – APRIL 3, 2017**

ITINERARY AS OF JUNE 6, 2016

JEFF MCLAIN, SALES CONSULTANT ~ JENNIFER SHIPLER, TRIP COORDINATOR

ALL TOUR INCLUSIONS ARE SUBJECT TO AVAILABILITY AND CHANGE

FRIDAY, MARCH 31ST

Meals Included Today: **None / all meals en-route are on your own**

- 6:00 AM Your privately chartered motor coach arrives for loading at:
Owosso High School
765 East North Street
Owosso, MI 48867
- 7:00 AM Coach departs for the **BIG APPLE!**
 🎵 The estimated driving distance is 680 miles; the calculated drive time is approximately 12 hours without stops. 2 hours of additional time has been factored into your travel for driver changes, rest & meal stops and traffic delays. **Your route will not take you through Canada.** Dinner stop en-route at your own expense.
- 9:00 PM Arrive in New Jersey at your hotel, the **Hilton Meadowlands**. Upon your arrival you'll secure your luggage and check-in to your rooms.
- Your Professional Bob Rogers Travel Tour Director will meet you here and accompany your group throughout your tour.

One privately hired security guard on duty at your hotel from 10:30 PM - 5:30 AM

SATURDAY, APRIL 1ST

Meals Included Today: **Breakfast, Lunch and Dinner**

- 7:00 AM Enjoy an **American breakfast buffet** at your hotel this morning.
- 8:15 AM Board the coach and transfer to **Liberty State Park / Statue Cruises Terminal**.



Bob Rogers Travel

Making Moments That Matter

SATURDAY, APRIL 1ST CONTINUED

- 9:00 AM Board the ferry for **Ellis Island** and **Liberty Island**. Visit this monument to freedom and the surrounding area of Liberty Island as well as the immigration Museum. You will proceed through airport-type security to go on the ferry to the islands. Please refrain from carrying large bags or metal objects to expedite going through security, and leave any sharp objects (pocket knives, etc.) on the bus.
- You'll have a **NYC deli boxed lunch** delivered this afternoon for lunch.
- 1:00 PM Approximate arrival time to **Battery Park**. Your group will walk to the 9/11 Memorial.
- 1:30 PM Arrive at the **National September 11 Memorial**. The National September 11 Memorial is a tribute of remembrance and honor to the nearly 3,000 people killed in the terror attacks of September 11, 2001 at the World Trade Center site, near Shanksville, Pa., and at the Pentagon, as well as the six people killed in the World Trade Center bombing in February 1993. The Memorial's twin reflecting pools are each nearly an acre in size and feature the largest manmade waterfalls in North America. The pools sit within the footprints where the Twin Towers once stood. **Bob Rogers Travel is a Charter Member and Memorial Builder for the National September 11 Memorial.**
- 2:00 PM Visit the **9/11 Memorial Museum**. The 9/11 Memorial Museum is an educational and historical institution honoring the victims and examining 9/11 and its continued global significance.
- 3:30 PM Walk to the One World Tower.
- 4:00 PM Ascend to the **One World Observatory**. Start by ascending to the top of the tallest building in the Western Hemisphere in less than 60 seconds. Once you've arrived to the top experience three levels of innovation and inspiration, then look towards the horizon and feel the city's invincible spirit.
- 5:00 PM Board the coach and transfer to dinner.
- 6:00 PM Arrive for dinner at the **Crossroads American Kitchen**. A vibrant Times Square restaurant and lounge. Dine in a dramatic atrium setting, with a spectacular 21-foot mirrored spiral bar.
- 7:00 PM Walk to the **theatre** for your Broadway Show.
- 8:00 PM **Curtain rises on your Broadway Musical!** (PLEASE NOTE, YOUR SHOW IS STILL TBD, ALL SHOWS ARE SUBJECT TO AVAILABILITY AND \$100 HAS BEEN BUDGETED FOR YOUR TICKETS)



Bob Rogers Travel

Making Moments That Matter

SATURDAY, APRIL 1ST CONTINUED

11:00 PM Board the coach and transfer to your hotel.

One privately hired security guard on duty at your hotel from 10:30 PM - 5:30 AM

SUNDAY, APRIL 2ND

Meals Included Today: **Breakfast and Dinner**

7:30 AM Enjoy an **American breakfast buffet** at your hotel this morning.

8:30 AM Check-out of your rooms and load the coach from Michigan. **PLEASE DON'T LEAVE ANY PERSONAL ITEMS ON THIS COACH THAT YOU'LL NEED FOR TODAY AS YOUR DRIVER WILL REMAIN AT THE HOTEL FOR REQUIRED DOWNTIME.**

9:00 AM Board your locally hired coach (with ACADEMY BUS) and transfer to and transfer to your **Broadway Workshop**. (PLEASE NOTE, YOUR BROADWAY WORKSHOP IS STILL TBD AND SUBJECT TO AVAILABILITY, TIMES AND STUDIO LOCATION WILL BE DETERMINED AT A LATER DATE)

10:30 AM Your **Making Music Workshop begins. GREAT FOR CHOIRS!** Participants will learn techniques of vocal dynamics and acting through song while working with a musical director on a piece of Broadway music. Explore the art of marrying music and drama to effectively achieve great emotional impact. Then the group has the opportunity to perform the piece they just learned with a Broadway guest performer, followed by a question-and-answer session.

12:30 PM Transfer (walk or NYC Subway, depending on studio location) to the **Times Square** area. Time Square is located at the intersection of Broadway and Seventh Avenue, stretching from West 42nd to West 47th Streets. Times Square is known as the "The Crossroads of the World" and the "The Great White Way" which is the brightly illuminated theatre district.

Lunch will be at your own expense this afternoon.

5:30 PM Board the coach at a predetermined location arranged by your Tour Director and transfer to **Chelsea Piers**.

6:30 PM **Boarding begins on Spirit Cruises.**



Bob Rogers Travel

Making Moments That Matter

SUNDAY, APRIL 2ND CONTINUED

- 7:00 PM Set sail for your **Dinner / DJ Dance Harbor Cruise**. The best sights of New York are from the water and the Spirit of New York will deliver all of New York Harbors to your tableside. Get up-close to the Statue of Liberty. Cruise under the breath-taking Brooklyn Bridge. Admire the South Street Seaport and the Financial District. No other place in New York will show you the city like this.
- 10:00 PM Upon your return to the docks you'll board the coach for your return trip home.

MONDAY, APRIL 3RD

Meals Included Today: **None / all meals en-route are at your own expense**

- 12:00 PM Approximate arrival time to **Owosso High School**.

WELCOME HOME AND THANK YOU FOR TRAVELING WITH BOB ROGERS TRAVEL. WE HOPE YOU HAVE MADE MANY SPECIAL MEMORIES!

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 23, 2017
Report 16-63**

FOR ACTION

Subject:

Revised Bylaw 0100-Definitions, Revised Policies 7540-Technology, 7540.01-Technology Privacy and 7540.02-Web Content, Services, and Apps, 1st Readings.

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st readings: **Revised Bylaw 0100-Definitions, Revised Policies 7540-Technology, 7540.01-Technology Privacy and 7540.02-Web Content, Services, and Apps**

Facts / Statistics:

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

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

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

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

BYLAWS
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DEFINITIONS

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

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

Administrative Guideline

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

Agreement

A collectively negotiated contract with a recognized bargaining unit.

Apps and Web Services

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

Board

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

BYLAWS
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The Board of Education.

Bylaw

Rule of the Board for its own governance.

Classified or Support Employee

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

District

The School District.

Due Process

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

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

Full Board

Authorized number of voting members entitled to govern the District.

Information Resources

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

May

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

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**BYLAWS
0100/page 3 of 6**Meeting**

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

Parent

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

Personal Communication Devices

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

Policy

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

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

BYLAWS
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President

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

Principal

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

Professional Staff Member

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

Relative

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

Secretary

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

Shall

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

Student

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

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

BYLAWS
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Superintendent

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

Technology Resources

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

Treasurer

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

Vice-President

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

Voting

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

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

Revised 4/05

Revised 2/27/17

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**
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**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

PROPERTY
7540/page 1 of 4

REVISED POLICY - TECHNOLOGY UPDATE

COMPUTER TECHNOLOGY AND NETWORKS

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

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

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

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

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

- report
- recommend the approval of

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

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

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

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

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

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

Instructional staff and their students may use District Technology

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

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

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

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

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

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REVISED POLICY - TECHNOLOGY UPDATE

TECHNOLOGY PRIVACY

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

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

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

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

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

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

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

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

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

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

Revised 2/27/17

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REVISED POLICY - TECHNOLOGY UPDATE

DISTRICT WEB CONTENT, PAGESERVICES AND APPS PAGE

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

Creating Web Pages/Sites/Services and Apps

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

The Board of Education authorizes staff members

() and students

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

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

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

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

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

A. **Educate**

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

B. **Inform**

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

C. **Communicate**

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

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

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

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

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

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

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

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

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

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

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

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

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

Instructional Use of Web Services and Apps

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

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

~~[] [OPTION #1]~~

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

~~[END OF OPTION #1]~~

[X] [OPTION #2]

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

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The Board further requires

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

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

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**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 23, 2017
Report 16-64**

FOR ACTION

Subject:

New Policy 1619, Revised Policies 3419/4419-Group Health Plans-Administration/Professional/Support Staff, Revised Policies 1619.01/3419.01/4419.01-Privacy Protections of Self-Funded Group Health Plans-Administration/Professional/Support Staff, and Revised Policies 1619.02/3419.02/4419.02-Privacy Protections of Fully Insured Group Health Plans-Administration/Professional/Support Staff, 1st Readings.

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st readings: **New Policy 1619, Revised Policies 3419/4419-Group Health Plans-Administration/Professional/Support Staff, Revised Policies 1619.01/3419.01/4419.01-Privacy Protections of Self-Funded Group Health Plans-Administration/Professional/Support Staff, and Revised Policies 1619.02/3419.02/4419.02-Privacy Protections of Fully Insured Group Health Plans-Administration/Professional/Support Staff**

Facts / Statistics:

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

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

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

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

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OWOSSO PUBLIC SCHOOLS**

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NEW POLICY - VOL. 31, NO. 1

GROUP HEALTH PLANS

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

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

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

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

[END OF OPTION #1]

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[] ~~_____~~ **[OPTION #2]**

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

[END OF OPTION #2]

Adopted 2/27/2017

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REVISED POLICY - VOL. 31, NO. 1

GROUP HEALTH PLANS

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

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

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

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

~~[END OF OPTION #1]~~

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~~[]~~ ~~————~~ ~~[OPTION #2]~~

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

~~[END OF OPTION #2]~~

Revised 2/27/2017

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REVISED POLICY - VOL. 31, NO. 1

GROUP HEALTH PLANS

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

~~{ } — [OPTION #1]~~

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

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

~~[END OF OPTION #1]~~

~~{ } — [OPTION #2]~~

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

~~[END OF OPTION #2]~~

Revised 2/27/2017

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REVISED POLICY - VOL. 31, NO. 1

PRIVACY PROTECTIONS OF SELF-FUNDED GROUP HEALTH PLANS

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

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

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

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

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

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

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

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

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

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45 C.F.R. 164.530

45 C.F.R. 164.308

~~29 C.F.R. Part 1635~~

~~42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act~~

42 U.S.C. 1320d-5(a)(1)

45 U.S.C. 160.102(a), 164.308(a)(2), 164.530(a), 164.530(i)

Revised 2/27/2017

Adopted 5/12/14

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REVISED POLICY - VOL. 31, NO. 1

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

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

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

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

45 C.F.R. 164.530

45 C.F.R. 164.308

~~29 C.F.R. Part 1635~~

~~42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act~~

42 U.S.C. 1320d-5(a)(1)

45 U.S.C. 160.102(a), 164.308(a)(2), 164.530(a), 164.530(i)

Revised 2/27/2017

Adopted 5/12/14

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REVISED POLICY - VOL. 31, NO. 1

PRIVACY PROTECTIONS OF SELF-FUNDED GROUP HEALTH PLANS

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

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

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

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

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OWOSSO PUBLIC SCHOOLS**

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

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

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

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

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

45 C.F.R. 164.530

45 C.F.R. 164.308

~~29 C.F.R. Part 1635~~

~~42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act~~

42 U.S.C. 1320d-5(a)(1)

45 U.S.C. 160.102(a), 164.308(a)(2), 164.530(a), 164.530(i)

Revised 2/27/2017

Adopted 5/12/14

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REVISED POLICY - VOL. 31, NO. 1

PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

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

- A. Medical Plan
- B. Prescription Drug Plan
- C. Dental Plan
- D. Vision Plan

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

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

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

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

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

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

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

- A. Refrain from taking any retaliatory action against any individual for exercising any right under the plan, filing a complaint with Health and Human Services, participating in any proceeding under Part C of Title XI of the Social Security Act, or opposing any act or practice made unlawful by the Privacy Rule provided that the individual has a good faith belief that the practice opposed is unlawful.
- B. Not impose a requirement that participants waive their rights under the Privacy Rule as a condition of the provision of payment, enrollment in a health plan, or eligibility of benefits.
- C. If the plan document is amended in accordance with the Privacy Rule, the plan must retain a copy of the plan document as amended for six (6) years from the date of its amendment or the date when it last was in effect, whichever is later.
- D. Provide notification to affected individuals, the Secretary of the U.S. Department of Health and Human Services, and the media (when required), if the plan or one of its business associates discovers a breach of unsecured protected health information, in accordance with the requirements of HIPAA and its implementing regulations.

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

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

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ADMINISTRATION
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- B. Information on whether an individual is participating in a group health plan, or is enrolled in or has disenrolled from a health insurance issuer or HMO offered by the plan.
- C. Information disclosed to the plan under a signed authorization that meets the requirements of the Privacy Rule.

29 C.F.R. Part 1635

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

45 C.F.R. 160.102(a), 164.530(g), 164.530(h), 164.530(j), 164.530(k), 164.404

45 C.F.R. 164.406, 164.408, 164.502, 164.520(a)

Revised 2/27/2017

Adopted 5/12/14

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PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

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

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- B. Not impose a requirement that participants waive their rights under the Privacy Rule as a condition of the provision of payment, enrollment in a health plan, or eligibility of benefits.
- C. If the plan document is amended in accordance with the Privacy Rule, the plan must retain a copy of the plan document as amended for six (6) years from the date of its amendment or the date when it last was in effect, whichever is later.
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- B. Information on whether an individual is participating in a group health plan, or is enrolled in or has disenrolled from a health insurance issuer or HMO offered by the plan.
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29 C.F.R. Part 1635

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

45 C.F.R. 160.102(a), 164.530(g), 164.530(h), 164.530(j), 164.530(k), 164.404

45 C.F.R. 164.406, 164.408, 164.502, 164.520(a)

Revised 2/27/2017

Adopted 5/12/14

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REVISED POLICY - VOL. 31, NO. 1

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

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

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- A. Refrain from taking any retaliatory action against any individual for exercising any right under the plan, filing a complaint with Health and Human Services, participating in any proceeding under Part C of Title XI of the Social Security Act, or opposing any act or practice made unlawful by the Privacy Rule provided that the individual has a good faith belief that the practice opposed is unlawful.
- B. Not impose a requirement that participants waive their rights under the Privacy Rule as a condition of the provision of payment, enrollment in a health plan, or eligibility of benefits.
- C. If the plan document is amended in accordance with the Privacy Rule, the plan must retain a copy of the plan document as amended for six (6) years from the date of its amendment or the date when it last was in effect, whichever is later.
- D. Provide notification to affected individuals, the Secretary of the U.S. Department of Health and Human Services, and the media (when required), if the plan or one of its business associates discovers a breach of unsecured protected health information, in accordance with the requirements of HIPAA and its implementing regulations.

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

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

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- B. Information on whether an individual is participating in a group health plan, or is enrolled in or has disenrolled from a health insurance issuer or HMO offered by the plan.
- C. Information disclosed to the plan under a signed authorization that meets the requirements of the Privacy Rule.

29 C.F.R. Part 1635

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

45 C.F.R. 160.102(a), 164.530(g), 164.530(h), 164.530(j), 164.530(k), 164.404

45 C.F.R. 164.406, 164.408, 164.502, 164.520(a)

Revised 2/27/17

Revised 7/12/10

Revised 5/12/14

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**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 23, 2017
Report 16-65**

FOR ACTION

Subject:

New Policy 2628 – State Aid Incentives, 1st Reading.

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **New Policy 2628 – State Aid Incentives**

Facts / Statistics:

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

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

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

PROGRAM
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NEW POLICY - VOL. 31, NO. 1

STATE AID INCENTIVES

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

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

[x] At Risk Funding

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

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

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

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OWOSSO PUBLIC SCHOOLS**

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

State School-Aid Act

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**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 23, 2017
Report 16-66**

FOR ACTION

Subject:

Revised Policy 3142 – Probationary Teachers, 1st Reading.

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policy 3142 – Probationary Teachers**

Facts / Statistics:

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

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

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

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OWOSSO PUBLIC SCHOOLS**

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3142/page 1 of 2

REVISED POLICY - VOL. 31, NO. 1

PROBATIONARY TEACHERS

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

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

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

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

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

The Board shall annually review the performance of all probationary teachers by a date adequate to ensure timely compliance with all statutory, contractual, and other applicable timelines. The Superintendent shall provide to the Board a written recommendation with regard to each such teacher specifically noting the extent to which the probationary teacher's performance is meeting District expectations. On the basis of its review, the Board may, in its discretion, (1) ~~grant tenure, if otherwise eligible;~~ (2) non-renew employment based on unsatisfactory performance; or (3) continue the probationary period of employment if not otherwise eligible for tenure (not to exceed the statutory probation periods). The Board's review of such recommendation shall comport with all applicable statutory, contractual, or other legal requirements.

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OWOSSO PUBLIC SCHOOLS**

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3142/page 2 of 2

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

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

M.C.L. 38.81 et seq.

Revised 2/27/17

Revised 8/27/12

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OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 23, 2017
Report 16-67

FOR ACTION

Subject:

Revised Policy 6424-Purchasing Card, 1st Reading.

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policy 6424-Purchasing Card**

Facts / Statistics:

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

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

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

policy

BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS

FINANCES
6424/page 1 of 2

REVISED POLICY - VOL. 31, NO. 1

PURCHASING CARDS

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

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

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

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

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

policy

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OWOSSO PUBLIC SCHOOLS**

FINANCES
6424/page 2 of 2

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

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

Misuse of the purchasing card may result in disciplinary action.

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

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**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 23, 2017
Report 16-68**

FOR ACTION

Subject:

New Policy 6605-Crowdfunding, Revised Policy 5830-Sudent Fund-Raising and Revised Policy 9700-Relations with Special Interest Groups, 1st Readings.

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st readings: **New Policy 6605-Crowdfunding, Revised Policy 5830-Sudent Fund-Raising and Revised Policy 9700-Relations with Special Interest Groups**

Facts / Statistics:

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

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

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

FINANCES
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NEW POLICY - VOL. 31, NO. 1

CROWDFUNDING

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

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

~~[] — [OPTION #1]~~

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

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

OR

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

FINANCES
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[x] [OPTION #2]

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

(X) of the Superintendent.

OR

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

All crowdfunding activities are subject to AG 6605.

[END OF OPTION #2; END OF POLICY]

Adopted 2/27/17

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policy

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

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REVISED POLICY - VOL. 31, NO. 1

STUDENT FUND-RAISING

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

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

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

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

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

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

policy

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

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

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Board.

Superintendent.

~~OPTION #1~~

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

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~~END OF OPTION #1~~

OR

OPTION #2

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

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of the Superintendent.

OR

of the Board upon the recommendation of the Superintendent.

policy

**BOARD OF EDUCATION
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All crowdfunding activities are subject to AG 6605.

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[END OF OPTION #2]

policy

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

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

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

- A. specify the times and places in which funds may be collected;
- B. describe permitted methods of solicitation which do not place undue pressure on students;
- C. limit the kind and amount of advertising for solicitation;
- D. require that the Board approve the distribution or liquidation of monies remaining in a student activity account when the organization is defunct or disbanded; and
- E. limit the number of fund raising events.

policy

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

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

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

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

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

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**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

RELATIONS
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REVISED POLICY - VOL. 31, NO. 1

RELATIONS WITH SPECIAL INTEREST GROUPS

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

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

A. Political/Commercial Interests

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

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

B. Contests/Exhibits

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

1. make unreasonable demands upon the time and energies of staff or students or upon the resources of the District;
2. interrupt the regular school program.

C. Distribution/Posting of Literature

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

The Superintendent shall establish administrative guidelines which ensure that:

1. criteria established in Policy 5722 - Student Publications and Productions - are used to make a decision regarding materials that students seek to post or distribute;
2. distribution or posting of materials employees wish to distribute on behalf of an employee organization comply with the terms of negotiated, collectively-bargained agreements;
3. no materials from any profit-making organization are distributed for students to take home to their parents unless authorized by the Superintendent.

D. Solicitation of Funds

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

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

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

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

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

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

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

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Board.

Superintendent.

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

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

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

OR

[OPTION #2]

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

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of the Superintendent.

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**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

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E. Prizes/Scholarships

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

1. No information either academic or personal shall be released from the student's record for the purpose of selecting a scholarship or prize winner without the permission of the student who is eighteen (18), or the parents of a student who is younger in accordance with the Board's policy on student records.
2. The type of scholarship or prize, the criteria for selection of the winner, and any restrictions upon it shall be approved by the Superintendent.
3. The principal, together with a committee of staff members designated by the principal, shall be involved in the selection of the recipient and, if agreeable to the sponsoring organization, the selection shall be left entirely to the principal and staff committee.

F. Surveys and Questionnaires

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

Revised 2/27/17

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OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 23, 2017
Report 16-69

FOR ACTION

Subject:

Revised Policy 8321-Criminal Justice Information Security (Non-Criminal Justice Agency), 1st Reading.

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policy 8321-Criminal Justice Information Security (Non-Criminal Justice Agency)**

Facts / Statistics:

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

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

District Goal Addressed:

Routine Business

Motion
Seconded
Vote – Ayes Nays Motion

policy

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REVISED POLICY - VOL. 31, NO. 1

CRIMINAL JUSTICE INFORMATION SECURITY
(NON-CRIMINAL JUSTICE AGENCY)

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

A. Sanctions for Non-Compliance

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

B. Local Agency Security Officer (LASO)

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

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

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

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

C. Agency User Agreements

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

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D. Personnel Security

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

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

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

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

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

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

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E. Media Protection

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

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

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3. Media Disposal/Sanitization – When the CHRI background check is no longer needed, the media upon which it is stored shall either be destroyed or sanitized. The LASO and the Superintendent shall approve in writing the media to be affected. This record shall be maintained by the LASO for a period of at least five (5) years.
 - a. Electronic Digital Media - Sanitization of the media and deletion of the data shall be accomplished by either overwriting at least three (3) times or by degaussing, prior to disposal or reuse of the media. If the media is inoperable or will not be reused, it shall be destroyed by shredding, cutting, or other suitable method to assure that any data will not be retrievable.
 - b. Physical Media – Disposal of documents, images or other type of physical record of the criminal history information shall be cross-cut shredded or incinerated. Physical security of the documents and their information shall be maintained during the process by authorized individuals. Documents may not be placed in a waste basket or burn bag for unauthorized individuals to later collect and dispose of.

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

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

F. CHRI Background Check Consent and Documentation

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

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

G. Controlled Area/Physical Protection

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

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

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

H. Passwords (Standard Authentication)²

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

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

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

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I. Security Awareness Training

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

J. Secondary Dissemination of Information

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

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

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

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

K. Auditing and Accountability Retention

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

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

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The following events shall be logged:

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1. Successful and unsuccessful system log-on attempts.

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2. Successful and unsuccessful attempts to:

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

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

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

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

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

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3. Successful and unsuccessful attempts to change account passwords,

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4. Successful and unsuccessful actions by privileged accounts,

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5. Successful and unsuccessful attempts for users to;

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a. access the audit log file;

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b. modify the audit log file;

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c. destroy the audit log file.

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

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

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policy

BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS

OPERATIONS
8321/page 13 of 13

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

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

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

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

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

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OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 23, 2017
Report 16-70

FOR FUTURE ACTION

Subject:

2016-17 General Fund Appropriations Revision #1

Recommendations:

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

Rationale:

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

Statement of Purpose/Issue:

The Board will adopt an amendment to the budget to incorporate projected revenues and expenditures in order to comply with statutory requirements.

Facts/Statistics:

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

Motion

Seconded

Vote – Ayes

Nays

Motion

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

RESOLVED, that this resolution shall be the General Appropriations of Owosso Public Schools for the fiscal year ending June 30, 2016: A resolution to make appropriations; to provide for the expenditures of the appropriations; and to provide for the disposition of income received by Owosso Public Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the general fund of the Owosso Public Schools for fiscal year ending June 30, 2017 is as follows:

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

BE IT FURTHER RESOLVED, that \$31,369,451 of the total available to appropriate in the general fund is hereby appropriated in the amounts and for the purposes set forth below:

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

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

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

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

This appropriation resolution is to take effect immediately after adoption.

Ayes:

Nays:

Motion Declared:

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 23, 2017
Report 16-71

FOR FUTURE ACTION

Subject:

2016-17 School Service Fund Appropriations Revision #1

Recommendations:

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

Rationale:

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

Statement of Purpose/Issue:

The Board will adopt an amendment to the budget to incorporate projected revenues and expenditures in order to comply with statutory requirements.

Facts/Statistics:

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

Motion

Seconded

Vote – Ayes

Nays

Motion

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

RESOLVED, that this resolution shall be the School Service Fund Appropriations of the Owosso Public Schools for the fiscal year ending June 30, 2017. A resolution to make appropriations, to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by the Owosso Public Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the School Service Fund of the Owosso Public Schools for the fiscal year ending June 30, 2017 is as follows:

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

BE IT FURTHER RESOLVED, that \$2,048,409 of the total available to appropriate in the School Service Fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures	
Food Service	\$2,048,410
Total Appropriated	<u>\$2,048,410</u>
Estimated Ending Fund balance, June 30, 2017	<u>\$ 362,216</u>

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

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

This appropriation resolution is to take effect immediately after adoption.

Ayes:

Nays:

Motion Declared:

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
January 23, 2017**

Report 16-72

FOR INFORMATION

Subject:
Personnel Update

Accepted Positions

Ryan Hough has accepted the Custodian II position at Emerson Elementary.

Resignations

Erika Kohler, Special Education Teacher at Owosso Middle School resigned her position effective December 20, 2016.

Deidra Howard, Food Service Lead Cook at Central Elementary resigned her position effective January 4, 2017.