



OWOSSO PUBLIC SCHOOLS

Ready for the World

Board of Education Agenda

November 25, 2019

5:30 pm Regular Meeting

Owosso High School Media Center

765 E. North Street

Owosso, Michigan 48867

1. Call to Order

2. Pledge of Allegiance

3. Building Reports:

Celebrate Kids! – Lincoln Alternative High School: National Alternative Education Association Video Contest
Cayden Whiteherse – Board of Education Student Representative’s Report

4. Board Correspondence:

Superintendent’s Report
Curriculum Director’s Report

5. Public Participation

6. For Action

▪ **Consent Agenda:**

October 28, 2019 Minutes-----	Report 19-133	Page 1
November 13, 2019 Student Hearing Minutes-----	Report 19-133A	At Place
Current Bills-----	Report 19-134	Page 7
Financials-----	Report 19-135	Page 16
▪ Emergency Operations Plan (EOP)-----	Report 19-136	Page 19
▪ Obsolete Material -----	Report 19-137	Page 108
▪ Memorial Sponsorship Agreement-----	Report 19-138	Page 109
▪ Maintenance Truck Purchase-----	Report 19-139	Page 114
▪ Awarding Contract for Additional Existing Roofing Work at 6-12 Campus-----	Report 19-140	Page 116
▪ Authority to Negotiate Option to Sell the Owosso Middle School-----	Report 19-141	Page 118

7. For Future Action

▪ Approval of Course Listings-----	Report 19-142	Page 119
▪ Approval of Internal Signage Bid for Secondary Campus-----	Report 19-143	Page 120

8. For Information

▪ Personnel Update-----	Report 19-144	Page 122
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9. Public Participation

10. Board Reports: Board Member Comments/Updates

11. Upcoming Board Meeting Dates:

December 9: Regular Board Meeting at 5:30 pm (Note: meeting to be held on 2nd Monday of the month due to holidays)

Important Upcoming Dates:

November 27: Half Day for All Students, Teacher Work Day and LHS 1st Trimester Ends
November 28-29: No School-Thanksgiving Recess
December 2: LHS 2nd Trimester Begins
December 3: OMS Band Holiday Concert @ OMS, 7 pm
December 4: OHS Band Concert @ OMS, 7 pm
December 6: Senior Citizen Breakfast at OHS Gym, 8 am

12. Superintendent Evaluation: Closed Session

13. Adjournment

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



OWOSSO PUBLIC SCHOOLS

Ready for the World

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.

BOARD GUARANTEE (Adopted May 2006)

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

Therefore, we guarantee that:

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

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

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

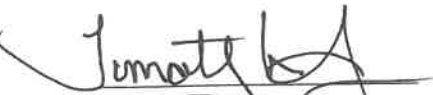
We will do our part to work as a team with administrators, teachers, support staff, parents, students and citizens so that the entire learning atmosphere of our school will be one of warmth and caring. We will do this by becoming a part of district committees such as cross-functional, professional governance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

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

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

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

Timothy Jenc
President



Rick Mowen
Vice-President



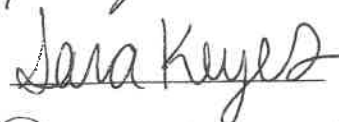
Marlene Webster
Treasurer



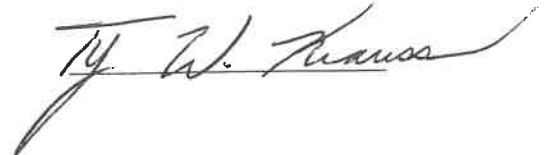
Shelly Ochodnicky
Secretary



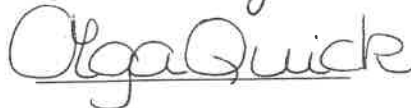
Sara Keyes
Trustee



Ty Krauss
Trustee



Olga Quick
Trustee



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



OWOSSO PUBLIC SCHOOLS

Ready for the World

BOARD OF EDUCATION NORMS

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

OWOSSO PUBLIC SCHOOLS
Board of Education Minutes
October 28, 2019
Report 19-133

President Jenc called the meeting of the Board of Education to order at 5:30 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, Quick, Webster
 Absent: All members were present

Pledge of Allegiance

President Tim Jenc explained that the meeting's agenda has been amended. He explained that the audit report will be presented immediately following the consent agenda.

Building Reports

As part of the Celebrate Kids! segment of the meeting, Superintendent Dr. Tuttle introduced Mr. Jerry Ciarlino and Mrs. Jessica Nieuwkoop, Performing Arts Directors; along with the Owosso High School cast of the Music Man who presented a few renditions from their upcoming play. Mrs. Nieuwkoop announced that tickets are now on sale for performances of the Music Man that will take place in the Owosso Middle School auditorium on November 15th and 16th at 7 pm and November 17th at 2 pm.

Superintendent Dr. Tuttle praised the students for their talents, professionalism, costuming, and acting.

Secretary Shelly Ochodnicki remarked that several of the Music Man cast are also members of the Madrigals. She thanked the Madrigals for volunteering to sing the National Anthem at the 2019 Cantu 5K.

Trustee Olga Quick thanked Mr. Ciarlino, Mrs. Nieuwkoop and the parents that have volunteered their time and assistance with costuming for the Music Man.

Mr. John Klapko, Director of Operations and Food Service recognized retiree Fred Fernette for his 14 years of service as a custodian for the District.

Board of Education Student Representative Cayden Whiteherse reported that the Owosso High School Student Government has wrapped up their homecoming festivities.

Cayden Whiteherse informed the Board that the Student Government Executive Board traveled to the Flint Metro League's Student Council meeting. Every student council in the Flint Metro League was represented at the meeting. At the meeting, the students shared dance decorating ideas, discussed game assemblies, and ideas were shared about getting students more involved in meetings.

Cayden Whiteherse announced that the Model UN Club will travel to Central Michigan University for a conference the week of November 4, 2019. Student participants will be assigned to teams and presented with world problems that they must attempt to solve or come to a resolution.

Cayden Whiteherse reported that the canned food drive is in full swing. Students have been in discussions about fund raising events. The annual canned food drive is a great way for students to give back to the community. Owosso High School will participate in the ABC Channel 12 School Spirit Cup Challenge on Friday, November 22 starting at 6 am.

Cayden Whiteherse informed the Board that the Trojan Spectacular will take place that evening at 7 pm in the OHS gymnasium. The event will showcase student musicianship and marching skills.

In recognition of National Principals Month, Superintendent Dr. Andrea Tuttle read an article titled “What Great Leadership and Music Have in Common” by Jim Crupi. A small token of appreciation was presented to Owosso Public Schools administrators Mr. Jeff Phillips, Owosso High School Principal; Mrs. Karen Van Epps, Owosso High School Assistant Principal; Dr. Dallas Lintner, Athletic Director; Mr. Rich Collins, Owosso Middle School Principal; Dr. Cathy Dwyer, Owosso Middle School Assistant Principal; Mr. Steve Irelan, Lincoln Alternative High School Principal; Ms. Jessi Anderson, Emerson Elementary Principal; Mrs. Bridgit Spielman, Central Elementary Principal; Mrs. Shelly Collison, Bryant Elementary Principal; Mr. John Klapko, Director of Operations and Food Service; Mrs. Jessica Thompson, Communications Director; Mr. Steve Brooks, Director of Curriculum and Instruction; Mrs. Julie Omer, Chief Financial Officer; Mr. Randy Miller, Network Coordination; Mr. Joe Watson, Technology Coordinator; and Renee Secor-Jenks, Director of Transportation.

Board Correspondence

Superintendent Dr. Andrea Tuttle announced that the Michigan Alternative Education Organization (MAEO) recently held their STARS Kick-Off. STARS stands for success, teamwork, achievement, recognition, and self-esteem. As part of the fall kick-off competition, Lincoln High School students had to create a video and were awarded third place. The students were congratulated on their achievement.

Superintendent Dr. Tuttle reported that the District is in the process of hiring a second Liaison Officer who will replace Officer Mike Wheeler. Officer David Fiebernitz will start his position in the next two weeks. Mr. Fiebernitz has 31 years of service with the Michigan State Police and most recently worked as a homicide investigator in Flint. Mr. Fiebernitz is a retired police officer and has also worked airport security.

Superintendent Dr. Tuttle informed the Board that the bond construction is currently moving smoothly. The Performing Arts Center (PAC) is getting larger every day and is expected to be enclosed in February 2020. The middle school gymnasium, which is located on the west side of the building will be enclosed by December. It is hoped that the entire bond project will be complete by December 2020.

Superintendent Dr. Tuttle explained that the Today’s Trojan is published twice a year and will be mailed to households in Owosso and Henderson by November 15th. Mrs. Jessica Thompson, Community Education Director was praised for always doing a really nice job producing the publication.

Superintendent Dr. Tuttle reported that the District recently took possession of five new leased buses. Four buses that had their leases expire were returned. It is anticipated that two buses from the fleet that are over 20 years old will not pass inspection. Superintendent Tuttle informed the Board that at some point the bus fleet will need to be reviewed with the potential of adding new buses.

Superintendent Dr. Tuttle proudly announced that the Trojan Marching Band scored all 1’s at the District Marching Band Festival. She applauded the band director’s and band members for their continued hard work and making this happen year after year.

Superintendent Dr. Tuttle reported that the elementary schools have hosted fifth grade band concerts. The middle school and high school presented choir concerts that were outstanding. The high school will host the Trojan Spectacular following the Board meeting. Additionally, the high school freshman and sophomore bands will host a Hauntcert on October 30th.

Superintendent Dr. Tuttle informed the Board that the high school held an Academic Awards Ceremony on October 2, 2019. There were 204 OHS students that earned a 3.5 or higher grade point average the previous school year that were honored.

Superintendent Dr. Tuttle stated that OPS had a great week in athletics. The varsity football team took home a win against Stockbridge. The team scored 61 points in the game, which is the most points scored in a game since 1951. The girls swim team beat Corunna by almost 100 points. The girls’ varsity volleyball team came in second place out of 12 teams in a recent tournament. The team was winless the previous year. In addition, Jorden Sowash and Mason Collard qualified for the state competition in cross country. Mason Collard was also named a Commended Student in the 2020 National Merit Scholarship Program after scoring or 1500 points on the SAT.

Curriculum Director Steve Brooks reported that core teams from the middle school and high school recently participated in a data analysis of our student's PSAT and SAT scores from last spring. This data will be brought back to the buildings for review by staff during the November 14th professional development day. Teams will be looking at our strengths, challenges, and an item analysis of the assessments. Mr. Brooks noted that the District's PSAT scores were comparable to county and state scores.

Curriculum Director Steve Brooks informed the Board that during the week of October 21st approximately 50 high school students attended the MI Quest Talent Pipeline. Student participants had an opportunity to speak with career professionals in the areas of health services, advanced manufacturing, and construction trades, which are all currently in high demand.

Curriculum Director Steve Brooks stated that on November 12 and 13 there will be a VERLI (Virtual Reality CTE Learning) presentation. The District has partnered with the RESD to provide students with CTE experiences in welding. The administrative team, Lincoln High School students, and members of the Instructional Leadership Council will also have an opportunity to experience VERLI.

Curriculum Director Steve Brooks proudly announced that OHS senior Jason Gage Dingman, an advanced accounting student competed against other area students for a part-time accounting position at Signature Ford in Owosso. Mr. Dingman won the competition and will work 20 hours a week during the school year and 40 hours a week when school is not in session. OHS teacher Mr. Mike Gregory was praised for doing a great job preparing students for employment.

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 meeting's audience.

For Action

- Moved by Mowen, supported by Webster to approve the September 23, 2019 regular meeting minutes, October 14, 2019 committee of the whole minutes, current bills, and financials as presented. Motion carried unanimously.
- Moved by Mowen, supported by Ochodnický to approve the audit report for the 2018-19 fiscal year. Motion carried unanimously. Mr. Keith Pfeifle, CPA of Maner Costerisan PC informed the Board that their report indicates an unmodified opinion of the financial statements. There were no internal control issues identified and no compliance issues were identified for the year ending June 30, 2019. Mr. Pfeifle remarked that the financial statements were properly presented in accordance with generally accepted accounting practices. The District's General Fund revenues and other financing sources exceeded expenditures and operating transfers out by \$874,348 for the fiscal year ended June 30, 2019; for the fiscal year ended June 30, 2018, expenditures exceeded revenues by \$390,294. The general fund total fund balance was \$4,395,704 for the year ending June 30, 2019 which is about 14% of expenditures. The 2018 Capital Projects Fund is primarily comprised of activities related to the collection and spending of the District's 2018 building and site bonds that was passed by voters in November 2017. The Capital Projects fund expenditures exceeded revenues and other financing sources by \$7,294,071 for the fiscal year ended June 30, 2019; for the fiscal year ended June 30, 2018, revenues exceeded expenditures by \$44,658,505. As of June 30, 2019, the 2018 capital projects fund had a fund balance of \$37,364,434. The sinking fund revenues and other financing sources exceeded expenditures by \$942,139 for the fiscal year ended June 30, 2019; for the fiscal year ended June 30, 2018, revenues exceeded expenditures by \$1,475,790. As of June 30, 2019, the sinking fund had a fund balance of \$5,469,604. Mr. Pfeifle thanked Superintendent Dr. Tuttle and Chief Financial Officer Julie Omer for their assistance and being prepared for the audit. Motion carried unanimously.

- Moved by Mowen, supported by Krauss to adopt Revised Bylaw 0100 – Definitions as a second reading. Motion carried unanimously.
- Moved by Mowen, supported by Krauss to adopt Revised Bylaw 0167.2 – Closed Sessions as a second reading. Motion carried unanimously.
- Moved by Mowen, supported by Krauss to adopt New Policy 1422.01 – Drug Free Workplace as a second reading. Motion carried unanimously.
- Moved by Mowen, supported by Krauss to adopt Revised Policy 2210 – Curriculum Development as a second reading. Motion carried unanimously.
- Moved by Mowen, supported by Krauss to adopt Revised Policy 2414 – Reproductive Health and Family Planning as a second reading. Motion carried unanimously.
- Moved by Mowen, supported by Krauss to adopt Revised Policy 3120 – Employment of Professional Staff and Revised Policy 3120.04 – Employment of Substitutes as a second reading. Motion carried unanimously.
- Moved by Mowen, supported by Krauss to adopt Revised Policy 5113.01 – Schools of Choice (Intra-District) and Revised Policy 5113.02 – School of Choice Options Provided by Federal Law as a second reading. Motion carried unanimously.
- Moved by Mowen, supported by Krauss to adopt Revised Policy 5200 – Attendance as a second reading. Motion carried unanimously.
- Moved by Mowen, supported by Krauss to adopt Revised Policy 6321 – New School Construction, Renovation as a second reading. Motion carried unanimously.
- Moved by Mowen, supported by Krauss to adopt Revised Policy 6325 – Procurement – Federal Grants/Funds as a second reading. Motion carried unanimously.
- Moved by Mowen, supported by Krauss to adopt Revised Policy 6605 – Crowd Funding as a second reading. Motion carried unanimously.
- Moved by Mowen, supported by Krauss to adopt Revised Policy 8400 – School Safety Information as a second reading. Motion carried unanimously.
- Moved by Mowen, supported by Krauss to adopt New Policy 8402 – Emergency Operations Plan as a second reading. Motion carried unanimously.
- Moved by Mowen, supported by Krauss to adopt Revised Policy 8500 – Food Services as a second reading. Motion carried unanimously.
- Moved by Quick, supported by Mowen to approve the out-of-state travel by Owosso High School students to attend and compete in the VE Southern Regional Trade Show in Pigeon Forge, Tennessee on November 16-19, 2019. Motion carried unanimously.
- Moved by Quick, supported by Mowen to approve the out-of-state travel by Owosso High School students to attend and compete in the VE Great Lakes Regional Trade Show in Chicago, Illinois on February 18-20, 2020. Motion carried unanimously.
- Moved by Mowen, supported by Ochodnicki to authorize the Superintendent to sign off on the revised easement to allow Consumers Energy to route a new overhead electrical service on the west side of the secondary campus. Motion carried unanimously.

For Future Action

- The Board of Education will be asked to approve the Emergency Operations Plan (EOP) by no later than January 1, 2020, for each school building in the District as required by the Michigan Department of Education and was signed into law during Lane Duck in December 2018. The plan describes the purpose, scope, situation, policies, and concept of operations for the response and recovery activities to an emergency crisis.
- The Board of Education will be asked to authorize the Owosso Public Schools maintenance department to dispose of one truck, one van, a mower, and three heating/cooling units that have been identified as not being needed any longer.
- The Board of Education will be asked to authorize the Superintendent to sign the Memorial Healthcare Sponsorship agreement on behalf of the District in order to obtain resources to be allocated towards purchase of equipment for the Fitness Center at the Owosso Public Schools 6-12 campus.
- The Board of Education will be asked to approve the purchase of a truck with a towing package and snowplow from Signature Ford-Lincoln for an amount not to exceed \$36,743.00 plus license fees.

- The Board of Education will be asked to authorize the Superintendent to sign a contract with Royal-West Roofing & Sheet Metal, LLC out of Brighton, MI in an amount not to exceed \$670,000 (Alternate A2 and Alternate A1.a) and authorize the Superintendent to allocate \$100,500 (15%) additional funds for contingency for a total of \$770,500 to be taken out of sinking funds. The additional contingency amount would allow for any unforeseen conditions as the roofing work moves forward and allow the process to proceed without having to come back to the Board for additional approval and was not requested as part of the original bidding process. Any unused contingency would be reallocated back to the sinking fund.

For Information

Superintendent Dr. Tuttle reported that Jackie Hatfield has accepted the 2.75-hour Monitor position at Emerson Elementary. Ben Cobb has accepted the Lead Grounds/Maintenance position. Gina Norman has accepted the Special Education Paraprofessional position at Emerson Elementary. Claudia Shrum has accepted the Bus Monitor position. Tammy Cohoon has accepted the day Custodian II position at Washington/Bentley. Krista Fedewa has accepted the 7-hour Food Service Worker position at Owosso High School. Lisa Czarnopys has accepted the 5-hour Food Service Worker position at Owosso High School. Heather Dorn has accepted the 1.75-hour Monitor position at Emerson Elementary School. Kerry Baker has accepted the 2.75-hour Food Service worker position at Bryant Elementary School. Mary Cranmer has accepted the 4.25-hour Food Service worker position at Owosso High School. Pauline Fernette, Monitor at Bryant Elementary has submitted her letter of resignation. Alyse Bleisner, Special Education Paraprofessional at Emerson Elementary has submitted her letter of resignation. Stephanie Garber, Payroll Specialist has resigned. William Lamrouex, Custodian II at Central Elementary has resigned.

Public Participation

There were no comments from the meeting's audience.

Board Member Comments/Updates

Trustee Ty Krauss thanked the District for permitting students to attend the MI Career Quest East that was put on by the GISD Michigan Works and is also where he works. He stated that approximately 3,000 students attended the event. This was the first year that they have put on the event that gave students a chance to see what job opportunities are available to them in skilled trades.

Trustee Sara Keyes applauded Chief Financial Officer Julie Omer for her work on the District's financial reports and assisting with the annual audits. She remarked that Owosso Public Schools is very fortunate to have Mrs. Omer as demonstrated by the consistently positive feedback from people that work with her.

Trustee Sara Keyes remarked that she has attended several student activities in the District with her children. She stated that one of her children was a student of the month and she is pleased with the way Emerson celebrates these students.

Vice President Rick Mowen referred to the comments made about the Trojan Marching Band consistently receiving straight 1's at Band Festival. He stated that this is a great honor; however, it places a lot of pressure on staff and the students to perform at this level. He applauded the talented band directors and students on their great performances.

Vice President Rick Mowen commented that several concerns were shared with the Board and administration when the District added theater to the curriculum. He stated that after watching the student performance of Music Man at the beginning of the meeting, he is very grateful that the District made this addition. He praised the students for their amazing talent.

Secretary Shelly Ochodnicky stated that she also attended Band Festival and it was a great event.

Secretary Shelly Ochodnicky reported that the local Homeless Shelter is now open and doing well. There are currently nine guests and three of them are children. She stated that it has been a great experience and the District has stepped up in many ways. She thanked Jessi Anderson, Emerson Principal for contributing to the meal train and sending pizzas recently. Bridgit Spielman, Central Principal; Megan

Friend, Central Teacher; and a Bryant Elementary teacher were also recognized for their assistance with the Harvest Festival.

Trustee Olga Quick also applauded Mrs. Julie Omer for her expertise with the audit. The administrative team was also thanked for all that they do.

Trustee Olga Quick stated that the Music Man performance was incredible. She remarked that there are several volunteers that have assisted with the performance and she thanked them as well.

Treasurer Marlene Webster referenced the Emergency Operations Plan, specifically the Community Profile on page 88 of the Board packet which states "The high school graduation rate is roughly 97%. The percentage of economically disadvantaged High School students is 57%." Mrs. Webster commented that, in recognition of Administrator's month, there is nothing more complimentary than this huge success for Owosso Public Schools.

Upcoming Board Meeting Dates:

November 11: Board of Education Workshop, 5:30 pm

November 25: Regular Board Meeting, 5:30 pm

Important Upcoming Dates:

October 29: 5th Grade Concert @ Bryant, 7 pm

October 31: Half Day of School for All Students

November 5: Poetry Slam @ Guido's, 6:30 pm

November 9: Band Boosters Craft Show @ OHS, 10 am – 4 pm

November 11: Veteran's Day Celebrations: Central @ 9:15 am; Emerson @ 10 am; and Bryant @ 2 pm

November 14: Half Day for Students, Professional Development in Afternoon

November 15: OHS Musical Performance at OMS Auditorium, 7 pm

November 16: OHS Musical Performance at OMS Auditorium, 7 pm

November 17: OHS Musical Performance at OMS Auditorium, 2 pm

November 19: Winter Sports Parent Night at OHS, 7 pm

Adjournment

Moved by Mowen, supported by Ochodnicki to adjourn at 6:39 pm. Motion carried unanimously.

Minutes recorded by Clara Pitt

Respectfully submitted,

Shelly Ochodnicki, Secretary

OWOSSO PUBLIC SCHOOLS
EXPENDITURE REPORT
10/21-11/17/2019
REPORT 19-134

CHECK RUN ACTIVITY BY FUND

GENERAL FUND	\$531,306.87
SERVICE FUND	\$42,449.43
SINKING FUND	\$7,611.00
CAPITAL PROJECTS - BOND FUND	\$2,203,921.78
CAPITAL PROJECTS - COOK FAMILY FOUNDATION	\$0.00

CHECK RUN TOTAL \$2,785,289.08

CREDIT CARD ACTIVITY BY FUND (9/05 - 10/04/2019)

GENERAL FUND	\$ 23,947.29
SERVICE FUND	\$ 859.18
ORGANIZATIONAL FUND	\$ 247.60

CREDIT CARD TOTAL \$ 25,054.07

GORDON FOOD SERVICE ACTIVITY (SERVICE FUND)

GORDON FOOD SERVICE PAYMENT - 10/25/2019	\$ 35,960.47
GORDON FOOD SERVICE PAYMENT - 11/08/2019	\$ 45,650.56

DIRECT DRAW FROM BANK ACCOUNT

\$ 81,611.03

PAYROLL (#9) 10/25/2019	\$ 845,368.61
PAYROLL (#10) 11/08/2019	\$ 866,463.99
DEBT SERVICE PAYMENT - DUE 11/01/2019 (Interest)	\$ 952,450.00

PAYROLL TOTAL \$ 2,664,282.60

GRAND TOTAL \$ 5,556,236.78

Check Register for Bank Account ID CHEM1

From 10/21/2019 to 11/17/2019

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
100901	10/24/2019	1 Comp	Open	101548 AGNEW GRAPHICS SIGNS PROMO LLC	OPER/KLAPKO/SIGNS	1,143.28
100902	10/24/2019	1 Comp	Open	000240 AMERICAN SPEEDY PRINTING CENTERS	ADM/PITT/EVALUATION FORMS	86.00
100903	10/24/2019	1 Comp	Cleared 10/31/2019	008844 ANDERSON, KAREN	HS/VANEPPS/TUTOR	362.00
100904	10/24/2019	1 Comp	Cleared 10/31/2019	005935 BP CANADA ENERGY MARKETING GROUP	UTIL/GAS&ELEC/GAS PURCHASE	500.10
100905	10/24/2019	1 Comp	Cleared 10/31/2019	008743 BRIGHT LINES PAPER	EM/BUZA/PAPER	46.75
100906	10/24/2019	1 Comp	Cleared 10/31/2019	006202 BSN SPORTS	ATH/SMITH/DOWN MARKER	371.68
100907	10/24/2019	1 Comp	Cleared 10/31/2019	008845 BUIST ELECTRIC, INC.	OPER/KLAPKO/BELL RPAIR	1,609.00
100908	10/24/2019	1 Comp	Cleared 10/31/2019	007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	158.21
100909	10/24/2019	1 Comp	Cleared 10/31/2019	001202 CONSUMERS ENERGY	UTIL/GAS&ELEC/SEPT 2019	31,436.74
100910	10/24/2019	1 Comp	Cleared 10/31/2019	001380 CURRICULUM ASSOCIATES INC.	BR/LAMAY/YELLOW WRITING BO	133.56
100911	10/24/2019	1 Comp	Cleared 10/31/2019	100455 D & G EQUIPMENT INC.	OPER/KLAPKO/SUPPLIES	34.68
100912	10/24/2019	1 Comp	Cleared 10/31/2019	001410 DALTON ELEVATOR	OPER/KLAPKO/SUPPLIES	40.00
100913	10/24/2019	1 Comp	Cleared 10/31/2019	006588 DAYSTARR COMMUNICATIONS	ADM/MILLER/PHONE BILL	1,106.71
100914	10/24/2019	1 Comp	Cleared 10/31/2019	008658 ENGINEERED PROTECTION SYSTEM INC	OPER/KLAPKO/MONITORING	492.00
100915	10/24/2019	1 Comp	Cleared 10/31/2019	006861 GRAHAM, ANGELA	EM/GRAHAM/CONF REIMB	76.56
100916	10/24/2019	1 Comp	Cleared 10/31/2019	008292 KONICA MINOLTA BUSINESS SOLUTION	MAINT PAYMENT 7/22-9/30/19	3,940.91
100917	10/24/2019	1 Comp	Cleared 10/31/2019	102408 LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/USED WRANGLER	1,700.00
100918	10/24/2019	1 Comp	Open	003448 LOCKER ROOM & TROPHY PLACE	ADM/PITT/RETIRE AWARD	105.62
100919	10/24/2019	1 Comp	Cleared 10/31/2019	002109 LUDINGTON ELECTRIC INC.	OPER/KLAPKO/ELECTRICAL WOR	1,173.75
100920	10/24/2019	1 Comp	Cleared 10/31/2019	008805 MANTIS PEST MANAGEMENT SVC LLC	OPER/KLAPKO/OCT PEST CONTR	392.00
100921	10/24/2019	1 Comp	Cleared 10/31/2019	003780 MESSA	NOV 2019 BILL/OESPA STAFF	42,519.40
100922	10/24/2019	1 Comp	Cleared 10/31/2019	003780 MESSA	NOV 2019 BILL/NON-UNION	14,275.36
100923	10/24/2019	1 Comp	Cleared 10/31/2019	003780 MESSA	NOV 2019 BILL/ADMIN	21,606.41
100924	10/24/2019	1 Comp	Cleared 10/31/2019	003780 MESSA	NOV 2019 BILL/TEACHERS	223,781.45
100925	10/24/2019	1 Comp	Cleared 10/31/2019	100496 MICHALEC, KAREN	MS/MICHALEC/SUPPLIES	171.44
100926	10/24/2019	1 Comp	Open	005517 MICHIGAN CHAMBER SERVICES, INC.	ADM/WHITE/LABOR LAW POSTER	315.00
100927	10/24/2019	1 Comp	Cleared 10/31/2019	003756 MICHIGAN COMPANY, INC.	OPER/KLAPKO/SUPPLIES	93.64
100928	10/24/2019	1 Comp	Open	006636 MUSIC ROAD HOTEL	HS/GREGORY/LODGING VEI CON	2,322.55
100929	10/24/2019	1 Comp	Cleared 10/31/2019	004121 NAPA AUTO PARTS	OPER/KLAPKO/SUPPLIES	114.49
100930	10/24/2019	1 Comp	Cleared 10/31/2019	100001 OFFICE DEPOT INC.	EM/NIDEFSKI/SUPPLIES	52.49
100931	10/24/2019	1 Comp	Cleared 10/31/2019	001018 OMER, JULIE	ADM/OMER/CONF REIMBURSEM	43.62
100932	10/24/2019	1 Comp	Cleared 10/31/2019	004570 OWOSSO H.S. ORGANIZATION ACCT.	HS/DIGNAN/WRONG DEPOSIT	503.00
100933	10/24/2019	1 Comp	Cleared 10/31/2019	008010 OWOSSO MEDICAL GROUP	GRAHAM/GRIFFIN/DOT PHYSICA	172.00
100934	10/24/2019	1 Comp	Cleared 10/31/2019	007853 PIONEER VALLEY BOOKS	EM/GRAHAM/TRAYS/ERASER	277.20
100935	10/24/2019	1 Comp	Cleared 10/31/2019	102443 SCHOLASTIC INC.	EM/MEIHLS/SCHOLASTIC NEWS	366.85
100936	10/24/2019	1 Comp	Cleared 10/31/2019	005420 SCHOOL SPECIALTY INC.	MS/WILHITE/SUPPLIES	4,225.05
100937	10/24/2019	1 Comp	Cleared 10/31/2019	000693 SEHI COMPUTER PRODUCTS	CE/KLAPKO/FRONTROW BATTERI	73.90
100938	10/24/2019	1 Comp	Cleared 10/31/2019	100017 SET-SEG	NOV 2019 BILL/GF STAFF	4,448.75
100939	10/24/2019	1 Comp	Cleared 10/31/2019	100017 SET-SEG	NOV 2019 BILL/ADMIN	607.11
100940	10/24/2019	1 Comp	Cleared 10/31/2019	005363 SHATTUCK SPECIALTY ADVERTISING	ADM/PITT/ENGRAVING	53.50
100941	10/24/2019	1 Comp	Cleared 10/31/2019	005625 SHIAWASSEE RESD	9/8-9/21/2019 EDUSTAFF	8,876.55
100942	10/24/2019	1 Comp	Cleared 10/31/2019	007620 STONE QUEST LANDSCAPE STONE	MAINT/KLAPKO/BALLFIELD DIR	7,434.66
100943	10/24/2019	1 Comp	Cleared 10/31/2019	001704 SUNBURST GARDENS INC.	OPER/KLAPKO/LAWN APPLICATI	375.00
100944	10/24/2019	1 Comp	Cleared 10/31/2019	005427 THERRIAN, JEFF	ATH/SMITH/SCALE CERTIFICAT	110.00
100945	10/24/2019	1 Comp	Cleared 10/31/2019	008825 U.S. MATH RECOVERY COUNCIL	ADM/CURR/ELEM MATH KITS	2,607.00
100946	10/24/2019	1 Comp	Cleared 10/31/2019	100267 UNUM LIFE INSURANCE	NOV 2019 BILL/GF STAFF	1,194.62
100947	10/24/2019	1 Comp	Cleared 10/31/2019	100267 UNUM LIFE INSURANCE	NOV 2019 BILL/ADMIN STAFF	1,090.31
100948	10/24/2019	1 Comp	Open	006510 VALLEY LUMBER COMPANY	HS/MALLORY/SUPPLIES	702.00
100949	10/24/2019	1 Comp	Cleared 10/31/2019	006511 WASTE MANAGEMENT OF FLINT	UTIL/TRASH SVC/OCT 2019	2,403.53
100950	10/24/2019	1 Comp	Cleared 10/31/2019	002238 WHITE, BEVERLY	ADM/WHITE/CONF REIMBURSEME	75.05
100951	10/31/2019	1 Comp	Open	008355 ALMAN, ROSE	ATH/SMITH/GAME MGT	30.00
100952	10/31/2019	1 Comp	Open	008064 ALMAN, SHIRLEY	ATH/SMITH/GAME MGT	60.00
100953	10/31/2019	1 Comp	Open	000240 AMERICAN SPEEDY PRINTING CENTERS	MS/GRAHAM/ENVELOPES	141.00
100954	10/31/2019	1 Comp	Open	008847 ANDERSON, KENDALL	ATH/SMITH/GAME MGT	120.00

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100955	10/31/2019	1 Comp Open	003064 BIRD, CHRIS	MS/BIRD/SUPPLIES	130.87
100956	10/31/2019	1 Comp Open	003794 BRYANT ELEMENTARY	ADM/COCA-COLA REIMBURSEMEN	16.38
100957	10/31/2019	1 Comp Open	007228 CENTRAL SCHOOL	ADM/COCA-COLA REIMBURSEMEN	0.12
100958	10/31/2019	1 Comp Open	006077 CHERYL LYNN BARTON	COMM ED INSTRUCTOR PMT	780.00
100959	10/31/2019	1 Comp Open	001020 CHREST SUPPLY COMPANY	OPER/KLAPKO/PLUMBING SUPP	1,990.29
100960	10/31/2019	1 Comp Open	007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	106.65
100961	10/31/2019	1 Comp Open	008849 COHOON, TAMMY	OPER/COHOON/MILEAGE	59.81
100962	10/31/2019	1 Comp Open	100920 CORUNNA HIGH SCHOOL	ATH/SMITH/10-19 CC ENTRY	120.00
100963	10/31/2019	1 Comp Open	008354 CRANE, KRISTY	ATH/SMITH/GAME MGT	120.00
100964	10/31/2019	1 Comp Open	004702 DAVE KIMBLE	ATH/SMITH/GAME MGT	170.00
100965	10/31/2019	1 Comp Open	005924 DELUX TROPHIES	HS/GOBEL/AWARDS	72.00
100966	10/31/2019	1 Comp Open	008353 EDMENTUM	OMS/HOAG/LICENSE	600.00
100967	10/31/2019	1 Comp Open	000008 EMERSON ELEMENTARY SCHOOL	ADM/COCA-COLA REIMBURSEMEN	36.25
100968	10/31/2019	1 Comp Open	006134 FRAZA FORKLIFTS	OPER/KLAPKO/FORK TRUCK REP	6,015.72
100969	10/31/2019	1 Comp Open	004001 FRIEND, MATT	MS/FRIEND/MILEAGE	29.00
100970	10/31/2019	1 Comp Open	004874 GARY D. WEBSTER	ATH/SMITH/GAME MGT	125.00
100971	10/31/2019	1 Comp Open	002916 GCR TIRE CENTER	TRANS/SECOR/TIRES	2,000.00
100972	10/31/2019	1 Comp Open	002390 GILBERT'S DO IT BEST HARDWARE	OPER/KLAPKO/SUPPLIES	1,157.69
100973	10/31/2019	1 Comp Open	008796 GRAND VALLEY AUTOMATION, INC.	OPER/KLAPKO/HVAC REPAIR	586.25
100974	10/31/2019	1 Comp Open	002973 HANKERD SPORTSWEAR	OPER/KLAPKO/T-SHIRTS	615.00
100975	10/31/2019	1 Comp Open	008667 HEMKER, BROOKE	ATH/SMITH/GAME MGT	150.00
100976	10/31/2019	1 Comp Open	004096 HOBY REGISTRATION	HS/DIGNAN/KETCHUM REGISTRA	225.00
100977	10/31/2019	1 Comp Open	004013 IMAGELINE PRODUCTIONS	ALT/PARSONS/HOODIES	168.00
100978	10/31/2019	1 Comp Open	008729 JOHNSTON, BLAKE	ATH/SMITH/GAME MGT	100.00
100979	10/31/2019	1 Comp Open	003558 KASIK, MARIAN	ATH/SMITH/GAME MGT	200.00
100980	10/31/2019	1 Comp Open	007485 KRAJCOVIC, DIANE	ATH/SMITH/GAME MGT	120.00
100981	10/31/2019	1 Comp Open	008129 KRAJCOVIC, JIM	ATH/SMITH/GAME MGT	120.00
100982	10/31/2019	1 Comp Open	008583 LANGDON, ALLIE	ATH/SMITH/GAME MGT	220.00
100983	10/31/2019	1 Comp Open	102408 LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/CUSTODIAL SUPP	410.34
100984	10/31/2019	1 Comp Open	100685 LITTLE, LANCE	MS/LITTLE/STAMPS	480.00
100985	10/31/2019	1 Comp Open	008578 MILLER, GRACE	MS/DWYER/GAME MGT	175.00
100986	10/31/2019	1 Comp Open	007158 MOMAR, INCORPORATED	OPER/KLAPKO/BOILER AGRBEME	327.00
100987	10/31/2019	1 Comp Open	005928 MURRAY, ANDREW	MS/MURRAY/SUPPLIES	24.36
100988	10/31/2019	1 Comp Open	004121 NAPA AUTO PARTS	OPER/KLAPKO/BATTERY CABLES	43.41
100989	10/31/2019	1 Comp Open	007851 OREILLY AUTO PARTS	OPER/KLAPKO/SUPPLIES	16.97
100990	10/31/2019	1 Comp Open	004570 OWOSSO H.S. ORGANIZATION ACCT.	ADM/COCA-COLA REIMBURSEMEN	59.60
100991	10/31/2019	1 Comp Open	000013 OWOSSO MIDDLE SCHOOL	ADM/COCA-COLA REIMBURSEMEN	33.00
100992	10/31/2019	1 Comp Open	005031 OWOSSO TRACTOR REPAIR & PARTS	OPER/KLAPKO/EQUIP REPAIR	208.75
100993	10/31/2019	1 Comp Open	004652 PCMI - WEST	BB/HURLEY/STAFF PAYMENT	13,806.82
100994	10/31/2019	1 Comp Open	008585 PEPLINSKI, AVERY	ATH/SMITH/GAME MGT	305.00
100995	10/31/2019	1 Comp Open	001705 PHILLIPS, JEFF	HS/PHILLIPS/MILEAGE	110.08
100996	10/31/2019	1 Comp Open	005420 SCHOOL SPECIALTY INC.	OHS/COLLINS/SOCIALSTUD SUP	1,019.49
100997	10/31/2019	1 Comp Open	000693 SEHI COMPUTER PRODUCTS	ADM/MILLER/INK	2,065.86
100998	10/31/2019	1 Comp Open	002948 THOMPSON, JESSICA	ADM/THOMPSON/MILEAGE	101.62
100999	10/31/2019	1 Comp Open	008675 TSA CONSULTING GROUP, INC.	SEPT 2019 ADMIN FEE	157.68
101000	10/31/2019	1 Comp Open	008848 TSESII	ATL/IRELAN/TRAINING	200.00
101001	10/31/2019	1 Comp Open	001119 UNITED PARCEL SERVICE	HS/POSTAGE	16.50
101002	10/31/2019	1 Comp Open	006592 VIRTUAL ENTERPRISES, INC.	HS/GREGORY/CONFERENCE	215.00
101003	10/31/2019	1 Comp Open	007788 WAKELAND OIL	OPER/KLAPKO/FUEL	885.98
101004	11/14/2019	1 Comp Open	007659 A PARTS WAREHOUSE	TRANS/SECOR/CAMERAS	4,989.00
101005	11/14/2019	1 Comp Open	101548 AGNEW GRAPHICS SIGNS PROMO LLC	ADM/TUTTLE/PRINCIPAL RECOG	118.55
101006	11/14/2019	1 Comp Open	000278 APPLEBEE OIL COMPANY	TRANS/SECOR/FUEL	3,085.17
101007	11/14/2019	1 Comp Open	008859 AYOTTE, HEIDI	ADM/THOMPSON/CLASS REFUND	50.00
101008	11/14/2019	1 Comp Open	006415 BEN GRAHAM GROUP	ADM/THOMPSON/TODAYS TROJAN	2,696.90

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Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
101009	11/14/2019	1 Comp	Open	007427 BLAKEMORE, KELLY	ADM/THOMPSON/CLASS REFUND	50.00
101010	11/14/2019	1 Comp	Open	001363 C & S MOTORS INC.	TRANS/SECOR/BOLT	53.30
101011	11/14/2019	1 Comp	Open	007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	163.30
101012	11/14/2019	1 Comp	Open	001197 CLEVENGER, DEB	BB/ROWELL/CPR TRAINING	930.00
101013	11/14/2019	1 Comp	Open	007085 COON, PATRICIA	MS/COON/SUPPLIES	50.33
101014	11/14/2019	1 Comp	Open	008860 COURTYARD	MS/ROGERS/CONF LODGING	337.90
101015	11/14/2019	1 Comp	Open	008016 CRANSHAW, PAULINE	OPER/CRANSHAW/MILEAGE	20.57
101016	11/14/2019	1 Comp	Open	008591 DAVIS, LILYANNE	COMM ED LIFE GUARD	14.25
101017	11/14/2019	1 Comp	Open	007052 DE LAGE LANDEN FINANCIAL SERV, I	TRANS/SECOR/BUSES	71,230.20
101018	11/14/2019	1 Comp	Open	003516 DIGNAN, LINDA	HS/DIGNAN/STAFF REWARDS	25.00
101019	11/14/2019	1 Comp	Open	004278 FERRIS STATE UNIVERSITY	HS/KRUEGER/CONF REG	125.00
101020	11/14/2019	1 Comp	Open	000554 GRAND LEDGE HIGH SCHOOL	ATH/SMITH/10-12 CROSS COUN	200.00
101021	11/14/2019	1 Comp	Open	005308 GROTH MUSIC	CE/HILLARD/RECORDERS AND B	27.15
101022	11/14/2019	1 Comp	Open	008839 GUTE, NATHAN	COMM ED LIFE GUARD	118.75
101023	11/14/2019	1 Comp	Open	008861 HIRING SOLUTIONS LLC	ADM/WHITE/TESTING	775.00
101024	11/14/2019	1 Comp	Open	002886 HOLLY HIGH SCHOOL	MS/DWYER/WRESTLING INVITAT	125.00
101025	11/14/2019	1 Comp	Open	008668 IRELAN, MACY	COMM ED LIFE GUARD	33.25
101026	11/14/2019	1 Comp	Open	008220 J & H OIL CO.	TRANS/SECOR/FUEL	1,521.79
101027	11/14/2019	1 Comp	Open	004730 J. W. PEPPER & SON INC.	HS/DIGNAN/MUSIC	438.01
101028	11/14/2019	1 Comp	Open	004227 KETCHUM, HEATHER	MS/KETCHUM/SUPPLIES	15.86
101029	11/14/2019	1 Comp	Open	008359 KINECT ENERGY INC.	NOV 2019 ENERGY MGT FEE	315.00
101030	11/14/2019	1 Comp	Open	007104 KLAPKO, JOHN	OPER/KLAPKO/OCT MILEAGE	137.46
101031	11/14/2019	1 Comp	Open	001459 LAMAY, JENNIFER	BR/LAMAY/SUPPLIES	12.57
101032	11/14/2019	1 Comp	Open	007823 LAVIGNE, PATTY	BB/LAVIGNE/SUPPLIES	57.29
101033	11/14/2019	1 Comp	Open	007091 LEARNING A TO Z	EM/GRAHAM/SUBSCRIPTION	2,208.90
101034	11/14/2019	1 Comp	Open	003448 LOCKER ROOM & TROPHY PLACE	ADM/FITT/RETIREMENT AWARD	42.50
101035	11/14/2019	1 Comp	Open	100037 MICHAEL'S PLUMBING REPAIR INC.	OPER/KLAPKO/INSPECTION	990.00
101036	11/14/2019	1 Comp	Open	007066 MICHALANGELO ENTERPRISES LLC	ADM/BROOKS/OCT PD	5,250.00
101037	11/14/2019	1 Comp	Open	004068 MICHIGAN MUSIC CONFERENCE	MS/ROGERS/CONF REG	95.00
101038	11/14/2019	1 Comp	Open	008144 MIDWEST DATA CENTER INC.	ATH/SMITH/DATA BOARD RENEW	600.00
101039	11/14/2019	1 Comp	Open	001133 MILLER, RANDY	ADM/MILLER/OCT MILEAGE	65.46
101040	11/14/2019	1 Comp	Open	003711 MSPRA	ADM/THOMPSON/MEMBERSHIP	125.00
101041	11/14/2019	1 Comp	Open	005928 MURRAY, ANDREW	MS/MURRAY/SUPPLIES	28.57
101042	11/14/2019	1 Comp	Open	002869 MUSICAL RESOURCES	HS/NIEUWKOOP/MUSIC	109.89
101043	11/14/2019	1 Comp	Open	004600 OPS FOOD SERVICE FUND	ADM/FITT/BOARD MEETING	354.26
101044	11/14/2019	1 Comp	Open	004590 OWOSSO PUB. SCH. ATHLETIC FUND	ATH/SMITH/OFFICIALS	5,000.00
101045	11/14/2019	1 Comp	Open	001705 PHILLIPS, JEFF	HS/PHILLIPS/CONF MILEAGE	70.76
101046	11/14/2019	1 Comp	Open	004860 POSTMASTER	ADM/THOMPSON/POSTAGE	90.00
101047	11/14/2019	1 Comp	Open	004860 POSTMASTER	ADM/THOMPSON/POSTAGE	1,000.00
101048	11/14/2019	1 Comp	Open	008350 PUMFORD, ALEXANDRIA	COMM ED LIFE GUARD	90.00
101049	11/14/2019	1 Comp	Open	002661 SHIA. AREA TRANSPORTATION AGENCY	TRANSPORTATION	24.75
101050	11/14/2019	1 Comp	Open	005625 SHIAWASSEE RESD	CONFERENCES	1,332.00
101051	11/14/2019	1 Comp	Open	006230 THRUN LAW FIRM, P.C.	OCT LEGAL FEES	561.00
101052	11/14/2019	1 Comp	Open	004604 TUTTLE, ANDREA	ADM/TUTTLE/MASA MEETING	36.77
101053	11/14/2019	1 Comp	Open	001119 UNITED PARCEL SERVICE	HS/POSTAGE	25.40
101054	11/14/2019	1 Comp	Open	007985 WATSON, JOE	ADM/WATSON/OCT 19 MILEAGE	153.96
101055	11/14/2019	1 Comp	Open	002238 WHITE, BEVERLY	ADM/WHITE/CONF MILEAGE	48.25
101056	11/14/2019	1 Comp	Open	008846 WOLVERINE HARDWOODS, INC.	OHS/KRANTZ/CTESUPPLIES	2,438.83
CHECK TOTAL						531,306.87
LESS VOIDS						0.00
GRAND TOTAL						531,306.87

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From 10/21/2019 to 11/17/2019

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

Check Status	Count	Amount	Check Type	Count	Amount
Open	112	150,179.84	Computer	156	531,306.87
Cleared	44	381,127.03	Prepaid		
Void					
Scratch					
TOTAL	156	531,306.87	TOTAL	156	531,306.87

Check Register for Bank Account ID SERVIC

From 10/21/2019 to 11/17/2019

From Check First to Last

Check#	Date	Run	Type	Status	Vendor Name	Invoice Description	Amount
007599	10/24/2019	1	Comp	Open	000240 AMERICAN SPEEDY PRINTING CENTERS	FS/MANNS/PADS	45.00
007600	10/24/2019	1	Comp	Cleared 10/31/2019	003780 MESSA	NOV 2019 BILL/FS STAFF	1,638.51
007601	10/24/2019	1	Comp	Cleared 10/31/2019	004621 PERFECTION BAKEREIS INC.	FS/MANNS FOOD PURCHASE	330.77
007602	10/24/2019	1	Comp	Cleared 10/31/2019	100017 SET-SEG	NOV 2019 BILL/FS STAFF	307.93
007603	10/24/2019	1	Comp	Cleared 10/31/2019	100267 UNUM LIFE INSURANCE	NOV 2019 BILL/FS STAFF	47.95
007604	10/31/2019	1	Comp	Open	007480 BANANA BROTHERS PRODUCE	FS/MANNS/FOOD PURCHASE	10,723.70
007605	10/31/2019	1	Comp	Open	102408 LANSING SANITARY SUPPLY INC.	FS/MANNS/SUPPLIES	697.60
007606	10/31/2019	1	Comp	Open	006782 ROBINSON, KAREN	FS/ROBINSON/MILEAGE	55.10
007607	10/31/2019	1	Comp	Open	007788 WAKELAND OIL	FS/KLAPKO/FUEL	270.04
007608	11/14/2019	1	Comp	Open	007480 BANANA BROTHERS PRODUCE	FS/MANNS/FOOD PURCHASE	14,997.20
007609	11/14/2019	1	Comp	Open	007104 KLAPKO, JOHN	FS/KLAPKO/OCT MILEAGE	137.46
007610	11/14/2019	1	Comp	Open	004621 PERFECTION BAKERIES INC.	FS/MANNS/FOOD PURCHASE	1,125.41
007611	11/14/2019	1	Comp	Open	003807 PRAIRIE FARMS DAIRY	FS/MANNS/FOOD PURCHASE	11,967.51
007612	11/14/2019	1	Comp	Open	004679 TOBEY, CHRISTINE	FS/TOBEY/MILEAGE	105.25
CHECK TOTAL							42,449.43
LESS VOIDS							0.00
GRAND TOTAL							42,449.43

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	10	40,124.27	Computer	14	42,449.43
Cleared	4	2,325.16	Prepaid		
Void					
Scratch					
TOTAL	14	42,449.43	TOTAL	14	42,449.43

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From 10/21/2019 to 11/17/2019

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Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
600905	10/31/2019	1 Comp	Open	001202 CONSUMERS ENERGY	ACCESS ROAD ELECT SERVICE	7,611.00
CHECK TOTAL						7,611.00
LESS VOIDS						0.00
GRAND TOTAL						7,611.00

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	1	7,611.00	Computer	1	7,611.00
Cleared			Prepaid		
Void					
Scratch					
TOTAL	1	7,611.00	TOTAL	1	7,611.00

Check Register for Bank Account ID BOND

From 10/17/2019 to 11/17/2019

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Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
900196	10/17/2019	1 Comp	Cleared 10/31/2019	101548 AGNEW GRAPHICS SIGNS PROMO LLC	CONST THRU 9-30-2019	20,758.70
900197	10/17/2019	1 Comp	Cleared 10/31/2019	008815 ARCHITECTURAL METALS INC.	CONSTRUCTION THRU 9-30-19	22,590.00
900198	10/17/2019	1 Comp	Cleared 10/31/2019	008841 C & M ASSOC., LLC	CONST THRU 9-30-19	1,500.00
900199	10/17/2019	1 Comp	Cleared 10/31/2019	005142 CLARK CONSTRUCTION	SEPT GENERAL COND-SECONDAR	135,476.65
900200	10/17/2019	1 Comp	Cleared 10/31/2019	008717 CONCRETE PLACEMENT, LLC.	CONST THRU 9-30-19	186,354.00
900201	10/17/2019	1 Comp	Cleared 10/31/2019	008722 CUSTER, INC.	ELEM PROJECT FURNITURE	13,489.46
900202	10/17/2019	1 Comp	Open	008780 DELTA STEEL	CONST THRU 9-30-19	240,649.20
900203	10/17/2019	1 Comp	Cleared 10/31/2019	008632 DICKERSON MECHANICAL, INC.	CONST THRU 9-30-19	49,336.96
900204	10/17/2019	1 Comp	Open	008800 GREAT LAKES FIRE PROTECTION	CONST THRU 9-30-19	15,852.37
900205	10/17/2019	1 Comp	Cleared 10/31/2019	002810 HI-QUALITY GLASS	CONST THRU 9-30-19	18,906.00
900206	10/17/2019	1 Comp	Cleared 10/31/2019	008724 INTERIOR ENVIRONMENTS	FURNITURE-ELEMENTARY PROJ	26,965.46
900207	10/17/2019	1 Comp	Cleared 10/31/2019	008820 INTERSTATE OFFICE INTERIORS	FURNITURE-SECONDARY OFFICE	950.00
900208	10/17/2019	1 Comp	Cleared 10/31/2019	005756 KENTWOOD OFFICE FURNITURE	FURNITURE-SECONDARY OFFICE	4,374.18
900209	10/17/2019	1 Comp	Open	008336 LA CONSTRUCTION	CONST THRU 9-30-2019	36,035.10
900210	10/17/2019	1 Comp	Open	008596 MOORE TROSPER CONSTRUCTION CO.	CONST THRU 9-30-2019	130,228.44
900211	10/17/2019	1 Comp	Open	008801 NILES CONSTRUCTION SERVICES INC.	CONST THRU 9-30-19	24,678.86
900212	10/17/2019	1 Comp	Open	008781 PROFESSIONAL THERMAL SYSTEMS INC	CONST THRU 9-30-19	110,412.00
900213	10/17/2019	1 Comp	Open	008782 R. C. HENDRICK & SONS., INC.	CONST THRU 9-30-19	39,381.30
900214	10/17/2019	1 Comp	Open	008783 SCHIFFER MASON CONTRACTORS INC.	CONST THRU 9-30-19	792,832.14
900215	10/17/2019	1 Comp	Cleared 10/31/2019	002233 SCHOOL OUTFITTERS.COM	FURNITURE-ELEMENTARY PROJ	28,569.29
900216	10/17/2019	1 Comp	Cleared 10/31/2019	005363 SHATTUCK SPECIALTY ADVERTISING	BOND/ELEMENTARY SIGNAGE	4,902.97
900217	10/17/2019	1 Comp	Cleared 10/31/2019	008597 STRUCTURAL STANDARDS, INC.	CONST THRU 9-30-19	1,020.00
900218	10/17/2019	1 Comp	Cleared 10/31/2019	007046 SUPERIOR ELECTRIC OF LANSING INC	CONST THRU 9-30-19	240,316.20
900219	10/17/2019	1 Comp	Cleared 10/31/2019	008598 XTREME MASON CONTRACTORS, LLC	CONST THRU 9-30-19	58,342.50
CHECK TOTAL						2,203,921.78
LESS VOIDS						0.00
GRAND TOTAL						2,203,921.78

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	8	1,390,069.41	Computer	24	2,203,921.78
Cleared	16	813,852.37	Prepaid		
Void					
Scratch					
TOTAL	24	2,203,921.78	TOTAL	24	2,203,921.78

ACCOUNT SUMMARY

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

* Indicates required field

SEARCH CRITERIA [Advanced Search >](#)

Reporting Cycle:

Date Range: From:* 10/05/2019 To:* 11/04/2019

Date Type:

Data available starting 11/18/2016 Search

SEARCH RESULTS

<u>Account Name</u>	<u>Account Number ^</u>	<u>Transaction Amount</u>
EMERSON ELEMENTARY	XXXX-XXXX-0511-2554	999.07
MIKE GRAHAM	XXXX-XXXX-0530-1557	4,793.28
FRED LAB	XXXX-XXXX-0533-0202	86.66
LINCOLN HIGH SCHOOL	XXXX-XXXX-0533-0202	437.07
BRIGHT BEGINNINGS OFFICE	XXXX-XXXX-1007-0010	528.77
OWOSSO SCHOOLS	XXXX-XXXX-1050-0020	859.18
CTE CULINARY ARTS	XXXX-XXXX-1050-0020	1,120.04
CTE CONSTRUCTION TRADES	XXXX-XXXX-1050-0020	972.49
AL HUYCK	XXXX-XXXX-1050-0020	60.23
OWOSSO PUBLIC SCHOOLS	XXXX-XXXX-0000-0000	0.00
SWIM PROGRAM	XXXX-XXXX-0173-5686	266.52
BRYANT ELEMENTARY	XXXX-XXXX-0173-5686	1,062.70
DAN CLARK	XXXX-XXXX-0100-0000	185.80
BEN COBB	XXXX-XXXX-0000-0000	222.14
OWOSSO HIGH SCHOOL	XXXX-XXXX-0222-2001	2,654.57
TECHNOLOGY DEPT	XXXX-XXXX-0270-9034	67.63
JOHN QUICK	XXXX-XXXX-0000-0000	657.10
OWOSSO MIDDLE SCHOOL	XXXX-XXXX-0015-0175	1,484.28
CENTRAL ELEMENTARY	XXXX-XXXX-0050-7000	982.82
OPERATIONS DEPT	XXXX-XXXX-0000-0000	737.16
DISTRICT TRAVEL	XXXX-XXXX-7000-7051	(7.36)
CENTRAL OFFICE	XXXX-XXXX-6404-7813	6,151.32
OWOSSO HIGH SCHOOL 2	XXXX-XXXX-0000-7711	247.60
BRIGHT BEGINNINGS	XXXX-XXXX-8005-5020	485.00

25,054.01

OWOSSO PUBLIC SCHOOLS
BOARD OF EDUCATION
October 31, 2019
Report 19-135

Statement of Deposits and Investments
As of 10/31/2019
Unaudited

	<u>General Fund</u>	<u>School Service</u>	<u>Building & Site</u>	<u>Capital Projects Bond Fund</u>	<u>Debt Service Fund</u>	<u>Total</u>
Summary of Deposits and Investments						
Cash on hand	\$ 181,758	\$ 22,494	\$ 45,288	\$ 775	\$ 2,419	\$ 252,734
Investments	4,118,762		5,232,052.45	31,871,499	220,654	41,442,968
Total Deposits and Investments	<u>\$ 4,300,520</u>	<u>\$ 22,494</u>	<u>\$ 5,277,341</u>	<u>\$ 31,872,274</u>	<u>\$ 223,073</u>	<u>\$ 41,695,702</u>
 Detail of Deposits and Investments						
Cash on hand	\$ 181,758	\$ 21,774	\$ 45,288	\$ 775	\$ 2,419	\$ 252,014
Petty Cash on hand	-	720	-	-	-	-
Total Cash on hand	<u>\$ 181,758</u>	<u>\$ 22,494</u>	<u>\$ 45,288</u>	<u>\$ 775</u>	<u>\$ 2,419</u>	<u>\$ 249,540</u>
Chemical Bank Savings Account	\$ 9,755	-	96,704			\$ 106,460
Mich Class Investment	4,109,007	-	5,135,348	31,871,499	220,654	\$ 41,336,508
Total Investments	<u>\$ 4,118,762</u>	<u>\$ -</u>	<u>\$ 5,232,052</u>	<u>\$ 31,871,499</u>	<u>\$ 220,654</u>	<u>\$ 41,442,968</u>
Total Deposits and Investments	<u>\$ 4,300,520</u>	<u>\$ 22,494</u>	<u>\$ 5,277,341</u>	<u>\$ 31,872,274</u>	<u>\$ 223,073</u>	<u>\$ 41,695,702</u>

OWOSSO PUBLIC SCHOOLS
BOARD OF EDUCATION
October 31, 2019
Report 18-135

Combined Statement of Revenue, Expenditures, and Fund Balance
General, School Service, and Capital Project Fund
As of 10/31/2019

Unaudited

	General Fund			School Service Fund			Capital Projects Fund-Sinking Fund		
	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget
REVENUE									
Local sources	3,690,247	266,478	(3,403,769)	145,591	29,766	(115,825)	1,185,130	34,984	(1,150,146)
State sources	25,333,397	2,166,154	(23,177,243)	74,190	6,501	(67,689)	-	47,732	47,732
Federal sources	1,468,939	-	(1,468,939)	1,632,490	239,061	(1,392,629)	-	-	-
Interdistrict sources-RESID	687,782	9,888	(687,994)	-	-	-	-	-	-
Interdistrict sources-transfers in and other sources	99,253	-	(99,253)	-	-	-	-	-	-
Total revenue and other sources	\$ 31,259,618	\$ 2,452,520	\$ (28,807,098)	\$ 1,852,271	\$ 276,128	\$ (1,576,143)	\$ 1,185,130	\$ 82,716	\$ (1,102,414)
EXPENDITURES									
INSTRUCTION									
BASIC PROGRAMS:									
ELEMENTARY	7,122,896	1,478,797	(5,644,099)						
MIDDLE SCHOOL	3,606,627	748,160	(2,858,467)						
HIGH SCHOOL	4,044,761	778,660	(3,266,121)						
ALTERNATIVE EDUCATION	622,738	122,044	(500,694)						
PRESCHOOL	139,212	56,703	(82,509)						
PRESCHOOL (MICHIGAN READINESS) GRANT	185,200	10,938	(174,262)						
TOTAL BASIC PROGRAMS	\$ 15,721,454	\$ 3,195,302	\$ (12,526,152)						
ADDED NEEDS:									
SPECIAL EDUCATION	3,358,573	686,454	(2,672,119)						
CHILD CARE PROGRAM	286,733	63,868	(212,865)						
TITLE I GRANT	1,053,121	213,544	(839,577)						
VOCATIONAL EDUCATION	660,089	99,959	(560,140)						
AT RISK GRANT	1,392,896	159,746	(1,233,150)						
ROBOTICS/ICTE COUNSELOR/ADULT EDITING									
GRANTS	110,398	-	(110,398)						
SAFETY GRANT		162,504	162,504						
EARLY LITERACY GRANT/LITERACY COACH GRANT	83,979	22,014	(61,965)						
TOTAL ADDED NEEDS	\$ 6,955,789	\$ 1,428,089	\$ (5,527,710)						
CONTINUING EDUCATION:									
COMMUNITY EDUCATION	149,671	51,048	(98,623)						
TOTAL CONTINUING EDUCATION	\$ 149,671	\$ 51,048	\$ (98,623)						
TOTAL INSTRUCTION	\$ 22,926,924	\$ 4,674,439	\$ (18,152,485)						
SUPPORTING SERVICES:									
PUPIL SERVICES:									
GUIDANCE SERVICES	432,372	116,052	(316,320)						
TOTAL PUPIL SERVICES	\$ 432,372	\$ 116,052	\$ (316,320)						
INSTRUCTIONAL STAFF:									
TITLE II, PART A/RURAL EDUCATION GRANT/TITLE IV	358,918	43,913	(315,005)						
IMPROVEMENT OF INSTRUCTION	319,624	81,739	(238,085)						
MEDIA SERVICES	202,991	41,652	(161,339)						
TOTAL INSTRUCTIONAL STAFF	\$ 881,733	\$ 167,304	\$ (714,429)						
GENERAL ADMINISTRATION:									
BOARD OF EDUCATION	95,172	22,312	(72,860)						
EXECUTIVE ADMINISTRATION	371,375	136,190	(235,185)						
HUMAN RESOURCES	221,461	73,688	(147,773)						
TOTAL GENERAL ADMINISTRATION	\$ 688,008	\$ 232,190	\$ (455,818)						
SCHOOL ADMINISTRATION:									
SCHOOL ADMINISTRATION	2,519,389	773,726	(1,745,663)						
TOTAL SCHOOL ADMINISTRATION	\$ 2,519,389	\$ 773,726	\$ (1,745,663)						

OWOSSO PUBLIC SCHOOLS
BOARD OF EDUCATION
October 31, 2019
Report 19-135

Combined Statement of Revenue, Expenditures, and Fund Balance
General, School Service, and Capital Project Fund:
As of 10/31/2019
 Unaudited

	General Fund			School Service Fund			Capital Projects Fund- Sinking Fund					
	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/ Used	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/ Used	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/ Used
BUSINESS SERVICES:												
FISCAL SERVICES	\$ 369,064	\$ 130,800	\$ (238,264)	35%								
TECHNOLOGY MANAGEMENT	488,715	97,944	(400,771)	20%								
TOTAL BUSINESS SERVICES	\$ 867,779	\$ 228,744	\$ (639,035)	26%								
OPERATIONS AND MAINTENANCE:												
OPERATIONS AND MAINTENANCE	\$ 3,035,237	\$ 935,034	(2,100,203)	31%								
TOTAL OPERATIONS AND MAINTENANCE	\$ 3,035,237	\$ 935,034	(2,100,203)	31%								
PUPIL TRANSPORTATION SERVICES:												
PUPIL TRANSPORTATION SERVICES	\$ 939,911	\$ 189,555	(740,356)	21%								
TOTAL PUPIL TRANSPORTATION	\$ 939,911	\$ 189,555	(740,356)	21%								
OTHER SERVICES:												
COMMUNICATION SERVICES	63,951	4,779	(59,172)	7%								
ATHLETICS	471,296	58,320	(412,976)	12%								
PRINTING AND OTHER SUPPORT SERVICES	38,078	9,671	(28,407)	25%								
TOTAL OTHER SERVICES	\$ 573,325	\$ 72,770	(500,555)	13%								
TOTAL SUPPORTING SERVICES	\$ 9,937,754	\$ 2,725,375	(7,212,379)	27%								
OUTGOING TRANSFERS/FUND MODIFICATIONS:												
OTHER	94,000	20,757	(73,243)	22%								
TOTAL OUTGOING TRANSFERS/FUND MODIFICATIONS	\$ 94,000	\$ 20,757	(73,243)	22%								
FOOD SERVICE EXPENDITURES												
CAPITAL PROJECT EXPENDITURES												
TOTAL EXPENDITURES	\$ 32,858,678	\$ 7,420,571	(25,438,107)	23%	\$ 1,852,318	\$ 457,262	(1,395,056)	25%	\$ 2,907,188	\$ 778,182	(2,129,006)	27%
REVENUE OVER or (UNDER) EXPENDITURES	\$ (1,599,060)	\$ (4,968,051)	(3,368,991)		\$ (47)	(181,134)	(181,087)		\$ (1,722,058)	\$ (695,466)	1,028,592	
AUDITED FUND BALANCE, JULY 1, 2019	4,395,702	4,395,702	-		71,728	71,728	-		5,972,807	5,972,807	-	
PROJECTED FUND BALANCES - June 30, 2020	2,796,642	2,796,642	-		71,681	71,681	-		4,250,749	4,250,749	-	

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
November 25, 2019
Report 19-136

FOR ACTION

Subject:

Emergency Operations Plan (EOP) approval by no later than January 1, 2020, for each school building in the District as required by the Michigan Department of Education and was signed into law during Lame-Duck in December 2018.

Recommendation:

Resolve that the Board of Education approve the Emergency Operations Plan (EOP). The plan describes the purpose, scope, situation, policies, and concept of operations for the response and recovery activities to an emergency crisis.

Rationale:

1. To prepare faculty and staff by outlining the responsibilities and duties of Schools employees.
2. To educate district employees, students, visitors and other key stakeholders on their roles and responsibilities before, during and after an incident.
3. To empower District employees, students, visitors and other key stakeholders to respond safely and efficiently during an incident through the development, maintenance, and exercising the plan.
4. To provide visitors and other members of the community with assurances that Schools have established guidelines and procedures to respond to incidents/hazards in an effective way.

Statement of Purpose/Issue:

The purpose of the Emergency Operations Plan for Owosso Public Schools is to reduce the risk to life and health and promote the safety of students, staff, parents, county employees, visitors, and emergency services personnel. This plan sets forth the procedures and planning guidelines for responding to an incident within the School District. Use of this plan should be coordinated with local responding agencies and personnel. It is imperative that district employees work in conjunction with and assist emergency response personnel as directed or instructed.

Facts/Statistics:

The Emergency Operations Plan was created by the District's Homeland Security expert, Mr. Tom Mynsberge and tailored to each of the districts in Shiawassee County.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion



OWOSSO PUBLIC SCHOOLS

Ready for the World

Owosso Public Schools Emergency Operations Plan

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Introduction

Purpose

The purpose of the Emergency Plan for Owosso Public Schools is to reduce the risk to life and health and promote the safety of students, staff, parents, county employees, visitors, and emergency services personnel. This plan sets forth the procedures and planning guidelines for responding to an incident within the School District. Use of this plan should be coordinated with local responding agencies and personnel. It is imperative that district employees work in conjunction with and assist emergency response personnel as directed or instructed.

Objectives

1. To prepare faculty and staff by outlining the responsibilities and duties of Schools employees.
2. To educate district employees, students, visitors and other key stakeholders on their roles and responsibilities before, during, and after an incident.
3. To empower district employees, students, visitors and other key stakeholders to respond safely and efficiently during an incident through the development, maintenance, and exercising of the plan.
4. To provide visitors and other members of the community with assurances that Schools have established guidelines and procedures to respond to incidents/hazards in an effective way.

Plan Components

The developed guidelines and procedures for dealing with existing and potential emergency incidents are defined in the plan below. The basic plan and the functional and hazard-specific annexes outline an organized, systematic method to mitigate, prevent, prepare for, respond to, and recover from incidents.

Basic Plan

The Basic Plan describes the purpose, scope, situation, policies, and concept of operations for the response and recovery activities to an emergency or crisis.

Functional Annexes

The Functional Annexes describe the actions required to respond to or recover from any emergency or crisis. They include:

- Shelter in Place
- Lockdown
- Evacuation
- Reunification
- Functional Needs
- Recovery
- Continuity of Operations

Hazard Annexes

The Hazard Annexes describe the actions required to respond to or recover from a specific hazard. They are:

- Severe Weather
- First Aid / Medical Emergency
- Fire
- Criminal Incident
- Bomb Threat and Suspicious Packages
- Utility Failure
- Transportation Incident

Appendices

Appendices to the Plan include:

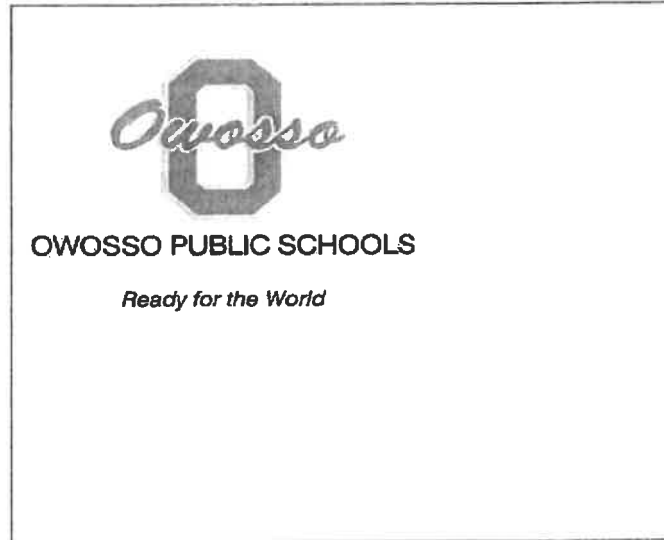
- Memos of Understanding with local emergency responders
- Mutual Aid Agreements

Definitions

Incident: An incident is an occurrence or event, natural or human-caused, which requires an emergency response to protect life or property.

Hazards: Hazards shall include situations involving threats of harm to participants, volunteers, exhibitors, personnel, and/or facilities. Hazards include but are not limited to natural, technological, and human-caused incidents. Hazards may require an interagency response involving law enforcement and/or emergency services agencies depending on the size and scope of the incident.

Incident Management Team (IMT): Team of staff that includes decision makers and staff from each building, department, and/or area, who assist in an emergency. Their main responsibilities include: establishing and maintaining communications with the command center and assisting in building evacuation.



Owosso Public Schools Campus Emergency Plan

UNDER MCL 380.1308 (1999), "RESPONSE AND MANAGEMENT PLANS", I CERTIFY THAT THIS OWOSSO PUBLIC SCHOOL DISTRICT EMERGENCY PLAN IS A SUPPORTING PLAN TO THE SHIAWASSEE COUNTY EMERGENCY ACTION PLAN DATED OCTOBER 2019 AND IS THE OFFICIAL CRISIS RESPONSE PLAN DOCUMENT FOR OWOSSO PUBLIC SCHOOLS.

 Tim Jenc, President
 Owosso Public Schools Board of Education

 Date

Community Profile

Owosso Public Schools is a consolidated school district made up of portions of Shiawassee County and is populated mainly by students from Michigan along with school of choice attendees. The majority of students are Caucasian with English as their primary language. The high school graduation rate is roughly 97%. The percentage of economically disadvantaged High School students is 53%. Owosso Public Schools receive the state minimum foundation allowance per student and operates seven school buildings that house approximately 3200 students. There are 400 employees of the school district.

Owosso Public Schools

Contact Information

Administration Office

645 Alger St.
Owosso, MI 48867
Phone: (989) 723-8131
Fax: (989) 723-7777
Website: owosso.k12.mi.us

Owosso High School

765 E. North St.
Owosso MI 48867
Phone: (989) 723-8231
Fax: (989) 729-5600
Serves grades 9-12

Lincoln Alternative High School

645 Alger St.
Owosso MI 48867
Phone: (989) 725-2839
Fax: (989) 729-6706
Serves grades 9-12

Owosso Middle School

219 N. Water St.
Owosso MI 48867
Phone: (989) 723-3460
Fax: (989) 729-5760
Serves grades 6-8

Bryant Elementary

925 Hampton St.
Owosso, MI 48867
Phone: (989) 723-4355
Fax: (989) 729-5666
Serves grades K-5

Central Elementary

600 W. Oliver St.
Owosso, MI 48867
Phone: (989) 723-2790
Fax: (989) 723-3046
Serves grades K-5

Emerson Elementary

515 E. Oliver St.
Owosso, MI 48867
Phone: (989) 725-7361
Fax: (989) 729-5760
Serves grades K-5

Bentley Bright Beginnings

1375 W. North St.
Owosso MI 48867
Phone: (989) 725-5770
Serves as District preschool

In-Session, General Campus Hours

Elementary School: Monday thru Friday, 8 am – 4:30 pm

High School: Monday thru Friday, 7:00 am – 3:30 pm

Summer Hours

Administration Building: Monday thru Friday, 7:00 am -3:30 pm

Elementary School: Monday thru Friday, Closed

High School: Monday thru Friday, 7:00 am – 3:30 pm

After Hours contact

Dr. Andrea Tuttle, Superintendent (989) 277-7484

Stephen Brooks, Director of Curriculum and Instruction (989) 413-8602

John Klapko, Maintenance Supervisor (989) 413-5246

Clara Pitt, Administrative Assistant (989) 413-2619

Renee Secor-Jenks, Director of Transportation (989)413-9341

Jeff Phillips, High School Principal (989) 666-0159

Steve Irlena, Lincoln Alternative High School Principal (989) 666-0133

Rich Collins, Middle School Principal (989) 723-8385

Shelly Collison, Bryant Elementary Principal (989) 277-2756

Bridgit Spielman, Central Elementary Principal (989) 666-2981

Jessica Anderson, Emerson Elementary Principal (478) 335-7650

Hazard Analysis Summary

Schools are exposed to many hazards, all of which have the potential for disrupting the campus and/or community, causing casualties, and damaging or destroying public or private property.

As a part of the emergency planning process, Owosso Public Schools and the Shiawassee County Emergency Services Department completed a hazard analysis to identify any circumstances in or around the county complex that may present unique problems or potential risk to people or property. The following briefly discusses Owosso Public Schools high-priority hazards.

Severe Weather

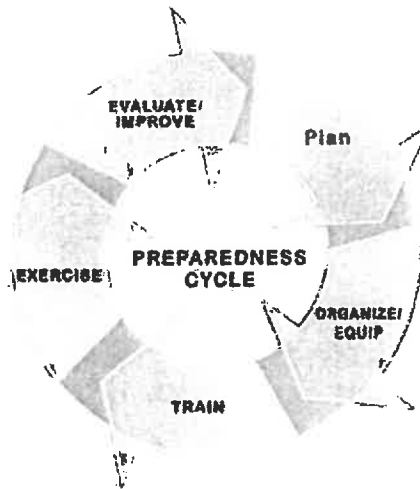
Due to geographic location and proximity to the Great Lakes, the Michigan region is susceptible to a wide array of severe weather from blizzards to tornadoes. Severe thunderstorms, tornadoes, heavy rain, and high winds are probable during the spring and summer months. Although lightning is often perceived as a minor hazard, it damages many structures and kills and injures more people in the U.S. per year, on average, than tornadoes or hurricanes. Michigan ranks second in the nation in both lightning-related deaths and lightning-related injuries. Severe weather has the capability to disrupt services, damage facilities, and injure employees and visitors in and around Schools.

Hazardous Materials

Hazardous materials are materials or substances, which, because of their chemical, physical, or biological nature, pose a potential threat to life, health, property and the environment if they are released. Hazardous materials are present in quantities of concern in business and industry, agriculture, universities, hospitals, utilities, and other community facilities. In addition, hundreds of hazardous materials are shipped on a daily basis through local communities.

Emergency Preparedness

Emergency preparedness is a program of long-term activities whose goals are to strengthen the overall capacity and capability of a community to efficiently manage all types of emergencies and bring about an orderly transition from relief through recovery, and back to sustained development. It requires development of emergency plans, education and training for all stakeholders, communities, exercise of plans, and monitoring and evaluation of all phases of the preparedness cycle.



Preparedness is how we change behavior to limit the impact of disaster events on people. Preparedness is a continuous cycle of planning, organizing/equipping, training, exercising, monitoring/evaluating and improving activities to ensure effective coordination and the enhancement of capabilities. The overall goal is to prevent, protect against, respond to, recover from, create resources and mitigate the effects of natural disasters, acts of terrorism, and other man-made disasters. Schools prepares at all levels including district employees, students, and visitors and other key stakeholders. It is the goal of our Schools to educate district employees, students, visitors and other key stakeholders on their roles and responsibilities before, during, and after an incident. This is done through maintaining a plan, conducting training, planning and implementing drills and exercises, and ongoing evaluation.

Mitigation includes activities to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Schools have taken action to reduce or eliminate the adverse effects of natural, technological, and human-caused hazards on people and property.

Planning Assumptions

The following all-hazards planning assumptions have been developed to provide a foundation for planning and response considerations. They include key concepts that must be taken into account throughout all phases of mitigation, preparedness, response, and recovery.

The Emergency Operations Plan assumes:

- Schools is susceptible to a wide range of natural, technological, and man-made hazards that could result in emergencies of sufficient magnitude to overwhelm local capabilities and resources AND significantly threaten the life, property, and the environment.
- It is the principle responsibility of Board of Education and Superintendent to protect the life and health of persons at Schools. Thus it is the responsibility of Board of Education and Superintendent to maintain a system to provide for the safety and welfare of its citizens when emergencies or disasters occur.
- Disasters and emergencies can occur at any time and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
- A single site incident (e.g., fire, gas main breakage) could occur at any time without warning. Action is required immediately to save lives and protect county property. School district employees, students, and other key stakeholders will be trained to respond efficiently during an incident through the development, maintenance, and exercising of the plan.
- Outside assistance from local fire, law enforcement, and emergency management will be available in most serious incidents. Because it takes time to request and dispatch external assistance, it is essential for schools to be prepared to carry out the initial incident response until responders arrive at the incident scene.
- Maintaining the Emergency Plan and providing frequent opportunities for district employees, students and other key stakeholders to exercise the plan can improve readiness to respond to incidents.
- The Shiawassee County Emergency Action Guidelines is the primary emergency response plan for Shiawassee County and its comprising jurisdictions (townships, cities, villages). Owosso Public Schools Emergency Plan is a supporting plan to the Shiawassee County Emergency Plan (Emergency Action Guidelines) and is the official

emergency management planning document for Owosso Public Schools.

Concept of Operations

This plan is based upon the concept that the incident management functions that must be performed by schools generally parallel some of their routine day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment and supplies that would typically be required for those routine functions will be redirected to accomplish assigned incident management tasks.

National Incident Management System (NIMS)

The National Incident Management System (NIMS) is a set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment. This system ensures that those involved in incident response/recovery understand what their roles are and have the tools they need to be effective.

The NIMS and utilization of the incident command system is recognized as the standard for incident management. Schools will operate in accordance with the principles and concepts of NIMS and the Incident Command System (ICS). The Incident Command System (ICS) will be used to manage all incidents and major planned events. The use of this system allows Schools to be readily integrated into the emergency response system used by local emergency services agencies throughout Shiawassee County.

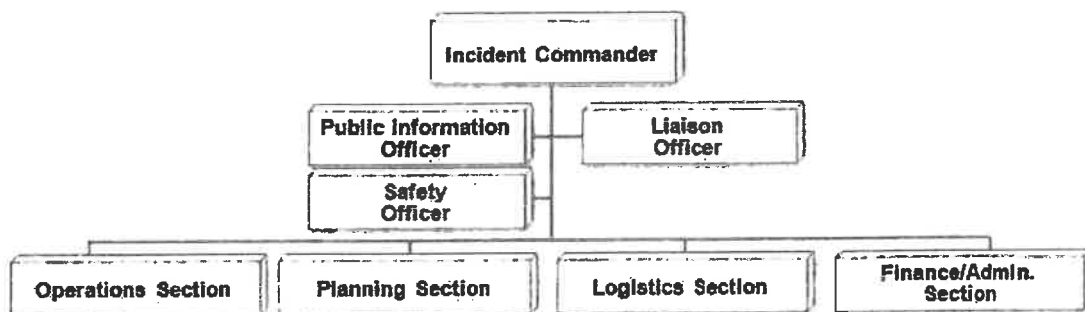
Schools recognize that district employees, students, visitors and other key stakeholders will be first responders during an incident. Adopting NIMS enables staff and volunteers to respond more effectively to an incident and enhances cooperation, coordination and communication among government officials, first responders and emergency management.

Implementation of the Incident Command System (ICS)

The Incident Command System (ICS) is a standardized, on-scene, all-hazards incident management approach that:

- Allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private.
- Establishes common processes for planning and managing resources.

The Incident Command System is flexible and can be used for incidents of any type, scope, and complexity. Incident Command allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents. As a system, Incident Command is extremely useful; not only does it provide an organizational structure for incident management, but it also guides the process for planning, building, and adapting that structure. Using the Incident Command System for every incident or planned event helps hone and maintain skills needed for the large-scale incidents.



Incident Commander

The Incident Commander (IC) is the person responsible for all aspects of an emergency response. Responsibilities include but are not limited to developing incident objectives, managing all incident operations, application of resources as well as responsibility for all persons involved. The incident commander sets priorities, defines the organization and sets the overall incident action plan. The Incident Commander at school will be

delegated the authority to direct all incident activities within the jurisdiction of the School District.

The Incident Commander responsibilities include:

- Assume overall direction of all incident management procedures based on actions and procedures outlined in the School Emergency Plan.
- Establish an Incident Command Post (ICP)
- Take steps deemed necessary to ensure the safety of district employees, students visitors and other key stakeholders
- Determine whether to implement emergency protective measures (e.g., Evacuation, Shelter in Place, Secure Mode, Lockdown, etc.), as described more fully in the functional annexes in this document.
- Arrange for transfer of district employees, students, visitors and other key stakeholders when deemed necessary.
- Work with emergency services personnel. (Depending on the incident, community agencies such as law enforcement or fire department may have jurisdiction for investigations, rescue procedures, etc.)

If no Incident Commander is present at the onset of the incident, the most qualified individual will assume command until relieved by a qualified Incident Commander. Once emergency first responders arrive on scene and take command, school Incident Commander will interface with Unified Incident Command and act as the Liaison Officer.

Incident Command Post

The Incident Command Post (ICP) is a pre-designated, temporary facility or physical location where the Incident Commander and incident management staff directs on-scene tactical operations, planning, logistics, and communications for the incident. For schools, the Incident Command Post may be a building office, transportation office or any other location designated by the on-scene incident commander.

Initial Response

When an emergency or disaster occurs, local agencies are normally the first to respond. These agencies initially assess the situation, determine its scope and magnitude and determine if additional assistance is required. Generally, response is handled at the local level as much as possible. School district employees, students and visitors are usually the first on scene of an incident. District employees are expected to take charge and carry out the initial incident response until it is resolved or command is transferred to someone more qualified and/or to an emergency responder agency with legal authority to assume responsibility. Staff will seek guidance and direction from local officials and seek technical assistance from State and Federal agencies and industry where appropriate.

The Building Principal/Administrator shall have the authority to determine when an incident has occurred and to implement the procedures within this Emergency Plan. The Building Principal or designee will assign an Incident Commander based on who is most qualified for that type of incident.

Organization and Assignment of Responsibilities

During larger incidents, the Superintendent is not able to manage all the aspects associated with an incident without assistance. In accordance with the Incident Command System, schools rely on an Incident Management Team consisting of decision makers and staff from each building, department and or area to perform tasks that will ensure the safety of employees and visitors during a crisis or critical incident. As it is difficult to form a team while a crisis or critical incident is unfolding, roles are pre-assigned based on training and qualifications. Each member of the Incident Management Team is familiar with his or her role and responsibilities before an incident occurs.

School district employees, students and visitors may be required to remain at a school building to assist in an incident. In the event that Emergency Plan is activated, district employees, students and visitors will be assigned to serve within the Incident Command System based on their expertise, training and the needs of the incident.

School Superintendent

The designated Incident Commander for incidents impacting one building is the Principal/Building Administrator or his or her designee. For incidents impacting the school district, the Superintendent or his or her designee shall act as the Incident Commander. At all times, the Superintendent retains responsibility for the overall safety of district employees, students, and visitors. However, delegating the authority to manage the incident allows the Superintendent to focus on policy-level activities and interfacing with other agencies and elected officials.

Teachers and District Staff

Teachers and district staff shall be responsible for the supervision of students and shall remain with students unless directed otherwise.

Responsibilities include:

- Supervise students under their charge.
- Take steps to ensure the safety of students and staff.
- Render or obtain first aid and CPR services as necessary.
- If emergency protective measures are issued (evacuation, shelter in place, lockdown, etc.) direct students in accordance with established incident management procedures.
- Maintain accountability of students.
- Report missing students and staff to the Incident Commander or designee.
- Direct all media inquiries to the Incident Commander or designee to ensure consistent Public Information. Employees should not talk directly to the media.
- Take an active part in incident response and recovery activities as directed by the Incident Commander or designee.
- Execute assignments as directed by the Incident Commander.

Transportation and Operations Staff

Transportation and Operations Staff shall be responsible for providing the Incident Commander with initial damage assessment information.

Responsibilities include:

- Survey and report building damage to the Incident Commander or designee.
- If possible, control main shutoff valves for gas, water, and electricity.
- Assist in the conservation, use, and disbursement of supplies and equipment.
- Keep Incident Commander or designee informed on the condition of buildings within the School District.

Administration Secretary and Office Staff

The Administration Secretary and Office Staff shall be responsible for assisting the Incident Commander with recording actions, communications, public information and other essential tasks as assigned.

Responsibilities include:

- ✓ Under the direction of the Incident Commander, issue warning messages to the school District.
- ✓ Record actions taken by schools to mitigate incident.
- ✓ Monitor the situation for changing conditions or additional warnings.
- ✓ Communicate emergency protective measures to department head and elected officials.
- ✓ Answer phones and assist in receiving and providing consistent public information to callers.
- ✓ Provide for the safety of essential county records and documents.
- ✓ Execute assignments as directed by the Incident Commander or designee.

Students

Students shall be responsible acting quickly and knowledgably during an incident.

Responsibilities include:

- Follow all directions given by teachers, district staff, and emergency response officials.
- Remain calm.
- Be cooperative.

Parents

Parents shall follow directions from school messaging services and responders. All reasonable efforts shall be made to fully educate parents on the response and status of the school during emergencies. Directions will be given to safely respond to the school for reunification with students.

See attachment on Parent Response Information Attachment.

Site Incident Commander

Location/Site:**Assigned to:****You Report to:**

Mission: Will serve as the emergency lead person. Will be responsible for making all operational decisions in consultation with the Operations Section Chief, overseeing staff, and ensuring the workflow is running efficiently.

Qualifications:

- Good organizational skills and management experience.
- Required ICS training (IS-100sce, IS-700)

Equipment:

- Cell phone and contact roster.
- Radio.
- Vest/Identification Badge.
- Whistle.
- Loud Speaker (if available).
- Staff Roster.

Immediate Duties:

- Read this entire Job Action Sheet.
- Put on vest and other identification.
- Meet with the EMS for an initial incident briefing.
- Meet with the Operations Section Chief for an initial briefing.
- Establish the chain of command and performance expectations.
- Assign specific duties.

Ongoing Duties:

- Maintain contact with EMS to provide updates on response progress.
- Monitor other sections and identify/eliminate problem areas.
- Receive update briefings from all section chiefs.

Extended Duties:

- Review the demobilization plan as issued by the Planning Section.
- Brief Section Chiefs on the demobilization plan.
- Complete the After Action Report and participate in section debriefing.

Operations Section Chief

Location/Site:

Assigned to:

You Report to:

Mission: Organize and direct aspects relating to the Operations Section. Carry out the directives of the Site Incident Commander. Coordinate and supervise all units of the Operations Section.

Qualifications:

- Familiarity with response operations.
- Good communications skills.
- Good organizational skills and management experience.
- Required ICS training.

Equipment:

- Cell phone and contact roster.
- Radio.
- Vest/Identification badge.
- Staff and student rosters.
- Loudspeaker/bullhorn.
- Clipboard.

Immediate Duties:

- Read this entire Job Action Sheet.
- Meet with Site Incident Commander for an initial incident briefing.
- Establish a work location that is accessible and has adequate space.
- Acquire necessary work materials.
- Brief all Section Chiefs.

Ongoing Duties:

- Obtain needed supplies with the assistance from the Logistics Section.
- Track and maintain awareness of incident expansions/contractions due to changes in conditions.
- Determine additional resources needed.
- **Document all actions and decisions in a Section Activity Log.**
- Anticipate staff needs and request more staff, if needed for each section.
- Provide updates on response operations to the Planning Section Chief and Site Incident Commander.

Extended Duties:

- Ensure all records and reports are turned in to the correct Section Chief.
- Consult with the Liaison Officer, Demobilization Unit Leader, and Planning Section Chief for release priorities.
- Complete an After Action Report and participate in the debriefing.

Planning Section Chief

Location/Site:

Assigned to:

You Report to:

Mission: Organize and direct all aspects of Planning Section operations. Ensure the distribution of critical information/data. Compile scenario/resource projections from all section chiefs and effect long-range planning. Document and distribute school Action Plan.

Qualifications:

- Familiar with the County EOP and school EOP.
- Ability to write Incident Action Plans.
- Good organizational skills and management experience.
- Required ICS training.

Equipment:

- Cell phone and contact roster.
- Radio.
- Vest/Identification badge.
- Computer with a printer.
- Access to a fax machine.

Immediate Duties:

- Read this entire Job Action Sheet.
- Meet with Site Incident Commander for an initial incident briefing.
- Establish a work location that is accessible and has adequate space.
- Acquire necessary work materials.
- Brief section and hand out job action sheets.
- Develop the length of operational periods and start times for operational periods.
- Develop a Section Action Plan.

Ongoing Duties:

- Look at resources, location, and status (on-scene and ordered in). Consider the need for additional resources.
- Receive activity reports from Section Chiefs during each operation period.
- Provide status reports to the Site Incident Commander.
- Develop Incident Action Plans for each operational period.
- Provide the Incident Action Plans to the Site Incident Commander.
- Document all actions and decisions in a Section Activity Log.

Extended Duties:

- Be alert for excess resources for reassignment or demobilization. Present a list of resources proposed for demobilization to the Site Incident Commander.
- Demobilize resources as approved by the Site Incident Commander.
- Provide input to the Demobilization Unit Leader who develops the Demobilization Plan as needed.
- Complete an After Action Report and participate in the debriefing.

Logistics Section Chief

Location/Site:**Assigned to:****You Report to:**

Mission: Organize and direct those operations associated with maintenance of the physical environment, and adequate levels of food, shelter, and supplies to support the organization's objectives.

Qualifications:

- Familiar with logistics and supply operations.
- Communications skills.
- Good organizational skills and management experience.
- Required ICS training.

Equipment:

- Cell phone and contact roster.
- Radio.
- Vest/Identification badge.
- Computer with a printer.
- Access to a fax machine.

Immediate Duties:

- Read this entire Job Action Sheet.
- Meet with Site Incident Commander for an initial incident briefing.
- Establish a work location that is accessible and has adequate space.
- Acquire necessary work materials.
- Brief section and hand out job action sheets.
- Establish incident ordering process and ensure all Sections are aware of the process.
- Develop a Section Action Plan.

Ongoing Duties:

- Obtain needed supplies with the assistance of the Finance/Administration Section Chief.
- Track and maintain awareness of incident expansions/contractions due to changes in conditions.
- Determine additional resources needed.
- Anticipate staff needs and request more staff, if needed for each Section.
- Document all actions and decisions in a Section Activity Log.

Extended Duties:

- Supervise the break down and repackaging of equipment and supplies.
- Arrange to have all equipment and supplies returned to the place of origin and state of readiness.
- Ensure Operations Center is cleaned and returned to the former operating condition.
- Provide a final list of material used to the Site Incident Commander.
- Complete an After Action Report and participate in the debriefing.

Finance/Administration Section Chief

Location/Site:

Assigned to:

You report to:

Mission: Monitor the utilization of financial assets. Oversee the acquisition of supplies and services necessary to carry out the organization's overall mission. Supervise the documentation of expenditures relevant to the emergency incident.

Qualifications:

- Strong finance background.
- Familiar with state and federal reimbursement procedures.
- Good organizational skills and management experience.
- Required ICS training.

Equipment:

- Cell phone and contact roster.
- Radio.
- Vest/Identification Badge.
- Computer.
- Access to a fax machine.
- Required forms.

Immediate Duties:

- Read this entire Job Action Sheet.
- Put on vest and identification.
- Meet with Site Incident Commander for an initial incident briefing.
- Establish a work location that is accessible, has adequate space, is close to Logistics, and has communications capability.
- Acquire necessary work materials.
- Brief Section and hand out job action sheets.
- Develop a Section Action Plan.

Ongoing Duties:

- Determine funding sources for the incident.
- Identify avenues for claim processing.
- Track and stay aware of incident expansion/contraction due to changes in conditions.
- Collect needed data from other Sections.
- Develop a cost summary report for the Site Incident Commander.
- Provide Logistics Section with a list of supplies to be replenished.
- Ensure all personnel and equipment time records are accurately completed and transmitted.
- **Document, collect all actions and decisions in a Section Activity Log.**

Extended Duties:

- Provide a final financial report to the Site Incident Commander.
- Turn all documents into the Documentation Unit.
- Complete an After Action Report and participate in the debriefing.

Incident Warning and Communications

Incident warning and communications are critical parts of incident management. It is the goal of Incident Command to provide clear, effective internal and external communications between district employees, students, visitors, and other key stakeholders. During an incident, communications will be managed through the Incident Commander or designee, or the Incident Command Post if one is established.

Internal Communications

Internal communications are communications between the Incident Commander and on-site district employees, students, and visitors. Internal communications may include:

- Alert and notification of an incident or a potential incident
- Emergency protection action decisions and specific directions
- Incident status updates

Depending on the nature of the incident, the Incident commander may choose to use the following communications methods when appropriate:

Public Address (PA) System (Intercom)

All buildings within Owosso Public School District are equipped with PA systems which can be accessed through established control locations within each building's office. The PA system provides quick and efficient communications throughout the individual building to all teachers, students and staff within that building. The PA systems can be heard throughout each building as well as outside. The PA systems are interdependent and cannot be linked between buildings. They are accessible through the telephone system and have very limited emergency backup power.

Telephone System

Every classroom within Owosso Public School District is equipped with a SIP telephone that is connected to a VoIP PBX. These phones are assigned a 4-digit extension which can be dialed from any telephone on the Owosso telephone network. The main school numbers go to an IVR that can then be transferred to the appropriate location. The phone system power is

backed up by both a battery and a generator. The primary office phones have access to an alternate phone line in case there is connection loss to the primary system. E911 ready CESJD (Customer Emergency Services ID)

Face-to-Face

Two different types of face-to-face communications may be utilized, a runner system and/or briefings. Runners may be utilized to provide direct communications to teachers and district staff. This may be appropriate during an evacuation or other incident which limits the use of other communications methods. Briefings may be used for longer events to present information to teachers and district staff. Information presented at a briefing may include a review of the day's events, safety precautionary measures, or new procedures. Briefings also allow any questions, misinformation, or rumors to be addressed.

External Communications

External communications are communications between the Incident Commander and off-site district employees, parents, other key stakeholders, and emergency first responders.

Off Campus Employees and Partner Organizations

When an incident occurs, not all teachers, district employees, or students may be on-site or within the district. Some may attend classes in other locations while others may be traveling for special events. In addition, many partner organizations or other key stakeholders rely on the services provided by the schools. During an incident, it is important to provide clear and concise information from the schools about the incident, what actions are being taken, and the safety of the staff, students, and visitors.

Depending on the nature of the incident, the Incident Commander may choose to use the following communications methods when appropriate:

Power School / School Messenger

Power School is a student information system utilized by School Public Schools. This system has a parent access component which allows for mass email notifications to be distributed to the signed up parents. This system is housed on redundant servers at the Shiawassee Regional Education District (RESA) and can be accessed through the internet from any location as well as through mobile devices. The district also has an additional service called School Messenger that provides for voicemail, text, and email notification to parents.

District Website and Social Media

The school district has a website www.owosso.k12.mi.us, and Facebook account that can provide timely information. The website and Facebook account are updated regularly and can be updated by several people.

Media

Local public media may be used to provide accurate, timely, and up to date information and instructions to parents and the community. Although, media outlets can reach a large population in a short amount of time, information is widely broadcasted and may not contain specific, detailed instructions.

Emergency First Responders

For incidents which expand beyond the response capabilities of the schools, emergency first responders will be requested to respond. When the emergency first responders arrive on scene, command of the incident will be transferred and they will assume management of the incident. However, at all times, the Superintendent still retains the overall responsibility for the overall safety of district employees, students, and visitors. It is critical to the success of the incident for the school Superintendent or designee to maintain direct communications at all times with Unified Command.

Public Information

During an incident, the goal of public information is to provide accurate, timely, and up to date information and instructions to the community. Under the direction of the Incident Commander, a Public Information Officer (PIO) may be appointed to serve as the conduit for information to and from internal and external stakeholders, including the media or other organizations seeking information directly from the incident or event.

The Public Information Officer is responsible for the following:

- Establish and implement systems for coordination with the media including managing press conferences, media releases, interviews, and other activities.
- Develop public information and media messages to be reviewed and approved by the Incident Commander (IC) before release to the news media and public.
- Establish and manage a Joint Public Information Center (JIC) to coordinate the Public Information System as needed.
- Ensure public information systems provide adequate information to the media and general public on necessary protective actions, situation status, and public inquiry methods.

All Public Information shall be released through the Public Information Officer or Joint Information Center upon approval by the Incident Commander. No district employees, students, and visitors shall release information independently to reduce information gaps, misinformation, and rumors during the emergency. Each agency participating within the Joint Information Center will seek the approval of authorities within his or her own agency to release all information jointly.

Should additional support or coordination resources be needed to manage public information, the Superintendent may request the activation of the County Emergency Operations Plan- Public Information Function.

Plan Maintenance:

Plan Review

Owosso Public Schools Crisis Plan will be maintained in accordance with current standards of the county plan and Owosso Public Schools Board of Education. Review of this plan should be accomplished annually.

Training

Schools will include an orientation to the school Crisis Plan and procedures into their New Employee Hire Orientation. In addition, the schools will conduct regular training on Crisis Plan to educate district employees, faculty, staff, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident.

Exercises

Schools will conduct hazard specific exercises as needed to provide practical experience and maintain operational readiness. At least one exercise per year should include participation from first responders including Shiawassee County Emergency Management.

After Action Reviews

After all training, exercises, potential incidents, and plan activations, Schools will conduct an After Action Review to evaluate Schools Crisis Plans' strengths and weaknesses and to identify corrective measures for improvement.

Policy Coordination Group

Designated Administrative staff will review plan for any updates or procedure changes in conjunction with Critical Incident Management (CIM). CIM staff will be responsible to update administrators on any change in actionable response policies.

First Responder Coordination

First responders will be invited to table top exercises to interface with current school staffs to coordinate responses. CIM will liaison with response trainers on current school procedures.

Authorities/References:**Federal:**

1. National Response Coordination Framework, January 2008
2. Presidential Policy Directive 5, National Incident Mgt. System
3. Public Law PL 107-110, No Child Left Behind Act of 2001
4. Occupational Safety and Health Standards 1910.38

State:

1. Michigan Public Act 390, ie the Emergency Management Act
2. Michigan Public Acts 197 and 337 of 2006
3. Michigan Public Act 206 of 1941, The Fire Prevention Code

Local:

1. Shiawassee County Emergency Operations Plan

Part III: Functional Annexes

Overview

Functional Annexes add specific information and direction to the Emergency Operations Plan. They focus on critical operational functions and who is responsible for carrying them out. Functional Annexes clearly describe the policies, processes, roles, and responsibilities that agencies and departments carry out before, during, and after an emergency. Functional Annexes in this Emergency Operations Plan use the following format:

- Purpose
- Scope
- Basic Response Considerations
- Response Procedures

The Emergency Operations Plan includes the following Functional Annexes:

- Shelter-in-Place
- Secure Mode
- Lockdown
- Evacuation
- Reunification
- Functional Needs
- Recovery
- Continuity of Operations



Shelter-in-Place

Purpose:

The purpose of this *Shelter-in-Place Functional Annex* is to provide guidance for schools during a hazardous materials release incident which requires district employees, teachers, and students to remain inside.

Scope:

Upon the advisement of emergency first responders or an incident which requires *Shelter-in-Place* protective actions to be implemented, this Functional Annex will be activated by the building principal(s) or designee. This Functional Annex will remain in effect until emergency first responders or Schools' Administration deem it is safe to return to normal activities. Instructions to Shelter-in-Place are usually provided for durations of a few hours, not days or weeks.

Basic Response Considerations:

When this *Shelter-in-Place Functional Annex* is activated, the following response considerations should be followed:

- ✓ Close and lock all windows and doors.
- ✓ Turn off all air exchangers and stay above grade.
- ✓ Close all window shades, blinds, or curtains.
- ✓ If there are visitors in the building, provide for their safety by asking them to stay – not leave.
- ✓ Bring students/staff inside with three whistle blasts and isolate.
- ✓ Conduct accountability and report the status of your area to the building office.
- ✓ DO NOT leave your area! Stay where you are until notified in person to move by emergency personnel or school administration.
- ✓ If possible, limit use of all telephone services except for life safety and emergencies.

SHELTER-IN-PLACE RESPONSE PROCEDURES

Agency	Description
Principals	<ul style="list-style-type: none"> ✓ Issue a "shelter-in-place" protective order. ✓ If not already notified, contact emergency response officials. ✓ Report status to/Assist Incident Command. ✓ Provide status updates to teachers and staff. ✓ Upon the guidance of emergency officials, issue an "All Clear" or begin "evacuation".
Teachers	<ul style="list-style-type: none"> ✓ Direct students to follow the "Shelter-in-place" procedures. ✓ If there are visitors in the building, provide for their safety by asking them to stay – not leave. ✓ If possible, move students and visitors away from windows or vents. ✓ Conduct accountability and report the status of your area to the building office. ✓ If you have persons with life threatening injuries in your area, dial 911. Report your name, room number, and injuries
Administration Staff	<ul style="list-style-type: none"> ✓ Announce the "Shelter-in-place" protective measure. ✓ Communicate information to other buildings and 911. ✓ Turn off air exchangers. ✓ Secure all doors, windows, and other openings to the outside. ✓ Use three whistle blasts to bring students inside. ✓ Isolate possible contaminated students. ✓ Record actions taken.
Transportation & Operations Staff	<ul style="list-style-type: none"> ✓ Turn off all HVAC systems, air conditioners, heaters, and fans as soon as possible. ✓ If safe to do so, assist with securing all doors, windows, and other openings to the outside.
Students	<ul style="list-style-type: none"> ✓ Close and lock all windows and doors. ✓ Close all shades, blinds, or curtains. ✓ DO NOT leave your area and stay where you are until notified to move by emergency personnel or School Administration. ✓ Limit use of telephone services except for life safety and emergencies.

Further response support will be provided by extension of the NIMS Incident Command System



Secure Mode

When the potential for external threats arise in the surrounding area, the following actions will commence to secure the building and occupants:

- **“Secure Mode”** will be announced of external threat.
- **LOCK** each door/room and continue activities within the building.
- **INFORM** all persons the building is in Secure Mode
- **CLOSE** all windows on the first floor.
- **WAIT** for further instructions over the PA or phone.
- **MONITOR** halls if there is movement to other areas.

Assigned staff will assure doors are locked and monitored.

All building entry and exit will only occur at Main Entrance, which will be monitored by the staff.

“Secure Mode, Suspend Movement” allows “Lockdown” status but allows school to continue in a normal manner.

This action should be calmly enacted to protect both staff and students from outside threats.

Consider using for severe threats, medical emergency, or police dogs in schools.

**USE THREE STRONG WHISTLE BLASTS TO GATHER
STAFF THAT ARE OUTDOORS.**



Lockdown

Purpose:

The purpose of this *Lockdown Functional Annex* is to provide guidance for schools during an incident such as an active shooter, knife attack, or other violent incident which requires district employees, teachers, and students to remain inside to protect occupants and minimize overall exposure to danger.

Scope:

Upon the advisement of emergency first responders or an incident which requires *Lockdown* protective actions to be implemented, this Functional Annex will be activated by the building principal or staff. This Functional Annex will remain in effect until emergency first responders or Schools' Administration deem it is safe to return to normal activities. A *Lockdown* is a temporary sheltering technique which may last a few minutes to several hours.

Basic Response Considerations:

When this *Lockdown Functional Annex* is activated, the following response considerations should be followed:

- ✓ Close and lock all windows and doors.
- ✓ Close all window shades, blinds, or curtains.
- ✓ Turn off all lights.
- ✓ If there are visitors in the building, provide for their safety by asking them to stay – not leave.
- ✓ Stop all business and move to an area where you are not visible from the door or windows. DO NOT talk.
- ✓ Conduct accountability and report the status of your area to the building office.
- ✓ DO NOT leave your area and stay where you are until notified to move by emergency personnel or School Administration.

THREAT OF VIOLENCE/LOCKDOWN

When an incident with an armed intruder, face to face escalated behavior, threat, or assault occurs within the building:

Live by the "SEA"

Seek secured shelter

Escape if room actively attacked.

Attack if no other option

ANNOUNCE "LOCKDOWN" over the PA system or yell loudly.

PLACE students/visitors away from the door

CHECK the hall for any persons not yet secured and place them in your room.

LOCK room

BARRICADE door

TURN OFF lights

PREPARE for an alternate emergency exit.

Silence/Collect Cell phones.

PLACE a placard under the door into the hallway:

GREEN = Secured area and no threat in the room.

RED = Dangerous situation or medical emergency in room (do only if you can safely place the card).

WAIT for further instructions.

IF YOUR ROOM IS BEING ATTACKED, EXIT BY ANY MEANS POSSIBLE AND ACCOUNT FOR YOUR STUDENTS. FORM A PLAN AND FIGHT BACK IF YOU CANNOT ESCAPE.

LOCKDOWN RESPONSE PROCEDURES

Agency	Description
Principals	<ul style="list-style-type: none"> ✓ Issue a "Lockdown" protective order. ✓ If not already notified, contact emergency response officials. ✓ Assign a county representative to assist Incident Command. ✓ Provide status updates to Department Heads and Elected Officials. ✓ Upon the guidance of emergency officials, issue an "All Clear" or begin "evacuation".
Teachers	<ul style="list-style-type: none"> ✓ Direct students to follow the "Lockdown" procedures. ✓ If there are visitors in the building, provide for their safety by asking them to stay – not leave. ✓ STOP all business and move to an area where you are not visible from the door or windows. ✓ DO NOT open the door for anyone. Emergency Officials will utilize keys to open doors. ✓ Conduct accountability and report the status of your area to the building office. ✓ If you have persons with life threatening injuries in your area, dial 911. Report your name, room number, and injuries
Administration Staff	<ul style="list-style-type: none"> ✓ Announce the "Lockdown" protective measure. ✓ Communicate information to 911. ✓ STOP all business, secure office, establish Incident Command. ✓ Notify superintendent's office. ✓ Record/document actions.
Transportation & Operations Staff	<ul style="list-style-type: none"> ✓ If safe to do so, assist with securing all doors, windows, and other openings to the outside. ✓ Secure with staff.
Students	<ul style="list-style-type: none"> ✓ STOP all business ✓ Close and lock all windows and doors. ✓ Close all shades, blinds, or curtains. ✓ Turn off all lights and move to an area where you are not visible from the door or windows. DO NOT talk. ✓ DO NOT leave your area and stay where you are until notified to move by emergency personnel or School Administration. ✓ Silence and limit use of telephone services except for life safety and emergencies.

Further response support will be provided by extension of the NIMS Incident Command System

School Emergency Drills Documentation Form

Type of Drill

- Fire Drill (5 required)
 Tornado Drill (2 required)
 Lock Down/Secure/Mode Drill (3 required)

Time of Drill

- Standard
 Class Change
 Recess
 Other Events

Name of Reporting School: _____

Date of Drill: _____ Time drill was held: _____ (pm/am)

Exact time required to evacuate/shelter/secure: _____

Total Participants: _____

Remarks: _____

This report is for emergency drill # _____ for school year _____.

Name of person conducting drill: _____

Title of person conducting drill: _____

Signature of person conducting drill: _____

Drill Was Coordinated With:

- Emergency Management Coordinator
 Name & Title _____
AND
 Law Enforcement (county sheriff or chief of police or designee or MSP)
 Name & Title _____
OR
 Fire (fire chief or designee)
 Name & Title _____



Evacuation

Purpose:

The purpose of this *Evacuation Functional Annex* is to provide guidance for schools during an incident such as a fire, internal chemical release, bomb threat, or other incident which requires *district employees, teachers, and students* to leave the building.

Scope:

Upon the advisement of emergency first responders or an incident which requires *Evacuation* protective actions to be implemented, this Functional Annex will be activated by the building Principal or designee. This Functional Annex will remain in effect until emergency first responders or School Administration deem it is safe to return to the building.

Basic Response Considerations:

When this *Evacuation* Functional Annex is activated, the following response considerations should be followed:

- ✓ Alert all teachers and students in your area that there has been an emergency and they need to evacuate via the nearest exit immediately.
- ✓ If readily available, take your belongings with you before leaving the building. **DO NOT GO TO FIND YOUR BELONGINGS.**
- ✓ If time permits, secure your area.
- ✓ Leave the building in an orderly manner via the nearest safe exit.
- ✓ Provide assistance to persons who cannot evacuate on their own.
- ✓ Proceed to your designated assembly area.
- ✓ Conduct accountability and report the status of your area to building office.
- ✓ **DO NOT** leave the assembly area and stay where you are until notified to move by emergency personnel or School Administration.

- ✓ DO NOT re-enter the building until the “all-clear” has been issued by emergency personnel or School Administration.

EVACUATION RESPONSE PROCEDURES

Agency	Description
Principal	<ul style="list-style-type: none"> ✓ Issue an "evacuation" protective order. ✓ If not already notified, contact emergency response officials. ✓ Report status to/assist Incident Command. ✓ Provide status updates to district staff and teachers. ✓ Upon the guidance of emergency officials, issue an "All Clear" or begin "reunification".
Teachers	<ul style="list-style-type: none"> ✓ Alert all students in your area that there has been an emergency and they are to evacuate via the nearest exit immediately. ✓ Check the safety of the escape path prior to exiting of any students. ✓ Exit the room ONLY after the last student has exited. ✓ Upon leaving the classroom, shut your door. ✓ Direct students to leave the building in an orderly manner via the nearest, safe exit. ✓ Direct students to proceed to your designated assembly area. ✓ Conduct accountability using your class book and report the status of your area to the building office. ✓ NEVER leave the students at any time during the emergency.
Administration Staff	<ul style="list-style-type: none"> ✓ Announce the "Evacuation" protective measure. ✓ Communicate information to external departments and supporting agencies. Record actions and attendance. ✓ Answer phones and assist in receiving and providing consistent public information to callers.
Transportation & Operations Staff	<ul style="list-style-type: none"> ✓ Survey and report building damage to the Incident Commander. ✓ If possible, control main shutoff valves for gas, water, and electricity. ✓ As necessary, assist in the evacuation and securing of buildings. ✓ Initiate/Activate emergency transport to reunification site if long-term evacuation
Students	<ul style="list-style-type: none"> ✓ If time permits, secure your area and take your belongings with you before you leave the building. DO NOT GO TO FIND YOUR BELONGINGS. ✓ Leave the building in an orderly manner via the nearest, safe exit. DO NOT USE ELEVATORS. ✓ Assist those around you who may not be able to evacuate themselves. ✓ Remain with your assigned class. ✓ DO NOT leave the assembly area and stay where you are until notified to move by emergency personnel or School Administration. ✓ DO NOT re-enter the building until the "All Clear" has been issued.

Designated Evacuation Assembly Areas

***Evacuation Assembly Areas and secondary alternative areas should be pre- established and coordinated with Local Emergency Management or CIM Team personnel.**



Reunification & Notification

Purpose:

The purpose of this *Reunification & Notification Functional Annex* is to provide for the orderly and coordinated reunification of *students* and families if an emergency situation occurs that warrants evacuating schools for an extended period of time.

Scope:

Upon the advisement of emergency first responders or an incident which requires *evacuation* protective actions to be implemented for an extended period of time, this *Reunification & Notification Functional Annex* will be activated by the building principal or his or her designee. This Functional Annex will remain in effect until all *students* have been reunified or parents/guardians have been notified on child(rens) status.

Concept of Operations:

Schools will use a double-gate system. Reunification & Notification Team members will be located in two areas. The first area, the "holding area," will be where students can wait for their parents. The second area, will include both the "report point" and the "student release point" where adult care givers will report and wait for their students to join them. These will be two distinctly separate areas, but they will be in close proximity to one another. Red Cross assistance, if available, will be utilized to increase staffing, to improve the communications capabilities and the conditions at both areas, and to make available refreshments at both areas.

1. Holding Area Operations - Designated classroom teachers will remain with their assigned students in the holding area. Each will have the list of the students assigned to their supervision, including the exact name of their parents/guardians. Anyone who was absent at the start of the school day or who departed prior to the incident will be noted.

2. **Release Gate Operations** - When a parent/guardian arrives at the release point, s/he will be asked for the name of the student(s) being picked up. The parent/guardian will then be required to show proof of their identification (driver's license or other government issued photo identification). When the staff member confirms the parent/guardian's identity and authority to pick up the student, the staff member will use a runner or a radio/cellular telephone to notify the staging area that the designated student(s) are to be escorted to the release point. When the student(s) reports to the release point, the staff member will have the parent/guardian sign for the student(s) on Student Release Form (Appendix 2) and the student(s) are released to the adult care giver.
 - a. If the parent/guardian must be notified that their child(ren) have been injured or for some other reason are not available for release to them, the staff member at the release point will not indicate the status of the child but will ask the parent to report to a nearby room for further processing. The "notification room(s)" will be manned by [counselors/assistant principal/designee]
3. **Notification Room Operations** - [counselors/Dean of Students/designee] will be responsible for notifying parents that their child is not available for pick-up for any of the following reasons: injured, dead, arrested, witness, etc. The staff member will:
 - Provide available information regarding the child(ren) in a sensitive way.
 - Will assure the parent/guardian that everything possible is being done to safeguard their child or their child's remains.
 - Will inform the parent/guardian where they are to await further information about how they will be reunited with their child(ren) or the remains of their child(ren).
 - Will assist the parent/guardian with their trauma.
 - Will make available to the parent/guardian means for communicating with other family members and supporters.
 - Will shelter the parent/guardian from media representatives.
4. At the end of the day, teachers will call all those parents/guardians who have not yet picked up their child(ren). If the parent cannot be reached, the student will be transported to his or her home by school district personnel.

Student/Parent Reunification Decisions

The Incident Commander shall assess the need for evacuation, plan evacuations, or school closures that may require activating the student/parent reunification process. Student/Parent Reunification planning should resolve the following questions:

- a. How will parents and guardians be advised of what to do?
- b. What do evacuees need to take with them?
- c. What travel routes should be used by parents and guardians?
- d. What transportation support is needed?
- e. What traffic control is needed?
- f. Does the anticipated duration of the evacuation make it necessary to activate shelter and mass care facilities?
- g. How will reunion areas be secured?

Reunifications that must be conducted because of incidents that occur without warning may have to be planned quickly and carried out with only those resources that can be mobilized rapidly.

Security and Traffic Control

1. During reunification, the security of the holding area is extremely important. Staff and students must be removed from any and all danger. Local Law Enforcement should establish access control points to limit entry into holding areas.
2. Traffic will be controlled by the local law enforcement.
3. If at all possible, two-way traffic will be maintained on all routes to allow continued access for emergency vehicles
4. Where time permits, traffic control devices, such as signs and barricades, will be requested by Transportation & Operations personnel.

5. Law enforcement will request wrecker services needed to clear disabled vehicles from traffic routes.

Assignment of Responsibilities

Student/Parent Reunification Team will:

- ✓ Staff the Holding and Release Areas.
- ✓ Coordinate staffing for the Notification Room
- ✓ Follow all policies and procedures for reunification
- ✓ Supervise the reunification site
- ✓ Supervise releasing of students to their parents/guardians.
- ✓ Communicate with Operations regarding number of students remaining in holding area.
- ✓ Coordinate with transportation regarding transport of students whose parents or guardians are unable to pick up their child.
- ✓ Make arrangements for shelter of students whose parents or guardians are unavailable to pick –up their child.

Release Point Team Leader will:

- ✓ Direct team activities
- ✓ Interact with the Incident Commander to identify problems and report status.
- ✓ Refer all outside requests for information to the Public Information Officer.

Release Point Team Members will:

- ✓ Greet parents, guardians, or designees
- ✓ Greet and direct parents, guardians, or designees to the notification room as appropriate.
- ✓ Providing reassurance to parents, guardians, or designees
- ✓ Maintain order.
- ✓ Issuing a tag or other identifications only to an authorized person.
- ✓ Dispatch runners to bring students to the release point.

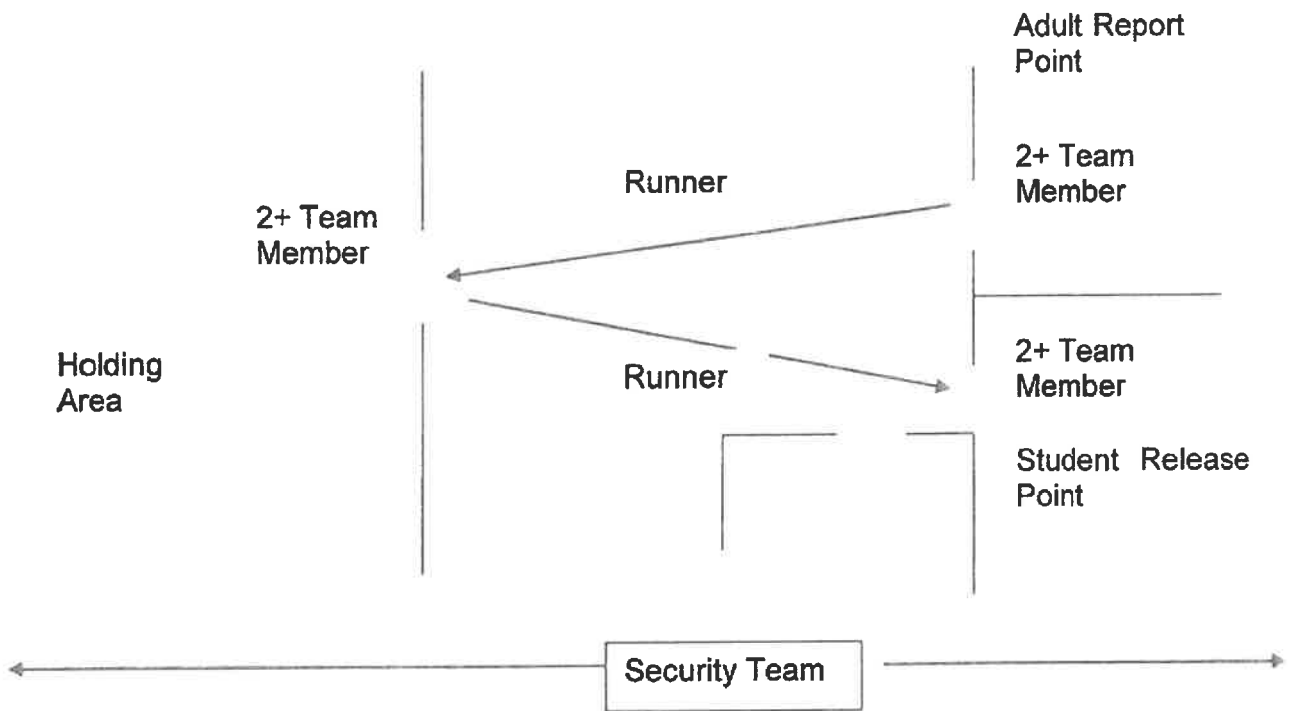
Holding Area Team Leader will:

- ✓ Report missing persons to the Incident Commander.
- ✓ Direct team activities
- ✓ Interact with the Incident Command to identify problems and report status.
- ✓ Collect the Injury and Missing Person's Report (Form D, Appendix A) from the Team Members and make them readily available to the Incident Commander.

Holding Area Team Members will:

- ✓ Maintain order
- ✓ Obtain reports of missing students
- ✓ Interact with the Holding Area Team Leader
- ✓ Verify release information when a student is requested
- ✓ Assist the reunion gate team

Double Gate System



Designated Reunification Areas

Facility Name	Address

***Designated Reunification Areas have been established and coordinated with Local Emergency Management personnel.**

OWOSSO PUBLIC SCHOOLS STUDENT RELEASE/RUNNER FORM

To Be Taken By Runner

1

Completed by Parent/Requester at Release Gate

Student Name: _____
First Last

Grade _____ Teacher (if known) _____

Name of Person Picking up Student: _____

Relationship to student: _____

2

Completed by Request Gate

Name on Release Form? (circle one) Yes No

Photo ID/Driver's License Checked
 or ok to verify at release gate by student / _____

Emergency Form / Box Checked by (Staff Only) _____

3

Completed by Holding Area Staff

Student Status: Sent with Runner Absent
 _____ First Aid Transported to: _____ Missing

Other Notes: _____

4

Completed by Release Gate

Name of Person Picking Up is same as Box #1 above Yes

Photo ID/Driver's License Checked
 or verified as in box #2 above by student / _____

Checked by Release Gate Personnel _____

5 *Parent – Requester Completes the Following:

Completed by Parent/Requester at Release Gate

Requester Signature _____

Destination Phone # _____ - _____ - _____

Address / directions if needed _____

Time ____:____ am pm Date ____/____/____

Functional Needs

Purpose:

The purpose of this *Functional Needs Functional Annex* is to provide guidance for district staff and teachers working with individuals with functional needs during an incident which activates the School Emergency Operations Plan.

Scope:

Consistent with the National Response Framework (NRF), this *Functional Needs Functional Annex* defines "special needs populations" as those populations whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to:

- Cognitive, behavioral, emotional, and mental disabilities
- Mobility/physical, deafness/hearing, and blindness/vision disabilities
- Medically fragile health (ie: asthma, diabetes, severe allergies, etc)
- Communications impaired (Speech and limited English proficiency)
- Supervision (institutionalized, elderly, or youth)
- Incarcerated

Basic Response Considerations:

When this *Functional Needs Functional Annex* is activated, the following response considerations should be followed:

- ✓ Involve the individual, they are experts on their own disabilities and how best to assist them out of a building.
- ✓ Give clear, concise verbal instructions.
- ✓ Communicate important information through gestures.
- ✓ Guide those with low vision or blindness.
- ✓ If a person becomes disoriented, confused, or overstressed, use visual communications instructions.
- ✓ Upon reaching safety, ask if further assistance is needed.
- ✓ If you are unable to assist an individual, immediately notify emergency personnel about the location and condition of the person with the disability.

FUNCTIONAL NEEDS CONSIDERATIONS

Impairment	Description
Cognitive / Developmental	<ul style="list-style-type: none"> ✓ Persons may not comprehend the nature of the emergency. ✓ Can become disoriented/confused about the proper way to act. ✓ May disobey or resist direction and may panic when overstressed and upset. ✓ Keep the person calm. If there is a buddy or companion assistant, quickly describe the situation and how to involve him or her in the evacuation. ✓ Sample diagrams or pictures are effective
Hearing	<ul style="list-style-type: none"> ✓ Persons may not be able to hear emergency warnings. ✓ May not respond to auditory cues. ✓ May physically have to get the persons attention by tapping them on the shoulder. ✓ Use basic hand signals, visual cues, and written instructions.
Vision	<ul style="list-style-type: none"> ✓ Those with visual impairments may have to depend on others to lead them to safety during an emergency. ✓ May be reluctant to leave familiar surroundings. ✓ Offer to guide him/her to the nearest emergency exit and evacuation assembly area. ✓ When providing assistance, explain your destination, where you are, any obstacles, which way you are going to turn, the number of steps, etc.
Mobility	<ul style="list-style-type: none"> ✓ Limited mobility may impair egress and access to locations. ✓ If possible, provide barrier-free paths of travel. ✓ If possible, evacuate mobility devices with the person. ✓ Involve the individual by asking the best way to assist them.
Medically Fragile	<ul style="list-style-type: none"> ✓ Many illnesses can be aggravated by stress. ✓ May have difficulty breathing when walking distances or descending stairs. ✓ Smoke, dust, fumes, chemicals, etc. are irritants which can trigger a respiratory attack. ✓ May need assistance administering medications.
Communications	<ul style="list-style-type: none"> ✓ May have limited to no English proficiency. ✓ If available, may need to use a translator. ✓ Use basic hand signals and visual cues.
Supervision	<ul style="list-style-type: none"> ✓ Those needing supervision may be elderly, children, or institutionalized persons. ✓ If possible, remain with the person throughout the incident.

	<p>✓ Use clear, concise verbal instructions and communicate important information through gestures.</p>
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Specific Considerations:

Within Owosso Public Schools, the 2019-2020 School Year there were students with disability. The following is a breakdown by school building, for students with a disability.

Owosso High School	
Grades 9 - 12	117 Student
Owosso Middle School	
Grades 6-8	111 Students
Bryant Elementary School	
Grades KDG-5	83 Students
Central Elementary School	
Grades KDG-5	46 Students
Emerson Elementary School	
Grades KDG-5	85 Students
Lincoln Alternative High School	
Grades 9-12	17 Students
Bentley Bright Beginnings	
Preschool	39 Students

Recovery

Schools plan and equip for recovery of normal daily incidents to continue operations. Outside resources are available for more involved events and near catastrophic incidents that are beyond the normal scope.

Owosso District utilizes the services of ServPro or Jarvis Property Restoration, Contact Norm Perkins 989.293.1770 email: normperkins@jarvisconstruction.com

Continuation of Operations

Schools maintain internal procedures within the District should an event render a portion of the building unusable or staff to become unavailable. Should a catastrophic event occur with significant damage and personnel affected, the resources of the entire Intermediate School District will be inventoried and utilized by all other unaffected schools as a consortium to resume functions.

Part IV: Hazard Specific Annexes

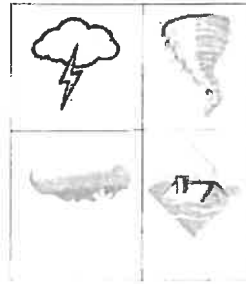
Overview

Hazard Specific Annexes address special and unique response procedures, notifications, protective actions, emergency public information, and other needs generated by a particular hazard. They are supplements to the functional annexes that require special planning requirements. The content of a Hazard Specific Annex focuses on special planning needs generated by the hazard and does not duplicate information in the functional annexes. Hazard Specific Annexes in this Emergency Operations Plan use the following format:

- Purpose
- Scope
- Basic Response Considerations
- Response Procedures

The Emergency Operations Plan includes the following Hazard Specific Annexes:

- Severe Weather
- First Aid / Medical Emergency
- Fire
- Criminal Incident
- Bomb Threat and Suspicious Packages
- Utility Failure
- Transportation Incident



Severe Weather

Purpose:

The purpose of this *Severe Weather Hazard Specific Annex* is to provide guidance for district employees, teachers, and students during a severe weather incident such as a thunderstorm, tornado, ice storm, blizzard, or flood which requires schools to take emergency protective measures.

Scope:

This *Severe Weather Hazard Specific Annex* will be activated when a "Watch" or "Warning" is issued by the National Weather Service for Severe Weather. This Hazard Specific Annex will remain in effect until "Watch" or "Warning" has been lifted or expired.

- **"Watch"** means conditions are favorable for the development of severe weather in and around the watch area.
- **"Warning"** means severe weather has been observed and is occurring or is imminent in the warning area.

Basic Response Considerations:

When this *Severe Weather Hazard Specific Annex* is activated, the following response considerations should be followed:

- ✓ During a "Watch", actively monitor weather conditions and alerts via NWS website, NOAA weather alert radio, radio, or TV.
- ✓ During a "Watch" review emergency plans and prepare to act as conditions can rapidly change.
- ✓ During a "Warning",
 - DO NOT leave the building.
 - If there are visitors in the building, provide for their safety by asking them to stay – not leave.
 - Stay away from windows, doors, outside walls, and corners.
 - Monitor weather conditions for additional alerts.
- ✓ During a **"TORNADO WARNING"** go to a designated **STORM SHELTERS** and assume the protective position.

SEVERE WEATHER RESPONSE PROCEDURES

Agency	Description
Principal	<ul style="list-style-type: none"> ✓ Determine if regular scheduling needs to be suspended or amended. ✓ Obtain up to date weather reports and existing weather hazards from the National Weather Services, Central Dispatch, Director of Transportation, and/or Emergency Services. ✓ Coordinate with the Superintendent and Director of Transportation to determine the need to close School or issue any additional protective measures. ✓ Issue Tornado Warning as necessary.
Teachers	<ul style="list-style-type: none"> ✓ If the alarm is sounded for a "Tornado Warning", quickly relocate students to pre-designated safe areas. ✓ Shut all doors as a precaution against flying debris and glass. ✓ NEVER travel through an unsafe area (ie: a building area with lots of glass; a large room; area with high ceilings) in order to get to a safe area. ✓ Direct students to "assume the protective position" ✓ NO talking is allowed so that verbal signals can be heard. ✓ Conduct accountability and report the status of your area to the building office. ✓ If you have persons with life threatening injuries in your area, dial 9-1-1. Report your name, location, and injuries
Administration Staff	<ul style="list-style-type: none"> ✓ During a "Watch", actively monitor weather conditions and alerts via NWS website, NOAA weather alert radio, radio, or TV. ✓ Record actions taken. ✓ Provide district staff and teachers with updates. ✓ Answer phones and assist in receiving and providing consistent public information to callers. ✓ If severe weather with damaging winds is imminent or a "Tornado Warning" is issued, sound off the school bell with short quick blasts.
Transportation & Operations Staff	<ul style="list-style-type: none"> ✓ During a "Watch", actively monitor weather conditions and alerts via NWS website, NOAA weather alert radio, radio, or TV. ✓ If possible, serve as a weather spotter and provide weather updates to school Administration. ✓ Ensure outside doors are locked and secured.
Students	<ul style="list-style-type: none"> ✓ On the command, go to a shelter area and "Assume the Protective Position". NO talking in the shelter area. . ✓ Stay out of large roofed areas such as the gym, shop, cafeteria, etc. ✓ Respond quickly and correctly to all instructions.

Designated Storm Shelter for Severe Weather

Owosso High School	
Maps in each room.	
Owosso Middle School	
Maps in each room.	
Bryant Elementary School	
Maps in each room.	
Central Elementary School	
Maps in each room.	
Emerson Elementary School	
Maps in each room.	
Bentley Bright Beginnings School	
Map in each room.	
Lincoln Alternative High School	
Maps in each room.	



First Aid / Medical

Purpose:

The purpose of this *First Aid / Medical Hazard Specific Annex* is to provide guidance for district staff, teachers, and students during a medical incident which requires district staff and teachers to provide emergency care.

Scope:

This *First Aid / Medical Hazard Specific Annex* will be activated when a medical incident occurs.

Basic Response Considerations:

When this *First Aid / Medical Hazard Specific Annex* is activated, the following response considerations should be followed:

- ✓ Immediately notify the office of all accidents and injuries.
- ✓ Call or instruct someone to call 911.
- ✓ Check the area to make sure it is safe for you to respond
- ✓ If safe, stay with the patient and attempt to soothe and calm them.
- ✓ Send someone outside to direct EMS.
- ✓ If trained, provide emergency care.
- ✓ If the patient has no pulse, send someone to get the closest AED and begin CPR.
- ✓ For trauma patients, conduct a head to toe physical assessment looking for deformities, contusions, abrasions, punctures/penetrations, burns, tenderness, lacerations, and swelling.
- ✓ For a trauma patient who you suspect a head or spine injury, limit movement of the patient by applying manual stabilization of the head and spine.
- ✓ In case of a blood spill, isolate and secure the area, then contact the Operations Supervisor

Cardiac Emergency Response Considerations:

When an individual collapses on school property, the following response considerations should be followed:

Staff:

- ✓ Call or instruct someone to call 911.
- ✓ If trained, provide emergency care.
- ✓ If the patient has no pulse, send someone to get the closest AED and begin CPR.

Staff trained in CPR:



- ✓ Bring AED to location of emergency (if building is equipped with one)
 - Trained staff are responsible for obtaining and responding with AED
- ✓ Move occupants in the area away from the emergency to a pre-designated or other area
- ✓ Assess the patient for circulation, airway, and breathing.
- ✓ The patient should not be moved unless the scene is unsafe
- ✓ If the patient has no pulse, begin CPR.
- ✓ Prepare to use AED. Follow all instructions and prompts
 - If no AED is available continue CPR as training indicates
- ✓ Follow-up with Administration

Building Office:

- ✓ Call 911
 - Confirm location/status of patient
- ✓ Assign a staff member to direct emergency crews to the location of patient
 - Prior to EMS arrival, obtain patient's emergency contact information from the file, if available.
- ✓ Notify the emergency contact (parent, spouse or guardian)
- ✓ Notify necessary staff when appropriate that students removed from area are clear to return regular schedule
- ✓ File accident report and workman's compensation report, if applicable
- ✓ Contact Superintendent's office

Schools will conduct annual CPR and AED staff training sessions and drills. Records of training sessions are maintained in the School Office as designated by the administrator. In addition, the building's AED equipment will follow manufacturer prescribed maintenance procedures with documentation of maintenance actions. Records of maintenance are maintained in an appropriate location as designated by the administrator.

First Aid / Medical Resources

Building	First Aid Kits 	Automated External Defibrillator (A.E.D) 
Athletic Field		Portable, announcers booth
High School	Office.	Hallway, outside gym door
Elementary School	Office.	Hallway outside gym door

	Blood Pathogen Response and Cleanup	<ul style="list-style-type: none"> • Kits available in each office.
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Fire

Purpose:

The purpose of this *Fire Hazard Specific Annex* is to provide guidance for district employees, teachers, and students during a fire in a building or on the grounds of Marion Public Schools requiring emergency protective measures to be implemented.

Scope:

This *Fire Hazard Specific Annex* will be activated when a fire occurs or there are signs of a fire.

Basic Response Considerations:

When this *Fire Hazard Specific Annex* is activated, the following response considerations should be followed:

If you have witnessed or have been notified of an incident involving a fire, follow the **R.A.C.E** procedures:

- R = Remove** all persons in immediate danger to safety
- A = Alert** 9-1-1, pull the fire alarm or call 711 internally or 911 externally.
Report the location of the incident and any available information. Stay on the line until released by dispatcher
- C = Contain** the fire as best as possible, moving anything close that may be combustible, and turning off utilities if applicable.
- E = Evacuate/ extinguish**, determine if it is safe to extinguish a fire (garbage can or smaller) with a fire extinguisher using the **P.A.S.S** acronym.
 - P** = Pull the pin breaking the plastic seal;
 - A** = Aim at the base of the fire;
 - S** = Squeeze the handles together; and
 - S** = Sweep from side to side.

If it is not safe to extinguish, evacuate the building following the *Evacuation Functional Annex* and Response Procedures.

Note: Stay low to the ground if moving through smoke. If doors are hot, do not open and look for alternative exits.

Fire Resources Maps (Pull Alarms and Fire Extinguishers)



Criminal Incident

Purpose:

The purpose of this *Criminal Incident Hazard Specific Annex* is to provide guidance for district staff, teachers, and students during a criminal incident such as a suspicious or disruptive individual, violent or potential violent person, hostage situation, weapon in a building or on the grounds, or active assailant inside/outside of a building of schools that require emergency protective measures to be implemented.

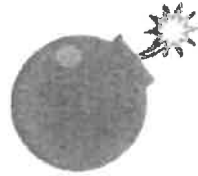
Scope:

This *Criminal Incident Hazard Specific Annex* will be activated when an incident occurs that disrupts or has the potential to disrupt the orderly functions of schools. This Hazard Specific Annex will remain in effect until the threat has been neutralized and schools return to daily operations. This Hazard Specific Annex covers three levels of criminal incidents.

Basic Response Considerations:

When this *Criminal Incident Hazard Specific Annex* is activated, the following response considerations should be followed:

- ✓ Consider *Lockdown* or *Secure Mode* and 911 if necessary.
- ✓ If an unknown person is in a (non-public) area, inquire as to his/her business. If the person is unauthorized or suspicious, ask them to leave and, if possible, escort them from the area.
- ✓ If the person refuses to leave the area, notify the office or call 911.
- ✓ The building office will call 911 and may issue a *Lockdown*.
- ✓ If the building goes into *Lockdown*, the office will notify the superintendent and other buildings within the school district.



Bomb Threat and Suspicious Package

Purpose:

The purpose of this *Bomb Threat and Suspicious Package Hazard Specific Annex* is to provide guidance for *district staff, teachers, and students* on handling suspicious packages and during a suspected or actual bomb threat on or impacting schools requiring emergency protective measures to be implemented.

Scope:

This *Bomb Threat and Suspicious Packages Hazard Specific Annex* will be activated when a threat occurs that disrupts or has the potential to disrupt the orderly functions of the schools. This Hazard Specific Annex will remain in effect until the threat has been neutralized and the school returns to daily operations.

Basic Response Considerations:

When this *Bomb Threat and Suspicious Packages Hazard Specific Annex* is activated, the following response considerations should be followed:

- ✓ Take every threat seriously; Treat as real until proven otherwise.
- ✓ If the threat is called in via phone, utilize the *Telephone Threat checklist*. Listen and document everything the caller says, including the description of the caller's voice and any background noises.
- ✓ If possible, keep the caller on the line and ask them to repeat the message. Signal a co-worker to call for assistance.
- ✓ Call 911 externally
- ✓ Notify the building principal and or the superintendent.
- ✓ DO NOT use a cell phone or hand held radio.
- ✓ In your immediate area, begin visually looking for anything unusual or out of place. Report anything suspicious to Law Enforcement.
- ✓ DO NOT open any suspicious package or letters.
- ✓ When in doubt, treat the package or letter as a real bomb or other dangerous substance. Evacuate the area and secure all windows and doors.
- ✓ Be aware of potential for secondary devices.










Bomb Threat Considerations:

Law Enforcement will evaluate whether the bomb threat is credible and if building evacuation or district lockdown is needed. If an evacuation or secure mode are ordered, follow the *Evacuation or Secure Mode Functional Annex* and Response Procedures.

Bomb Threat

- Upon receipt of a phone call threat:
- Immediately Utilize Bomb Threat Report
- **DO NOT HANG UP AFTER CALL**, set the phone receiver down and mute the phone - Fill out Bomb Threat Report.
- Notify Administration and 911.

- **ANNOUNCE**: “Secure Mode, Check your Room or Area” over the PA.
- **LOCK** and secure each room.
- **TAKE** head-count of all persons in your room.
- **CHECK** for suspicious objects in your room/area and report any:
 - Do **NOT** touch the item/package
 - Do **NOT** use cell phones/radio
 - Do **NOT** touch light switches
- **WAIT** for further instructions over the PA system.
- If evacuation is necessary, it will be announced over the PA system.
- **EVACUATE** to designated area.
- **CHECK** exits for suspicious items.
- **ACCOUNT** for clients and staff through head counts.
- **PLACE** a placard near the door:
 - **GREEN** = no suspicious packages are observed in the room.
 - **RED** = suspicious package/item.
- Do **NOT** allow students/clients or staff cell phone use and keep everyone in the protected area.

 BOMB THREAT STAND-OFF CHART			
Threat Description Improvised Explosive Device (IED)	Explosives Capacity ¹ (TNT Equivalent)	Building Evacuation Distance ²	Outdoor Evacuation Distance ³
 Pipe Bomb	5 LBS	70 FT	1200 FT
 Suicide Bomber	20 LBS	110 FT	1700 FT
 Briefcase/Suitcase	50 LBS	150 FT	1850 FT
 Car	500 LBS	320 FT	1500 FT
 SUV/Van	1,000 LBS	480 FT	2400 FT
 Small Moving Van/ Delivery Truck	4,000 LBS	640 FT	3800 FT
 Moving Van/ Water Truck	10,000 LBS	860 FT	5100 FT
 Semi-Trailer	60,000 LBS	1570 FT	9300 FT

1. These capacities are based on the maximum weight of explosive material that could reasonably fit in a container of similar size.
2. Personnel in buildings are provided a high degree of protection from death or serious injury; however, glass breakage and building debris may still cause some injuries. Unstrengthened buildings can be expected to sustain damage that approximates five percent of their replacement cost.
3. If personnel cannot enter a building to seek shelter they must evacuate to the minimum distance recommended by Outdoor Evacuation Distance. These distance is governed by the greater hazard of fragmentation distance, glass breakage or threshold for ear drum rupture.

Suspicious Packages Response Considerations:

When a suspicious package is identified, the following response considerations should be followed for handling.

- ✓ Do not shake/empty contents of any suspicious package or envelope.
- ✓ Do not carry the package or envelope, show it to others or allow others to examine it.
- ✓ Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents which may have spilled.
- ✓ Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system.
- ✓ WASH hands with soap and water to prevent spreading potentially infectious material to face or skin. Seek additional instructions for exposed or potentially exposed persons.
- ✓ Notify a supervisor, a security officer, or a law enforcement official.
- ✓ Complete the *Suspicious Packages Checklist*.

Terrorist Threat Considerations:

As defined by the United States Congress, Terrorism is "any activity that (A) involves a violent act or an act dangerous to human life that is a violation of the criminal laws of the United States or any State, or that would be a criminal violation if committed within the jurisdiction of the United States or of any State; and (B) appears to be intended (i) to intimidate or coerce a civilian population; (ii) to influence the policy of a government by intimidation or coercion; or (iii) to affect the conduct of a government by assassination or kidnapping."

Law Enforcement will evaluate whether the bomb threat or suspicious package is an act of terrorism. If the incident is identified as a Terrorism incident, the following response considerations should be followed:

- ✓ Appropriate response entities should be notified including FBI, MSP, Emergency Services/Hazardous Materials Team, and other agencies as deemed appropriate by Incident Command.
- ✓ When a chemical or biological threat is suspected, the only response actions taken by first responders will be to attempt to rescue victims, decontaminate them, and transport them to appropriate health facilities and or designated triage/treatment areas.
- ✓ Time, distance, and shielding response techniques will be utilized to avoid hazard exposure.
- ✓ The implementation of perimeters and control zones will be utilized to isolate the hazard and protect evidence.
- ✓ Specialty resources may be needed to provide personnel and equipment who are specially trained and equipped to support operational objectives.



TELEPHONE THREAT CALL CHECKLIST

Use this form to help officials analyze the threat. If possible, keep a copy at each telephone. Train operators to respond calmly to a bomb threat phone call and complete immediately the following incident before speaking to others.

QUESTIONS TO ASK:

EXACT WORDING OF THE THREAT:

1. When did threat occur? _____
2. If bomb, when is it going to explode? _____
3. Where is it right now? _____
4. What does it look like? _____
5. What kind of bomb, disease, or threat is it?(Describe) _____
6. What will cause it to explode or occur? _____
7. Did you place the bomb or threat? _____
8. Why?

9. What is your address? _____
10. What is your name? _____

EXACT WORDING OF THE THREAT (Include interactive questions/responses. Is the building occupied? Why are you doing this?):

FBI BOMB DATA PROGRAM

CALLER'S VOICE:

- | | | | | | | |
|-----------------------------------|-----------------------------------|---|---|--|-----------------------------------|-------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Laughing | <input type="checkbox"/> Lisp | <input type="checkbox"/> Disguised | <input type="checkbox"/> Angry | <input type="checkbox"/> Crying | |
| <input type="checkbox"/> Raspy | <input type="checkbox"/> Accent | <input type="checkbox"/> Excited | <input type="checkbox"/> Normal | <input type="checkbox"/> Deep | <input type="checkbox"/> Familiar | <input type="checkbox"/> Slow |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Ragged | <input type="checkbox"/> Slurred | <input type="checkbox"/> Nasal | <input type="checkbox"/> Clearing Throat | | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Stutter | <input type="checkbox"/> Cracking Voice | <input type="checkbox"/> Soft Breathing | <input type="checkbox"/> Rapid | | |

If voice is familiar who did it sound like? _____

CALLER'S SEX: Male Female Age Estimate _____

BACKGROUND SOUNDS:

- | | | | | | |
|--|---------------------------------------|--|---------------------------------------|--------------------------------|---------------------------------|
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> House Noises | <input type="checkbox"/> Factory Machinery | <input type="checkbox"/> Crockery | <input type="checkbox"/> Motor | <input type="checkbox"/> Voices |
| <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Office | <input type="checkbox"/> Clear | <input type="checkbox"/> Other Noises | _____ | _____ |

THREAT LANGUAGE

- | | | | |
|---|---|--------------------------------|-------------------------------|
| <input type="checkbox"/> Well Spoken (educated) | <input type="checkbox"/> Irrational | <input type="checkbox"/> Taped | <input type="checkbox"/> Foul |
| <input type="checkbox"/> Incoherent | <input type="checkbox"/> Message read by threat maker | | |

REMARKS:

REPORT CALL IMMEDIATELY TO: Central Dispatch 911

(Fill out completely immediately after threat). Date _____ / _____ / _____ Time: _____ a.m./p.m.

Phone Number Called: _____ Ext. _____

Your Name: _____ Position: _____



SUSPICIOUS PACKAGES CHECKLIST

NEVER open any suspicious packages. Use this form to help officials analyze a threat.

PACKAGE INFORMATION

1. How was it received? _____
2. What time and day was it received? _____
3. Who is it addressed to? _____
4. What is the return address? _____
5. Does the City or State in the Postmark match the return address? _____

PACKAGE DESCRIPTION

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> No return address | <input type="checkbox"/> Special Delivery | <input type="checkbox"/> Foreign Mail | <input type="checkbox"/> Air Mail |
| <input type="checkbox"/> Discoloration | <input type="checkbox"/> Unusual or excessive weight | <input type="checkbox"/> Lopsided | <input type="checkbox"/> Oddly shaped |
| <input type="checkbox"/> Strange Odor | <input type="checkbox"/> Excessive securing material | <input type="checkbox"/> Excessive Postage | |
| <input type="checkbox"/> Strange Sound | <input type="checkbox"/> Protruding wires or tinfoil | <input type="checkbox"/> Leaking substance | |
| <input type="checkbox"/> Titles but no names | <input type="checkbox"/> Marked "Personal" or "Confidential" | <input type="checkbox"/> Poorly Labeled | <input type="checkbox"/> Incorrect Titles |

CONTACT INFORMATION

1. Name all persons who have come into contact with the suspicious package

If the package was opened, complete the following information:

HANDLING INFORMATION

1. Who opened the package? _____
2. What time and day was it opened? _____
3. Describe in detail the contents of the package _____

4. Did you handle any other objects? _____
5. Was the immediate area isolated and cordoned off? _____

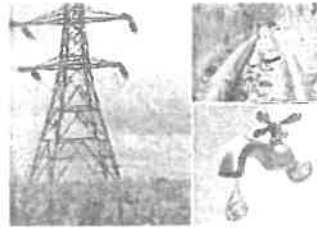
REPORT CALL IMMEDIATELY TO: Central Dispatch 911

Date _____ / _____ / _____

Time: _____ a.m./p.m.

Your Name: _____

Position: _____



Utility Failure

Purpose:

The purpose of this *Utility Failure Hazard Specific Annex* is to provide guidance for district staff, teachers, and students during an electrical power failure, gas line break, water main or sewer break, telephone outage, Computer Network or internet outage impacting the schools requiring action to be taken.

Scope:

This *Utility Failure Hazard Specific Annex* may be activated when an outage occurs that disrupts or has the potential to disrupt the orderly functions of schools. This Hazard Specific Annex will remain in effect until the outage is over and the school returns to daily operations.

Basic Response Considerations:

The Occupational Safety and Health Administration (OSHA) enforces the United States Occupational Health and Safety (OHS) Act passed in 1970. Section 5(a) of the OSH Act of 1970 states that "each employer shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees." This *Utility Failure Hazard Specific Annex* takes into consideration OSHA and Public Health recommendations when determining appropriate response actions during a utility failure.

When this *Utility Failure Hazard Specific Annex* is activated, the following response considerations should be followed:

- ✓ Notify the Maintenance Supervisor and Superintendent and or designee.
- ✓ The Maintenance Supervisor or Superintendent will contact the Utility Company and/or appropriate agency to obtain status updates and estimated time for restoration.
- ✓ The Superintendent may choose to evacuate the schools, release employees and students, suspend or amend regular school hours, or determine no action is needed.

Electrical Power Failure Response Considerations:

Service Provider

Consumers Energy	Main Line	(800) 877-5050
Operations Supervisor,	Joel Himm	(989) 729-3256 (989) 323-1258

Safety Considerations

Lighting

OSHA standard 1926.56(a) requires a minimum illumination intensity for a general office environment of not less than 30 Foot-Candles (Lumens per square foot) while any work is in progress.

Temperature

Although there is no single value for the maximum temperature to which you can be exposed to at work, nor is there a single value above which work should be stopped in legislation, OSHA recommends that indoor temperatures be between 68 and 76 degrees Fahrenheit. Individuals exposed to temperatures outside these ranges for prolonged periods of time may be at risk for hypothermia or hyperthermia.

NOAA's National Weather Service

**Heat Index
Temperature (°F)**

	80	82	84	86	88	90	92	94	96	98	100	102	104	106	108	110
40	80	81	83	85	88	91	94	97	101	105	109	114	119	124	130	137
45	80	82	84	87	89	93	96	100	104	109	114	119	124	130	137	145
50	81	83	85	88	91	95	99	103	108	113	118	124	130	137	145	154
55	81	84	86	89	93	97	101	106	112	117	124	130	137	145	154	164
60	82	84	88	91	95	100	105	110	116	123	129	137	145	154	164	175
65	82	85	89	93	98	103	108	114	121	128	136	145	154	164	175	187
70	83	86	90	95	100	105	112	119	125	134	143	152	162	173	185	200
75	84	88	92	97	103	109	116	124	132	141	150	160	171	183	197	215
80	84	89	94	100	106	113	121	129	138	147	157	167	178	190	205	225
85	85	90	96	102	110	117	125	135	144	154	164	175	187	199	215	237
90	86	91	98	105	113	122	131	141	151	161	172	183	195	207	225	250
95	86	93	100	108	117	127	137	147	157	167	178	189	201	213	233	260
100	87	95	103	112	121	132	142	152	162	173	184	195	207	219	240	270

Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity

- Caution
 Extreme Caution
 Danger
 Extreme Danger

Information and Technology

Servers

In the case of a power outage, the Owosso Schools Server room located in the middle-high school is hooked up to a UPS backup system that keeps the servers powered for at least 20 minutes. The server room generator should turn on within 30 seconds of the power outage and take over.

Phone

In the case of a power outage, the Owosso Public School Phone System is located at the Shiawassee Regional Education District and is powered by both a UPS and a generator. The phone in the building and administrative offices are connected to a UPS back-up that will allow up to 30 minutes of usage during a power outage.

Response Considerations

The following response considerations should be followed:

- ✓ Unplug or turn off all electrical equipment to prevent damage from electrical surges or spikes when power is restored.
- ✓ When the power is restored, check to ensure all equipment is operating correctly.

- ✓ Based on safety considerations and duration, the County Administrator will determine appropriate response actions.

Water Main Break or Septic Break Response Considerations:

Contact Operations Supervisor

Name: Mark Mitchell (989) 725-0556

Public Health

Name: Community Health Officer: Larry Johnson (989) 743-2355

Water

OSHA Standard 1926.51(a) states "an adequate supply of potable water shall be provided in all places of employment."

Should potable water be unavailable due to a water main break, the Superintendent may make arrangements to have another source of bottle water brought in (i.e. bottled water).

Toilet

OSHA Standard 1926.51(c) states "for 200 of employees or more, 1 toilet seat and 1 urinal per 50 workers shall be provided to employees."

Should toilet facilities be unavailable due to a sewer line break or other failure, the Superintendent may work with the Public Health Environmental Health Officer to make arrangements to have portable toilets brought in.

Gas Line Break Response Considerations:

Service Provider

Consumers Energy 1-800-477-5050

Recognition

The following are signs of a natural gas leak:

- A "rotten egg" odor
- A blowing or hissing sound
- Dead or discolored vegetation in an otherwise green area
- Flames, if a leak has ignited
- Dirt or dust blowing from a hole in the ground
- Bubbling in wet or flooded areas

Response Considerations

The following response considerations should be followed:

- ✓ Leave the area immediately and notify utilityN. If there is a safety concern call 911.
- ✓ If instructed to evacuate, follow the Evacuation Functional Annex.
- ✓ Do not use any electrical device such as light switches, telephones, or computers. They could spark and ignite the gas.
- ✓ Do not use an open flame, matches, or lighters.
- ✓ Do not try to locate the source of the gas leak.
- ✓ Do not try to shut off any gas valves or appliances
- ✓ Do not start vehicles
- ✓ If the natural gas ignites, let it burn. Do not put out the flame; burning gas will not explode.

Telephone, Computer Network, or Internet Failure Response Considerations:

Telephone Service Provider

Name of Provider:	DayStar	K12ETA
How backed up:		nightly
Where backed up:		locally
Point of Contact or name of Account Rep:		Brent Klein (989) 720-3472

Internet Service Provider

Name of Provider:	Regional Education School District RESD	(989) 743-3471
Account Rep/Area Supervisor Name:		Jackie Carten (989) 743-3472

Response Considerations

The following response considerations should be followed:

When internet is lost, ISD IT will determine if the cause is K12ETA hardware or its internet provider. If it is K12ETA hardware, K12ETA IT will correct the issue. If the problem is the internet provider, then K12ETA will be contact current provider.



Transportation Accident

Purpose:

The purpose of this *Transportation Accident Hazard Specific Annex* is to provide guidance for district staff, teachers, and students during a transportation incident impacting the school requiring action to be taken.

Scope:

This *Transportation Accident Hazard Specific Annex* may be activated when a bus or other school transportation vehicle is involved in an accident. This Hazard Specific Annex will remain in effect until the accident is over and school returns to daily operations.

Basic Response Considerations:

Emergency conditions including weather, criminal intent, status of students— injuries, fatalities, etc.—and condition of driver, vehicle. Call for help on radio, call 911 using cell phone as necessary.

TRANSPORTATION ACCIDENT PROCEDURES

Agency	Description
Driver	<ul style="list-style-type: none"> ✓ Assess injuries and ensure scene safety ✓ Contact Transportation Director ✓ Determine if evacuation of bus is necessary ✓ If evacuation is necessary, determine safe location away from bus ✓ Ensure accountability, when possible, by creating a manifest ✓ Control situation ✓ Provide continuous updates to the school ✓ Do not talk to the media.
Transportation Director	<ul style="list-style-type: none"> ✓ Call 911 with details of accident (i.e., location, injuries, etc) ✓ Call Superintendent with details of accident ✓ Go to scene of accident; Obtain Tape from Camera ✓ Interface with Incident Command @ Command Post, stage units at safe location ✓ Speak with driver and students to form assessment ✓ Coordinate for alternate transportation ✓ Track disposition of individuals (hospital, parent pick-up, etc) ✓ Contact Towing for removal of bus if necessary ✓ Meet and lead discussion with driver, police, superintendent to create written statements of incident ✓ Ensure protocols followed per MDOT/MAPT ✓ Conduct after action review
Superintendent	<ul style="list-style-type: none"> ✓ Notify school board members ✓ Notify school administrators ✓ Notify parents with information letter ✓ Address media, if present ✓ Participate in summary if events at transportation office ✓ Conduct necessary logistics for critical incident stress debriefings as referenced in basic plan
Additional Agencies	<ul style="list-style-type: none"> ✓ County Emergency Management for EOC/Plan support ✓ American Red Cross for support of disaster inquiry, reunification, shelter support ✓ 211 for community hotline information

Further response support will be provided by extension of the NIMS Incident Command System

TRANSPORTATION RESPONSE

Transportation Supervisor and Dispatch Duties:

- Do Not let anyone approach the student door of the bus, go to driver's window.
- Have notification lists of surrounding districts available for back-up response.
- Keep Emergency Signals available at dispatch in the event of a notification.
- Advise police and superintendent's office of bus emergency.
- Track routes with 15 minute intervals to locate in time of emergency.
- Use mirrors for quick checks under busses and check interiors for suspicious items.
- Secure bus fences and consider motion activated monitoring of bus area.

Emergency Signals

- Bus Number _____ to A-ADAM BASE

Example; Bus ISD 42 to Base A-Adam. Bus driver and occupants are in grave danger, (i.e... hostage situation, armed gunman) and the driver is unable to tell what is going on due to possible violence that could be inflicted. This is the utmost priority and if not handled properly could cause injury or death to involved persons. All other drivers hearing the code are to maintain radio silence and await further directions from dispatch. This is not to be used when the driver is able to talk on the radio and give information. *To be used only in situations of grave danger.*

- Bus Number _____, to base, I Have a Code 1300

Example; Bus ISD 42, to Base, I have a code 1300. Bus has a suspicious person or possibly has an armed person on the bus that is not to be confronted by the bus driver. The bus driver uses this code so as not to alert the individual and continues to the school where police can assist in assessing the danger. Driver continues on and updates dispatch with locations and information when possible.

This is not to be initiated when normal means of communication can be used without alerting the suspicious person. Police will be directed to the schools and will not approach the bus on this code.

Emergency Evacuation Kits

The following is the minimum contents of the Emergency Kit. There should be a back-up maintained at the district office.

- Copy of School Emergency Operations Plan
- Most Current Roster
- Copy of Coded Site Map and Evacuation Areas
- Emergency Telephone Listings of Assisting Agencies
- Phone Numbers of all Interior Phones, Staff Cell Numbers
- Photographic Copies of Building
- Copies of Student and Staff Emergency/Release Contacts
- Cell Phone Available
- Current Phone Book
- Most Recent Year Book, CD of Students/Staff
- First Aid Kit (Blood and Breathing Emergencies)
- Emergency Medical Information on Students and Staff
- Master Key(s) Top, Ring Of Emergency Book
- Local Maps of School Area
- Duct Tape

The kit should be accessible to staff, but not the public.

TAKE TO INCIDENT COMMAND ON SITE.

Critical Incident Management

Site Map Requirements

The following are to be color coded and recorded on school floor plans:

- | | |
|--|-------|
| • Gas Entry into Building as well as Gas Locations | GREEN |
| • Electric Main Switch Location | RED |
| • Fire Alarm Turn Off Locations | PINK |
| • Security Alarm Controls | BROWN |
| • Hazardous Materials Locations | BLUE |
| • Sprinkler Turn Off Locations | |
| • Label Sides and Doors with Numbers | |
| • Color Code Hallways and Display on Maps | |
| • Label North, South, East and West | |
| • Address and Phone Number of Building | |

Other Information:

- Main Entry
 - Surveillance Cameras
 - Classroom Numbers
 - Exterior Door Numbers
 - Material Safety Data Sheets (MSDS)
 - Roof and Underground Access
- Avoid Parked Vehicles, Dumpsters (Secondary Explosion Potential)
- Must Allow Mobility



Part V: Corrective Measures and Improvement Plan

Observation	Recommendation	Type	Cost

Attachments:

- Color Coded School Maps
- Site Map Requirements (CIM)
- Assessment Forms (CIM)
- Memorandums of Understanding
- Resource Inventory
- Class Roster and Schedules
- Emergency Utility Shut-off Procedures
- Cardiac Emergency Response Plan
- Emergency Contact Roster
- Parent/Guardian Information (CIM)
- Large Event Security (CIM)

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
November 25, 2019**

Report 19-137

FOR ACTION

Subject:

Declaration of Obsolete Material – Maintenance

Recommendation

Resolve that the Board of Education authorize the Owosso Public School’s maintenance department to dispose of a one truck, one van, a mower and three heating/cooling unit.

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 maintenance department has identified the following items as not being needed any longer:

- 16 ft. Land Pride gang mower
- 2000 Chevy Truck #1GCGK24R2YR155539 (96,960 miles)
- 1997 Ford Van #1FTHE2419VHB51822 (86,933 miles)
- 3 - Goodman RTU Heating/Cooling Units, Natural Gas Model #GPG1336070M41AD

If authorized by the Board, the District will put these items up for bid through a closed bid process advertised on the District’s website, the Argus Press, district email and via Facebook in an effort to obtain the best prices. Once bids are received, the pricing will be compared to the scrap value to ensure that the District is making the most financially responsible decision. All proceeds will be returned to the general fund.

Motion

Seconded

Vote – Ayes

Nays

Motion

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
November 25, 2019

Report 19-138

FOR ACTION

Subject:

Memorial Healthcare Sponsorship agreement

Recommendation:

Recommend that the Board of Education authorize the Superintendent to sign the Memorial Healthcare Sponsorship agreement

Rationale:

District personnel have reviewed the Sponsorship agreement and have made revisions to make the agreement acceptable for the term of the agreement which will commence January 10, 2020 and end on January 10, 2022.

Statement of Purpose/Issue:

To allow the Superintendent to sign the Sponsorship agreement on behalf of the District in order to obtain resources to be allocated towards purchase of equipment for the Fitness Center at the Owosso Public Schools 6-12 campus

Facts/Statistics:

The District Athletic department has been reviewing options for outfitting the new Fitness Center housed at the 6-12 campus with equipment that would promote the health and fitness of the students and work well within the space provided. The equipment that is needed is not within the scope of the bond project and the outfitting of the space is considered to be an opportunity to partner with community organizations. Memorial Healthcare with its focus on health and wellness is considered to be an excellent partner for this endeavor and has requested reasonable recognition in exchange for their sponsoring the equipment. The agreement was reviewed with Memorial personnel, the Athletic Department, the Finance department and the Community Education Director and adjustments made in order to achieve a balance between the opportunity to recognize Memorial Healthcare (the sponsor) and the needs of the District.

If approved by the Board, the sponsorship shall take place in three installments commencing with January 10, 2020. The term of the agreement, including recognition, will be for the period of the agreement from January 10, 2020 through January 10, 2022.

Motion

Seconded

Vote – Ayes

Nays

Motion



SPONSORSHIP AGREEMENT

This Sponsorship Agreement [known hereafter as the "Agreement"] is executed on this [Agreement Date] between Memorial Healthcare, hereafter referred to as "Sponsor" and Owosso Public Schools Athletic Department, known hereafter as the "Sponsee." Sponsor and Sponsee are sometimes referred to herein, individually as a "Party," and collectively, as the "Parties."

Terms of Agreement

1. Sponsee Obligations

The Sponsee, in return for the Sponsor's contribution, will provide the following during the term of this agreement:

- Sole medical/healthcare sponsorship shall be provided by Sponsor for all Owosso Athletic Department advertisements (not including dental, oral surgeons, chiropractors, massage therapists). This would include surgical services, physical therapy, primary care, urgent care, laboratory, and diagnostic imaging. Additions to services included and exceptions to the exclusions ~~could~~ may be revisited by the Sponsee and Sponsor at any time and changes agreed to in writing.
- Include Sponsor name in fitness center area of _____ indicating "as sponsored by".
- Ads in all sports programs published by the Sponsee shall include Sponsor's name.
- Sole medical sponsorship by Sponsor for all Owosso Public School 6-12th grade athletic wearable's where advertising is sold. In the case of advertising sold by i.e. American Publishing program, the Sponsor will notify the Sponsee when a conflict may arise and verify that distribution of such material will not cause a breach of this agreement. If it is determined that distribution will cause a breach, Sponsee agrees to not distribute said material. It should be noted that this provision cannot apply to entities that provide support to the Owosso Public Schools but are not under the direct control of the District (ex. Parent Teacher Organizations, Club sports etc.).
- Where athletic banners are displayed allow Sponsor to display Sponsor banner as approved by the Athletic Department.
- Allow ~~Memorial Healthcare~~ Sponsor to set up a tent at all home football games (utilized for tailgate events), depending on availability of Memorial Healthcare ~~Sponsor's~~ Sponsor's staffing for such events.

- Announcements at all athletic events where announcements are made (i.e., brought to you by Memorial Healthcare) excluding MHSAA events where MHSAA policies do not allow such activities. A Copy of such policy will be provided by Sponsee to Sponsor upon request and is subject to final approval by the Athletic Department.Sponsee
- ~~Allow Memorial Healthcare Sponsor to have a speaker at football games. General content of speaker announcement shall include statements as to services provided by Sponsee-Sponsor and subject to approval by the Athletic Department.Sponsee.~~
- Mentions/tags of Memorial Healthcare on all social media posts as related to the Fitness Center.
- Feature Sponsor advertisement and/or feature article in "Today's Trojans" publication.

2. Sponsor Obligations

The Sponsor agrees to pay the amount of \$90,000.00 over a three year period made payable to Owosso Public Schools in the following installments:

- \$30,000.00 due on January 10, 2020
- \$30,000.00 due on January 10, 2021
- \$30,000.00 due on January 10, 2022

3. Sponsor Trademarks and Materials

Subject to the terms and conditions of this Agreement, the Sponsor grants the Sponsee the right to use the Sponsor's trade names, logo designs, trademarks, and company descriptions as provided in Sponsor marketing materials. These assets may be used in any medium of advertising, promotional products, or marketing materials distributed solely in connection with Owosso Public Schools Athletic Department. Sponsee agrees to use materials according to Sponsor's trademark usage guidelines.

The Sponsor agrees to offer the following materials for marketing and promotional purposes:

- Logo
- ~~Advertisements as requested-determined by Sponsor including but not limited to: banners, print ads, digital ads, wearable's, in-game announcements, and others as requested by the Sponsee and in consultation with the Owosso Public Schools Athletic Department mutually agreed upon.~~

4. Indemnity

4.1 The Sponsee will not be responsible for damage to or loss of property belonging to the Sponsor, its employees, contractors, or agents or for personal injury to the Sponsor's employees, contractors, agents, directors, or invitees except to the extent that claims may be solely and directly attributed to willful misconduct or gross negligence of the Sponsee and Sponsee's employers, directors, or officers.

5. Limitation of Liability

In no event shall either party be liable to the other party for any consequential, incidental, indirect, or punitive damages regardless of whether such liability results from breach of contract, breach of warranties, tort, strict liability, or otherwise.

6. Term and Termination

6.1 This Agreement will be valid for the period of January 1, 2020 to January 10, 2022.

6.2 The Sponsee may terminate this Agreement at any time for any reason. In the event that the Sponsee terminates this Agreement for any reason other than Sponsor's breach of Agreement, the Sponsee shall refund any fees received from the Sponsor that have not been earned. A prorata portion will be returned based upon the payment date and the date of termination during any 12 month period.

6.3 The Sponsor may terminate this Agreement for breach of Agreement by the Sponsee after giving Sponsee at least 30 days prior written notice specifying the nature of the breach and giving the Sponsee at least 30 days to resolve such breach. In the event of termination, Sponsee shall refund to Sponsor any unearned fees, based upon the payment date and the date of termination during any 12 month period.

7. Disagreement

~~In the case of a disagreement at any point, the parties may refer the matter to an independent arbitrator appointed by mutual agreement.~~ The Parties shall attempt to resolve any disputes that arise between the Parties through the applicable business representatives involved in the Services. If they are unable to resolve a dispute following reasonable efforts, either Party may submit a written notice of dispute to the other. Within fifteen (15) days after receipt by the other Party of such notice, then the dispute shall be escalated to an officer of Sponsor and an officer of Sponsee for review and resolution. The Parties agree to continue performing their respective obligations under the Sponsorship Agreement while the dispute is being resolved unless and until such obligations are terminated in accordance with the provisions of the Agreement. If the dispute is not resolved by the Parties' officers within thirty (30) days after their receipt of notice of the dispute, each Party may seek available remedies at law or in equity.

8. Miscellaneous

8.1 This Agreement will supersede any or all prior oral or written forms of understanding between the Sponsor and Sponsee. This Agreement may not be amended or modified ~~except when one or both parties execute amendments in writing and except upon mutual agreement of the Parties and upon execution of a new written amendments agreement or amendment are which is signed by both parties.~~

8.2 This Agreement ~~shall be~~ is governed by and ~~executed shall be construed~~ in accordance with the laws of the State of Michigan, ~~applicable to agreements made and to be performed entirely within this state.~~

8.3 Sponsor and Sponsee are independent legal entities. Nothing in this Agreement shall be construed or deemed to create between them any relationship of employer and employee, principal and agent, partnership, joint venture, or any relationship other than that of independent parties. No party hereto, nor the respective agents or employees of such party, shall be required to assume or bear any responsibility for the acts or omissions, or any consequences thereof of the other party under this Agreement. No party hereto, nor the respective agents or employees of any party, shall be liable to other persons for any act or omission of the other party in performance of their respective responsibilities under this Agreement.

8.4 Nothing in this Agreement shall be construed to require either Party, or their respective affiliates or any physicians employed by or under contract with any of them to make referrals of patients to one another or any related person or entity as a result of, or in exchange for, this Agreement or the consummation of the services contemplated hereby. No payment to be made under this Agreement or the services contemplated hereby shall be in return for the referral of patients to, or in return for the arranging for ordering, purchasing or leasing of products or services between the Parties.

8.5 This Agreement may be executed in counterparts, each of which are deemed to be original, but all of which together constitute one and the same instrument. Copies of signatures sent by facsimile transmission or any other electronic means are deemed to be originals for purposes of execution and proof of this Agreement

In witness whereof, the Sponsee's designee, as authorized by the Owosso Public Schools Board of Education, and Sponsor hereby agree to enter into this Agreement on the day and year first written above by affixing their respective signatures below.

[Sponsor Signature]

[Sponsor Title]

[Date]

[Sponsee Signature]

[Sponsee Title]

[Date]

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
November 25, 2019

Report 19-139

FOR ACTION

Subject:

Purchase of Truck with Towing Package

Recommendation:

Recommend that the Board of Education approve the purchase of a truck with towing package and snowplow from Signature Ford-Lincoln for an amount not to exceed \$36,743.00 plus license fees.

Rationale:

The Operations department is in need of a reliable vehicle to accomplish tasks that require hauling of items between buildings and, during inclement weather, can assist in the task of removing snow.

Statement of Purpose/Issue:

To purchase a truck with towing package to carry out the needs of the District and replace the vehicle that was used in this capacity that is older and not reliable.

Facts/Statistics:

A request for bid was sent out for a truck, inclusive of any used truck meeting the specifications preferably with less than 5,000 miles but exceptions for a good vehicle with more mileage would be considered, with a response requested by October 28, 2019. In order to get the bid in "For Future Action", the bids were presented "At Place" at the October 28th meeting and have been included for the request "For Action" at this meeting.

The vehicle that is being recommended for purchase represents the quality and type of vehicle that are necessary to carry out the business of the District Operations. Some of the current vehicle fleet for Operations is comprised of vehicles that are used to their capacity and have been in service for a number of years. The addition of this new vehicle will assist in creating some needed reliability in the fleet particular with the capacity for snow removal. The proposed purchase is to replace a vehicle that is not considered to be reliable.

Leasing these vehicles is an option for the District but given the type of use and the longevity for the needs identified, it is considered prudent to recommend the purchase of the vehicle. This will be added to the budget as part of the proposed budget revision #1 if the board approves moving forward with the purchase.

Motion

Seconded

Vote – Ayes

Nays

Motion

TRUCK BIDS

4 Wheel drive, 5.4 L Engine, Automatic Transmission, prefer 8 foot box, Regular Cab, ¾ ton heavy duty suspension, towing package, prefer standard cab, and color preference white.

BIDS RECEIVED BY – MONDAY, OCTOBER 28, 2019 AT 11:00 A.M.

VENDOR	TYPE OF TRUCK	TRUCK BASE BID	PLOW COST	TOTAL BID PRICE	WARRANTY PERIOD
Signature Ford-Lincoln, Owosso, MI	F250 4x4 6.2L F-8 Engine, 6 speed Automatic transmission 2,294 miles	\$36,743.00 (Governmental pricing)	Included	\$36,743.00	36 months or 36,000 miles bumper to bumper and 60 months or 60,000 miles powertrain
Young Chevrolet-Cadillac, Owosso, MI	2019 Silverado 2500 Regular Cab 8,181 miles	\$36,500	Not included-additional cost estimated at \$6,000	\$36,500.00 without plow (pricing for plow was not included)	53 months or 51,819 miles

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
November 25, 2019
Report 19-140

FOR ACTION

Subject:

Awarding of the contract for the additional existing roofing work needed at the 6-12 campus that was not within the scope of the bond but was bid out as an alternative during the bidding process that was received June 17, 2019.

Recommendation:

Recommend that the Board authorize the Superintendent to sign a contract with Royal-West Roofing & Sheet Metal, LLC out of Brighton, MI in an amount not to exceed \$670,000 (Alternate A2 and Alternate A1.a) and authorize the Superintendent to allocate \$100,500 (15%) additional funds for contingency for a total of \$770,500 to be taken out of sinking funds. The additional contingency amount would allow for any unforeseen conditions as the roofing work moves forward and allow the process to proceed without having to come back to the Board for additional approval and was not requested as part of the original bidding process. Any unused contingency would be reallocated back to the sinking fund.

Rationale:

To award the contract for the roofing renovation for the existing roofing system as identified in Alternate A1.a and A2 of the roofing bids received on June 17, 2019. Royal-West was awarded the contract for the bond work at the June 24, 2019 board meeting for the roofing associated with the bond work and so is being recommended as the contractor for the additional work identified and bid during that process.

Statement of Purpose/Issue:

To award the contract to complete the roofing needs at the 6-12 campus as identified during the bond roofing process.

Facts/Statistics:

In order to protect the investment of the renovations taking place at the 6-12 campus that did not involve bond roof work, it was deemed prudent to review the status of the existing roof prior to going out to bid. During that process, it was identified that roofing renovation was necessary for existing roofing systems at the 6-12 campus that were not outlined in the bond work and was not and could not have been anticipated as part of the bond process. In order to garner information about cost, during the bidding process for the bond, the additional roofing needs was identified as alternates with the idea that if funds were available from sinking fund, there would be an opportunity to have economies of scale for any contractor that was performing the bond work to also perform the renovations identified with the potential of the work being performed in the summer of 2020.

The bid documents required that the bids for the alternates be held firm until April 2020 requiring that if the District elected to move forward with the alternates, the bid must be awarded by that time frame. Since the alternates were part of a larger bid for the bond project there wasn't any specific contingency allocated to the alternates. Due to changes in design, there are new conduits and gas piping being run on the roof which could impact the roof installation causing additional construction costs in addition to the typical unforeseen conditions that result from renovations therefore a 15% contingency is considered prudent. In order to allow for the contractor to staff appropriately, comply with the requirement to award the bid by April 2020, and assist the District in planning summer of 2020 sinking fund work appropriately, it is considered prudent to bring this before the Board for consideration at this time. Royal-West was the bidder awarded the bond work in June of 2019 and has been found to be a reliable contractor.

All funds for this project will be funded from the sinking funds.

Motion

Seconded

Vote – Ayes

Nays

Motion

**Owosso Public Schools
2017 Bond Program - Elementary Schools' Additions
Bid Package #5 Bid Tabulation**

Bid Category: Roofing

<i>Contractor</i>	<i>Location</i>	<i>Bid Security</i>	<i>Familial Relationship</i>	<i>Iran Sanction</i>	<i>Addendums 1-5</i>	<i>Base Bid</i>	<i>Alt A1.a with New Skylights (portion of existing Building)</i>	<i>Alt A1.b Skylights Infilled</i>	<i>Alt A2 Balance of Existing Roof</i>	<i>SE Roof Voluntary Alternate</i>	<i>SW Roof Voluntary Alternate</i>
Royal West Roofing	Brighton, MI	X	X	X	X	\$542,000	\$102,000	\$ 89,500	\$ 568,000	-	-
Beyer Roofing	Saginaw, MI	X	X	X	4	\$614,860	\$ 95,000	\$ 90,500	\$ 688,900	\$ (70,650)	\$ (101,250)
Streng Construction	Chesaning, MI	X	X	X	X	\$759,000	\$ 70,000	\$ 56,000	-	-	-
Superior Services RSH	Lansing, MI	X	X	X	X	\$551,600	\$103,400	\$ 93,300	\$ 659,400	-	-

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
November 25, 2019

Report 19-141

FOR ACTION

Subject:

Authority to negotiate on behalf of the District for the option to sell the Owosso Middle School

Recommendation:

Recommend that the Board of Education authorize the Superintendent to negotiate an Option to sell the Owosso Middle School to Community Housing Network

Rationale:

The negotiation for the Sale of the Owosso Middle School is the next step in the process after the response was received to the Request for Proposal (RFP) that was issued by the District, as authorized by the Board of Education, in May of 2019 with a response date of November 1st

Statement of Purpose/Issue:

To allow the Superintendent to move forward with negotiating an option for Community Housing Network (CHN) to purchase the Owosso Middle School. Any resulting agreement would be required to be put before the Board for approval.

Facts/Statistics:

As a result of the approval by the community in November of 2017 of the bond proposal that included creating a 6-12 campus that would include housing the students that are currently at the Owosso Middle School located at 219 N. Water St., the current middle school will be vacated upon completion of the 6-12 campus. With the recognition that this building is a significant part of the downtown and the community, it was deemed prudent to begin looking for a viable partner that would reutilize the building in a manner consistent with the needs of the community. CHN responded to the RFP and appears to have a well thought out plan for reutilization of the current Middle school that is consistent with the needs of the community.

In order for CHN to move forward, similar to the Lincoln development approved by the Board in 2014, there are some specific approvals that must be garnered including being awarded a MSHDA (Michigan State House Development Association) grant in order for CHN to make the plan financially viable. One component of the requirements for the MSHDA application is an executed Option to Purchase the property in question which allows them access to the site. A draft of such an Option was provided in the response to the RFP by CHN however, the Option needs to contain some specific provisions that reflect the needs of the District and Community during the intervening time before the sale and after the completion of the sale if the Option is exercised by CHN. One such provision is to allow the District to continue to entertain other partners in the intervening time in the event that CHN's plan for the facility is not successful. To be able to facilitate working through these issues in an efficient manner, it is being requested that the Board authorize the Superintendent to enter into such negotiations with CHN with the full knowledge that any resulting agreement would be required to be put before the Board for approval.

Motion

Seconded

Vote – Ayes

Nays

Motion

Report 19-142

FOR FUTURE ACTION

Subject:

Approval of Course listings

Recommendation

Resolve that the Board of Education approve the course listings presented for the Middle School, High School and Lincoln High School for the 2019-20 school year.

Facts/Statistics:

Under the “Required Documentation” section of the Michigan Department of Education 2019-20 Pupil Accounting Manual is the indication of the following required documentation to be retained by the District:

“The school district's board of education shall adopt a list of approved courses. The list includes all courses offered by the district for credit or grade promotion, and is used when determining which courses may be included in membership for state aid purposes, as well as for auditing purposes when examining the membership counted for state school aid on the count days. The list of approved courses must include traditional offerings and courses offered through other means, such as experiential or online learning opportunities.”

In addition, to the Pupil Accounting Manual, the requirement for such Board approval is contained within Board Policy 2220 “Adoption of Courses of Study” in compliance with Michigan Compiled Law. In the past this was done through the approval by the Board of Education of new classes that were being offered in the upcoming school year. In order to reflect all of the changes in the courses being offered at the secondary level, including Middle School, it was considered prudent to supply the Board of Education a complete listing of all of the courses being offered during the 2019-20 school year which is accompanying this Board report. All courses being offered have gone through the appropriate review to determine alignment with curriculum standards and provide assurance that the courses enhance the ability of the District to “provide for a comprehensive instructional program to serve the educational needs of the students of this District” as outlined in Board Policy 2220.

It should be noted that “course” offerings are not applicable for the elementary level but comprehensive “new adoptions” of curriculum at the elementary level are brought before the Board for approval to satisfy the necessary requirements.

Owosso High School

<https://www.reachhigherohs.org/curriculum>

Lincoln Alternative High School

Edgenuity Course Offerings:

<https://www.edgenuity.com/course-lists/Edgenuity-Michigan-Course-List.pdf>

Middlebury Course Offerings:

<https://shop.middleburyinteractive.com/collections/high-school>

Owosso Middle School

<https://sites.google.com/a/owosso.k12.mi.us/myp-at-ops/syllabi>

Motion

Seconded

Vote – Ayes

Nays

Motion

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
November 25, 2019
Report 19-143

FOR FUTURE ACTION

Subject:

Awarding of the contract for room signage and alternate signage for the interior of the 6-12 campus inclusive of signage that will be installed in December 2019 and subsequently when the complete 6-12 campus is complete.

Recommendation:

Recommend that the Board authorize the purchase of internal signage from Shattuck Advertising in an amount not to exceed \$24,300.29 including alternates for Unit B signs and directional signs.

Rationale:

To award the bid for internal signage for the 6-12 campus inclusive of signage that needs to be installed in December of 2019 based on the bids that were received in October of 2019.

Statement of Purpose/Issue:

Room, regulatory and directional signage is needed at the 6-12 campus in order to assist students, staff and visitors in making their way efficiently through the building as well as to meet regulatory requirements.

Facts/Statistics:

As part of the bond project, internal and external signs were required. The board has already awarded the bid for the external signage to Agnew Graphics of Owosso earlier in the bid process. A bid package was put together by Kingscott & Associates, bond architects, for the internal signage. The bids were due in October and have been reviewed by Kingscott. The bid was comprised of:

1. 245 room signs (Base Bid)
2. Alternate 1 – 29 Room Signs for Unit B
3. Alternate 2 – 33 directional signs

Shattuck Advertising, Owosso, Michigan was found to be the lowest overall bid for the entire package of internal signs. Shattuck also been part of a quote process for a smaller number of signs that were installed over the summer for the high school office and provided the lowest quote in that instance as well. Shattuck provided the signs and installation in a timely and responsible manner for the summer installation. In order to provide consistency in signage, go with the overall lowest responsible bidder for the complete package and go with a local bidder, it is considered prudent to recommend Shattuck Advertising to the Board for awarding of this internal sign package.

All funds for this project will be funded from the bond proceeds.

Motion

Seconded

Vote – Ayes

Nays

Motion

BIDS FOR INTERNAL SIGNAGE**RECEIVED 10/23/2019****BOND PROJECT 6-12 CAMPUS****(Portion of signs to be installed in December of 2019)****(NOTE: All signage details are contained the request for proposal document provided to bidders)**

VENDOR	BASE BID (245 Signs)	Alternate 1 (29 Signs Unit B)	Alternate 2 (33 Directional Signs)	TOTAL BID
Shattuck Advertising, Owosso, Michigan	\$20,514.10	\$2,753.32	\$1,032.87	\$24,300.29
InPro Architectural Products, Muskego, Wisconsin	\$19,852.59	\$4,943.18*	*	\$24,795.77 *Alternate 1 and Alternate 2 combined pricing
Agnew Graphics, Owosso, Michigan	\$23,357.65	\$2,970.84	\$3,055.75	\$29,384.24

OWOSSO PUBLIC SCHOOLS
Board of Education
November 25, 2019

Report 19-144

FOR INFORMATION

Subject:

Personnel Update

Accepted Positions

Justin Hill has accepted the Payroll Specialist position.

Weston Humble has accepted the Custodian II position at Owosso High School.

Dalton Cremer has accepted the Custodian II position at Owosso High School.

Cletus Tithof has accepted the Custodian II position at Owosso Middle School.

Hillary Foster has accepted the GSRP Associate Teacher position at Bentley Bright Beginnings.

Tonia Pelech has accepted the Custodian II position at Washington Campus.

Tyler Coleman has accepted the Computer Technician position at Washington Campus.

Resignations

Janell Somers, GSRP Associate Teacher has submitted her letter of resignation effective November 22, 2019.

Erica Muehlhauser, Kindergarten Teacher at Bryant Elementary has submitted her letter of resignation effective November 8, 2019.