

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Minutes**  
**January 29, 2019**  
**Report 18-117**

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, Ochodnick, Quick, Webster  
Absent: All members were present

**Pledge of Allegiance**

**Oath of Office**

Superintendent Andrea Tuttle administered the *Oath of Office – School Board Member* to Mrs. Olga Quick. Olga Quick, solemnly swore to support the Constitution of the United States and the Constitution of the State that she will faithfully discharge the duties of office of member of the Board of Education of Owosso Public Schools according to the best of her ability.

Mrs. Quick was elected to the Board of Education during the November 6, 2018 general election. Mrs. Quick introduced her husband Chuck, sons Stephen and Eric, and her daughter-in-law Megan to the Board.

**Election of Officers**

Superintendent Dr. Andrea Tuttle shared the process to be used by the Board of Education for the annual election of officers. She explained that she will open up the nominations for Board President by taking the first nominations. The same process will be used by the newly elected President for the offices of Vice President, Secretary and Treasurer. When the elections are completed, the meeting will continue with the new officers in place.

Superintendent Dr. Tuttle opened the nominations for the office of Board President. Rick Mowen nominated Tim Jenc for the office of Board President, Shelly Ochodnick supported the nomination. Mr. Jenc accepted the nomination. There were no other nominations. Mrs. Ochodnick conducted a roll call vote. Ayes: Webster, Quick, Ochodnick, Mowen, Jenc, Keyes, and Krauss. Nays: none. Mr. Jenc was unanimously elected as Board President.

President Jenc opened the nominations for the office of Vice President. Motion by Tim Jenc to nominate Rick Mowen for the office of Board Vice-President, Marlene Webster supported the nomination. Mr. Mowen accepted the nomination. There were no other nominations. Mrs. Ochodnick conducted a roll call vote. Ayes: Webster, Quick, Ochodnick, Mowen, Jenc, Keyes, and Krauss. Nays: none. Rick Mowen was unanimously elected to the office of Vice President.

President Jenc opened the nominations for the office of Secretary. Motion by Rick Mowen to nominate Shelly Ochodnick for the office of Board Secretary, Tim Jenc supported the nomination. Shelly Ochodnick accepted the nomination. There were no other nominations. Mrs. Ochodnick conducted a roll call vote. Ayes: Webster, Quick, Ochodnick, Mowen, Jenc, Keyes, and Krauss. Nays: none. Shelly Ochodnick was unanimously elected to the office of Secretary.

President Jenc opened the nominations for the office of Treasurer. Motion by Rick Mowen to nominate Marlene Webster for the office of Treasurer, Tim Jenc supported the nomination. Mrs. Webster accepted the nomination. There were no other nominations. Mrs. Ochodnick conducted a roll call vote. Ayes: Webster, Quick, Ochodnick, Mowen, Jenc, Keyes, and Krauss. Nays: none. Marlene Webster was unanimously elected to the office of Treasurer.

### **Building Reports**

Superintendent Dr. Tuttle announced that due to weather conditions, she asked all of the students to stay home for the evening. As a result, there were no student reports.

Retiree Amy Siddock retired from the Food Service department after 18 years of service with the District. Mrs. Siddock was unable to attend the meeting.

Superintendent Dr. Tuttle reported that January is School Board Recognition Month. She remarked that Owosso Public Schools is extremely fortunate to have such a wonderful School Board that works to continue to progress the District and do what is best for students. She applauded the Board for all of the hours they have spent and will continue to spend working on the bond. The quote "Make an impact, not just an impression" was shared by Superintendent Dr. Tuttle. She stated that she feels that the community will remember the impact that the Board has made on the school District and the community for many years to come. A token of appreciation was presented to each member of the Board.

### **Public Participation**

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

There were no comments from the public.

### **For Action**

- Moved by Mowen, supported by Krauss to approve the December 10, 2018 regular meeting minutes, January 14, 2019 committee of the whole meeting minutes, January 14, 2019 closed session minutes, current bills, and financials as presented. Motion carried unanimously.
- Moved by Webster, supported by Mowen to adopt the Bylaws for Owosso Public Schools as presented in the resolution. Motion carried unanimously.
- Moved by Ochodnicki, supported by Mowen to authorize the Superintendent of Schools or his/her designee to conduct and manage any school elections for the calendar year of 2019. Motion carried unanimously.
- Moved by Mowen, supported by Ochodnicki to retain Thrun Law firm, P.C. as the District's attorneys. Motion carried unanimously.
- Moved by Webster, supported by Ochodnicki to authorize the superintendent or a Board designee to accept professional staff resignations on behalf of the Board. Motion carried unanimously.
- Moved by Mowen, supported by Krauss to approve the depository and withdrawal authorized signers for Owosso Public Schools' financial and banking transactions for the 2019 calendar year as presented including authorization for necessary ACH transactions and/or bank transfers. Motion carried unanimously.
- Moved by Krauss, supported by Webster to appoint Vice President Rick Mowen as a representative of the Shiawassee County School Board Executive Board and at the SRESB Budget Review and Election. Mr. Mowen accepted the appointment. Motion carried unanimously.
- Moved by Mowen, supported by Webster to adopt Revised Policies: 1422, 3122, 4122 – Non Discrimination and EEO (Administration, Professional and Support Staff); 1662, 3362, 4362 – Anti-Harassment (Administration, Professional and Support Staff); 2260 – Non Discrimination and EEO (Programs); 5517 – Anti-Harassment (Students); 5517.02 – Sexual Violence (Students) as second readings. Motion carried unanimously.
- Moved by Mowen, supported by Webster to adopt Revised Policy 2271 – Postsecondary (dual) Enrollment Option Program as a second reading. Motion carried unanimously.

- Moved by Mowen, supported by Webster to adopt Revised Policies 3120 – Employment of Professional Staff and 3120.04 – Employment of Substitutes; and New Policy 3130 – Assignment and Transfer as second readings. Motion carried unanimously.
- Moved by Mowen, supported by Webster to adopt Revised Policy 4162 – Controlled Substance and Alcohol Policy for Commercial Vehicle (CMV) Drivers and Other Employees Who Perform Safety Sensitive Functions as a second reading. Motion carried unanimously.
- Moved by Mowen, supported by Webster to adopt Revised Policy 5330 – Use of Medications as a second reading. Motion carried unanimously.
- Moved by Mowen, supported by Webster to adopt Revised Policy 5540 – Interrogation of Students as a second reading. Motion carried unanimously.
- Moved by Mowen, supported by Webster to adopt New Policy 5630.01 – Student Seclusion and Restraint as a second reading. Motion carried unanimously.
- Moved by Mowen, supported by Webster to adopt Revised Policy 6325 – Procurement-Federal Grants/Funds as a second reading. Motion carried unanimously.
- Moved by Mowen, supported by Webster to rescind Policy 6350 – Prevailing Wage Coordinator as its second confirmation. Motion carried unanimously.
- Moved by Mowen, supported by Webster to adopt Revised Policy 8210 – School Calendar as a second reading. Motion carried unanimously.
- Moved by Mowen, supported by Webster to adopt Replacement Policy 5610-Emergency Removal, Suspension, and Expulsion of Students and Revised Policy 5611-Due Process Rights, and Rescinding of Policy 5610.01-Expulsions/Suspensions – Required by Statute as a first reading. Motion carried unanimously.
- Moved by Keyes, supported by Krauss to authorize the Technology Department to dispose of technology/telecommunications equipment that has been replaced or is no longer needed. Motion carried unanimously.
- Moved by Ochodnick, supported by Mowen to authorize the Operations Department to dispose of a vehicle that is no longer viable and has been proposed to be replaced. Motion carried unanimously.

#### **For Future Action**

- The Board of Education will be asked to adopt the revised resolution for the 2018-19 General Fund appropriations, revision #1. Chief Financial Officer Julie Omer reported that the revised budget reflects an increase of \$1,139,000 in revenue from the original budget that was adopted on June 25, 2018. The increase is predominantly related to a change in student expected full time equivalents (increase of approximate 72 FTE), an increase in expected interest revenue, a change in MPSESRs cost offset, changes in MPSESRs stabilization payment, and changes in grant revenue. The projected deficit spending for the 2018-2019 proposed budget revision #1 is \$22,000. The projected fund balance at June 30, 2019 is \$3,499,000 which is about 11.05%.
- The Board of Education will be asked to adopt the revised resolution to the appropriations for the School Service Fund for the 2018-109 fiscal year. CFO Julie Omer reported that at the present time the revisions show that the District will be using all of the fund balance. The Board was reminded that the School Service Fund is utilized for the food service program and there is an expectation that every dollar is used in this program. However, after reviewing the budget, Food Service Director John Klapko does not expect that the District will use all of the fund balance. Budget revision #2 will show a more accurate account of the budget.

Treasurer Marlene Webster commented that she is pleased to hear that budget revision #1 is better than what was anticipated. It is also great news to learn that enrollment was not down by 75 students as previously forecasted and only down by three students.

### **For Information**

Superintendent Dr. Tuttle reported that Andrea Struble has accepted the 3-hour Food Service position at Owosso High School. Samantha Pearce has accepted the 7-hour Food Service position at Owosso High School. Jeannette Manning has accepted the 6.5-hour Food Service position at Owosso High School. Jacqueline Hatfield has accepted the 1.75-hour Monitor position at Emerson Elementary. Pauline Fernette has accepted the 1.75-hour Monitor position at Bryant Elementary. William Lamrouex has accepted the Custodian II position at Owosso High School. Susan Mitchell has accepted the Mail Courier position. Peggy Luce has accepted the 2.75-hour Food Service Worker position at Emerson Elementary. Bailey Snyder has accepted the 3-hour Food Service Worker position at Owosso Middle School. Jessica Collier, Food Service Worker has submitted her letter of resignation.

Superintendent Dr. Tuttle informed the Board that Jeremy Wheeler, Network Technician has resigned and will be moving. His last day of employment is February 1, 2019. Mr. Wheeler has been with the District for six years and will be greatly missed.

### **Public Participation**

There were no comments from the public.

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

Trustee Ty Krauss expressed his thanks and gratitude to Dr. Tuttle for all of the decisions she has to make, especially when it comes to the weather. He stated that he knows that she gets a lot of feedback about her decisions. As a Board member, he thinks about the safety of students all the time and knows that she always takes their welfare into consideration.

Trustee Sara Keyes thanked Jeremy Wheeler for his behind the scenes contributions to the District. She stated that she is grateful that he is training Gunnar Stinson to assist with technology at Board meetings. Mrs. Keyes welcomed Olga Quick to the Board.

Treasurer Marlene Webster commented that she also appreciates all of Dr. Tuttle's decisions that are related to the weather. She applauded Dr. Tuttle on her level of communication and continually keeping the Board informed on all matters relating to the District. She expressed her appreciation for Dr. Tuttle and thanked her for being a great leader.

Trustee Olga Quick remarked that she is happy to be a member of the Board of Education and is eager to learn. She stated that she has finished her first MASB CBA class and has signed up for additional courses. She stated that she appreciates Dr. Tuttle's tough decisions regarding the weather and she supports them. Mrs. Quick also expressed an appreciation for Dr. Tuttle's communications and being included in this information.

Secretary Shelly Ochodnicky stated that she appreciates the information shared by Dr. Tuttle as well. She stated that she attended the annual Snow Globe event at the high school. She mentioned that the girls' varsity basketball team won an exciting game the other night. She also thanked everyone for all that they do for the District because it takes a village.

Vice President Rick Mowen remarked that he attended the kindergarten gingerbread house making event at Bryant in December. He stated that it was fun watching the students and the parent involvement. He thanked Steve Brooks for giving him a tour of the Bryant construction progress. Mr. Mowen welcomed Mrs. Olga Quick to the Board. He stated that he has known her for many years through her involvement with the Band Boosters. Mr. Mowen thanked Director of Operations John Klapko and his staff for keeping the District's parking lots and sidewalks cleared and doing a great job with limited resources. Superintendent Dr. Tuttle was thanked for her level of communication and taking into consideration the safety of students and staff when making her decisions.

Superintendent Dr. Tuttle expressed gratitude for the Boards support. She stated that her decisions to close school are based on input from several sources and it is truly a team effort.

President Tim Jenc echoed the comments made by the Board. He thanked Dallas Lintner, Jeff Phillips, Food Service, students, and the entire District for making the tenth annual Snow Globe a success year after year. He remarked that it is a fabulous event and everyone always looks forward to it.

**Upcoming Board Meeting Dates:**

February 11: Board Workshop, 5-8 pm

February 25: Regular Board Meeting, 5:30 pm

March 11: Regular Board Meeting, 5:30 pm (date changed from March 18)

**Important Upcoming Dates:**

January 29: Exchange Student Luncheon, OHS-Room 212, 11 am

February 9: OHS Winter Formal, 7-10 pm

February 13: Spring Pupil Count Day

February 13: OHS Band Concert, 7 pm

February 14: OHS Drama Performance, 6 pm

February 15: Half Day for All Students: Teacher Work Day

February 18: No School-President's Day

February 19: OMS Choir Concert, 7 pm

February 23: Jazz Band Dinner Dance, 7-10 pm

President Tim Jenc announced that the Owosso Robotics team will be competing at Kettering University's Recreation Center on March 1 from 11 am – 6 pm and March 2 from 10 am – 4 pm. Let the team know if you are coming and they will give you a tour of their pits and a viewer guide.

On behalf of the Board of Education, President Tim Jenc thanked the District for their Board recognition gifts.

**Adjournment**

Moved by Mowen, supported by Ochodnicky to adjourn at 6:16 pm. Motion carried unanimously.

Minutes recorded by Clara Pitt

Respectfully submitted,

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Shelly Ochodnicky, Secretary