



OWOSSO PUBLIC SCHOOLS
Ready for the World

Board of Education Agenda
April 23, 2018
7:00 pm Regular Meeting
Owosso High School Media Center
765 E. North Street
Owosso, Michigan 48867

1. Call to Order

2. Pledge of Allegiance

3. Building Reports:

Cook Family Foundation Recognition
Recognition of Shelly Ochodnicky and Sara Keyes: Certified Board Member Award Recognition
Celebrate Kids! Central Elementary School
Andrew Pond and Dustin Taphouse – Board of Education Student Representative

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

5. Public Participation

6. For Action

▪ **Consent Agenda:**

| | | |
|--|----------------|----------|
| March 26, 2018 Minutes----- | Report 17-118 | Page 1 |
| April 16, 2018 Committee of the Whole Minutes----- | Report 17-119 | Page 8 |
| April 16, 2018 Closed Session Minutes----- | Report 17-119A | At Place |
| Current Bills----- | Report 17-120 | Page 10 |
| Financials----- | Report 17-121 | Page 17 |
| ▪ PCMI/Willsub Contract Renewal----- | Report 17-122 | Page 20 |
| ▪ Sinking Fund Renewal Resolution Calling for Special School Election----- | Report 17-123 | Page 22 |
| ▪ Authorization to Open Bond Accounts----- | Report 17-124 | Page 23 |
| ▪ Revised Board Policy 5722, Second Reading----- | Report 17-125 | Page 24 |
| ▪ Revised Board Bylaw 0143.1, First Reading----- | Report 17-126 | Page 27 |
| ▪ Revised Policies 3121/4121, New Policy 1421, First Readings----- | Report 17-127 | Page 43 |
| ▪ Revised Policy 4162, First Reading----- | Report 17-128 | Page 58 |
| ▪ Revised Policy 5111, First Reading----- | Report 17-129 | Page 65 |
| ▪ Replacement Policy 7540.02, First Reading----- | Report 17-130 | Page 68 |
| ▪ Revised Policy 8321, First Reading----- | Report 17-131 | Page 80 |

7. For Future Action

| | | |
|---|---------------|---------|
| ▪ Student Handbook Revisions for 2018-2019----- | Report 17-132 | Page 94 |
| ▪ Phone Replacement Project----- | Report 17-133 | Page 95 |
| ▪ Obsolete Material----- | Report 17-134 | Page 97 |

8. For Information

| | | |
|-------------------------|---------------|---------|
| ▪ Personnel Update----- | Report 17-135 | Page 98 |
|-------------------------|---------------|---------|

9. Public Participation

10. Board Reports: Board Member Comments/Updates

11. Upcoming Board Meeting Dates:

May 14: Regular Board Meeting, 7:00 pm (meeting held on second Monday of the month due to Memorial Day)

Important Upcoming Dates:

April 24: High School Honor's Luncheon at D'Mar Banquet Center, 11:30 am
April 24: OMS Band Concert, 7 pm
April 25-27: OMS Washington, DC Trip
April 27: LHS Community Breakfast at Washington Campus, 7:45 am
April 28: OHS Prom at D'Mar Banquet Center, 8-11 pm
May 1: Shiawassee Scholars at D'Mar Banquet Center, 7 pm
May 2: OHS Band Concert, 7 pm
May 8: Fifth Grade Parent Night at OMS, 6 pm
May 11: Fifth Grade Fun Night at OMS, 4-5:30 pm

12. Closed Session: Negotiations Discussion

13. Adjournment:

BOARD GUARANTEE (Adopted May 2006)

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

Therefore, we guarantee that:

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

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

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

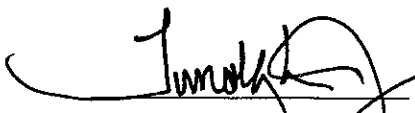
We will do our part to work as a team with administrators, teachers, support staff, parents, students and citizens so that the entire learning atmosphere of our school will be one of warmth and caring. We will do this by becoming a part of district committees such as cross-functional, professional governance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

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

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

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

Timothy Jenc
President



Rick Mowen
Vice-President



Cheryl Paez
Treasurer



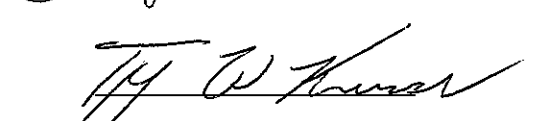
Shelly Ochodnicky
Secretary



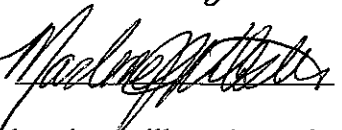
Sara Keyes
Trustee



Ty Krauss
Trustee



Marlene Webster
Trustee



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



OWOSSO PUBLIC SCHOOLS

Ready for the World

BOARD OF EDUCATION NORMS

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



OWOSSO PUBLIC SCHOOLS

Ready for the World

Public Participation at Board Meetings

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

Organizational

OWOSSO PUBLIC SCHOOLS
Board of Education Minutes
March 26, 2018
Report 17-118

President Jenc called the meeting of the Board of Education to order at 7:00 pm. The meeting was held in the media center located at Owosso High School, 765 E. North Street, Owosso, Michigan.

Present: Jenc, Keyes, Krauss, Mowen, Ochodnicki, Paez, Webster
Absent: All Members Present

Pledge of Allegiance

President Jenc explained that the meeting's agenda had been amended to include Board Report 17-117 (at place) that will authorize the Superintendent to move forward with the necessary legal steps to promote the safety for all students.

- Moved by Ochodnicki, supported by Mowen to add Board Report 17-117 to the agenda. Motion carried unanimously.

Building Reports

As part of the Celebrate Kids! segment of the meeting, Superintendent Tuttle introduced Mr. Steve Irelan, Principal of Lincoln Alternative High School to the Board of Education. Mr. Irelan reported that Lincoln High School has been participating in a two-year Reach Higher grant through the Michigan College Access Network (MCAN). The school and staff have worked hard to create a college going culture in their building by arranging college tours. Local businesses are invited to attend reoccurring community breakfast events and talk to the students about different career paths. In addition to job shadowing opportunities that connect students to their specific interests. Mr. Irelan explained that MCAN uses the term "college" to refer to the attainment of valuable postsecondary credentials beyond high school, including professional/technical certificates and academic degrees. The goal of MCAN is to increase the percentage of Michigan residents with degrees or postsecondary certificates. Mr. Irelan introduced Gizelle Ross, Paraprofessional who has been instrumental with assisting LHS students in the Reach Higher grant initiative. The staff at Lincoln have also developed a senior checklist of items that students must accomplish prior to graduation. A few LHS seniors were in attendance that have completed their checklist, which includes obtaining a driver's license, familiarity and the importance of attaining insurance, Education Development Plan (EDP) completion, FAFSA submission, applying for the Tuition Incentive Program, and a college application.

Lincoln High School senior Makenzie Soldan informed the Board that she submitted an application to attend the Mott Community College School of Cosmetology and will begin in September 2018.

Marialena Gonzalez stated that she has attended LHS for two years. She informed the Board that she applied to attend Lansing Community College and was accepted. She also submitted an application to the Aveda Institute. Marialena explained that she is uncertain about her future plans but is sure that she would like to further her education.

Kaitlyn Matlock announced that she applied to attend Lansing Community College and was accepted to begin in the fall of 2018. Her goal is to become a Social Worker and help others.

Dustin Holloway commented that he submitted his college application to Lansing Community College and would like to pursue a career in Criminal Justice and Criminology.

Claudia Jorgensen stated that she has attended LHS for approximately two years. She applied to attend Lansing Community College and is interested in photography and counseling.

Mr. Irelan commented that in addition to the students that presented to the Board, other LHS students have applied and been accepted to attend college as well. He stated that the staff at LHS strive to assist the students so their aspirations do not end once they receive their high school diploma. Mr. Irelan remarked that LHS students are faced with many obstacles and he is very proud of their accomplishments.

Lisa Truscott, SET SEG Foundation Executive Director and Ali McLeary, along with Matt Showalter of the Michigan Association of School Boards were in attendance to announce that the Owosso Cares Food Backpack Program was awarded an Education Excellence Award. Jessica Thompson, Lori Young-Rowlison, and Amanda Berndt accepted the award on behalf of the program. Lisa Truscott explained that the Education Excellence Awards are celebrating their 25th anniversary and partnering with the Michigan Association of School Boards. In celebration of their 25th anniversary, the SET SEG Foundation awarded \$2,500 grants to 25 extraordinary Michigan public school programs. In addition to the \$2,500 check, an "Education Excellence Winner" road sign and trophy was received. The Owosso Cares Food Backpack Program began in 2011 after a local non-profit discontinued their food backpack program supporting Owosso Public Schools elementary students. The need for students has steadily increased with 400 backpacks currently dispensed each month. A tribute signed by local legislators, Michigan's Lieutenant Governor, and Governor Rick Snyder recognizing the Owosso Cares Backpack Program was read by Ali McLeary.

Superintendent Tuttle applauded Jessica Thompson for writing the SET SEG Foundation grant. The Board was reminded that all of the money collected for the Owosso Cares Backpack Program goes directly to students for the purchase of food. The Young Chevrolet Cadillac Dealership of Owosso was also acknowledged for their continued support and assistance with the program.

Board of Education Student Representative Morgan Hebekeuser shared details on the "What's Your 17" event that was held at Owosso High School on March 14th. The students chose this activity in recognition of 17 Florida high school students that were killed in a school shooting. Morgan explained that at 10 am students were given 17 minutes to talk about how they could make their school safer, if they felt safe, and if there was someone in their school that they can confide in. The students posted their thoughts and feelings on poster paper that were hung in the high school hallways later that day. Students were also allowed the opportunity to go outdoors and protest gun violence during the National School Walkout. Morgan commented that the entire day was very special and the school environment felt similar to a family. Everyone seemed to be more connected after sharing their feelings. She reported that State Representative Ben Frederick met with members of the high school E-Board and discussed the thoughts and feelings that were shared during "What's Your 17". She commented that it was very meaningful to have him listen to them, especially the students that do not always have a voice. Representative Frederick informed the students that he planned to share their thoughts and comments with his constituents and provide them with their feedback. Morgan stated that the high school plans to organize future events that will allow students an opportunity to share their thoughts and concerns with others.

Morgan Hebekeuser announced that the Miss Magnificent Pageant will be held on March 27th. Seven high school girls are competing for the title.

Morgan Hebekeuser stated that after spring break a new Student Council E-Board will be elected for the 2018-2019 school year.

Board Correspondence

Superintendent Dr. Andrea Tuttle applauded Morgan Hebekeuser on her eloquent description of the "What's Your 17" event that was held at the high school. She commented that there were several activities that took place across the District on March 14th to protest gun violence in the wake of the February 14 shooting at Marjory Stoneman Douglas High School in Parkland, Florida. The goal was to inspire meaningful change within our schools. She also praised the students that chose to participate in the National School Walkout for displaying respect. Superintendent Tuttle reported that the theme of her State of the District address this year was "Leaving a Legacy of Relationships" with a focus on kids

becoming friends. She stated that it is hoped that future activities will take place to perpetuate the importance of relationships.

Superintendent Tuttle reported that she recently initiated monthly "Talks with Tuttle" where she goes into buildings and has an open conversation with seven to 10 randomly selected students. She commented that during one of her conversations a high school student stated that it's great that we do team building activities at the beginning of the school year; however, they are not consistently carried on throughout the year.

Superintendent Tuttle informed the Board that the bond is consuming a lot of her time, but extraordinary progress is being made. She recognized Secretary Shelly Ochodnicki for her attendance at the majority of the Bond Steering Committee meetings and Treasurer Cheryl Paez for attending the most recent meeting. Superintendent Tuttle stated that a four-hour meeting was held earlier that day. Members of the Bond Steering Committee have begun to place classrooms in the design concept and it is hoped that a final concept will be presented to the construction manager by the end of the school year. The architects and Bond Steering Committee is working very hard to stay within the confines of the bond budget.

Superintendent Tuttle announced that Owosso High School's Family, Career and Community Leaders of America (FCCLA) Chapter recently competed at the state competition and did an outstanding job. The team of Lucy Popovitch, Emily Rau, and Morgan Louch earned a gold medal and a chance to compete at the national level in June. Maegan Jodway and Kayla Manley also earned a gold medal and qualified for nationals. The team of Addison Kregger and Makenna Van Belkum won second place in their competition and qualified for the national competition as well. Superintendent Tuttle congratulated the FCCLA Chapter on their great representation of Owosso Public Schools.

Superintendent Tuttle reported that the District's kindergarten registration numbers are at the highest point they have ever been for this time of year. Currently there are 225 kindergarten students registered for the 2018-19 school year. Bentley Bright Beginning's preschool numbers have increased as well.

Superintendent Tuttle was elated to announce that the Emerson Elementary baseball field will be rejuvenated. She expressed her gratitude to Owosso Hit & Pitch for investing in the field and giving it new life.

Superintendent Tuttle informed the Board that District staff recently participated in a safety and security presentation by Mr. Tom Mynsberge. Shiawassee County Sheriff Brian BeGole, Chief of Public Safety Police and Fire Kevin Lenkart, and several local police officers were also in attendance. Mr. Mynsberge reiterated the importance of safety protocols and also answered questions from staff.

Superintendent Tuttle congratulated Dr. Dallas Lintner for assuming the role as President of the Michigan Interscholastic Athletic Administrators Association. This is the professional organization for athletic directors in the state.

Mr. Steve Brooks, Director of Curriculum and Instruction reported that March is Reading Month is coming to an end. He praised the elementary buildings for doing a fantastic job decorating their hallways, doors, and classrooms. Several community members volunteered as guest readers in various classrooms throughout the entire month. There were after school activities for students, contests and tee-shirt giveaways. The Kiwanis Club and Masons formed a partnership and gave away 14 bicycles to students that met their established reading goals. The Parent/Teacher organization was also involved in the reading celebrations. Mr. Brooks commented that reading has been a major focus in all buildings across the District throughout the month of March.

Mr. Brooks reported that students will begin taking the annual M-STEP state assessment on April 16th. Owosso High School and Lincoln High School students will take the SAT on April 10-12. Mr. Brooks praised the building principals and staff members for their team efforts as they prepare for the assessments.

Mr. Brooks informed the Board that a M-STEP science test is still considered a pilot test by the Michigan Department of Education. He commented that it can be frustrating when the state keeps changing the tests from year to year. However, teachers are focusing on standards and teaching real-life skills. Mr. Brooks explained that a K-12 science representative will be in the district on April 26th to talk about creating science mentors, scientific methods, and additional strategies to move science forward district-wide.

Mr. Brooks stated that on March 28th all buildings will receive their perception survey data results. The surveys will include data from parents, staff and students. Teams will review and disseminate the data prior to releasing it. School improvement plans for the 2018-19 school year will be written based on the survey results.

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 thanked the District and all of the educators that were involved in the proactive March 14th National School Walkout Day. He stated that he felt it was very well done. Mr. Manke remarked that he refused to use the word "walkout" and wrote an article on his Facebook page titled "A walk to the flagpole to pay respect to those who have died".

Mr. Manke expressed his concerns about a recent gun threat that occurred at Corunna Public Schools. He stated that Corunna did not have any phone or internet service during the incident and administrative staff was not aware that they were in a lock-down or that police departments and canine dogs were in their buildings. He stressed the importance of administrators being aware of what is going on in their schools, especially when the media contacts them for information.

Mr. Manke reported that during the week of April 1st his Facebook page titled Friends, Community Newsgroup will be moving to one online page and 90% of his post will be on YouTube.

For Action

- Moved by Webster, supported by Mowen to approve the February 26, 2018 regular meeting minutes, March 12, 2018 committee of the whole meeting minutes, current bills, and financials as presented. Motion carried unanimously.
- Moved by Ochodnicky, supported by Mowen to authorize the Superintendent to sign the agreement with J.P. Morgan Securities for Underwriting services for the upcoming bond issue. Motion carried unanimously.
- Moved by Mowen, supported by Webster to adopt the resolution authorizing the issuance and sale of the bonds and other matters relating thereto. Motion carried unanimously.
- Moved by Ochodnicky, supported by Mowen to adopt the resolution as presented in support of integration of the theatrical arts into the high school curriculum. Motion carried unanimously.
- Moved by Webster, supported by Mowen to adopt as their first reading: Revised Policy 5772 – School-sponsored Publications and Productions. Motion carried unanimously.

- Moved by Keyes, supported by Mowen to authorize the Superintendent to move forward with the necessary legal steps to promote the safety for all students. Motion carried unanimously.

For Future Action

- The Board of Education will be asked to authorize the renewal agreement for the continued use of PCMI/Willsub to provide contracted services for the Athletic Department for non-employee coaches, Bentley Bright Beginnings non-certified/non-Administrative staff and for special circumstances in which specialized non-union staff are needed.
- The Board of Education will be asked to adopt the Resolution Calling for a Special School Election to be held on August 7, 2018 to renew two (2) mills which is less than the currently approved three (3) mills for the sinking fund for a term of five (5) years. This special election will be held solely for the renewal of the Sinking Fund approved the last time by voters in November of 2013.

For Information

Superintendent Tuttle reported that Anne Crowe has accepted the Paraprofessional position at Bryant Elementary. Cindy Livingston has accepted the 1.75-hour Food Service Worker position at Central Elementary. Kim Fauth Newberry has accepted the Paraprofessional position at Bryant Elementary. MacKenzie Lab, Paraprofessional at Bryant Elementary has submitted her letter of resignation effective March 16, 2018. Jacklyn Bukovick, teacher at Bryant Elementary has submitted her letter of resignation effective March 16, 2018. Carole Bleau, Special Education Teacher at Owosso High School has submitted her letter of intent to retire at the conclusion of the school year after 12 years of service with the District. Nola Bruder, Elementary Music Teacher has submitted her letter of intent to retire at the conclusion of the school year after 31 years of service with the District. Linda Burns, First Grade Teacher at Emerson Elementary has submitted her letter of intent to retire at the conclusion of the school year after 21 years of service with the District. Julie Howard, Elementary Music Teacher has submitted her letter of intent to retire at the conclusion of the school year after 29 years of service with the District. Jeff Sawyer, Physical Education Teacher at Owosso Middle School has submitted his letter of intent to retire at the conclusion of the school year after 23 years of service with the District. John Somers, Science Teacher at Owosso Middle School has submitted his letter of intent to retire at the conclusion of the school year after 24 years of service with the District. Samantha Stechschulte, Media Specialist has submitted her letter of intent to retire at the conclusion of the of the school year after 19 years of service with the District. Jane Back, Owosso High School Paraprofessional submitted her letter of resignation effective at the conclusion of the 2017-2018 school year after 15 years of service with the District.

Public Participation

Mr. Tom Manke referenced Superintendent Tuttle's personnel update and the staff members that have submitted their intent to retire. He stated that he remembers the 1970's when Owosso Public Schools still had teachers that were in their 70's. He commented that he thinks that it is great that to have young teachers, but feels that a mix of older and younger teachers is important.

Board Member Comments/Updates

Trustee Ty Krauss reported that earlier that month he attended the Governor's Education and Talent Summit. He found the summit to be very interesting and a lot of the information that was shared is a confirmation of what he deals with every day in regards to a huge talent gap. Many of the seminars he attended dealt with CTE programs and how they tie in with Michigan's 'Marshall Plan for Talent'.

Trustee Krauss congratulated the Owosso Public Schools band program on their very high scores at the Michigan School Band & Orchestra Association (MSBOA) Band Festival. He stated that he has always been a big supporter and is very proud of our band programs.

Trustee Krauss thanked President Tim Jenc for collaborating with Crest Marine and working with them to donate a 2018 pontoon boat that will be raffled off. All proceeds from the raffle will go to the Owosso Public Schools Career and Technical Education (CTE) programs.

Trustee Krauss expressed his appreciation of Owosso High School Principal Jeff Phillips. He stated that his daughter, Madison is studying biology at Central Michigan University and wants to be a teacher. Mr. Phillips assisted Madison with a job shadowing opportunity with Mr. Mike Gregory and she now wants to teach at Owosso High School.

Trustee Sara Keyes commented that she and her children are looking forward to spring break. She also applauded the OPS band on their awesome scores at Band Festival.

Trustee Marlene Webster praised Owosso High School Assistant Principal Karen Van Epps, the athletic department and food service for their work and contributions to the Pleasant Valley Sports Fundraiser Dinner. The event was held to help underprivileged children play spring sports. Mrs. Webster commented that there was an amazing turn-out and it was great to have the high school baseball players attend the dinner in their uniforms. Mrs. Van Epps organized the event as part of her role as a member of the Shiawassee HOPE organization. Mrs. Webster expressed gratitude to coaches and the amazing OPS team that is always willing to give.

Treasurer Cheryl Paez commented that she was home that day and able to watch Emerson student's as they exited the building at the end of the school day. She stated that their excitement always makes her happy.

Secretary Shelly Ochodnicki stated that she has two daughters that attend Owosso High School and they had some dialogue with her about the "What's Your 17" event. She commented that it was a very productive and meaningful day and she is very proud of students and staff for trying to establish positive changes.

Secretary Ochodnicki remarked that she is very grateful that she has time to be part of the Bond Steering Committee. She stated that it is very exciting to be involved in the time consuming process.

Vice President Rick Mowen congratulated the Lincoln High School students that are pursuing their future. He stated that this is a difficult course for any student, but especially LHS students because of the obstacles they face. Mr. Mowen also applauded the fine staff of Lincoln High School for helping the students attain their goals.

Vice President Mowen commented that he was very proud of the District and students after learning about the activities that were planned on the March 14th National School Walkout Day. Mr. Mowen also referenced the student marchers that called out Washington's inaction on gun violence. He stated that there are some great leaders coming from this generation and it gives him hope for his grandchildren. Mr. Mowen also apologized for the complacency of his generation's leadership.

Vice President Mowen congratulated Jessica Thompson for receiving the Education Excellence Award for the Owosso Cares Backpack Program. He stated that he is very proud of the community for stepping up and helping students with their basic needs.

President Tim Jenc announced that Crest Marine of Owosso has graciously donated a 2018, 23-foot pontoon boat that retails for approximately \$35,000. Mr. Jenc stated that he started working on this about two years ago. Tickets for the boat are \$50 each and all proceeds will go towards the Owosso High School CTE programs. The winning ticket will be drawn during the May 14 Board of Education meeting. Mr. Jenc commented that Crest Marine has a difficult time finding employees and they have also agreed to help two or three high school students become certified in welding and offer them employment after graduation.

Upcoming Board Meeting Dates:

April 16: Committee of the Whole, Washington Campus. 5-7 pm

April 23: Regular Board Meeting, 7 pm

Important Upcoming Dates:

March 27: Miss Magnificent Pageant at OHS, 7 pm

March 29: Half Day of School for All Students

March 30: No School – Good Friday

April 2-6: No School – Spring Break

April 14: Dueling Pianos Fundraiser at D'Mar Banquet Center, 6 pm

April 16: Bryant Band & Recorder Concert, 7 pm

April 17: Emerson Band & Recorder Concert, 7 pm

April 18: Blue & Gold Banquet at D'Mar Banquet Center, 6 pm

April 18: Central Band & Recorder Concert, 7 pm

April 19: LHS Community Breakfast, 7:45 am

April 20: OEA Retirement Dinner at Comstock Inn, Social Hour 6 pm, Dinner 7 pm

Adjournment

Moved by Mowen, supported by Ochodnicky to adjourn at 7:57 pm. Motion carried unanimously.

Minutes recorded by Clara Pitt

Respectfully submitted,

Shelly Ochodnicky, Secretary

OWOSSO PUBLIC SCHOOLS
Board of Education Committee of the Whole Meeting Minutes
April 16, 2018
Report 17-119

President Jenc called the Board of Education Committee of the Whole Meeting to order at 5:01 pm. The meeting was held at the Washington Campus, 645 Alger Street, Owosso, MI 48867.

Present: Tim Jenc, Sara Keyes, Ty Krauss, Rick Mowen, Cheryl Paez, Shelly Ochodnicki,
 Marlene Webster, Andrea Tuttle, Julie Omer, Clara Pitt
 Absent: All Members Present

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.

NEOLA Board Policy Updates

Mr. Wayne Wright of NEOLA provided the Board with information on the latest revisions/updates to Board Policies as indicated below:

Revised Bylaw 0143.1 – Public Expression by Board Members

Revised Policies 3121 and 4121, New Policy 1421 – Criminal History Record Check (Administrative, Professional and Support Staff)

Revised Policy 4162 – Controlled Substances and Alcohol Policy for Commercial Motor Vehicle (CMV) Drivers and Other Employees Who Perform Safety Sensitive Functions

Revised Policy 5111 – Eligibility of Resident/Nonresident Students

Revised Policy 7530 – Lending of District Owned Equipment

New Policy 7530.02 – Staff Use of Personal Communication Devices

Replacement Policy 7540.02 – Web Accessibility, Content, Apps, and Service

Replacement Policy 7542 – Access to District Technology Resources and/or Information Resources from Personal Communication Devices

Revised Policy 7543 – Utilization of the District's Website and Remote Access to the District's Network

Revised Policy 8321 – Criminal Justice Information Security (Non-Criminal Justice Agency)

Closed Session

Moved by Ochodnicky, supported by Paez to move into closed session at 5:27 pm for the purpose of a discussion on contract negotiations. Motion carried unanimously.

Moved by Jenc, supported by Ochodnicky to return to open session at 6:06 pm. Motion carried unanimously.

Bond Update

Superintendent Tuttle provided the Board with an update of the bond progress. She informed the Board that the District received a bond rating email and it received an AA-/Positive Long Term rating and an A/Stable Underlying Rating for Credit Program. The ratings are determined by several factors. She indicated that an A rating is very good and investors will be more likely to purchase our bonds. On May 16 the district will receive money from the sale of the bonds and then the focus will be on investing them.

WODA

Superintendent Tuttle informed the Board that representatives from WODA were scheduled to tour the middle school on April 17th but canceled. The meeting will be rescheduled on a date that is yet to be determined.

Important Upcoming Dates

April 17: Exchange Student Luncheon (Slovakia) at OHS Room 308, 11 am
April 17: Emerson Band & Recorder Concert, 7 pm
April 18: Blue & Gold Banquet at D'Mar, 6 pm
April 18: Central Recorder & Band Concert, 7 pm
April 19: LHS Community Breakfast, 7:45 am
April 20: Legislative Breakfast at Hawk Hollow-Bath, 7 am

Adjournment

Moved by Jenc, supported by Ochodnicky to adjourn at 7 pm. Motion carried unanimously.

Minutes recorded by Clara Pitt

Respectfully submitted,

Shelly Ochodnicky, Secretary

OWOSSO PUBLIC SCHOOLS
EXPENDITURE REPORT
MARCH 19, 2018 - APRIL 15, 2018
REPORT 17-120

CHECK RUN ACTIVITY BY FUND

| | |
|--------------|--------------|
| GENERAL FUND | \$776,828.02 |
| SERVICE FUND | \$33,060.24 |
| SINKING FUND | \$48,971.36 |

| | |
|------------------------|---------------------|
| CHECK RUN TOTAL | <u>\$858,859.62</u> |
|------------------------|---------------------|

CREDIT CARD ACTIVITY BY FUND (3/06/18-4/05/2018 - Posting date)

| | |
|--------------------------------------|--------------|
| GENERAL FUND (MARCH ACTIVITY) | \$ 33,013.41 |
| SERVICE FUND (MARCH ACTIVITY) | \$ 531.12 |
| ORGANIZATIONAL FUND (MARCH ACTIVITY) | \$ 4,645.31 |

| | |
|--------------------------|---------------------|
| CREDIT CARD TOTAL | <u>\$ 38,189.84</u> |
|--------------------------|---------------------|

GORDON FOOD SERVICE ACTIVITY (SERVICE FUND)

| | |
|-----------------|--------------|
| PAYMENT 3/20/18 | \$ 15,362.18 |
| PAYMENT 3/23/18 | \$ 16,279.42 |
| PAYMENT 4/02/18 | \$ 13,049.42 |
| PAYMENT 4/13/18 | \$ 14,024.83 |

| | |
|--------------------------------------|---------------------|
| DIRECT DRAW FROM BANK ACCOUNT | <u>\$ 58,715.85</u> |
|--------------------------------------|---------------------|

| | |
|--|---------------|
| PAYROLL (#20) 3/29/18 | \$ 837,983.16 |
| PAYROLL (#21) 4/13/2018 | \$ 735,135.65 |
| UAAL STABILIZATION PAYMENT-3/26/2018 - MARCH | \$ 180,419.49 |

| | |
|----------------------|------------------------|
| PAYROLL TOTAL | <u>\$ 1,753,538.30</u> |
|----------------------|------------------------|

| | |
|--------------------|------------------------|
| GRAND TOTAL | <u>\$ 2,709,303.61</u> |
|--------------------|------------------------|

04/14/2018 12:28 pm

Owosso Schools

Page: 1

Check Register for Bank Account ID CHEM1

From 03/19/2018 to 04/15/2018

From Check First to Last

| Check# | Date | Run Type | Status | Vendor Name | Invoice Description | Amount |
|--------|------------|----------|-----------|---------------------------------------|----------------------------|------------|
| 097715 | 03/22/2018 | 1 | Comp Open | 006502 ACCO BRANDS USA | ALT/LAMINATING FILM | 72.60 |
| 097716 | 03/22/2018 | 1 | Comp Open | 102354 BRUDER, NOLA KAY | EM/BRUDER/REISSUE CHECK | 45.00 |
| 097717 | 03/22/2018 | 1 | Comp Open | 001310 CARQUEST AUTO PARTS STORES | TRANS/DELONG/FLOOR JACK | 3,350.00 |
| 097718 | 03/22/2018 | 1 | Comp Open | 007465 CINTAS CORPORATION # 308 | OPER/KLAPKO/UNIFORM RENT | 60.90 |
| 097719 | 03/22/2018 | 1 | Comp Open | 001050 CITY OF OWOSSO | POLICE LIASON OFFICERS | 10,909.69 |
| 097720 | 03/22/2018 | 1 | Comp Open | 004065 CONRAD, CHRIS | OPER/CONRAD/MILEAGE | 64.53 |
| 097721 | 03/22/2018 | 1 | Comp Open | 001202 CONSUMERS ENERGY | UTIL/GAS&ELEC MARCH 2018 | 41,926.12 |
| 097722 | 03/22/2018 | 1 | Comp Open | 008439 D & L AUTO SALES | OPER/KLAPKO/VAN | 7,523.00 |
| 097723 | 03/22/2018 | 1 | Comp Open | 000070 H. K. ALLEN PAPER COMPANY | BR/COMPTON/GLOVES | 24.00 |
| 097724 | 03/22/2018 | 1 | Comp Open | 002959 INDEPENDENT AD-VISOR INC. | ADM/THOMPSON/ADVERTISING | 433.00 |
| 097725 | 03/22/2018 | 1 | Comp Open | 005929 IRELAN, STEVE | ATL/IRELAN/PD LUNCH | 164.56 |
| 097726 | 03/22/2018 | 1 | Comp Open | 004730 J. W. PEPPER & SON INC. | HS/DIGNAN/MUSIC | 794.94 |
| 097727 | 03/22/2018 | 1 | Comp Open | 003080 JOHNNY MAC'S SPORTING GOODS | ATH/SMITH/BASES | 222.80 |
| 097728 | 03/22/2018 | 1 | Comp Open | 003479 KRUEGER, NICK | HS/KRUEGER/CTE ADVISORY MT | 462.99 |
| 097729 | 03/22/2018 | 1 | Comp Open | 102408 LANSING SANITARY SUPPLY INC. | OPER/KLAPKO/SUPPLIES | 138.02 |
| 097730 | 03/22/2018 | 1 | Comp Open | 008437 MARSH MONUMENT COMPANY | ADM/BILLEBOARDS | 392.00 |
| 097731 | 03/22/2018 | 1 | Comp Open | 003780 MESSA | APRIL 2018 BILL/TEACHERS | 220,359.52 |
| 097732 | 03/22/2018 | 1 | Comp Open | 003780 MESSA | APRIL 2018/ADMIN STAFF | 24,417.57 |
| 097733 | 03/22/2018 | 1 | Comp Open | 003780 MESSA | APRIL 2018 BILL/GF STAFF | 15,409.66 |
| 097734 | 03/22/2018 | 1 | Comp Open | 003780 MESSA | APRIL 2018 BILL/OESPA STAF | 52,101.02 |
| 097735 | 03/22/2018 | 1 | Comp Open | 003756 MICHIGAN COMPANY, INC. | OPER/KLAPKO/CUSTODIAL SUPP | 490.48 |
| 097736 | 03/22/2018 | 1 | Comp Open | 008432 MICHIGAN SUPPLY COMPANY | OPER/KLAPKO/BOILER PARTS | 1,049.60 |
| 097737 | 03/22/2018 | 1 | Comp Open | 008438 MME | HS/GREGORY/CONF REG | 265.00 |
| 097738 | 03/22/2018 | 1 | Comp Open | 100001 OFFICE DEPOT INC. | BR/HARTNAGLE/BUKOVICK-BROO | 25.92 |
| 097739 | 03/22/2018 | 1 | Comp Open | 004600 OPS FOOD SERVICE FUND | HS/DIGNAN/SUPPLIES | 381.10 |
| 097740 | 03/22/2018 | 1 | Comp Open | 004652 PCMI - WEST | OHS WINTER COACHES | 30,444.07 |
| 097741 | 03/22/2018 | 1 | Comp Open | 101833 PERRY PUBLIC SCHOOLS | MS/DWYER/TRACK INVITE | 150.00 |
| 097742 | 03/22/2018 | 1 | Comp Open | 001705 PHILLIPS, JEFF | HS/PHILLIPS/MILEAGE | 86.98 |
| 097743 | 03/22/2018 | 1 | Comp Open | 100135 QUILL CORPORATION | ALT/BATTERIES, MARKERS, SU | 140.51 |
| 097744 | 03/22/2018 | 1 | Comp Open | 005420 SCHOOL SPECIALTY INC. | EM/J.ANDERSON/SUPPLIES | 1,074.88 |
| 097745 | 03/22/2018 | 1 | Comp Open | 000693 SEHI COMPUTER PRODUCTS | CE/KLAPKO/HP 305A CARTRIDG | 718.66 |
| 097746 | 03/22/2018 | 1 | Comp Open | 007872 SKUTT, DAVID | TRANS/SKUTT/DOT PHYSICAL | 85.00 |
| 097747 | 03/22/2018 | 1 | Comp Open | 000371 SMITH, JO ELLEN | ATH/SMITH/CONF REIMBURSE | 271.31 |
| 097748 | 03/22/2018 | 1 | Comp Open | 007559 TIERNEY BROTHERS INC. | OMS/LIEBERMAN/BULBS | 582.12 |
| 097749 | 03/22/2018 | 1 | Comp Open | 001119 UNITED PARCEL SERVICE | HS/POSTAGE | 11.50 |
| 097750 | 03/29/2018 | 1 | Comp Open | 101548 AGNEW SIGNS CO. | OPER/KLAPKO/FIELD SIGNS | 320.00 |
| 097751 | 03/29/2018 | 1 | Comp Open | 007131 CSH ELECTRIC MOTOR SUPPLY | OPER/KLAPKO/ELECTRICAL SUP | 224.88 |
| 097752 | 03/29/2018 | 1 | Comp Open | 001410 DALTON ELEVATOR | OPER/KLAPKO/WELDING SUPP | 45.00 |
| 097753 | 03/29/2018 | 1 | Comp Open | 100199 DISCOUNT SCHOOL SUPPLY | BENT/HURLEY/SUPPLIES | 133.90 |
| 097754 | 03/29/2018 | 1 | Comp Open | 002037 EDUCATIONAL INNOVATIONS INC. | OHS/GERSTLER/SUPPLIES | 344.30 |
| 097755 | 03/29/2018 | 1 | Comp Open | 008415 FIREFLY COMPUTERS, LLC | ADM/STECBSCHULTE/CHROMEBOO | 50,170.58 |
| 097756 | 03/29/2018 | 1 | Comp Open | 006197 FRONTIER | UTIL/PHONE SVC MARCH 2018 | 1,968.12 |
| 097757 | 03/29/2018 | 1 | Comp Open | 002916 GCR TIRE CENTER | TRANS/DELONG/TIRES | 1,460.00 |
| 097758 | 03/29/2018 | 1 | Comp Open | 002330 GENESEE INTER.SCHOOL DISTRICT | OHS/DUAL ENROLLMENT/ONLINE | 3,068.00 |
| 097759 | 03/29/2018 | 1 | Comp Open | 002390 GILBERT'S DO IT BEST HARDWARE | OPER/KLAPKO/SUPPLIES | 556.36 |
| 097760 | 03/29/2018 | 1 | Comp Open | 008444 GRAND HOTEL | CTE STUDENT LODGING DEPOSI | 500.00 |
| 097761 | 03/29/2018 | 1 | Comp Open | 000070 H. K. ALLEN PAPER COMPANY | OPER/KLAPKO/SUPPLIES | 114.72 |
| 097762 | 03/29/2018 | 1 | Comp Open | 102408 LANSING SANITARY SUPPLY INC. | OPER/KLAPKO/SUPPLIES | 102.43 |
| 097763 | 03/29/2018 | 1 | Comp Open | 001841 LINTNER, DALLAS | ATH/LINTNER/CONF REIMB | 298.80 |
| 097764 | 03/29/2018 | 1 | Comp Open | 003600 MARSHALL MUSIC COMPANY INC. | OMS/SUPPLIES/TOLRUD | 375.25 |
| 097765 | 03/29/2018 | 1 | Comp Open | 003756 MICHIGAN COMPANY, INC. | OPER/KLAPKO/SUPPLIES | 133.27 |
| 097766 | 03/29/2018 | 1 | Comp Open | 004948 MID AMERICA ADMIN & RETIREMENT | JULY-SEPT 2017 ADMIN FEE | 453.54 |
| 097767 | 03/29/2018 | 1 | Comp Open | 007158 MOMAR, INCORPORATED | OPER/KLAPKO/BOILER PROTECT | 295.00 |
| 097768 | 03/29/2018 | 1 | Comp Open | 100001 OFFICE DEPOT INC. | EM/NIDEFSKI/SUPPLIES | 207.89 |

Check Register for Bank Account ID CHEM1

From 03/19/2018 to 04/15/2018

From Check First to Last

| Check# | Date | Run Type | Status | Vendor Name | Invoice Description | Amount |
|--------|------------|----------|-----------|---|----------------------------|------------|
| 097769 | 03/29/2018 | 1 | Comp Open | 004600 OPS FOOD SERVICE FUND | HS/DIGNAN/CTE LUNCH | 527.48 |
| 097770 | 03/29/2018 | 1 | Comp Open | 004652 PCMI - WEST | BB/ROWELL/STAFF PAYMENT | 14,259.59 |
| 097771 | 03/29/2018 | 1 | Comp Open | 004790 PITNEY BOWES | ADM/PITT/METER REFILL | 500.00 |
| 097772 | 03/29/2018 | 1 | Comp Open | 004790 PITNEY BOWES | ADMIN/METER RENTAL | 117.00 |
| 097773 | 03/29/2018 | 1 | Comp Open | 004790 PITNEY BOWES | HS/DIGNAN/POSTAGE | 500.00 |
| 097774 | 03/29/2018 | 1 | Comp Open | 004860 POSTMASTER | MS/GRAHAM/POSTAGE | 400.00 |
| 097775 | 03/29/2018 | 1 | Comp Open | 100135 QUILL CORPORATION | ALT/CALCULATORS, TAPE | 583.85 |
| 097776 | 03/29/2018 | 1 | Comp Open | 005420 SCHOOL SPECIALTY INC. | EM/GRAHAM/SUPPLIES | 428.95 |
| 097777 | 03/29/2018 | 1 | Comp Open | 100017 SET-SEG | APRIL 2018 BILL/GF STAFF | 5,205.16 |
| 097778 | 03/29/2018 | 1 | Comp Open | 100017 SET-SEG | ACA TRACKING AND REPORTING | 5,940.00 |
| 097779 | 03/29/2018 | 1 | Comp Open | 005625 SHIawassee RESD | OHS/DUAL ENROLLMENT/ONLINE | 795.00 |
| 097780 | 03/29/2018 | 1 | Comp Open | 001119 UNITED PARCEL SERVICE | HS/POSTAGE | 11.10 |
| 097781 | 03/29/2018 | 1 | Comp Open | 100267 UNUM LIFE INSURANCE | APRIL 2018 BILL/GF STAFF | 1,360.33 |
| 097782 | 03/29/2018 | 1 | Comp Open | 100267 UNUM LIFE INSURANCE | APRIL 2018 BILL/GF STAFF | 1,030.55 |
| 097783 | 03/29/2018 | 1 | Comp Open | 006510 VALLEY LUMBER COMPANY | HS/DUGOUT SUPPLIES | 2,060.71 |
| 097784 | 03/29/2018 | 1 | Comp Open | 006845 WIN'S CORPORATE OFFICE | OPER/KLAPKO/ELECTRICAL SUP | 19.88 |
| 097785 | 03/29/2018 | 1 | Comp Open | 007454 ZIIBIWINING CENTER | ALT/SCHMITZ/FIELD TRIP | 88.00 |
| 097786 | 04/12/2018 | 1 | Comp Open | 007638 ACADEMY FOR SPORT LEADERSHIP | ATH/SMITH/LEADERSHIP CAMP | 350.00 |
| 097787 | 04/12/2018 | 1 | Comp Open | 101548 AGNEW SIGNS CO. | OPER/KLAPKO/DECAL | 179.00 |
| 097788 | 04/12/2018 | 1 | Comp Open | 000278 APPLEBEE OIL COMPANY | TRANS/DELONG/PROPANE | 10,227.79 |
| 097789 | 04/12/2018 | 1 | Comp Open | 005935 BP CANADA ENERGY MARKETING GROUP | UTIL/NATURAL GAS PURCHASE | 13,053.90 |
| 097790 | 04/12/2018 | 1 | Comp Open | 100809 BROOKS, STEPHEN | ADM/BROOKS/CONF REIMBURSE | 74.34 |
| 097791 | 04/12/2018 | 1 | Comp Open | 001020 CREST SUPPLY COMPANY | OPER/KLAPKO/PLUMBING SUPP | 2,137.17 |
| 097792 | 04/12/2018 | 1 | Comp Open | 007465 CINTAS CORPORATION # 308 | OPER/KLAPKO/UNIFORM RENT | 182.70 |
| 097793 | 04/12/2018 | 1 | Comp Open | 001050 CITY OF OWOSSO | UTIL/WATER&SEWER/JAN-MAR | 15,220.90 |
| 097794 | 04/12/2018 | 1 | Comp Open | 008189 CONVERGENT TECHNOLOGY PARTNERS | E-RATE CONSULTING | 95.00 |
| 097795 | 04/12/2018 | 1 | Comp Open | 008016 CRANSHAW, PAULINE | OPER/CRANSHAW/MILEAGE | 20.22 |
| 097796 | 04/12/2018 | 1 | Comp Open | 002966 FRED FERNETTE | OPER/FERNETTE/MILEAGE | 23.54 |
| 097797 | 04/12/2018 | 1 | Comp Open | 002294 GILLETT, AARON | HS/GILLETT/SUPPLIES | 11.99 |
| 097798 | 04/12/2018 | 1 | Comp Open | 002125 GOVCONNECTION, INC | ALT/CEILING MOUNT (STAUFFE | 37.00 |
| 097799 | 04/12/2018 | 1 | Comp Open | 000070 H. K. ALLEN PAPER COMPANY | OPER/KLAPKO/SUPPLIES | 1,797.50 |
| 097800 | 04/12/2018 | 1 | Comp Open | 008445 HARRIS & SON LLC | ATH/LINTNER/RENTAL | 365.00 |
| 097801 | 04/12/2018 | 1 | Comp Open | 007325 HOLOCAUST MEMORIAL CENTER | ALT/DEWLEY/FIELD TRIP | 60.00 |
| 097802 | 04/12/2018 | 1 | Comp Open | 007886 KENTWOOD PUBLIC SCHOOLS | ATL/BAUGHMAN/REGISTRATION | 150.00 |
| 097803 | 04/12/2018 | 1 | Comp Open | 008446 KINGSCOTT ASSOCIATES INC. | ADM/ARCHITECH FEES | 146,938.00 |
| 097804 | 04/12/2018 | 1 | Comp Open | 102408 LANSING SANITARY SUPPLY INC. | OPER/KLAPKO/SUPPLIES | 102.43 |
| 097805 | 04/12/2018 | 1 | Comp Open | 000569 LASKOWSKI, TERESA | HS/LASKOWSKI/SUPPLIES | 24.00 |
| 097806 | 04/12/2018 | 1 | Comp Open | 003318 MAEO STARS | ATL/DEWLEY/LEGISLATIVE DAY | 140.00 |
| 097807 | 04/12/2018 | 1 | Comp Open | 003402 MAKE MUSIC | OMS/TOLRUD/LICENSE | 261.95 |
| 097808 | 04/12/2018 | 1 | Comp Open | 003600 MARSHALL MUSIC COMPANY INC. | OHS/SCHLEGEL/REPAIRS | 10.00 |
| 097809 | 04/12/2018 | 1 | Comp Open | 003630 MAURER HEATING & COOLING | OPER/KLAPKO/DUST COLLECTIO | 400.00 |
| 097810 | 04/12/2018 | 1 | Comp Open | 003660 MEDLER ELECTRIC COMPANY | OPER/KLAPKO/ELECTRICAL SUP | 19.41 |
| 097811 | 04/12/2018 | 1 | Comp Open | 004121 NAPA AUTO PARTS | OPER/KLAPKO/REPAIR PARTS | 44.01 |
| 097812 | 04/12/2018 | 1 | Comp Open | 100001 OFFICE DEPOT INC. | HS/KRUEGER/CALCULATORS | 3,172.50 |
| 097813 | 04/12/2018 | 1 | Comp Open | 004600 OPS FOOD SERVICE FUND | HS/POYNER/SUPPLIES | 426.57 |
| 097814 | 04/12/2018 | 1 | Comp Open | 001831 OWOSSO READY MIX COMPANY | OPER/KLAPKO/BALL FIELD | 777.00 |
| 097815 | 04/12/2018 | 1 | Comp Open | 004652 PCMI - WEST | BB/STAFF PAYMENT | 16,076.45 |
| 097816 | 04/12/2018 | 1 | Comp Open | 007853 PIONEER VALLEY BOOKS | EM/VERLINDE/MARKERS | 39.60 |
| 097817 | 04/12/2018 | 1 | Comp Open | 100135 QUILL CORPORATION | BB/HELVIE/CREDIT | 244.89 |
| 097818 | 04/12/2018 | 1 | Comp Open | 000323 ROTARY CLUB OF OWOSSO | HS/PHILLIPS/DUES | 44.00 |
| 097819 | 04/12/2018 | 1 | Comp Open | 008081 SCHAD, KRISTINE | REPLACE 3-4-2016 PAYROLL C | 180.52 |
| 097820 | 04/12/2018 | 1 | Comp Open | 005520 SECURITY ALARM COMPANY INC. | OPER/KLAPKO/ALARM REPAIR | 479.00 |
| 097821 | 04/12/2018 | 1 | Comp Open | 100017 SET-SEG | MAY 2018 BILL/GF STAFF | 5,500.82 |
| 097822 | 04/12/2018 | 1 | Comp Open | 005625 SHIawassee RESD | 2/11-2/24/18 SUB REIMBURSE | 35,431.45 |

Check Register for Bank Account ID CHEM1

From 03/19/2018 to 04/15/2018

From Check First to Last

| Check# | Date | Run Type | Status | Vendor Name | Invoice Description | Amount |
|-------------|------------|----------|--------|----------------------------------|----------------------------|------------|
| 097823 | 04/12/2018 | 1 Comp | Open | 008301 STINSON, GUNNAR | ADM/STINSON/MILEAGE | 47.62 |
| 097824 | 04/12/2018 | 1 Comp | Open | 001704 SUNBURST GARDENS INC. | OPER/KLAPKO/FIELD RENOVATI | 5,505.00 |
| 097825 | 04/12/2018 | 1 Comp | Open | 002623 TASC-CLIENT INVOICES | 5/1-5/31/2018 ADMIN FEE | 337.46 |
| 097826 | 04/12/2018 | 1 Comp | Open | 007559 TIERNEY BROTHERS INC. | CE/KLAPKO/PROJECTOR BULB | 102.82 |
| 097827 | 04/12/2018 | 1 Comp | Open | 004684 TRADEWINDS ISLAND RESORT | IB CONFERENCE LODGING | 1,779.75 |
| 097828 | 04/12/2018 | 1 Comp | Open | 001119 UNITED PARCEL SERVICE | HS/POSTAGE | 13.06 |
| 097829 | 04/12/2018 | 1 Comp | Open | 007457 US BANK EQUIPMENT FINANCE | LEASE PAYMENT APRIL 2018 | 2,132.95 |
| 097830 | 04/12/2018 | 1 Comp | Open | 006510 VALLEY LUMBER COMPANY | HS/MALLORY/SUPPLIES | 296.01 |
| 097831 | 04/12/2018 | 1 Comp | Open | 007788 WAKELAND OIL | OPER/KLAPKO/FUEL | 714.61 |
| 097832 | 04/12/2018 | 1 Comp | Open | 006511 WASTE MANAGEMENT OF FLINT | UTIL/TRASH SVC/MARCH 2018 | 2,123.16 |
| 097833 | 04/12/2018 | 1 Comp | Open | 007985 WATSON, JOE | ADM/WATSON/MILEAGE | 63.11 |
| 097834 | 04/12/2018 | 1 Comp | Open | 006882 WHEELER, JEREMY | ADM/WHEELER/MILEAGE | 66.39 |
| 097835 | 04/12/2018 | 1 Comp | Open | 006845 WIN'S CORPORATE OFFICE | OPER/KLAPKO/ELECTRICAL SUP | 98.74 |
| CHECK TOTAL | | | | | | 776,828.02 |
| LESS VOIDS | | | | | | 0.00 |
| GRAND TOTAL | | | | | | 776,828.02 |

Check Summary

| Check Status | Count | Amount | Check Type | Count | Amount |
|--------------|------------|-------------------|--------------|------------|-------------------|
| Open | 121 | 776,828.02 | Computer | 121 | 776,828.02 |
| Cleared | | | Prepaid | | |
| Void | | | | | |
| Scratch | | | | | |
| TOTAL | 121 | 776,828.02 | TOTAL | 121 | 776,828.02 |

Check Register for Bank Account ID SERVIC

From 03/19/2018 to 04/15/2018

From Check First to Last

| Check# | Date | Run Type | Status | Vendor Name | Invoice Description | Amount |
|-------------|------------|----------|--------|---|--------------------------|-----------|
| 007243 | 03/22/2018 | 1 Comp | Open | 004621 AUNT MILLIE'S BAKERIES | FS/PRINCE/FOOD PURCHASE | 188.95 |
| 007244 | 03/22/2018 | 1 Comp | Open | 007480 BANANA BROTHERS PRODUCE | FS/PRINCE/FOOD PURCHASE | 4,163.00 |
| 007245 | 03/22/2018 | 1 Comp | Open | 005058 FD HAYES ELECTRIC CO. | FS/PRINCE/EQUIP REPAIR | 187.50 |
| 007246 | 03/22/2018 | 1 Comp | Open | 003780 MESSA | APRIL 2018 BILL/FS STAFF | 1,117.82 |
| 007247 | 03/22/2018 | 1 Comp | Open | 004354 MILLS REFRIGERATION, INC. | FS/PRINCE/EQUIP REPAIR | 230.00 |
| 007248 | 03/22/2018 | 1 Comp | Open | 003807 PRAIRIE FARMS DAIRY | FS/PRINCE/FOOD PURCHASE | 5,196.79 |
| 007249 | 03/29/2018 | 1 Comp | Open | 004621 AUNT MILLIE'S BAKERIES | FS/PRINCE/FOOD PURCHASE | 240.54 |
| 007250 | 03/29/2018 | 1 Comp | Open | 007480 BANANA BROTHERS PRODUCE | FS/PRINCE/FOOD PURCHASE | 6,327.00 |
| 007251 | 03/29/2018 | 1 Comp | Open | 102034 DELL MARKETING, L.P. | OHS/PRINCE/WARRANTY | 400.27 |
| 007252 | 03/29/2018 | 1 Comp | Open | 003807 PRAIRIE FARMS DAIRY | FS/PRINCE/FOOD PURCHASE | 3,522.54 |
| 007253 | 03/29/2018 | 1 Comp | Open | 006782 ROBINSON, KAREN | FS/ROBINSON/MILEAGE | 51.23 |
| 007254 | 03/29/2018 | 1 Comp | Open | 100017 SET-SEG | APRIL 2018 BILL/FS STAFF | 171.60 |
| 007255 | 03/29/2018 | 1 Comp | Open | 100267 UNUM LIFE INSURANCE | APRIL 2018 BILL/FS STAFF | 51.00 |
| 007256 | 04/12/2018 | 1 Comp | Open | 004621 AUNT MILLIE'S BAKERIES | FS/PRINCE/FOOD PURCHASE | 147.12 |
| 007257 | 04/12/2018 | 1 Comp | Open | 007480 BANANA BROTHERS PRODUCE | FS/PRINCE/FOOD PURCHASE | 3,530.00 |
| 007258 | 04/12/2018 | 1 Comp | Open | 008258 GREAT LAKES COCA-COLA DISTRIBUTI | FS/PRINCE/FOOD PURCHASE | 3,659.22 |
| 007259 | 04/12/2018 | 1 Comp | Open | 003807 PRAIRIE FARMS DAIRY | FS/PRINCE/FOOD PURCHASE | 3,255.16 |
| 007260 | 04/12/2018 | 1 Comp | Open | 100017 SET-SEG | MAY 2018 BILL/FS STAFF | 220.13 |
| 007261 | 04/12/2018 | 1 Comp | Open | 004679 TOBEY, CHRISTINE | FS/TOBEY/MILEAGE | 118.70 |
| 007262 | 04/12/2018 | 1 Comp | Open | 007788 WAKELAND OIL | FS/KLAPKO/FUEL | 281.67 |
| CHECK TOTAL | | | | | | 33,060.24 |
| LESS VOIDS | | | | | | 0.00 |
| GRAND TOTAL | | | | | | 33,060.24 |

Check Summary

| Check Status | Count | Amount | Check Type | Count | Amount |
|--------------|-------|-----------|------------|-------|-----------|
| Open | 20 | 33,060.24 | Computer | 20 | 33,060.24 |
| Cleared | | | Prepaid | | |
| Void | | | | | |
| Scratch | | | | | |
| TOTAL | | 20 | 33,060.24 | TOTAL | |
| | | | | 20 | 33,060.24 |

Check Register for Bank Account ID SF#1


From 03/19/2018 to 04/15/2018


From Check First to Last


| Check# | Date | Run Type | Status | Vendor Name | Invoice Description | Amount |
|-------------|------------|----------|-----------|------------------------|---------------------|-----------|
| 600885 | 04/12/2018 | 1 | Comp Open | 008336 LA CONSTRUCTION | SINKING FUND WORK | 48,971.36 |
| CHECK TOTAL | | | | | | 48,971.36 |
| LESS VOIDS | | | | | | 0.00 |
| GRAND TOTAL | | | | | | 48,971.36 |

Check Summary

| Check Status | Count | Amount | Check Type | Count | Amount | | |
|--------------|-------|-----------|------------|-------|-----------|---|-----------|
| Open | 1 | 48,971.36 | Computer | 1 | 48,971.36 | | |
| Cleared | | | Prepaid | | | | |
| Void | | | | | | | |
| Scratch | | | | | | | |
| TOTAL | | 1 | 48,971.36 | TOTAL | | 1 | 48,971.36 |

Date Range: From: 

To: 

Date Type: 

Data available starting: 04/14/2015 Search

SEARCH RESULTS

Search Total: 22,872.41

Page 1 of 1 Go

| Account Name | Account Number | Transaction Amount | Adjustment Amount | Total Transaction Amount |
|--------------------------|---------------------|--------------------|-------------------|--------------------------|
| EMERSON ELEMENTARY | XXXX-XXXX-0517-2354 | 653.39 | 0.00 | 653.3 |
| MIKE GRAHAM | XXXX-XXXX-0530-1557 | 4,189.38 | 0.00 | 4,189.3 |
| FRED LAB | XXXX-XXXX-0532-9202 | 119.82 | 0.00 | 119.8 |
| LINCOLN HIGH SCHOOL | XXXX-XXXX-0593-9232 | 1,061.00 | 0.00 | 1,061.0 |
| BRIGHT BEGINNINGS OFFICE | XXXX-XXXX-1097-9983 | 310.20 | 0.00 | 310.2 |
| OWOSSO SCHOOLS | XXXX-XXXX-1253-3820 | 531.12 | 0.00 | 531.1 |
| CTE CULINARY ARTS | XXXX-XXXX-1311-0891 | 348.45 | 0.00 | 348.4 |
| CTE CONSTRUCTION TRADES | XXXX-XXXX-1311-0933 | 408.34 | 0.00 | 408.3 |
| AL HUYCK | XXXX-XXXX-1323-6431 | 77.86 | 0.00 | 77.8 |
| OWOSSO PUBLIC SCHOOLS | XXXX-XXXX-0002-6361 | 0.00 | (15,317.38) | (15,317.38) |
| BRYANT ELEMENTARY | XXXX-XXXX-0177-1509 | 623.96 | 0.00 | 623.9 |
| DAN CLARK | XXXX-XXXX-0188-5846 | 218.14 | 0.00 | 218.1 |
| BEN COBB | XXXX-XXXX-0188-5861 | 458.60 | 0.00 | 458.6 |
| OWOSSO HIGH SCHOOL | XXXX-XXXX-0223-2881 | 4,598.69 | 0.00 | 4,598.6 |
| JOHN QUICK | XXXX-XXXX-0274-4836 | 359.88 | 0.00 | 359.8 |
| OWOSSO MIDDLE SCHOOL | XXXX-XXXX-0316-8175 | 2,708.02 | 0.00 | 2,708.0 |
| OPERATIONS DEPT | XXXX-XXXX-0322-6353 | 1,100.27 | 0.00 | 1,100.2 |
| CENTRAL ELEMENTARY | XXXX-XXXX-0358-7523 | 603.26 | 0.00 | 603.2 |
| DISTRICT TRAVEL | XXXX-XXXX-0372-6121 | 3,073.00 | 0.00 | 3,073.0 |
| BRIGHT BEGINNINGS | XXXX-XXXX-2811-1358 | 1,168.85 | 0.00 | 1,168.8 |
| CENTRAL OFFICE | XXXX-XXXX-3097-2556 | 10,932.30 | 0.00 | 10,932.3 |
| OWOSSO HIGH SCHOOL 2 | XXXX-XXXX-6679-7711 | 4,645.31 | 0.00 | 4,645.3 |

Page 1 of 1 Go

Search Total: 22,872.41

Currently logged in as: Julie Omer (OMER_81101, Company Program Administrator)
Last Visit: 03/20/2018

© 1994-2018. MasterCard. All right

OWOSSO PUBLIC SCHOOLS
BOARD OF EDUCATION
March 31, 2018
Report 17-121

Statement of Deposits and Investments
As of 3/31/2018
Unaudited

| | General Fund | School Service | Building & Site | Total |
|---|---------------------|-------------------|---------------------|----------------------|
| Summary of Deposits and Investments | | | | |
| Cash on hand | \$ 365,066 | \$ 213,554 | \$ 1,998,814 | \$ 2,577,435 |
| Investments | 5,238,525 | | 2,563,464 | 7,801,989 |
| Total Deposits and Investments | \$ 5,603,591 | \$ 213,554 | \$ 4,562,279 | \$ 10,379,424 |
| Detail of Deposits and Investments | | | | |
| Cash on hand | \$ 365,066 | \$ 212,834 | \$ 1,998,814 | \$ 2,576,715 |
| Petty Cash on hand | - | 720 | - | |
| Total Cash on hand | \$ 365,066 | \$ 213,554 | \$ 1,998,814 | \$ 2,577,435 |
| Chemical Bank Savings Account | \$ 38,438 | - | \$ 432,993 | \$ 471,431 |
| Mich Class Investment | 5,200,087 | - | 2,130,471 | 7,330,558 |
| Total Investments | \$ 5,238,525 | \$ - | \$ 2,563,464 | \$ 7,801,989 |
| Total Deposits and Investments | \$ 5,603,591 | \$ 213,554 | \$ 4,562,279 | \$ 10,379,424 |

OWOSSO PUBLIC SCHOOLS
BOARD OF EDUCATION
March 31, 2018
Report 17-121

Combined Statement of Revenue, Expenditures, and Fund Balance
General, School Service, and Capital Projects Funds
As of 3/31/2018
Unaudited

| | General Fund | | | School Service Fund | | | Capital Projects Fund | | | | | |
|--|--------------------|---------------|---------------------|---------------------|--------------------|------------|-----------------------|--------------|-----------------|------------|---------------------|--------------|
| | BUDGET REVISION #1 | YTD Actual | Over (Under) Budget | % Rec'd/Used | BUDGET REVISION #1 | YTD Actual | Over (Under) Budget | % Rec'd/Used | ORIGINAL BUDGET | YTD Actual | Over (Under) Budget | % Rec'd/Used |
| REVENUE | | | | | | | | | | | | |
| Local sources | 3,620,021 | 3,137,561 | (482,460) | 87% | 294,399 | 221,520 | (72,879) | 75% | 1,646,053 | 1,521,716 | (124,337) | 92% |
| State sources | 24,808,628 | 13,882,674 | (10,926,152) | 56% | 62,547 | 44,997 | (17,550) | 72% | - | 39,906 | 36,908 | - |
| Federal sources | 1,281,995 | 177,710 | (1,104,285) | 14% | 1,566,407 | 865,297 | (703,110) | 55% | - | - | - | - |
| Interdistrict sources-RESID | 648,333 | 16,333 | (632,000) | 3% | - | - | - | - | - | - | - | - |
| Interdistrict sources-transfers in and other sources | 98,186 | (98,186) | - | 0% | - | - | - | - | - | - | - | - |
| Total revenue and other sources | \$ 30,457,361 | \$ 17,214,278 | \$ (13,243,083) | 57% | 1,925,353 | 1,131,814 | (793,539) | 59% | 1,646,053 | 1,560,622 | (85,431) | 95% |
| EXPENDITURES | | | | | | | | | | | | |
| INSTRUCTION | | | | | | | | | | | | |
| BASIC PROGRAMS: | | | | | | | | | | | | |
| ELEMENTARY | \$ 6,967,743 | \$ 4,362,523 | (2,605,220) | 63% | | | | | | | | |
| MIDDLE SCHOOL | 3,429,102 | 2,146,014 | (1,281,088) | 63% | | | | | | | | |
| HIGH SCHOOL | 4,084,604 | 2,502,653 | (1,581,951) | 61% | | | | | | | | |
| ALTERNATIVE EDUCATION | 706,689 | 430,850 | (275,839) | 61% | | | | | | | | |
| PRESCHOOL | 127,400 | 72,885 | (54,515) | 57% | | | | | | | | |
| PRESCHOOL (MICHIGAN READINESS) GRANT | 176,818 | 130,041 | (46,777) | 74% | | | | | | | | |
| TOTAL BASIC PROGRAMS | \$ 15,492,356 | \$ 9,646,966 | \$ (5,845,390) | 62% | | | | | | | | |
| ADDED NEEDS: | | | | | | | | | | | | |
| SPECIAL EDUCATION | \$ 3,276,791 | \$ 2,063,942 | (1,212,849) | 63% | | | | | | | | |
| CHILD CARE PROGRAM | 291,653 | 165,798 | (125,755) | 57% | | | | | | | | |
| TITLE I GRANT | 985,693 | 608,767 | (456,926) | 53% | | | | | | | | |
| VOCATIONAL EDUCATION | 647,207 | 369,745 | (277,462) | 57% | | | | | | | | |
| AT RISK GRANT | 1,414,916 | 719,864 | (695,052) | 51% | | | | | | | | |
| ROBOTICS/CTE COUNSELOR/ADULT EDITING | | | | | | | | | | | | |
| GRANTS | 146,878 | 85,880 | (60,998) | 58% | | | | | | | | |
| EARLY LITERACY GRANT | 50,901 | 26,488 | (24,413) | 52% | | | | | | | | |
| TOTAL ADDED NEEDS | \$ 6,793,939 | \$ 3,940,484 | \$ (2,853,455) | 58% | | | | | | | | |
| CONTINUING EDUCATION: | | | | | | | | | | | | |
| COMMUNITY EDUCATION | \$ 143,079 | \$ 106,898 | (34,181) | 76% | | | | | | | | |
| TOTAL CONTINUING EDUCATION | \$ 143,079 | \$ 106,898 | (34,181) | 76% | | | | | | | | |
| TOTAL INSTRUCTION | \$ 22,429,374 | \$ 13,696,348 | \$ (8,733,026) | 61% | | | | | | | | |
| SUPPORTING SERVICES: | | | | | | | | | | | | |
| PUPIL SERVICES: | | | | | | | | | | | | |
| GUIDANCE SERVICES | \$ 459,837 | \$ 300,701 | (159,136) | 65% | | | | | | | | |
| TOTAL PUPIL SERVICES | \$ 459,837 | \$ 300,701 | (159,136) | 65% | | | | | | | | |
| INSTRUCTIONAL STAFF: | | | | | | | | | | | | |
| TITLE II, PART A/RURAL EDUCATION GRANT | \$ 256,280 | \$ 155,767 | (100,513) | 61% | | | | | | | | |
| IMPROVEMENT OF INSTRUCTION | 213,467 | 100,155 | (113,312) | 47% | | | | | | | | |
| MEDIA SERVICES | 283,446 | 185,638 | (97,808) | 65% | | | | | | | | |
| TOTAL INSTRUCTIONAL STAFF | \$ 753,193 | \$ 441,560 | (311,633) | 59% | | | | | | | | |
| GENERAL ADMINISTRATION: | | | | | | | | | | | | |
| BOARD OF EDUCATION | \$ 100,171 | \$ 67,331 | (32,840) | 67% | | | | | | | | |
| EXECUTIVE ADMINISTRATION | 343,621 | 255,025 | (88,496) | 74% | | | | | | | | |
| HUMAN RESOURCES | 208,829 | 144,358 | (64,471) | 70% | | | | | | | | |
| TOTAL GENERAL ADMINISTRATION | \$ 652,621 | \$ 466,714 | (185,907) | 72% | | | | | | | | |
| SCHOOL ADMINISTRATION: | | | | | | | | | | | | |
| SCHOOL ADMINISTRATION | \$ 2,429,494 | \$ 1,754,522 | (684,972) | 73% | | | | | | | | |
| TOTAL SCHOOL ADMINISTRATION | \$ 2,429,494 | \$ 1,754,522 | (684,972) | 73% | | | | | | | | |

OWOSSO PUBLIC SCHOOLS
BOARD OF EDUCATION
March 31, 2018
Report 17-121

Combined Statement of Revenue, Expenditures, and Fund Balance
General, School Service, and Capital Projects Funds
As of 3/31/2018
Unaudited

| | General Fund | | | School Service Fund | | | Capital Projects Fund | | |
|--|----------------------|----------------------|--------------------------|---------------------|--------------|--------------------------|-----------------------|--------------|--------------------------|
| | BUDGET REVISION #1 | YTD Actual | Over (Under) Budget % | BUDGET REVISION #1 | YTD Actual | Over (Under) Budget % | ORIGINAL BUDGET | YTD Actual | Over (Under) Budget % |
| BUSINESS SERVICES: | | | | | | | | | |
| FISCAL SERVICES | \$ 335,361 | \$ 253,692 | 76% | | | | | | |
| TECHNOLOGY MANAGEMENT | \$ 399,639 | \$ 203,497 | 52% | | | | | | |
| TOTAL BUSINESS SERVICES | \$ 724,950 | \$ 457,189 | 63% | | | | | | |
| OPERATIONS AND MAINTENANCE: | | | | | | | | | |
| OPERATIONS AND MAINTENANCE | \$ 2,773,707 | \$ 1,911,560 | 69% | | | | | | |
| TOTAL OPERATIONS AND MAINTENANCE | \$ 2,773,707 | \$ 1,911,560 | 69% | | | | | | |
| PUPIL TRANSPORTATION SERVICES: | | | | | | | | | |
| PUPIL TRANSPORTATION SERVICES | \$ 921,914 | \$ 630,794 | 68% | | | | | | |
| TOTAL PUPIL TRANSPORTATION | \$ 921,914 | \$ 630,794 | 68% | | | | | | |
| OTHER SERVICES: | | | | | | | | | |
| PAC | \$ - | \$ - | - | | | | | | |
| COMMUNICATION SERVICES | \$ 62,632 | \$ 47,768 | 76% | | | | | | |
| ATHLETICS | \$ 473,513 | \$ 331,361 | 70% | | | | | | |
| PRINTING AND OTHER SUPPORT SERVICES | \$ 80,000 | \$ 57,298 | 72% | | | | | | |
| TOTAL OTHER SERVICES | \$ 616,150 | \$ 436,447 | 71% | | | | | | |
| TOTAL SUPPORTING SERVICES | \$ 9,329,766 | \$ 6,409,687 | 69% | | | | | | |
| OUTGOING TRANSFERS/FUND MODIFICATIONS: | | | | | | | | | |
| OTHER | \$ 58,350 | \$ 3,481 | 6% | | | | | | |
| TOTAL OUTGOING TRANSFERS/FUND MODIFICATIONS | \$ 58,350 | \$ 3,481 | 6% | | | | | | |
| FOOD SERVICE EXPENDITURES | | | | | | | | | |
| CAPITAL PROJECT EXPENDITURES | \$ 31,818,490 | \$ 20,109,516 | 63% | | | | | | |
| TOTAL EXPENDITURES | \$ 31,818,490 | \$ 20,109,516 | 63% | | | | | | |
| REVENUE OVER or (UNDER) EXPENDITURES | \$ (1,361,128) | \$ (2,896,238) | | \$ (131,098) | \$ (222,615) | | \$ 113,477 | \$ 1,430,802 | \$ 1,317,325 |
| AUDITED FUND BALANCE, JULY 1, 2017 | 3,911,651 | 3,911,651 | | 241,083 | 241,083 | | 3,131,478 | 3,131,478 | - |
| PROJECTED FUND BALANCES - June 30, 2018 | 2,550,522 | - | | 109,985 | - | | 3,244,955 | - | |

For Action

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

Report 17-122

FOR ACTION

Subject:

Agreement for the continued use of PCMI/Willsub to provide contracted services for the Athletic department for non-employee coaches, Bentley Bright Beginnings non-certified/non-Administrative staff and for special circumstances in which specialized non-union staff are needed

Recommendation:

Resolve that the Board of Education renew the contract with PCMI/Willsub for the contract for the fiscal year 2018-19 and authorize the Superintendent to sign the contract on behalf of the District.

Facts /Statistics:

The original goals of the District have continued to be met with this ongoing relationship which were primarily as follows:

- Provide a mechanism to reduce the costs associated with providing Childcare and preschool services while trying to preserve the programming
- Reduce the costs for coaches in the Athletic area while trying to preserve the programming
- Contract for non-primary educational services in order to satisfy the push from the State to contract for services
- Fees will remain unchanged from the previous year.

The contracted relationship between PCMI/Willsub for these services has been ongoing since 2011. The services have been deemed to be satisfactory during this time period and beneficial to the District in meeting the goals outlined above. Other opportunities have been reviewed since 2011 and PCMI/Willsub has continued to be determined to be the best fit for the District's needs. All terms and rates remain unchanged from the current contract year.

Motion

Seconded

Vote – Ayes

Nays

Motion



CREATING SAVINGS and EFFICIENCIES FOR YOUR SCHOOL

P.O. Box 516 • Portland, MI • 48875 • 517 647-7533 • www.pcmiservices.com

Pursuant to Section 2.2 of the PCMI/willSub® Agreement for Human Resource Staffing Services, PCMI/willSub® is pleased to offer Owosso Public Schools (“District”) a one-year extension of the Agreement between District and PCMI, originally effective from July 1, 2014 through June 30, 2015 (“Agreement”). By signing below, PCMI and the District hereby agree to extend the Agreement, in all respects, for one year, from July 1, 2018 through June 30, 2019.

DISTRICT

PCMI

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
April 23, 2018**

Report 17-123

FOR ACTION

Subject:

Resolution Calling for a Special School Election to renew 2 mills which is less than the currently approved 3 mills for the sinking fund for a term of five (5) years

Recommendation:

Resolve that the Board of Education adopt the Resolution Calling for a special election to be held on August 7, 2018 and authorize the Secretary to sign the related resolution on behalf of the board. This special election will be held solely for the renewal of the Sinking Fund approved the last time by voters in November of 2013.

The election resolution must be adopted at a legal meeting prior to May 15, 2018 as the ballot language must be received by the County Clerk by 4:00 p.m. on that day to be on the August 7th 2018 primary ballot. The actual resolution language, inclusive of the ballot language, has been included with this board package for consideration for approval by the Board.

Statement of Purpose/Issue:

As a matter of routine business from our legal counsel.

Motion
Seconded
Vote – Ayes Nays Motion

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
April 23, 2018
Report 17-124**

FOR ACTION

Subject:

Authorization to open up and maintain bond accounts with Designated Financial Institutions

Recommendation:

Resolve that the depository and withdrawal authorized signers of the Chief Financial Officer and the Treasurer of the Board for the Owosso Public Schools be authorized to open bond accounts in the name of the district inclusive of authorization for any future ACH transactions and/or bank transfers.

Rationale:

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. In this case, the new accounts that need to be open pertain to the payment, investment and deposit of bond proceeds.

Facts and Statistics:

At the March 26, 2018 board meeting, the board authorized the sale of the bonds in order to finance the bond projects as authorized by the voters in November of 2017. It is required by law that these bond proceeds, investment of the proceeds, future property tax payments, payments to the contractors and bond professionals etc... be maintained in separate accounts. In order to facilitate this requirement, the board is being asked to authorize the opening of the following accounts with the following financial institutions for that purpose:

- Chemical Bank (current financial provider authorized by the Board)
- Michigan CLASS (current financial provider authorized by the Board)
- Huntington bank – payment of bonds to investors

These accounts will be held in the name of the District and also be designated exclusively for housing funds associated with the 2018 School Bond Debt fund.

Motion

Seconded

Vote – Ayes

Nays

Motion

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
April 23, 2018
Report 17-125**

FOR ACTION

Subject:

Revised Policy 5722 – School-sponsored Publications and Productions, 2nd reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 2nd reading: Revised Policy 5722 – School-sponsored Publications and Productions

Facts / Statistics:

In reviewing the current policy that is in existence, it appears that a typographic error occurred in publication and in passing the previous version of the aforementioned policy. This has resulted in an inconsistency in the verbiage whereby in one paragraph the policy expressly **does** permit advertising in school-sponsored student publications and productions and in a following paragraph it **does not** allow for advertising. In contemplating a variety of such publications and productions by students in existence (the student yearbook, for one example), it is clear that advertising has been permitted so the change being proposed simply clears up the contradiction. It should be noted that other language contained within the policy provides constraints on the type of advertising and promotion that is allowable as well as the need to obtain approval from the appropriate school officials.

This is an internal change to the policy and was not brought forward by NEOLA.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

5722 - SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS

The Board of Education sponsors student publications and productions as means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society.

For purposes of this policy, "school-sponsored student media" shall include both student publications and productions. "Student publications" shall include any written materials, (including, but not limited to, banners, flyers, posters, pamphlets, notices, newspapers, playbills, yearbooks, literary journals, books, and t-shirts and other school-sponsored clothing), as well as material in electronic or on-line form (including, but not limited to, websites, web logs ("blogs"), video or audio clips, and newsletters or announcements transmitted by e-mail, wireless broadcast or other similar distribution/dissemination). "Student productions" shall include vocal and theatrical performances, impromptu dramatic presentations, or any electronic media (including, but not limited to, radio and television programs, podcasts, and other video or audio productions that are recorded for re-broadcast or broadcast in real time using any available broadcast technology). Further, the term "publication" shall include distribution and dissemination of a student publication; and the term "performance" shall include presentation and broadcast of a student production.

The following speech is unprotected and prohibited in all school-sponsored student publications and productions: speech that is defamatory, libelous, obscene or harmful to juveniles; speech that is reasonably likely to cause substantial disruption of or material interference with school activities or the educational process; speech that infringes upon the privacy or rights of others; speech that violates copyright law; speech that promotes activities, products or services that are unlawful (illegal) as to minors as defined by State or Federal law; and speech that otherwise violates school policy and/or State or Federal law. The Board authorizes the administration to engage in prior review and restraint of school-sponsored publications and productions to prevent the publication or performance of unprotected speech.

All school-sponsored student publications and productions are nonpublic forums. While students may address matters of interest or concern to their readers/viewers, as nonpublic forums, the style and content of the student publications and productions can be regulated for legitimate pedagogical, school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the style and/or content of all school-sponsored student publications and productions prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker. Legitimate pedagogical concerns are not confined to academic issues, but include the teaching by example of the shared values of a civilized social order, which consists of not only independence of thought and frankness of expression but also discipline, courtesy/civility, and respect for authority. School officials may prohibit speech that is grammatically incorrect, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

School-sponsored student media may not be published/performed outside the school community (i.e., publication/performance is limited to students, staff and parents/family members) except with the prior written approval of the building principal.

Students shall not be disciplined and/or retaliated against for exercising and/or asserting their free speech rights as defined in this policy. Nothing in this policy, however, restricts the Board's ability to impose post-publication/performance discipline related to a student engaging in the impermissible publication/performance of unprotected speech.

Advertising is permitted in all school-sponsored student publications/productions.

Advertisement submitted for publication or inclusion in a production shall be reviewed by school officials for a determination that they are appropriate for juveniles. The Superintendent retains the final authority to determine whether an advertisement is appropriate and will be included in a publication/production.

Advertisements may be rejected for legitimate pedagogical school-related reasons unrelated to the viewpoint of the advertiser (e.g., the advertisement encourages action that would endanger the health and safety of students).

~~Advertising is not permitted in school-sponsored student publications/productions.~~

General Prohibitions

Regardless of their status as non-public or limited-purpose public forums, the Board prohibits publications, productions and advertisements that:

- A. promote, favor, or oppose any candidate for election or the adoption of any bond issue, proposal, or questions submitted at any election;
- B. fail to identify the student or organization responsible for the publication/performance;
- C. solicit funds for nonschool organizations or institutions when such solicitations have not been approved by the building level administrator.

Revised 3/22/10

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
April 23, 2018
Report 17-126

FOR ACTION

Subject:

Revised Bylaw 0143.1 – Public Expression by Board members, 1st reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Bylaw 0143.1 – Public Expression by Board members**

Facts / Statistics:

The proposed optional language is provided as a reminder that social media communications, whether on the District’s network or on a private network, may be subject to the provisions of the Open Meetings Act and may be subject to discovery, depending on the content of the message.

The proposed by NEOLA is optional but is not required.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

bylaw

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

**BYLAWS
0140/page 1 of 15**

MEMBERSHIP

0141 **Number**

The Board of Education shall consist of seven (7) members.

M.C.L. 380.11a

Revised 1/25/10

0142 **Election/Appointment**

0142.1 **Electoral Process**

The number of members of the Board shall remain the same as before July 1, 1996 unless changed by the School electors at a regular or special School election. A ballot question for changing the number of Board members may be placed on the ballot by action of the Board or by petition submitted by School electors as provided under Michigan election law (M.C.L. 168.301 to 168.315).

Members of the Board shall be elected in the November even year general election (the first Tuesday after the first Monday) in a manner that is consistent with State law.

A special election may be called by the Board as provided under Michigan election law (M.C.L. 168.301 to 168.315).

M.C.L. 168.301 et seq.

Revised 1/25/10

Revised 8/27/12

bylaw

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

BYLAWS
0140/page 2 of 15

0142.2 **Qualifications**

An individual is eligible for election as a School Board member if the individual is a citizen of the United States and is a qualified and registered elector of the School District by the filing deadline.

M.C.L. 168.302

0142.3 **Term**

Members of the Board shall be elected by the School electors for terms of four (4) years.

At each regular School election, members of the Board shall be elected to fill the positions of those whose terms will expire. A term of office begins as provided by law (M.C.L. 168.302) and continues until a successor is elected and qualified.

At least one (1) School Board member for a School District shall be elected at each of the School District's regular elections. A School Board member's term of office begins January 1st, immediately following the November election.

M.C.L. 168.301 et seq.

Revised 1/25/10

Revised 8/27/12

0142.4 **Oath**

Each newly-elected Board member shall file an acceptance of office as well as an affidavit of eligibility within ten (10) days after receiving a certificate of election and shall take an oath of office as prescribed by the Constitution of Michigan.

bylaw

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

BYLAWS
0140/page 3 of 15

A ceremonial oath of office may be administered at the Organizational Meeting and may be administered by the Superintendent.

M.C.L. 168.309, 168.310

Revised 4/28/08

0142.5

Vacancies

The office of a Board member shall become vacant immediately upon the occurrence of any one (1) of the following events:

- A. the death of the incumbent, or the incumbent's being adjudicated insane or being found to be mentally incompetent by the proper court
- B. the incumbent's resignation
- C. the incumbent's removal from office
- D. the incumbent's conviction of a felony
- E. the incumbent's election or appointment being declared void by a competent tribunal
- F. the incumbent's neglect or failure to file the acceptance of office, to take the oath of office, or to give or renew an official bond required by law
- G. the failure of the District to elect a successor at the annual school meeting or election
- H. the incumbent's ceasing to possess the legal qualifications for holding office
- I. the incumbent's residence being removed from the School District

bylaw

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

BYLAWS
0140/page 4 of 15

If less than a majority of the offices of the District becomes vacant, the remaining members of the Board shall fill the vacancy immediately.

If the vacancy is not filled within thirty (30) days after it occurs, the Board of the Intermediate School District shall fill the vacancy by appointment.

A person elected or appointed to fill a vacancy on the Board shall file an acceptance of office and shall hold office until the next regular school election.

M.C.L. 168.310, 168.311

Filling a Board Vacancy

If the majority of the Board is still seated, the vacancy shall be filled by the Board using the following procedure:

- A. The Board shall seek qualified and interested candidates from the community through the news media, word of mouth, and contacts with appropriate organizations.
- B. All applicants are to submit a notice of their interest, in writing, to the Board President.
- C. The Board shall interview all interested candidates to ascertain their qualifications.
- D. Appointment by the Board to fill a vacancy shall be by majority vote of the full Board.

0142.6

Recall

Any member of the Board may be recalled pursuant to M.C.L. 168.951 et seq.

bylaw

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

BYLAWS
0140/page 5 of 15

0142.7 **Orientation**

The Board believes that the preparation of each Board member for the performance of Board duties is essential to the effective functioning of the Board. The Board shall encourage each new Board member to understand the functions of the Board, acquire knowledge of matters related to the operation of the District, and learn Board procedures. Accordingly, the Board shall give to each new Board member for his/her use and possession during the term on the Board the following items:

- A. a copy of the Board policy manual
- B. a copy of each current negotiated agreement
- C. the current budget statement, audit report, and related fiscal materials

Each new Board member shall be invited to meet with the Board President and/or the Superintendent to discuss Board functions, policies, and procedures.

The Board shall encourage the attendance of each new Board member at orientation and training meetings.

0143 **Authority**

Individual members of the Board do not possess the powers that reside in the Board of Education. The Board speaks through its minutes and not through its individual members. An act of the Board shall not be valid unless approved at an official meeting by at least a majority vote of the members elected to and serving on the Board. M.C.L. 380.1201

No member of the Board shall be denied documents or information to which s/he is legally entitled and which are required in the performance of his/her duties as a Board member.

bylaw

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

BYLAWS
0140/page 6 of 15

Access to District personnel records shall be subject to the following rules:

- A. Examination of school employee personnel records by the Board of Education shall be conducted in accordance with the Open Meetings Act.
- B. Personnel records shall, in their entirety, be returned to the custody of the Superintendent at the conclusion of the Board meeting.
- C. Information obtained from employee personnel records by members of the Board shall be used only for the purpose of aiding the members in fulfilling their legal responsibilities in making decisions in such matters as appointments, assignments, promotions, demotions, remuneration, discipline, and dismissal or to aid the development and implementation of personnel policies, or for such other uses as are necessary to enable the Board to carry out its legal responsibilities.

0143.1

Public Expression of Board Members

The Board President functions as the official spokesperson for the Board.

From time-to-time, however, individual Board members make public statements on school matters:

- A. to local media;
- B. to local officials and/or State officials.

bylaw

BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS

BYLAWS
0140/page 7 of 15

Sometimes the statements imply, or the readers (listeners) infer, that the opinions expressed or statements made are the official positions of the Board. The misunderstandings that can result from these incidents can embarrass both the member and the Board. Therefore, Board members should, when writing or speaking on school matters to the media, legislators, and other officials, make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board.

- A. This bylaw shall apply to all statements and/or writings by individual Board members not explicitly sanctioned by a majority of its members, except as follows:
1. correspondence, such as legislative proposals, when the Board member has received official guidance from the Board on the matters discussed in the letter
 2. routine, not for publication, correspondence of the Superintendent and other Board employees
 3. routine "thank you" letters of the Board
 4. statements by Board members on nonschool matters (providing the statements do not identify the author as a member of the Board)
 5. personal statements not intended for publication
- B. Copies of this bylaw shall be sent annually to local media by the Board President.
- C. **A Board member's personal or private use of social media may have unintended, negative consequences to the Board member and/or the District, including possible violations of the Open Meetings Act and issues relating to creation of a public record. Postings to social media should be done in a manner sensitive to the Board member's responsibilities, applicable District policies, and legal obligations.**

bylaw

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

**BYLAWS
0140/page 8 of 15**

0144 **Operations**

0144.1 **Compensation**

Board members shall receive \$100 per year as compensation for their services, including attendance at all Board meetings and committee meetings. Expenses of a Board member shall be reimbursed when incurred in the performance of his/her duties or in the performance of functions authorized by the Board and duly vouchered.

M.C.L. 380.11a, 380.1254

The following guidelines have been established by the Board of Education to ensure appropriate and proper reimbursement of expenses for Board members.

- A. Reimbursement for mileage will not exceed the current rate established by the Internal Revenue Service.
- B. Attendance at Board-approved conferences should be at the location closest to the District.
- C. When attending a Board-approved conference, all fees, parking, mileage, meals, and housing will be reimbursed.
- D. When the Board attends a community or school-related event as a Board function, or a Board member attends as the designated representative of the Board, any incurred expenses, including mileage, will be reimbursed by the Board. If a Board member attends such events as a private citizen, any incurred expenses are to be paid by the Board member.
- E. No entertainment expenses or purchases of alcoholic beverages are reimbursable.

bylaw

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

BYLAWS
0140/page 9 of 15

A voucher detailing the amount and nature of each expense must be submitted to the Board for approval at a Board meeting after the expenses have been incurred and prior to reimbursement.

Revised 1/25/10

0144.2

Board Member Ethics

As members of the Board of Education, Board members will strive to improve public education and to that end they will:

- A. attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
- B. recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings;
- C. render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
- D. encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;
- E. work with the other Board members to establish effective Board policies and to delegate authority for the administration of the District to the Superintendent;
- F. communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;
- G. inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the State and National School Boards Associations;

bylaw

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

BYLAWS
0140/page 10 of 15

- H. support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
- I. avoid being placed in a position of conflict of interest, and refrain from using their Board positions for personal partisan gain;
- J. take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law;
- K. remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools.

Source: Board of Directors, National School Boards Association.

0144.3

Conflict of Interest

Board members shall perform their official duties in a manner free from conflict of interest. To this end:

- A. No Board member shall use his/her position as a Board member to benefit either himself/herself or any other individual or agency apart from the total interest of the School District.
- B. When a member of the Board determines that the possibility of a personal interest conflict exists, s/he should, prior to the matter being considered, disclose his/her interest (such disclosure shall become a matter of record in the minutes of the Board), and thereafter shall abstain from participation in both the discussion of the matter and the vote thereon.

bylaw

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

**BYLAWS
0140/page 11 of 15**

- C. A member of the Board is presumed to have a conflict of interest if the member or his/her family member has a financial interest, or a competing financial interest, in the contract or other financial transaction or is an employee of the School District.

Having a child in the District does not alone constitute a conflict of interest or financial interest in a contract or other financial transaction of the School District.

“Family member” means a person’s spouse or spouse’s sibling or child; a person’s sibling or sibling’s spouse or child; a person’s child or child’s spouse; or a person’s parent or parent’s spouse, and includes these relationships as created by adoption or marriage.

A Board member is not considered to have a financial interest in any of the following instances:

1. A contract or other financial transaction between the School District and any of the following:
 - a. A corporation in which the individual is a stockholder owning 1% or less of the total stock outstanding in any class if the stock is not listed on a stock exchange or owning stock that has a present market value of \$25,000.00 or less if the stock is listed on a stock exchange.
 - b. A corporation in which a trust, if the individual is a beneficiary under the trust, owns 1% or less of the total stock outstanding in any class if the stock is not listed on a stock exchange or owns stock that has a present market value of \$25,000.00 or less if the stock is listed on a stock exchange.

bylaw

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

**BYLAWS
0140/page 12 of 15**

- c. A professional limited liability company organized pursuant to the Michigan limited liability company act, if the individual is an employee but not a member of the company.
 2. A contract or other financial transaction between the School District and any of the following:
 - a. A corporation in which the individual is not a director, officer, or employee.
 - b. A firm, partnership, or other unincorporated association, in which the individual is not a partner, member, or employee.
 - c. A corporation or firm that has an indebtedness owed to the individual.
 3. A contract between the School District and the intermediate school district.
 4. A contract awarded to the lowest qualified bidder, upon receipt of sealed bids pursuant to a published notice for bids if the notice does not bar, except as authorized by law, any qualified person, firm, corporation, or trust from bidding. This does not apply to any amendments or renegotiations of a contract or to additional payments under the contract that were not authorized by the contract at the time of award.

bylaw

BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS

BYLAWS
0140/page 13 of 15

If the financial interest pertains to a proposed contract with the District, the following requirements must be met:

1. The Board member shall disclose the pecuniary interest in the contract to the Board with such disclosure made a part of the official Board minutes. If his/her direct financial interest amounts to \$250 or more or five percent (5%) or more of the contract cost to the District, the Board member shall make the disclosure in one of two (2) ways:
 - a. In writing, to the Board president (or if the member is the Board president, to the Board secretary) at least seven (7) days prior to the meeting at which the vote on the contract will be taken. The disclosure shall be made public in the same manner as the Board's notices of its public meetings. (See Bylaw 0165.)
 - b. By announcement at a meeting at least seven (7) days prior to the meeting at which a vote on the contract is to be taken. The Board member must use this method of disclosure if his/her financial interest amounts to \$5000 or more.
2. Any contract in which there is a conflict of interest as defined by this bylaw and the related statute (M.C.L. 380.1203) must be approved by a majority vote of the full Board without the vote of any Board member with a financial interest.

However, if a majority of the members of the Board are required to abstain from voting on a contract or other financial transaction due to a financial interest, then for the purposes of that contract or other financial transaction, the members who are not required to abstain constitute a quorum of the board and only a majority of those members eligible to vote is required for approval of the contract or financial transaction.

bylaw

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

BYLAWS
0140/page 14 of 15

3. The official minutes of the Board disclose the name of each party involved in the contract, the nature of the financial interest, and the terms of the contract including the duration, financial consideration between the parties, facilities or services of the District included in the contract, and the nature and degree of assignment of District staff needed to fulfill the contract.
 4. A Board member with a conflict of interest in a contract may not participate in the discussion of nor vote on the contract.
- D. Board members shall not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts involved with Federal grant funds. A Board member may, however, accept a gift of unsolicited items of "nominal value" from a contractor or party to subcontracts that do not involve Federal grant funds. For purposes of this section, "nominal value" means that the gift has a monetary value equal to or less than the amount established in accordance with M.C.L. 380.634.

M.C.L. 15.183, 15.323, 380.1203

See also, Policy 6420, Conflict of Interest - Legal Counsel, Advisors, or Consultants.

Revised 12/14/15

Revised 6/27/16

0144.4

Indemnification

The Board may hold harmless, indemnify, pay, settle, or compromise a judgment against a Board member to the extent allowed under the law.

M.C.L. 691.1408

bylaw

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

**BYLAWS
0140/page 15 of 15**

0145 Discriminatory Harassment

The Board of Education's intent is to provide an environment that fosters the respect and dignity of each person. To this end, the Board is committed to maintaining an environment free of harassment and intimidation.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive environment on the basis of gender, religion, race, color, national origin or ancestry, age, disability, height, weight, marital status, and/or any other legally protected characteristic.

The harassment of a student, staff member, or third party (e.g. visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden. Any person who is found to have violated this policy will be subject to discipline in accordance with law.

M.C.L. 380.1300a

Revised May 2018

© NEOLA 2018

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
April 23, 2018
Report 17-127

FOR ACTION

Subject:

Revised Policies 3121 and 4121, New policy 1421– Criminal History Record Check (Administrative, Professional and Support Staff), 1st readings

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st readings: **Revised Policies 3121 and 4121, New policy 1421 – Criminal History Record Check (Administrative, Professional and Support Staff)**

Facts / Statistics:

These policies have been revised to include the accessibility and confidentiality as outlined in Policy 8321 (Criminal Justice Information Security (Non-Criminal Justice Agency) Policy.

These revisions reflect the current compliance requirements of MSP (Michigan State Police)/FBI and are recommended for adoption to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

policy

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

**PROFESSIONAL STAFF
3121/page 1 of 5**

REVISED POLICY - VOL. 32, NO. 2 - FEBRUARY 2018

CRIMINAL HISTORY RECORD CHECK

Before the District hires any employee (full or part-time) or allows any individual under contract to continuously and regularly work in the schools, a criminal history records check shall be conducted in accordance with State law.

"Under contract" shall apply to individuals, as well as owners and employees of entities, who contract directly with the District or with a third party vendor, management company, or similar contracting entity to provide food, custodial, transportation, counseling or administrative services on more than an intermittent or sporadic basis. It shall also apply to individuals or entities providing instructional services to students or related auxiliary services to special education students.

Prior to allowing an individual, who is subject to the criminal history record check requirement, to work in the District, the District shall submit a fingerprint-based check on the individual, using Michigan State Police (MSP) Form RI-030 (7/2012), regardless of whether the individual will work directly for the District or be contracted through a third-party vendor, management company or similar contracting entity ("Private Contractors"). Except as provided below, the report from the MSP must be received, reviewed and approved by the District prior to the individual commencing work.

Such Private Contractors cannot receive or retain criminal history record information ("CHRI").¹ Where the District will contract with a Private Contractor for the services of an individual, the District will notify the Private Contractor(s), after review of the MSP report, whether the individual has been approved to work within the District. The District may not give any details, including the fact that a criminal history check was run. Notice for approval to work in the District should use the Affidavit of Assignment or similar "red light/green light" procedure.

policy

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

**PROFESSIONAL STAFF
3121/page 2 of 5**

Should it be necessary to employ a person or contract for a person to maintain continuity of the program prior to receipt of the criminal history report, the Superintendent may contract on a provisional basis until the report is received. Any such provisional hire requires that:

- A. the record check has been requested;
- B. the applicant has signed a disclosure of all convictions and acknowledges that employment may be terminated if there are discrepancies; and
- C. the hiring occurs during the school year or not more than thirty (30) days before the beginning of the school year.

For substitute teachers or substitute bus drivers currently working in another district, public school academy or non-public school in the State, the Superintendent may use a report received from the State Police by such school to confirm the individual has no criminal history. Absent such confirmation, a criminal history record check shall be performed.

Individuals working in multiple districts may authorize the release of a prior criminal history records check with another district in lieu of an additional check for either direct employment or working regularly and consistently under contract in the schools.

Individuals who previously received a statutorily required criminal background check and who have been continuously employed by a school district, intermediate school district, public school academy or non-public school within the State, with no separation, may have their previous record check sent to the District in lieu of submitting to a new criminal background check. If this method is used, the Superintendent must confirm that the record belongs to that individual and whether there have been any additional convictions by processing the individual's name, sex and date of birth through the Internet Criminal History Access Tool (ICHAT).

"No separation," for purposes of the preceding paragraph, means a lay off or leave of absence of less than twelve (12) months with the same employer; or the employee transfers without a break in service to another school district, intermediate school district, public school academy or non-public school within the State.

policy

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

**PROFESSIONAL STAFF
3121/page 3 of 5**

~~All criminal history record check reports received from the State Police or produced by the State Police and received by the District from another proper source, will be maintained in the individual's personnel record.~~

All CHRI received from the State Police, or produced by the State Police and received by the District from another proper source, will be maintained pursuant to Policy 8321.

When the District receives a report that shows an individual has been convicted of a listed offense under State statutes or any felony, the Superintendent shall take steps to verify that information using public records, in accordance with the procedures provided by the State Department of Education.

Verified convictions may result in termination of employment or rejection of an application. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of a "listed" offense as defined in M.C.L. 28.722. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of any felony unless both the Superintendent and the Board provide written approval.

The District must report as directed by and to the State Department of Education the verified information regarding conviction for any listed offense or conviction for any felony and the action taken by the District with regard to such conviction. Such report shall be filed within sixty (60) days of receipt of the original report of the conviction.

The Superintendent shall establish the necessary procedures for obtaining from the Criminal Records Division of the State Police any criminal history on the applicant maintained by the State Police. In addition, the Superintendent shall request the State Police to obtain a criminal history records check from the Federal Bureau of Investigation.

An applicant must submit, at no expense to the District, a set of fingerprints, prepared by an entity approved by the Michigan State Police, as part of his/her employment application or as required by State law for continued employment.

policy

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

**PROFESSIONAL STAFF
3121/page 4 of 5**

Confidentiality

All information and records obtained from such criminal background inquiries and disclosures are to be considered confidential and shall not be released or disseminated to those who have not been given access to CHRI by the Superintendent. Violation of confidentiality is considered a misdemeanor punishable by a fine up to \$10,000.

Any notification received from the Michigan Department of Education or Michigan State Police regarding District employees with criminal convictions shall be exempt from disclosure under the Freedom of Information Act (FOIA) for the first fifteen (15) days until the accuracy of the information can be verified. Thereafter, only information about felony convictions or misdemeanor convictions involving physical or sexual abuse may be disclosed in reference to a FOIA request.

CHR~~Criminal history reports~~ may be released with the written authorization of the individual.

policy

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

**PROFESSIONAL STAFF
3121/page 5 of 5**

Records may also be released, in accordance with statute, upon the request of a school district, intermediate school district, public school academy or non-public school when the individual is an applicant for employment at such school and there has been no separation from service, as defined in this policy and by statute.

¹Individuals who receive such criminal history record checks on behalf of the District must be direct, employees of the District. Notwithstanding this, Information Technology contractors and vendors may be granted access to CHRI subject to successful completion of a national fingerprint-based criminal history record check as detailed in Policy 8321.

M.C.L. 380.1230 et. seq., 380.1535, 380.1535a, 380.1809, 28.722

Revised 2/13/06
Revised 4/06
Revised 12/11/06
Revised 5/14/07
Revised 11/24/08
Revised 5/12/14
Revised 6/26/17
Revised 5/14/18

© NEOLA 2018

policy

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

SUPPORT STAFF
4121/page 1 of 4

REVISED POLICY - VOL. 32, NO. 2 - FEBRUARY 2018

CRIMINAL HISTORY RECORD CHECK

Before the District hires any employee (full or part-time) or allows any individual under contract to continuously and regularly work in the schools, a criminal history records check shall be conducted in accordance with State law.

"Under contract" shall apply to individuals, as well as owners and employees of entities, who contract directly with the District or with a third-party vendor, management company, or similar contracting entity, to provide food, custodial, transportation, counseling or administrative services on more than an intermittent or sporadic basis. It shall also apply to individuals or entities providing instructional services to students or related auxiliary services to special education students.

Prior to allowing an individual, who is subject to the criminal history record check requirement, to work in the District, the District shall submit a fingerprint-based check on the individual, using Michigan State Police (MSP) Form RI-030 (7/2012), regardless of whether the individual will work directly for the District or be contracted through a third-party vendor, management company or similar contracting entity ("Private Contractors"). Except as provided below, the report from the MSP must be received, reviewed and approved by the District prior the individual commencing work.

Such Private Contractor(s) cannot receive or retain criminal history record information ("CHRI").¹ Where the District will contract with a Private Contractor for the services of an individual, the District will notify the Private Contractor(s), after review of the MSP report, whether the individual has been approved to work within the District. The District may not give any details, including the fact that a criminal history check was run. Notice for approval to work in the District should use the Affidavit of Assignment or similar "red light/green light" procedure.

policy

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

SUPPORT STAFF
4121/page 2 of 4

Should it be necessary to employ a person or contract for a person to maintain continuity of the program prior to receipt of the criminal history report, the Superintendent may contract on a provisional basis until the report is received. Any such provisional hire requires that:

- A. the record check has been requested;
- B. the applicant has signed a disclosure of all convictions and acknowledges that employment may be terminated if there are discrepancies; and
- C. the hiring occurs during the school year or not more than thirty (30) days before the beginning of the school year.

Such an inquiry shall also be made for regular substitutes who may be employed by the District. A substitute support staff person shall be required to submit to a criminal history records check even if such work is only as needed.

Individuals working in multiple districts may authorize the release of a prior criminal history records check with another district in lieu of an additional check for either direct employment or working regularly and consistently under contract in the schools.

Individuals who previously received a statutorily required criminal background check and who have been continuously employed by a school district, intermediate school district, public school academy or non-public school within the State, with no separation, may have their previous record check sent to the District in lieu of submitting to a new criminal background check. If this method is used, the Superintendent must confirm that the record belongs to that individual and whether there have been any additional convictions by processing the individual's name, sex and date of birth through the Internet Criminal History Access Tool (ICHAT).

"No separation," for purposes of the preceding paragraph, means a lay off or leave of absence of less than twelve (12) months with the same employer; or the employee transfers without a break in service to another school district, intermediate school district, public school academy or non-public school within the State.

~~All criminal history record check reports received from the State Police or produced by the State Police and received by the District from another proper source, will be maintained in the individual's personnel record.~~

policy

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

SUPPORT STAFF
4121/page 3 of 4

All CHRI received from the State Police or produced by the State Police and received by the District from another proper source, will be maintained pursuant to Policy 8321.

When the District receives a report that shows an individual has been convicted of a listed offense under State statutes or any felony, the Superintendent shall take steps to verify that information using public records, in accordance with the procedures provided by the State Department of Education.

Verified convictions may result in termination of employment or rejection of an application. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of a "listed" offense as defined in M.C.L. 28.722. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of any felony unless both the Superintendent and the Board provide written approval.

The District must report as directed by and to the State Department of Education the verified information regarding conviction for any listed offense or conviction for any felony and the action taken by the District with regard to such conviction. Such report shall be filed within sixty (60) days of receipt of the original report of the conviction.

The Superintendent shall establish the necessary procedures for obtaining from the Criminal Records Division of the State Police any criminal history on the applicant maintained by the State Police. In addition, the Superintendent shall request the State Police to obtain a criminal history records check from the Federal Bureau of Investigation.

An applicant must submit, at no expense to the District, a set of fingerprints, prepared by an entity approved by the Michigan State Police, as part of his/her employment application or as required by State law for continued employment.

Confidentiality

All information and records obtained from such inquiries and disclosures are to be considered confidential and shall not be released or disseminated to those who have not been given access to CHRI by the Superintendent. Violation of confidentiality is considered a misdemeanor punishable by a fine up to \$10,000.

policy

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

SUPPORT STAFF
4121/page 4 of 4

Any notification received from the Michigan Department of Education or Michigan State Police regarding District employees with criminal convictions shall be exempt from disclosure under the Freedom of Information Act (FOIA) for the first fifteen (15) days until the accuracy of the information can be verified. Thereafter, only information about felony convictions or misdemeanor convictions involving physical or sexual abuse may be disclosed in reference to a FOIA request.

CHR~~Criminal history reports~~ may be released with the written authorization of the individual.

Records may also be released, in accordance with statute, upon the request of a school district, intermediate school district, public school academy or non-public school when the individual is an applicant for employment at such school and there has been no separation from service, as defined in this policy and by statute.

¹Individuals who receive such criminal history record checks on behalf of the District must be direct, employees of the District. Notwithstanding this, Information Technology contractors and vendors may be granted access to CHRI subject to successful completion of a national fingerprint-based criminal history record check as detailed in Policy 8321.

M.C.L. 380.1230 et seq., 380.1535, 380.1535a, 380.1809, 28.722

Revised 2/13/06
Revised 4/06
Revised 12/11/06
Revised 5/14/07
Revised 11/24/08
Revised 5/12/14
Revised 6/26/17
Revised 5/14/18

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

ADMINISTRATION
1421/page 1 of 5

NEW POLICY - VOL. 32, NO. 2 - FEBRUARY 2018

CRIMINAL HISTORY RECORD CHECK

Before the District hires any employee (full or part-time) or allows any individual under contract to continuously and regularly work in the schools, a criminal history records check shall be conducted in accordance with State law.

"Under contract" shall apply to individuals, as well as owners and employees of entities, who contract directly with the District or with a third party vendor, management company, or similar contracting entity to provide food, custodial, transportation, counseling or administrative services on more than an intermittent or sporadic basis. It shall also apply to individuals or entities providing instructional services to students or related auxiliary services to special education students.

Prior to allowing an individual, who is subject to the criminal history record check requirement, to work in the District, the District shall submit a fingerprint-based check on the individual, using Michigan State Police (MSP) Form RI-030 (7/2012), regardless of whether the individual will work directly for the District or be contracted through a third-party vendor, management company or similar contracting entity ("Private Contractors"). Except as provided below, the report from the MSP must be received, reviewed and approved by the District prior to the individual commencing work.

Such Private Contractors cannot receive or retain criminal history record information ("CHRI").¹ Where the District will contract with a Private Contractor for the services of an individual, the District will notify the Private Contractor(s), after review of the MSP report, whether the individual has been approved to work within the District. The District may not give any details, including the fact that a criminal history check was run. Notice for approval to work in the District should use the Affidavit of Assignment or similar "red light/green light" procedure.

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

ADMINISTRATION
1421/page 2 of 5

Should it be necessary to employ a person or contract for a person to maintain continuity of the program prior to receipt of the criminal history report, the Superintendent may contract on a provisional basis until the report is received. Any such provisional hire requires that:

- A. the record check has been requested;
- B. the applicant has signed a disclosure of all convictions and acknowledges that employment may be terminated if there are discrepancies; and
- C. the hiring occurs during the school year or not more than thirty (30) days before the beginning of the school year.

Individuals working in multiple districts may authorize the release of a prior criminal history records check with another district in lieu of an additional check for either direct employment or working regularly and consistently under contract in the schools.

Individuals who previously received a statutorily required criminal background check and who have been continuously employed by a school district, intermediate school district, public school academy or non-public school within the State, with no separation, may have their previous record check sent to the District in lieu of submitting to a new criminal background check. If this method is used, the Superintendent must confirm that the record belongs to that individual and whether there have been any additional convictions by processing the individual's name, sex and date of birth through the Internet Criminal History Access Tool (ICHAT).

"No separation," for purposes of the preceding paragraph, means a lay off or leave of absence of less than twelve (12) months with the same employer; or the employee transfers without a break in service to another school district, intermediate school district, public school academy or non-public school within the State.

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

ADMINISTRATION
1421/page 3 of 5

~~All criminal history record check reports received from the State Police or produced by the State Police and received by the District from another proper source, will be maintained in the individual's confidential file, which must be maintained in compliance with Policy 8321 and AG 8321.~~

All CHRI received from the State Police or produced by the State Police and received by the District from another proper source, will be maintained pursuant to Policy 8321.

When the District receives a report that shows an individual has been convicted of a listed offense under State statutes or any felony, the Superintendent shall take steps to verify that information using public records, in accordance with the procedures provided by the State Department of Education.

Verified convictions may result in termination of employment or rejection of an application. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of a "listed" offense as defined in M.C.L. 28.722. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of any felony unless both the Superintendent and the Board provide written approval.

The District must report as directed by and to the State Department of Education the verified information regarding conviction for any listed offense or conviction for any felony and the action taken by the District with regard to such conviction. Such report shall be filed within sixty (60) days of receipt of the original report of the conviction.

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

ADMINISTRATION
1421/page 4 of 5

The Superintendent shall establish the necessary procedures for obtaining from the Criminal Records Division of the State Police any criminal history on the applicant maintained by the State Police. In addition, the Superintendent shall request the State Police to obtain a criminal history records check from the Federal Bureau of Investigation.

An applicant must

submit, at no expense to the District,

or

~~provide, at the District's expense,~~

a set of fingerprints, prepared by an entity approved by the Michigan State Police, as part of his/her employment application or as required by State law for continued employment.

Confidentiality

All information and records obtained from such criminal background inquiries and disclosures are to be considered confidential and shall not be released or disseminated to those who have not been given access to CHRI by the Superintendent. Violation of confidentiality is considered a misdemeanor punishable by a fine up to \$10,000.

Any notification received from the Michigan Department of Education or Michigan State Police regarding District employees with criminal convictions shall be exempt from disclosure under the Freedom of Information Act (FOIA) for the first fifteen (15) days until the accuracy of the information can be verified. Thereafter, only information about felony convictions or misdemeanor convictions involving physical or sexual abuse may be disclosed in reference to a FOIA request.

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

ADMINISTRATION
1421/page 5 of 5

~~CHRI~~riminal history reports may be released with the written authorization of the individual.

Records may also be released, in accordance with statute, upon the request of a school district, intermediate school district, public school academy or non-public school when the individual is an applicant for employment at such school and there has been no separation from service, as defined in this policy and by statute.

¹ Individuals who submit and receive such criminal history record checks on behalf of the District must be direct employees of the District. Notwithstanding this, Information Technology contractors and vendors may be granted access to CHRI subject to successful completion of a national fingerprint-based criminal history record check as detailed in Policy 8321.

M.C.L. 380.1230 et. seq., 380.1535, 380.1535a, 380.1809, 28.722

Adopted 5/14/18

© **NEOLA 20172018**

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
April 23, 2018
Report 17-128

FOR ACTION

Subject:

Revised Policy 4162 – Controlled Substances and Alcohol Policy for Commercial Motor Vehicle (CMV) Drivers and Other Employees Who Perform Safety Sensitive Functions, 1st reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: Revised Policy 4162 – Controlled Substances and Alcohol Policy for Commercial Motor Vehicle (CMV) Drivers and Other Employees Who Perform Safety Sensitive Functions

Facts / Statistics:

The proposed revisions to this policy are based on current Federal regulations (49 CFR Part 40), effective January 2018. Key changes specify which substances must be tested. The scope of the policy has been clarified to include those employees who perform safety-sensitive functions, as opposed to only “drivers”.

Neola has proposed revisions to this policy to reflect Federal regulations and therefore recommends that the revision be adopted to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS

SUPPORT STAFF
4162/page 1 of 6

REVISED POLICY - VOL. 32, NO. 2 - FEBRUARY 2018

CONTROLLED SUBSTANCE AND ALCOHOL POLICY FOR
COMMERCIAL MOTOR VEHICLE (CMV) DRIVERS COVERED EMPLOYEES
AND OTHER EMPLOYEES WHO PERFORM SAFETY SENSITIVE
FUNCTIONS

Purpose

The Board of Education believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the school vehicle. To fulfill such a responsibility, each driver, as well as others who perform safety-sensitive functions with District vehicles (**collectively "Covered Employees"**), must be mentally and physically alert at all times while on duty.

To that end, the Board has established this policy, which includes an alcohol and controlled substances testing program. The Board **also** expects all **Drivers Covered Employees** to comply with Board Policy 4122.01 on Drug Free Workplace which prohibits the possession, use, sale, or distribution of alcohol and any controlled substance on school property at all times.

Further, the Board concurs with the Federal requirement that all **Drivers Covered Employees** should be free of any influence of alcohol or controlled substance while on duty. Therefore, participation in the alcohol and controlled substances testing program is a condition of employment for all **Drivers Covered Employees**.

Covered Employees

~~This policy covers all commercial driver's license (CDL) holders and regular and substitute bus Drivers as well as other staff who operate, inspect, service and condition a commercial motor vehicle (CMV) while on duty, regardless of whether they are required to hold a CDL.~~

Definitions

For purposes of this policy and the guidelines associated with the policy, the following definitions shall apply.

- A. The term *alcohol* means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, including methyl or isopropyl alcohol. ~~This term is a volume breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test as described herein.~~

BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS

SUPPORT STAFF
4162/page 2 of 6

- B. The term *illegal drug* means drugs and controlled substances, the possession or use of which is unlawful, pursuant to Federal, State, and/or local laws and regulations
- B C. The term *controlled substance* includes any illegal drug, ~~the possession or use of which is unlawful pursuant to Federal, State and local laws and regulations~~, and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally-obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive functions. ~~This term includes, but is not limited to, marijuana metabolites, cocaine metabolites, amphetamines, opiate metabolites, phenicyclidine (PCP).~~
- CD. The term *controlled substance abuse* includes excessive use of alcohol as well as prescribed drugs not being used for prescribed purposes, in a prescribed manner, or in the prescribed quantity.
- DE. The term *safety-sensitive functions* includes ~~waiting to be dispatched, inspecting equipment, servicing, driving, loading or unloading District vehicles, as well as repairing, obtaining assistance, or remaining in attendance upon a disabled District vehicle.~~ includes all tasks associated with the operation and maintenance of District owned and/or operated vehicles. This term further includes any period in which an individual is actually performing, ready to perform, or immediately available to perform any safety-sensitive function.
- EF. The term ~~CDL license holder means all Driver CDL holders and regular and substitute bus Drivers Covered Employees who operate a commercial motor vehicle while on duty, as well as other staff members who operate, inspect, service and condition a commercial motor vehicle (CMV) while on duty, regardless of whether they are required to hold a CDL.~~ The term Covered Employee means all commercial driver license (CDL) holders and regular and substitute bus drivers as well as other staff who operate, inspect, service and condition a commercial motor vehicle (CMV) while on duty, regardless of whether they are required to hold a CDL. This policy also covers other staff members who drive students in or inspect, service, and condition non-CMV District vehicles.
- FG. The term *while on duty* means all time from the time the Driver Covered Employee begins to work or is required to be in readiness for work until the time s/he is relieved from work and all

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

SUPPORT STAFF
4162/page 3 of 6

responsibility for performing work.

Procedures

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

- A. Marijuana
- B. Cocaine
- C. **Opiates Opioid**
- D. Amphetamines
- E. Phencyclidine (PCP)

The alcohol and controlled substances tests are to be conducted in accordance with Federal and State regulations a.) prior to employment (**Controlled Substances Only**), b.) reasonable suspicion, c.) upon return to duty after any alcohol or drug rehabilitation, ~~d.) after any accident~~, **d.) after any accident 1) resulting in human death, 2) where the driver is issued a citation and the accident results in an injury that requires immediate medical attention away from the scene, or 3) where there is disability damage to any motor vehicle that requires towing** e.) on a random basis, and f.) on a follow-up basis.

Any staff member who tests positive as defined in the guidelines shall be **immediately prohibited from driving any District owned and/or operated vehicle or conducting a safety sensitive function:**

- ~~A. immediately prohibited from driving any District vehicle or conducting a safety sensitive function;~~
- ~~BA.~~ **and** evaluated by a substance abuse professional;
- ~~CB.~~ **and** provided information regarding drug/alcohol counseling; or referred to the District's Employee Assistance Program;
- ~~DC.~~ **and** subject to discipline, up to and including discharge, in accordance with District guidelines and the terms of any applicable collective bargaining agreements.

No staff member who has tested positive for alcohol or a controlled substance may be returned to a safety sensitive position without having been evaluated by a qualified substance abuse professional (SAP), **completed completing** any required

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

SUPPORT STAFF
4162/page 4 of 6

treatment program, and ~~passed~~ **passing** a retest. Return to a safety sensitive position is solely at the District's discretion.

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

- (X) the test will be considered positive and the employee shall be prohibited from driving any school vehicle and be referred to the District's Employee Assistance Program.**
- (-) ~~the employee will be re-tested with an observed collection to prevent the addition of an adulterant to the specimen.~~**

Any staff member who refuses to submit to a test shall be prohibited from performing or continuing to perform his/her safety-sensitive functions (e.g., driving any Board-owned vehicle).

Prior to the beginning of the testing program, the District shall provide a **drug-free awareness program which will inform training for all employees, including Drivers Covered Employees** and their supervisors, about:

- A. the dangers of illegal drug use and controlled substance and alcohol abuse;**
- B. indicators of probable alcohol misuse and controlled substance abuse;**

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

SUPPORT STAFF
4162/page 5 of 6

- C. Board Policy 4122.01 - Drug-Free Workplace, Policy 4161 - Unrequested Leaves of Absence/Fitness for Duty, Policy 4170 - Substance Abuse, and Policy 4170.01 - Employee Assistance Program;
- D. the sanctions that may be imposed for violations of Policy 4122.01.

The Superintendent shall arrange for periodic retraining of supervisors and staff members as necessary. The Superintendent shall provide a copy of this policy and testing guidelines to all ~~Drivers~~ **Covered Employees** and will include available resources to assist employees with problems related to the use of alcohol and controlled substances.

The Superintendent shall submit, for Board approval, a contract with a certified laboratory to provide the following services:

- A. testing of all first and second test urine samples
- B. clear and consistent communication with the District's Medical Review Officer (MRO)
- C. methodology and procedures for conducting random tests for controlled substances and alcohol
- D. preparation and submission of all required reports to the District, the MRO, and to Federal and State governments

The Superintendent shall also select the agency or persons who will conduct the alcohol breathalyzer tests, the District's MRO, and the drug collection site(s) in accordance with the requirements of the law.

Educational materials explaining the requirements of the Federal regulations and of the Board's policies and procedures to meet the Federal regulations shall be provided to all Covered Employees, including the following:

- A. the name of the person designated by the Board to answer questions about the materials
- B. information sufficient to make clear to employees the period of the work day during which they are required to comply with the regulations.
- C. information concerning what conduct is prohibited
- D. the circumstances under which employees are subject to testing

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

SUPPORT STAFF
4162/page 6 of 6

- E. the procedures for testing in order to protect the employee and the integrity of the testing process, to safeguard the validity of the test results, and to confirm the results are attributed to the correct employee**
- F. the requirement that staff members must submit to testing as required by the regulations**
- G. an explanation of what constitutes a refusal to be tested and the attendant consequences**
- H. the consequences of testing positive, including the requirements of immediate removal from safety-sensitive functions, and the procedures regarding referral, evaluation, and treatment**
- I. the consequences for a test indicating an alcohol concentration greater than 0.02, and**
- J. information concerning the effects of alcohol and drug misuse on individual's health, work, and personal life; signs and symptoms of an alcohol problem (the employee's or a co-worker's); and available methods of intervening when a drug or alcohol problem is suspected (including confrontation and how to refer someone to an Employee Assistance Program or to management).**

49 C.F.R. 382.101 et. seq.
34 C.F.R. Part 40

Revised 10/28/13
Revised 5/14/18

© NEOLA 2018

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
April 23, 2018
Report 17-129

FOR ACTION

Subject:

Revised Policy 5111 – Eligibility of Resident/Nonresident Students, 1st reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policy 5111 – Eligibility of Resident/Nonresident Students**

Facts / Statistics:

Revisions to this policy reflects Federal regulations about enrollment procedures and requirements. Communication/notification requirements are detailed and alternate documents that can verify age and residency have been identified.

NEOLA has proposed revisions to this policy to reflect Federal and State regulations and therefore recommends that the revision be adopted to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

REVISED POLICY - VOL. 32, NO. 2 - FEBRUARY 2018**ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS**

The Board of Education establishes the following policy for determining eligibility to attend the schools of this District.

- A. The Board will educate, tuition-free, students who are legal residents of the District, **regardless of their citizenship or immigration status. The Board shall meaningfully communicate material information about enrollment requirements and procedures with parents, including parents who have limited proficiency in English. Access to information regarding enrollment requirements and procedures shall be available on the District's web site.** Proof of residency will be required for registration in the District. Legal residency means a student is residing with his/her parents, legal guardians, or a resident relative with power of attorney over the student. A student may attend school in this District tuition free if a parent or legal guardian is a legal resident of the District, regardless of whether the parent or legal guardian has actual custody of the student. Legal residency, when living with a relative, must be based on the need for a suitable home and not for educational purposes.

If the student temporarily resides in another school district but attends school in this District (where one (1) parent resides), it is the obligation of the parents to provide transportation for the student from the home of the nonresident, custodial parent.

- B. The District shall provide a free education to those students who are considered by Federal law to be illegal aliens or considered to be homeless by State established criteria.
- C. A student who is resident within the District by order of a juvenile or probate court or placed in the District as a ward of the State by an authorized agency shall be admitted tuition free.
- D. Any student who enrolls in the District under the District's schools of choice program.

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

STUDENTS
5111/page 2 of 2

- E. A child who is placed in foster care by a court of competent jurisdiction shall be admitted tuition free, without regard to residency, to a school within the District, as selected by the State Department of Human Services or the child placing agency responsible for placement of that child.
- F. Foreign students, participating in a bona fide, foreign-exchange program and living with a resident host family, will be admitted tuition-free.
- G. A resident student, otherwise eligible to attend school in the District, may be denied admission if s/he has a record of behavior that the Superintendent believes would constitute a threat to the safety and well-being of staff and other students.
- H. A nonresident student placed with the District for educational reasons by a juvenile or probate court order shall be admitted tuition free.
- I. Nonresident students may be accepted into the District's Summer School Program.
- J. A student who is the child of a person who is employed by the District, including an adopted child or legal ward.

M.C.L.A. 380.1148, 1401 et seq., 388.1606
Emancipation of Minors Act, Section 4, Subsection 6
Public Law 100-77, Section 721, 42 U.S.C. 11431
Stewart McKinney Homeless Assistance Amendment Act of 1990
PA 203 of 1994, Sec. 163a (1) & (2)

Revised 12/13/10
Revised 5/14/18

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
April 23, 2018
Report 17-130

FOR ACTION

Subject:

Replacement Policy 7540.02 – Web Accessibility, Content, Apps and Service, 1st reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Replacement Policy 7540.02 – Web Accessibility, Content, Apps and Service**

Facts / Statistics:

Revisions to this policy reflect the growing compliance requirements needed to provide necessary access to district web content, services and apps. In addition to compliance officer references, training and reporting requirements have been included. Due to the extensive nature of the language changes, it was determined to be prudent to provide a replacement policy rather than revise the current policy language.

Neola has proposed the replacement policy in order for the District to maintain an accurate and compliant policy and therefore is recommending it for adoption by the Board.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

PROPERTY
7540.02/page 1 of 11

REPLACEMENT POLICY - VOL. 32, NO. 2 - FEBRUARY 2018

WEB ACCESSIBILITY, CONTENT, APPS AND SERVICES

A. **Creation of Content for Web Pages/Sites, Apps and Services**

The Board of Education authorizes staff members

(+) and students

to create content, apps and services (see Bylaw 0100 Definitions) that will be hosted by the Board on its servers or District-affiliated servers and/or published on the Internet.

The content, apps and services must comply with applicable State and Federal laws (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), Student Online Personal Protection Act (SOPPA) and Children's Online Privacy Protection Act (COPPA)), and reflect the professional image/brand of the District, its employees, and students. Content, apps and services 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 used with students.

[NOTE: CHOOSE ONE, BOTH, OR NONE OF THE FOLLOWING OPTIONS.]

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

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

[END OF OPTIONS]

B. Purpose of Content of District Web Pages/Sites, Apps and Services

The purpose of content, apps and services 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 content, apps and services:

1. Educate

Content 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.

2. 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.

3. Communicate

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 Board's website(s) should reflect and support the Board's Mission Statement, Educational Philosophy, and the School Improvement Process.

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

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

PROPERTY
7540.02/page 3 of 11

Under no circumstances is District-created content, apps and services, 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 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 website of another organization if the other website 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.

~~{}~~ Under no circumstances is staff member created content, apps and services, including personal web pages/sites, to be used to post student progress reports, grades, class assignments, or any other similar class-related material. Employees are required to use the Board specified website, app or service (e.g., _____ [Progressbook]) for the purpose of conveying information to students and/or parents.

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 pages) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments.

~~{}~~ If a staff member creates content, apps and services, related to his/her class, it must be hosted on the Board's server or a District-affiliated server.

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

PROPERTY
7540.02/page 4 of 11

~~H Unless the content, apps and services contains student personally identifiable information, Board websites, apps and web services that are created by students and/or staff members that are posted on the Internet should not be password protected or otherwise contain restricted access features, whereby only employees, student(s), or other limited groups of people can access the site. Community members, parents, employees, staff, students, and other website users will generally be given full access to the Board's website(s), apps and web services.~~

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

School web pages/sites, apps and web services must be located on Board-owned or District-affiliated servers.

The Superintendent shall prepare administrative guidelines defining the rules and standards applicable to the use of the Board's website and the creation of web content, apps and web services by staff **(X)** and students.

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

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

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

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

PROPERTY
7540.02/page 5 of 11

C. Website Accessibility

The District is committed to providing persons with disabilities an opportunity equal to that of persons without disabilities to participate in the District's programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden or create a fundamental alteration. The District is further committed to ensuring persons with disabilities are able to acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as persons without a disability, with substantially equivalent ease of use; that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any District programs, services, and activities delivered online, as required by Section 504 and Title II of the ADA and their implementing regulations; and that they receive effective communication of the District's programs, services, and activities delivered online.

The District adopts this policy to fulfill this commitment and affirm its intention to comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. Section 794, 34 C.F.R. Part 104, and Title II of the Americans With Disabilities Act of 1990, 42 U.S.C. Section 12131 and 28 C.F.R. Part 35 in all respects.

1. **Technical Standards**

The District will adhere to the technical standards of compliance identified at [INSERT link to District website]. The District measures the accessibility of online content and functionality according to the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG) 2.0 Level _____, and the Web Accessibility Initiative - Accessible Rich Internet Applications Suite (WAI-ARIA 1.1) for web content. () _____ [insert another acceptable standard selected by the District].

[DRAFTING NOTE: OCR recommends WCAG 2.0 Level AA.]

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

PROPERTY
7540.02/page 6 of 11

2. Web Accessibility Coordinator

The Board designates its Section 504/ADA Compliance Coordinator(s) Network Coordinator () _____ as the District's Web Accessibility Coordinator(s). That individual(s) is responsible for coordinating and implementing this policy.

[SELECT OPTION #1 OR #2]

[OPTION #1]

See Board Policy 2260.01 for the Section 504/ADA Compliance Coordinator(s)' contact information.

[OPTION #2]

The District's Web Accessibility Coordinator(s) can be reached at:

[INSERT NAME or TITLE, ADDRESS, E-MAIL, PHONE]

[END OF OPTIONS]

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

PROPERTY
7540.02/page 7 of 11

3. Third Party Content

Links included on the Board's website(s) or web services and apps that pertain to its programs, benefits and/or services must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, CIPA, Section 504, ADA, SOPPA and COPPA). While the District strives to provide access through its website to online content provided or developed by third parties (including vendors, video-sharing websites, and other sources of online content) that is in an accessible format, that is not always feasible. The District's administrators and staff, however, are aware of this requirement with respect to the selection of online content provided to students. The District's Web Accessibility Coordinator or his/her designees will vet online content available on its website that is related to the District's programs, benefits and/or services for compliance with this criteria for all new content placed on the District's website after adoption of this policy.

Nothing in the preceding paragraph, however, shall prevent the District from including links on the Board's website(s) to:

- a. recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites), or
- b. websites, services and/or apps that are developed and hosted by outside vendors or organizations that are not part of the District's program, benefits, or services.

The Board recognizes that such third party websites may not contain age-appropriate advertisements that are consistent with the requirements of Policy 9700.01, AG 9700B, and State and Federal law.

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

PROPERTY
7540.02/page 8 of 11

4. Regular Audits

The District, under the direction of the Web Accessibility Coordinator(s) or his/her/their designees, will, at regular intervals, audit the District's online content and measure this content against the technical standards adopted above.

[OPTION]

~~This audit will occur no less than once every two years.~~

[END OF OPTION]

If problems are identified through the audit, such problems will be documented, evaluated, and, if necessary, remediated within a reasonable period of time.

5. Reporting Concerns or Possible Violations

If any student, prospective student, employee, guest, or visitor believes that the District has violated the technical standards in its online content, s/he may contact the Web Accessibility Coordinator with any accessibility concerns. S/he may also file a formal complaint utilizing the procedures set out in Board Policies 2260 and 2260.01 relating to Section 504 and Title II.

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

PROPERTY
7540.02/page 9 of 11

D. Instructional Use of Apps and Web Services

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

[SELECT OPTION #1 or #2]

[OPTION #1]

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

[END OF OPTION #1]

[OPTION #2]

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

[END OF OPTION #2]

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

PROPERTY
7540.02/page 10 of 11

The Board further requires

- (X) the use of a Board-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.~~

E. Training

The District will provide () annual (X) periodic training for its employees who are responsible for creating or distributing information with online content so that these employees are aware of this Policy and understand their roles and responsibilities with respect to web design, documents and multimedia content.

F. One-Way Communication Using District Web Content, Apps and Services

The District is authorized to use web pages/sites, apps and services to promote school activities and inform stakeholders and the general public about District news and operations.

Such communications constitute public records that will be archived.

When the Board or Superintendent designates communications distributed via District web pages/sites, apps and web services to be one-way communication, public comments are not solicited or desired, and the web site, app or web service is to be considered a nonpublic forum.

If the District uses an apps and web service that does not allow the District to block or deactivate public comments (e.g., Facebook, which does not allow comments to be turned-off, or Twitter, which does not permit users to disable private messages or mentions/replies), the District's use of that apps and web service will be subject to Policy 7544 – Use of Social Media, unless the District is able to automatically withhold all public comments.

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

PROPERTY
7540.02/page 11 of 11

If unsolicited public comments can be automatically withheld, the District will retain the comments in accordance with its adopted record retention schedule (see AG 8310A – Public Records, and AG 8310E – Record Retention and Disposal), but it will not review or consider those comments.

[DRAFTING NOTE: Districts are advised to adopt a new category of records that covers such “hidden public comments” on social media. Unless dictated by State law, retention periods established by the district for such unsolicited communications should be limited.]

Adopted 5/14/18

© NEOLA 2018

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
April 23, 2018
Report 17-131

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 policy has been revised to include the latest revisions to information security required of criminal history record information (CHRI) required by the Federal Bureau of Investigation (FBI) and the Michigan State Police (MSP).

These revisions are being recommended by NEOLA due to the need to reflect the current state of federal and state regulations.

District Goal Addressed:

Routine Business

Motion
Seconded
Vote – Ayes Nays Motion

policy

BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS

OPERATIONS
8321/page 1 of 13

REVISED POLICY - VOL. 32, NO. 2 - FEBRUARY 2018

CRIMINAL JUSTICE INFORMATION SECURITY
(NON-CRIMINAL JUSTICE AGENCY)

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

A. Sanctions for Non-Compliance

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

B. Local Agency Security Officer (LASO)

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

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

policy

BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS

OPERATIONS
8321/page 2 of 13

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, identifying 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 the point of contract for the Michigan State Police and should be the person most knowledgeable about this policy. The District's LASO shall be designated on the appropriate form as prescribed and maintained by the Michigan State Police.

C. Agency User Agreements

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

policy

BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS

OPERATIONS
8321/page 3 of 13

D. Personnel Security

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

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

policy

BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS

OPERATIONS
8321/page 4 of 13

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, **such as requiring the individual to return any keys or access cards to buildings, offices, and/or files, or closing the individual's account and/or blocking access to any systems containing such information at the District. ~~and steps taken to assure security of such information and any systems at the District to access such information.~~**

policy

BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS

OPERATIONS
8321/page 5 of 13

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

7. Information Technology Contractors and 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. 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.

policy

BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS

OPERATIONS
8321/page 6 of 13

E. Media Protection

Access to 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 digital and physical media containing CHRI.

1. Media Storage and Access – All 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 digital CHRI background data shall be encrypted. 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 digital media must conform to the requirements in AG 8321.
2. Media Transport – **Digital and physical media shall only be transported upon sufficient justification approved by the LASO.** Digital and physical media shall be protected when being transported outside of a controlled area. Only authorized individuals shall transport the media. **Physical media (e.g. printed documents, printed imagery, etc.) shall be transported using a locked container, sealed envelope, or other similarly secure measure. To the extent possible, 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. ~~If~~ The media 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, digital media (e.g., hard drives and removable storage devices~~**

policy

BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS

OPERATIONS
8321/page 7 of 13

~~such as disks, tapes, flash drives and memory cards) shall be either encrypted and/or be password protected during the transport process.~~

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 during the individual's active employment plus an additional six (6) for a period of at least five (5) years. [Note: the regulations do not specify a specific period for maintaining this information. This time period is suggested based on the State of Michigan's background information retention schedule and as it will likely cover most statutes of limitation and can be retained in digital format.] for a period of at least five (5) years.
 - a. Digital Media - Sanitization of the media and deletion of the data shall be accomplished by either overwriting at least three (3) times or by degaussing, prior to disposal or reuse of the media. If the media is inoperable or will not be reused, it shall be destroyed by shredding, cutting, or other suitable method to assure that any data will not be retrievable.
 - b. Physical Media – Disposal of documents, images or other type of physical record of the criminal history information shall be cross-cut shredded or incinerated. Physical security of the documents and their information shall be maintained during the process by authorized individuals. Documents may not be placed in a waste basket or burn bag for unauthorized individuals to later collect and dispose of.

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

policy

BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS

OPERATIONS
8321/page 8 of 13

4. **Personal 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 the "Agency User Agreement" (RI-087)**, 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. The following security precautions will apply to the controlled area:

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

policy

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

OPERATIONS
8321/page 9 of 13

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 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.)

policy

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

**OPERATIONS
8321/page 10 of 13**

I. Security Awareness Training

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

J. Secondary Dissemination of Information

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

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

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

policy

BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS

OPERATIONS
8321/page 11 of 13

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

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

~~The following events shall be logged:~~

- ~~1. Successful and unsuccessful system log-on attempts.~~
- ~~2. Successful and unsuccessful attempts to:

 - ~~a. access permission on a user account, file, directory or other system resource;~~
 - ~~b. create permission on a user account, file, directory or other system resource;~~
 - ~~c. write permission on a user account, file, directory or other system resource;~~
 - ~~d. delete permission on a user account, file, directory or other system resource;~~
 - ~~e. change permission on a user account, file, directory or other system resource.~~~~

policy

BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS

OPERATIONS
8321/page 12 of 13

3. ~~Successful and unsuccessful attempts to change account passwords.~~
4. ~~Successful and unsuccessful actions by privileged accounts.~~
5. ~~Successful and unsuccessful attempts for users to:~~
 - a. ~~access the audit log file;~~
 - b. ~~modify the audit log file;~~
 - c. ~~destroy the audit log file.~~

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

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

policy

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.~~

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

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

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

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

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
Revised 5/14/18

Future Action

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
April 23, 2017
Report 17-132**

FOR FUTURE ACTION

Subject:

Student Handbook Updates

Recommendation

Resolve that the Board of Education approve the 2018-2019 student handbooks for Bentley Bright Beginnings, elementary, middle and high schools as presented.

Facts/Statistics:

1998 was the first year the Board had an opportunity to review student handbooks. Last year the Board took action to formally approve the handbooks, which will occur annually.

Motion

Seconded

Vote – Ayes

Nays

Motion

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
April 23, 2018
Report 17-133

FOR FUTURE ACTION

Subject:

Purchase and installation of replacement phone system

Recommendation:

Recommend that the Board authorize the Superintendent to sign contract with BSB Communications for the purchase of a replacement phone system in an amount not to exceed \$146,464.46 and approve the purchase of the server to support the phone system from Dell in the amount of \$21,611.77.

Rationale:

To provide for a phone system that will meet the safety, security and communication needs of the District while achieving compliance with the upcoming E-911 federal mandate.

Statement of Purpose/Issue:

To award the contract for purchase and programming of a replacement phone system district-wide.

Facts/Statistics:

The current phone system is in need of replacement due to the following factors:

- E-911 Compliance – The current phone system is **NOT** capable of supporting E-911. The new system is fully capable of supporting all E-911 compliance standards which will go into effect on December 31, 2018.
- The District's current phone system is 20 + years old and has exceeded its expected end of life date. Cost, and difficulty finding replacements parts for the current system has been increasing steadily and will only continue to increase.
- Switching to a Voice over Internet Protocol (VoIP) based telephone system will allow the district to transition away from dated, and costly copper-based telephone service providers. This will have the potential to reduce the monthly telephone service both operationally and from a maintenance standpoint.
- The new phone system will also provide more modern features to allow for increased safety, security and better communication. The following are a few of the more key features that will be enhanced:
 - Provide the means to log both incoming and outgoing call history
 - Ability to provide an up to date employee contact database
 - Allow voicemails to be retrieved from anywhere.
 - Integration of phone system into our other systems/services. (Unified Communications.)

To achieve these improvements, the District requested bids to be submitted by 1:00 p.m. on April 11, 2018. BSB Communications is considered to the lowest and responsible bidder. This company has assisted the SRESA in similar implementations throughout the county and is familiar with the District's technological layout to provide a smoother transition than other vendors that have bid on the project.

General fund, Durant funds and capital projects fund will be utilized for this project due to this being an equipment replacement.

Motion

Seconded

Vote – Ayes

Nays

Motion

**TELEPHONE REPLACEMENT PROJECT
PHONES AND PROGRAMMING
BID OPENED APRIL 11, 2018**

| COMPANY | AMOUNT OF BID (\$5,000 contingency added to all bids to allow for changes that could not be known during the time specifications were developed) |
|---------------------------|---|
| BSB Communications | \$146,464.46 |
| Frontier Communications | \$152,080.44 |
| First Telecommunications* | \$152,910.31 |
| Suntel Services | \$185,676.14 |

*First Telecommunications bid was adjusted up by approximately \$27,000 from the bid submitted due to the fact that the company did have the correct quotes for the equipment warranty as prescribed in the Request for Proposal. The equipment and warranty included in the bid is uniform and there is only one vendor so it was readily apparent that the vendor did not have the correct quotes and therefore the district allowed adjustment to provide quality comparative data only. If this adjustment would have given the company an unfair advantage over the other companies, no adjustment would have been allowed or the company would have been disqualified.

**TELEPHONE REPLACEMENT PROJECT
SERVER
BID OPENED APRIL 11, 2018**

| COMPANY | AMOUNT OF BID |
|----------------|----------------------|
| Dell | \$21,611.77 |
| M. Vation | \$22,998.98 |

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
April 23, 2018
Report 17-134**

FOR FUTURE ACTION

Subject:

Declaration of Obsolete Material

Recommendation

Resolve that the Board of Education authorize the Operations department to dispose of the following obsolete vehicle:

- 1998 Ford Van, 167,636 miles – VIN #1FPRE1429WHB52721

Facts/Statistics:

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

The truck has been deemed to be no longer viable for use in the Operations department due to the wear and tear that has taken place over the years. The disposal of this vehicles will eliminate the need to continue to maintain the vehicles and the utilization of resources in order to keep it in working order.

If the Board declares the truck obsolete, the item will be placed up for sale through a closed bid process. The funds garnered will be returned to the general fund.

Motion

Seconded

Vote – Ayes

Nays

Motion

**OWOSSO PUBLIC SCHOOLS
Board of Education
April 23, 2018**

Report 17-135

FOR INFORMATION

Subject:
Personnel Update

Accepted Positions

Janice Coppersmith has accepted the 4-hour Bus Driver position effective April 10, 2018.

Resignations

Kirsten Schaffert, OMS Choir Teacher, has submitted her letter of resignation effective at the conclusion of the school year.

Anne Crowe, Paraprofessional at Bryant Elementary has submitted her letter of resignation effective April 20, 2018.

Retirements

Cindy Helvie, Executive Secretary at Bentley Bright Beginnings has submitted her letter of intent to retire effective June 15, 2018 after 27 years of service with the District.