

**Fowlerville Community Schools  
Board of Education  
Regular Meeting  
Agenda**

Fowlerville High School, Media Center 7:00 p.m.

March 5, 2024

**District Mission Statement**-Fowlerville Community Schools are committed to providing a quality educational experience for all students in a safe, orderly, healthy, and nurturing environment.  
The district's guiding principles are educational excellence, effective leadership, personal integrity, mutual respect and continuous improvement through staff, student, and community involvement.

- I. Call to Order
- II. Pledge of Allegiance
- III. Consent Agenda
  - A. Roll Call
  - B. Approval of Minutes from February 6, 2024 School Board Meeting
  - C. Approval of February Payables
  - D. Approval of Superintendent's Personnel Report
- IV. Call to the Public
- V. Reports/Recognition
  - A. Board Committee Reports
    1. 2/12 Personnel Committee Report
    2. 2/16 Finance Committee Report
      - a. Recommendation to Adopt Resolution for the General Fund Budget Amendment #2
      - b. Recommendation to Adopt Prevailing Wage Resolution
      - c. Recommendation to Adopt Revision to Summer Tax Resolution for Howell Township
    3. 2/20 Curriculum & Technology Committee Report
      - a. Recommendation to Accept the Technology Equipment Bids
    4. 2/26 Policy Committee Report
      - a. Recommendation to Approve First Reading of Proposed Policies
      - b. Recommendation to Approve Second Reading of Proposed Policies
    5. 3/4 Asset Management Committee Report
  - B. Student Representative's Report – Miss Aurora Furlong
  - C. HR Director's Report – Ms. Trisha Reed
  - D. Assistant Superintendent's Report – Mrs. Adva Ringle
  - E. Superintendent's Report – Mr. Matt Stuard
- VI. New Business/Presentation
- VII. Old Business
- VIII. Introduction of Other Matters by Members of the Board
- IX. Introduction of Other Matters by the Superintendent
- X. Information
  - A. 4/9 School Board Meeting, 7:00 p.m. in the FHS media center-Recognition of TOY & SSPOY
- XI. Adjournment

**CALL TO THE PUBLIC GUIDELINES:**

- Any audience member may address the Board about topics on the agenda or not on the agenda.
- Each person shall be allowed to speak for a maximum of 3 minutes.
- Individuals addressing the Board should take into consideration the rules of common courtesy.
- Comments cannot be used to make personal attacks against Board members, District employees, or students.
- Call to the Public is not a question and answer period.
- Board members may ask questions of the speaker but are not obligated to answer questions or make statements or commitments in response to issues raised by the public.
- The Board President may refer questions/issues to the Superintendent for investigation, study, or recommendation. He may ask the Superintendent to address questions directly during the Superintendent's report.

IV. Call to the Public  
V. Reports/Recognition

A. Board Committee Reports

1. 2/12 Personnel Committee Report – Mrs. Charron
2. 2/16 Finance Committee Report – Mr. Belcher

- a. Recommendation to Adopt Resolution for the General Fund Budget Amendment #2

Recommendation: Administration, with support from the Finance Committee, recommends adoption of the 2023-2024 General Fund Budget Amendment #2 as presented. [Appendix A] Roll Call Vote Needed.

- b. Recommendation to Adopt the Prevailing Wage Resolution

Recommendation: Administration, in agreement with the Finance Committee, recommends adoption of the Prevailing Wage Resolution as presented. [Appendix B] Roll Call Vote Needed.

- c. Recommendation to Adopt the Revision to the Summer Tax Resolution for Howell Township

Recommendation: Administration, in concurrence with the Finance Committee, recommends adoption of the revision to the Summer Tax Resolution for Howell Township changing the certification date to June 14, 2024 (was June 21, 2024). [Appendix C] Roll Call Vote Needed.

3. 2/20 Curriculum & Technology Committee Report – Mr. Hinton

- a. Recommendation to Accept the Technology Bids as presented.

Recommendation: Administration, in agreement with the Curriculum and Technology Committee and Technology Director Mr. James Stauble, recommend accepting the Technology Bids as presented. [Appendix D] Roll Call Vote Needed.

4. 2/26 Policy Committee Report – Mrs. Sova

- a. Recommendation to Approve First Reading of Proposed Policies: Policy Updates – Mr. Stuard reviewed the proposed changes to the following policies: Policy-5610 Emergency Removal, Suspension, an Expulsion of Students, Policy-1616 - Staff Dress and Grooming, Policy-3216 - Staff Dress and Grooming, Policy-4216 Support Staff Dress and Grooming, Policy-5511 Dress and Grooming, Policy-6114 Cost Principles - Spending Federal Grant Funds, Policy-6108 Authorization to Use Electronic Fund Transfers and Automated Clearing House Arrangements, Policy-6460 Vendor Relations, Policy-6700 Fair Labor Standards Act (FLSA), Policy-7440.03 Small Unmanned Aircraft Systems, Policy-9150 School Visitors, Policy-2623 Student Assessment, Policy-8400 School Safety Information, Policy-1615 Use of Tobacco By Administrators, Policy-3215 Use of Tobacco By Professional Staff, Policy-4215 Use of Tobacco By Support Staff, Policy-5512 Use of Tobacco By Students, Policy-7434 Use of Tobacco on School Premises, Policy-9160 Public Attendance at School Events. The Policy Committee has reviewed and

approved the policies included in the Board packet. A second and final reading will be presented at the next Board meeting.

Motion by \_\_\_\_\_, supported by \_\_\_\_\_, recommending the following policies be approved for a first reading: Policy-5610 Emergency Removal, Suspension, an Expulsion of Students, Policy-1616 - Staff Dress and Grooming, Policy-3216 - Staff Dress and Grooming, Policy-4216 Support Staff Dress and Grooming, Policy-5511 Dress and Grooming, Policy-6114 Cost Principles - Spending Federal Grant Funds, Policy-6108 Authorization to Use Electronic Fund Transfers and Automated Clearing House Arrangements, Policy-6460 Vendor Relations, Policy-6700 Fair Labor Standards Act (FLSA), Policy-7440.03 Small Unmanned Aircraft Systems, Policy-9150 School Visitors, Policy-2623 Student Assessment, Policy-8400 School Safety Information, Policy-1615 Use of Tobacco By Administrators, Policy-3215 Use of Tobacco By Professional Staff, Policy-4215 Use of Tobacco By Support Staff, Policy-5512 Use of Tobacco By Students, Policy-7434 Use of Tobacco on School Premises, Policy-9160 Public Attendance at School Events. A second and final reading will be presented at the next Board meeting. [Appendix E] Roll Call Vote Needed.

- b. Recommendation to Approve Second and Final Reading of Proposed Policies: Policy 6110 – Grant Funds, Policy 6325 – Procurement. This is the second and final reading.

Motion by \_\_\_\_\_, supported by \_\_\_\_\_, recommending the following policies be approved for a second and final reading: Policy 6110 – Grant Funds, Policy 6325 – Procurement. [Appendix F] Roll Call Vote Needed.

5. 3/4 Asset Management Committee Report – Mr. Justin Braska

- B. Student Representative's Report – Miss Aurora Furlong
- C. HR Director's Report – Ms. Trisha Reed
- D. Assistant Superintendent's Report – Mrs. Adva Ringle
- E. Superintendent's Report – Mr. Matt Stuard

- VI. New Business/Presentation
- VII. Old Business
- VIII. Introduction of Other Matters by the Board
- IX. Introduction of Other Matters by the Superintendent
- X. Information – See Agenda
- XI. Adjournment

**FOWLERVILLE COMMUNITY SCHOOLS**  
**Board of Education Minutes**  
**Regular Meeting**  
**February 6, 2024**

The meeting was called to order by School Board President, Mrs. Amy Sova, at 7:00 p.m. in the media center at Fowlerville High School.

The Pledge of Allegiance was recited.

Members Present: Mr. John Belcher, Mr. Justin Braska, Mrs. Susan Charron, Mrs. Danielle DeVries, Mrs. Diana Dombrowski, Mr. Robert Hinton and Mrs. Amy Sova

Members Absent: None

Motion by Mr. Belcher, supported by Mr. Hinton, to approve the consent agenda including Board minutes from January 23, 2024 Special Board Meeting, December Payables, January Payables and the Superintendent's Personnel Report. The motion was adopted unanimously.

No public comments were offered during the Call to the Public.

Motion by Mr. Belcher, supported by Mr. Braska, recommending going into Closed Session for the Purpose of Negotiations at 7:02 p.m.

Ayes: Mr. Belcher, Mr. Braska, Mrs. Charron, Mrs. DeVries, Mrs. Dombrowski, Mr. Hinton and Mrs. Sova

Nays: None

The motion carried.

Motion by Mr. Belcher, supported by Mr. Hinton, recommending the Board reconvene Open Session at 8:10 p.m. The motion passed unanimously.

Motion by Mr. Belcher, supported by Mr. Hinton, recommending approval of the closed session minutes. The motion passed unanimously.

Committee reports were given for the 1/15 Personnel committee meeting, the 1/17 Recreation meeting, the 1/19 Finance Committee meeting, the 1/22 Curriculum & Technology Committee meeting and the 1/29 Policy Committee meeting.

Motion by Mr. Belcher, supported by Mrs. Charron, recommending the following policies be approved for a second and final reading: Policy 0122 – Board Powers, Policy 1420 – School Administrator Evaluation, Policy 3130 – Assignment and Transfer, Policy 3142 – Probationary Teachers, Policy 0100 – Definitions, Policy 0167.3 – Public Participation at Board Meetings, Policy 6114 – Cost Principles– Spending Federal Funds, Policy 6152 – Student Fees, Fines, and Supplies, Policy 7450 – Property Inventory, Policy 8310 – Public Records, Policy 8320 – Personnel Files, Policy 8330 – Student Records, Policy 3220 – Professional Staff Evaluation, Policy 3120 – Employment of Professional Staff, Policy 3131 – Staff Reductions/Recalls, Policy 3139 – Staff Discipline, and Policy 3140 – Termination and Resignation as presented. [Appendix A]

Ayes: Mr. Belcher, Mr. Braska, Mrs. Charron, Mrs. DeVries, Mrs. Dombrowski, Mr. Hinton and Mrs. Sova

Nays: None

The motion carried.

Motion by Mr. Belcher, supported by Mr. Braska, recommending the following policies be approved for a first reading: Policy 6110 – Grant Funds, Policy 6325 – Procurement. A second and final reading will be presented at the next Board meeting. [Appendix B]

Ayes: Mr. Belcher, Mr. Braska, Mrs. Charron, Mrs. DeVries, Mrs. Dombrowski, Mr. Hinton and Mrs. Sova

Nays: None

The motion carried.

Motion by Mr. Belcher, supported by Mr. Hinton, recommending the Adoption of the Anti-Vaping Resolution as presented. [Appendix C]

Ayes: Mr. Belcher, Mr. Braska, Mrs. Charron, Mrs. DeVries, Mrs. Dombrowski, Mr. Hinton and Mrs. Sova

Nays: None

The motion carried.

A committee report for the 2/5 Asset Management Committee was given.

Miss Aurora Furlong, Student Representative on the Board, reported on K-12 student activities.

Ms. Trisha Reed, Human Resources Director, reported on a comparative study that is taking place for different job positions.

Assistant Superintendent, Mrs. Adva Ringle, reported on i-Ready Testing, an i-Ready Pilot, Kinder Academy for 2024-2025 and the K-12 Math Leadership Team. Ms. Mary Wiese presented information to the Board on how to support our students with IEPs.

Mr. Matt Stuard, Superintendent, informed the Board of an athletic incident that took place on Monday evening. Mr. Stuard apologized for those at fault and stated that an email went out today informing staff and parents of the issue. Superintendent Stuard also reported on the status of Grievance 23-24-01 and that the district is open to mediation; he stated that a Communication Survey would be sent to staff and parents soon, the C.O. Roles and Responsibilities Chart and the 2023-2024 Organizational Chart are now posted on the district webpage. The Superintendent continued that the Administrative Best Communication Practices were finalized and the Anti-Vaping Resolution will have a press release going out soon. Mr. Belcher asked that the Anti-Vaping Resolution be sent to county commissioners as well.

Motion by Mr. Belcher, supported by Mr. Braska, recommending Fowlerville Community Schools continue School of Choice 105 [Livingston County] and 105C [Counties surrounding Livingston County] open enrollment for the 2024-2025 school year.

Ayes: Mr. Belcher, Mr. Braska, Mrs. Charron, Mrs. DeVries, Mrs. Dombrowski, Mr. Hinton and Mrs. Sova

Nays: None

The motion carried.

Old Business - None

During Introduction of Other Matters by the Board Mr. Hinton stated that he judged an FFA district oral competition and District Jr. ROTC drill competition in Howell. He asked that it be added to a future Curriculum committee agenda.

Introduction of Other Matters by the Superintendent - none

Motion by Mrs. Charron, supported by Mr. Braska, recommending adjournment of the meeting at 9:10 p.m. The motion passed unanimously.

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Susan Charron, Board Secretary  
Fowlerville Community Schools

**FOWLerville COMMUNITY SCHOOLS  
CHECK REGISTER FOR THE MONTH OF FEBRUARY 2024**

NOTE: Check numbers beginning with the letter "A" are ACH payments.  
Check numbers beginning with the number "9" are EFT payments.

| CHECK NUMBER | CHECK DATE | AMOUNT    | VENDOR NAME  |
|--------------|------------|-----------|--|
| 045532       | 2/1/2024   | 309.37    | MICHIGAN STATE DISBURSEMENT UNIT                       |
| 045533       | 2/1/2024   | 556.91    | ROOSEN, VARCHETTI & OLIVER, PLLC                       |
| 045535       | 2/6/2024   | 362.39    | CLEAR RATE COMMUNICATIONS, INC                         |
| 045536       | 2/6/2024   | 1,513.41  | CORRIGAN PROPANE                                       |
| 045537       | 2/6/2024   | 675.42    | DELAU FIRE SERVICES                                    |
| 045538       | 2/6/2024   | 547.97    | DTE ELECTRIC COMPANY REMITTANCE PROCESSING CC0202      |
| 045539       | 2/6/2024   | 31.58     | GRAMPY'S AUTO PARTS                                    |
| 045540       | 2/6/2024   | 49,809.59 | HPS  |
| 045541       | 2/6/2024   | 475.00    | ION ELECTRIC SERVICE LLC                               |
| 045542       | 2/6/2024   | 197.85    | LANSING SANITARY SUPPLY, INC.                          |
| 045543       | 2/6/2024   | 275.00    | MICHIGAN READING ASSOCIATION                           |
| 045544       | 2/6/2024   | 633.00    | NATIONAL FFA ORGANIZATION                              |
| 045545       | 2/6/2024   | 55.00     | PACKERLAND RECORDS MANAGEMENT                          |
| 045546       | 2/6/2024   | 699.00    | PEOPLE DRIVEN TECHNOLOGY, INC                          |
| 045547       | 2/6/2024   | 238.95    | POP-ITY POPCORN CO, LLC                                |
| 045548       | 2/6/2024   | 1,237.71  | PRAIRIE FARMS DAIRY                                    |
| 045549       | 2/6/2024   | 180.00    | REDFORD LOCK SECURITY SOLUTIONS                        |
| 045550       | 2/6/2024   | 1,127.67  | RANDY'S SERVICE STATION                                |
| 045551       | 2/6/2024   | 550.00    | SOUTHSIDE STRIKERS BASEBALL                            |
| 045552       | 2/6/2024   | 250.80    | BSN SPORTS LLC   |
| 045553       | 2/6/2024   | 1,545.50  | THRUN LAW FIRM, P.C.                                   |
| 045554       | 2/6/2024   | 190.13    | ULINE  |
| 045555       | 2/6/2024   | 946.29    | VEX ROBOTICS, INC.                                     |
| 045556       | 2/6/2024   | 53.00     | THE WATER STORE  |
| 045557       | 2/6/2024   | 100.00    | WAVERLY HIGH SCHOOL                                    |
| 045558       | 2/6/2024   | 300.32    | WEST MICHIGAN INTERNATIONAL                            |
| 045559       | 2/8/2024   | 65.37     | ARAMARK UNIFORM SERVICES AUS CENTRAL LOCKBOX           |
| 045560       | 2/8/2024   | 200.00    | CHELSEA PUBLIC SCHOOLS                                 |
| 045561       | 2/8/2024   | 15,732.60 | CONSUMERS ENERGY PAYMENT CENTER                        |
| 045562       | 2/8/2024   | 2,877.61  | HUTSON, INC. OF MICHIGAN                               |
| 045563       | 2/8/2024   | 180.00    | FIRST IMPRESSION PRINT & MARKETING                     |
| 045564       | 2/8/2024   | 2,276.27  | GRANGER WASTE SERVICES, INC.                           |
| 045565       | 2/8/2024   | 11,723.16 | JOHNSON & WOOD, LLC                                    |
| 045566       | 2/8/2024   | 2,022.78  | JUNIOR LIBRARY GUILD                                   |
| 045567       | 2/8/2024   | 1,988.58  | LIVINGSTON COUNTY ROAD COMMISSION                      |
| 045568       | 2/8/2024   | 64.32     | LOWES  |
| 045569       | 2/8/2024   | 1,349.69  | PRAIRIE FARMS DAIRY                                    |
| 045570       | 2/8/2024   | 4,550.00  | RED CEDAR SPORTS ENTERTAINMENT LLC C/O JEFF ZDUNIC     |
| 045571       | 2/8/2024   | 1,000.00  | RED CEDAR SPORTS & OFFICIATING LLC c/o Whitney Schafer |
| 045572       | 2/8/2024   | 4,870.52  | BSN SPORTS LLC   |
| 045573       | 2/8/2024   | 304.20    | VEX ROBOTICS, INC.                                     |
| 045574       | 2/13/2024  | 246.50    | ALG PRECISION, LLC                                     |
| 045575       | 2/13/2024  | 187.50    | AMERICAN ARBITRATION ASSOCIATION                       |
| 045576       | 2/13/2024  | 451.00    | BRENT KILPELA  |
| 045577       | 2/13/2024  | 465.00    | EAST LANSING BASEBALL CLUB                             |
| 045578       | 2/13/2024  | 160.00    | FIRST IMPRESSION PRINT & MARKETING                     |
| 045579       | 2/13/2024  | 9.76      | GRAMPY'S AUTO PARTS                                    |
| 045580       | 2/13/2024  | 1,842.38  | JONES SCHOOL SUPPLY CO., INC.                          |

**FOWLerville COMMUNITY SCHOOLS  
CHECK REGISTER FOR THE MONTH OF FEBRUARY 2024**

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| CHECK NUMBER | CHECK DATE | AMOUNT    | VENDOR NAME                                  |
|--------------|------------|-----------|--|
| 045581       | 2/13/2024  | 12,799.30 | JOHNSON & WOOD, LLC                          |
| 045582       | 2/13/2024  | 619.14    | LAKESHORE LEARNING MATERIALS, LLC            |
| 045583       | 2/13/2024  | 346.14    | LANSING SANITARY SUPPLY, INC.                |
| 045584       | 2/13/2024  | 855.00    | SOLARWINDS                                   |
| 045585       | 2/13/2024  | 695.18    | BSN SPORTS LLC                               |
| 045586       | 2/13/2024  | 500.00    | STEVEN FOSTER                                |
| 045587       | 2/13/2024  | 1,358.00  | TEL SYSTEMS                                  |
| 045588       | 2/13/2024  | 707.19    | VERIZON WIRELESS                             |
| 045589       | 2/15/2024  | 309.37    | MICHIGAN STATE DISBURSEMENT UNIT             |
| 045590       | 2/15/2024  | 556.91    | ROOSEN, VARCHETTI & OLIVER, PLLC             |
| 045591       | 2/15/2024  | 1,292.93  | CORRIGAN PROPANE                             |
| 045592       | 2/15/2024  | 18,080.17 | DTE ENERGY                                   |
| 045593       | 2/15/2024  | 2,445.93  | DETROIT MARRIOTT                             |
| 045594       | 2/15/2024  | 149.00    | BIRDBRAIN TECHNOLOGIES LLC                   |
| 045595       | 2/15/2024  | 428.75    | FOWLerville FEED & PET SUPPLIES              |
| 045596       | 2/15/2024  | 16.99     | GRAMPY'S AUTO PARTS                          |
| 045597       | 2/15/2024  | 1,520.75  | INGHAM INTERMEDIATE SCHOOL DISTRICT          |
| 045598       | 2/15/2024  | 115.39    | KODET'S TRUE VALUE                           |
| 045599       | 2/15/2024  | 374.92    | LAWSON PRODUCTS INC                          |
| 045600       | 2/15/2024  | 37.82     | LIVINGSTON COUNTY TREASURER                  |
| 045601       | 2/15/2024  | 825.95    | RANDY'S SERVICE STATION                      |
| 045602       | 2/15/2024  | 700.00    | TEAMBUILDR LLC                               |
| 045603       | 2/15/2024  | 359.63    | TRANSPORTATION ACCESSORIES CO, INC.          |
| 045604       | 2/15/2024  | 86.40     | UNITY SCHOOL BUS PARTS                       |
| 045605       | 2/15/2024  | 3,832.01  | WENGER CORPORATION Syracuse Office           |
| 045606       | 2/15/2024  | 3,059.11  | WEST MICHIGAN INTERNATIONAL                  |
| 045608       | 2/20/2024  | 40.25     | ALETA'S FLOWER SHOP                          |
| 045609       | 2/20/2024  | 84.16     | BASIC BENEFITS LLC                           |
| 045610       | 2/20/2024  | 1,120.00  | CHERYL DIXON                                 |
| 045611       | 2/20/2024  | 1,761.02  | CORRIGAN PROPANE                             |
| 045612       | 2/20/2024  | 171.98    | GRAINGER                                     |
| 045613       | 2/20/2024  | 11,300.00 | HPS  |
| 045614       | 2/20/2024  | 1,845.00  | MARCO TECHNOLOGIES, LLC                      |
| 045615       | 2/20/2024  | 1,140.00  | MICHIGAN SCHOOL BUSINESS OFFICIALS SUITE 200 |
| 045616       | 2/20/2024  | 6,650.00  | OAKLAND SCHOOLS                              |
| 045617       | 2/20/2024  | 1,739.85  | PRAIRIE FARMS DAIRY                          |
| 045618       | 2/20/2024  | 1,870.76  | RANDY'S SERVICE STATION                      |
| 045619       | 2/20/2024  | 85.38     | SET SEG ATTENTION: FINANCE DEPT              |
| 045620       | 2/20/2024  | 158.97    | BSN SPORTS LLC                               |
| 045621       | 2/20/2024  | 210.04    | SCHOOL SPECIALTY, LLC                        |
| 045622       | 2/22/2024  | 5,000.00  | SPALDING DeDECKER                            |
| 045623       | 2/23/2024  | 2,679.67  | CAPITAL ONE WALMART COMMUNITY CARD           |
| 045624       | 2/26/2024  | 1,676.41  | CORRIGAN PROPANE                             |
| 045625       | 2/26/2024  | 300.00    | FENTON HIGH SCHOOL                           |
| 045626       | 2/26/2024  | 4,420.00  | GENESEE ISD                                  |
| 045627       | 2/26/2024  | 188.25    | GRAMPY'S AUTO PARTS                          |
| 045628       | 2/26/2024  | 2,400.00  | KVBSA  |
| 045629       | 2/26/2024  | 7,243.99  | LANSING SANITARY SUPPLY, INC.                |

**FOWLerville COMMUNITY SCHOOLS  
CHECK REGISTER FOR THE MONTH OF FEBRUARY 2024**

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|--------------|------------|-----------|--|
| 045630       | 2/26/2024  | 299.50    | LYDEN OIL COMPANY                            |
| 045631       | 2/26/2024  | 1,435.00  | MICROPURE WATER                              |
| 045632       | 2/26/2024  | 1,740.00  | MICHIGAN STATE UNIVERSITY FFA                |
| 045633       | 2/26/2024  | 121.43    | QUALITY FIRST AID AND SAFETY                 |
| 045634       | 2/26/2024  | 1,639.05  | PRAIRIE FARMS DAIRY                          |
| 045635       | 2/26/2024  | 140.41    | REV ROBOTICS LLC                             |
| 045636       | 2/26/2024  | 942.50    | ROCHESTER 100 INC.                           |
| 045637       | 2/26/2024  | 20.44     | SMART BUSINESS SOURCE                        |
| 045638       | 2/26/2024  | 4,079.00  | SPORTS & APPAREL                             |
| 045639       | 2/26/2024  | 2,005.99  | BSN SPORTS LLC                               |
| 045640       | 2/26/2024  | 157.98    | TRANSPORTATION ACCESSORIES CO, INC.          |
| 045641       | 2/26/2024  | 192.41    | SCHOOL SPECIALTY, LLC                        |
| 045642       | 2/26/2024  | 183.90    | WEST MICHIGAN INTERNATIONAL                  |
| 045643       | 2/26/2024  | 300.00    | MMEA MICHIGAN MUSIC EDUCATION ASSOCIATION    |
| 045644       | 2/27/2024  | 7,317.50  | NIFTY HOOPS, LLC                             |
| 045645       | 2/29/2024  | 309.37    | MICHIGAN STATE DISBURSEMENT UNIT             |
| 045646       | 2/29/2024  | 270.49    | MIDLAND CREDIT MANAGEMENT, INC.              |
| 045647       | 2/29/2024  | 583.56    | ROOSEN, VARCHETTI & OLIVER, PLLC             |
| 045648       | 2/29/2024  | 17,200.14 | BELFOR USA GROUP, INC.                       |
| 045649       | 2/29/2024  | 1,342.12  | CORRIGAN PROPANE                             |
| 045650       | 2/29/2024  | 475.00    | EAST LANSING BASEBALL CLUB                   |
| 045651       | 2/29/2024  | 428.75    | FOWLerville FEED & PET SUPPLIES              |
| 045652       | 2/29/2024  | 2,835.00  | JOHNSON & WOOD, LLC                          |
| 045653       | 2/29/2024  | 570.67    | LANSING SANITARY SUPPLY, INC.                |
| 045654       | 2/29/2024  | 484.50    | MACGILL                                      |
| 045655       | 2/29/2024  | 570.00    | MICHIGAN SCHOOL BUSINESS OFFICIALS SUITE 200 |
| 045656       | 2/29/2024  | 20.15     | MIO-GUARD, LLC                               |
| 045657       | 2/29/2024  | 150.00    | PINCKNEY COMMUNITY SCHOOLS                   |
| 045658       | 2/29/2024  | 1,711.05  | PRAIRIE FARMS DAIRY                          |
| 045659       | 2/29/2024  | 881.34    | PRIORITY HEALTH                              |
| 045660       | 2/29/2024  | 1,690.00  | REDFORD LOCK SECURITY SOLUTIONS              |
| 045661       | 2/29/2024  | 1,243.22  | RANDY'S SERVICE STATION                      |
| 045662       | 2/29/2024  | 160.50    | SIGNATURE SIGNS LLC                          |
| 045663       | 2/29/2024  | 400.00    | SJYBA  |
| 045664       | 2/29/2024  | 134.16    | VERIZON WIRELESS                             |
| 045665       | 2/29/2024  | 50.00     | PETTY CASH JUNIOR HIGH                       |
| 045666       | 2/29/2024  | 174.00    | RECREATION REFUND                            |
| 045667       | 2/29/2024  | 400.00    | MISCELLANEOUS VENDOR                         |
| 045668       | 2/29/2024  | 325.00    | MISCELLANEOUS VENDOR                         |
| 900713       | 2/2/2024   | 14,932.51 | GORDON FOODS                                 |
| 900714       | 2/2/2024   | 6,258.53  | HEALTH EQUITY INC.                           |
| 900715       | 2/2/2024   | 1,191.64  | EDUSTAFF LLC                                 |
| 900716       | 2/2/2024   | 112.00    | BASIC PR SWEEPS                              |
| 900717       | 2/5/2024   | 6,942.78  | GORDON FOODS                                 |
| 900718       | 2/5/2024   | 287.87    | GORDON FOODS                                 |
| 900719       | 2/7/2024   | 11,245.95 | GORDON FOODS                                 |
| 900720       | 2/9/2024   | 68,403.24 | EDUSTAFF LLC                                 |
| 900721       | 2/9/2024   | 909.89    | BASIC PR SWEEPS                              |

**FOWLerville COMMUNITY SCHOOLS  
CHECK REGISTER FOR THE MONTH OF FEBRUARY 2024**

NOTE: Check numbers beginning with the letter "A" are ACH payments.  
Check numbers beginning with the number "9" are EFT payments.

| CHECK NUMBER | CHECK DATE | AMOUNT       | VENDOR NAME  |
|--------------|------------|--------------|--|
| 900722       | 2/12/2024  | 11,713.74    | GORDON FOODS   |
| 900723       | 2/15/2024  | 13,530.45    | GORDON FOODS   |
| 900724       | 2/16/2024  | 6,655.93     | HEALTH EQUITY INC.                                   |
| 900725       | 2/16/2024  | 1,118.64     | BASIC PR SWEEPS                                      |
| 900726       | 2/20/2024  | 10,686.25    | GORDON FOODS   |
| 900727       | 2/22/2024  | 10,369.69    | GORDON FOODS   |
| 900728       | 2/23/2024  | 84,763.48    | EDUSTAFF LLC   |
| 900729       | 2/23/2024  | 650.03       | BASIC PR SWEEPS                                      |
| 900730       | 2/26/2024  | 10,456.13    | GORDON FOODS   |
| 900731       | 2/28/2024  | 239.68       | GORDON FOODS   |
| 900732       | 2/29/2024  | 8,272.76     | GORDON FOODS   |
| 900733       | 2/29/2024  | 658.21       | BASIC PR SWEEPS                                      |
| A00672       | 2/1/2024   | 16,952.51    | GLP/ING  |
| A00673       | 2/6/2024   | 28.00        | ADN ADMINISTRATORS, INC.                             |
| A00674       | 2/6/2024   | 1,016.00     | CURRICULUM ASSOCIATES, LLC                           |
| A00675       | 2/6/2024   | 6,795.48     | DIRECT ENERGY BUSINESS                               |
| A00676       | 2/6/2024   | 576.72       | LITERACY RESOURCES, LLC HEGGERTY PHONEMIC AWARENESS  |
| A00677       | 2/6/2024   | 523.12       | MAURER'S TEXTILE RENTAL SERVICES, INC                |
| A00678       | 2/6/2024   | 940.07       | MISS DIG SYSTEM, INC MISS DIG 811                    |
| A00679       | 2/7/2024   | 336,525.35   | LIVINGSTON EDUCATIONAL SERVICE AGENCY                |
| A00680       | 2/8/2024   | 27,577.13    | CONSTELLATION NEWENERGY GAS DIVISION, LLC            |
| A00681       | 2/9/2024   | 6,150.05     | AMAZON CAPITAL SERVICES, INC.                        |
| A00682       | 2/13/2024  | 320.87       | ANDYMARK, INC.                                       |
| A00683       | 2/13/2024  | 1,188.00     | BOXCAST INC  |
| A00684       | 2/13/2024  | 5,589.38     | ENGINEERED PROTECTION SYSTEMS, INC. EPS SECURITY     |
| A00685       | 2/13/2024  | 5,734.00     | SEG WORKERS' COMPENSATION FUND                       |
| A00686       | 2/13/2024  | 279,242.93   | BRIGHTON AREA SCHOOLS                                |
| A00687       | 2/15/2024  | 15,519.02    | GLP/ING  |
| A00688       | 2/15/2024  | 484.98       | KONE INC KONE CHICAGO                                |
| A00689       | 2/15/2024  | 3,651.88     | AMAZON CAPITAL SERVICES, INC.                        |
| A00690       | 2/20/2024  | 6,609.34     | DIRECT ENERGY BUSINESS                               |
| A00691       | 2/20/2024  | 24,500.00    | VILLAGE OF FOWLerville                               |
| A00692       | 2/22/2024  | 1,030,722.70 | AUCH, GEORGE W. AUCH COMPANY                         |
| A00693       | 2/22/2024  | 191,434.00   | INTEGRATED DESIGN SOLUTIONS, LLC ACCOUNTS RECEIVABLE |
| A00694       | 2/26/2024  | 164.89       | ANDYMARK, INC.                                       |
| A00695       | 2/26/2024  | 14,800.61    | DIRECT ENERGY BUSINESS                               |
| A00696       | 2/29/2024  | 15,519.02    | GLP/ING  |
| A00697       | 2/29/2024  | 3,429.00     | CURRICULUM ASSOCIATES, LLC                           |
| A00698       | 2/29/2024  | 5,688.00     | LEARNING A-Z, LLC                                    |
| P5830        | 2/29/2024  | 9,871.21     | PCARD - JP MORGAN CHASE BANK                         |
| TOTAL        |            | 2,553,524.60 |  |

**Fowlerville Board of Education**  
**Superintendent's Personnel Report**  
**Regular Meeting – 2/12/2024**

**FOR ACTION**

Subject: **PERSONNEL RECOMMENDATIONS**

It is recommended that the following personnel recommendations be approved:

**A. EMPLOYMENT:**

| <b>Name:</b>    | <b>Position:</b>    | <b>Date:</b> | <b>Current Process:</b> |
|-----------------|---------------------|--------------|-------------------------|
| Nicole Parks    | Admin Asst. Smith   |              | Working                 |
| Jeffrey Niehaus | Security Monitor-HS |              | Working                 |
| Emily Eberhardt | SE-Noon Supervisor  |              | Onboarding              |

**B. ADDITIONAL ASSIGNMENTS/TRANSFERS/PROMOTIONS/INACTIVATE:**

| <b>Name:</b> | <b>Position:</b> | <b>Date:</b> | <b>Current Process:</b> |
|--------------|------------------|--------------|-------------------------|
|              |                  |              |                         |

**C. RESIGNATIONS/RETIREMENTS/TERMINATIONS:**

| <b>Name:</b>     | <b>Position:</b>    | <b>Length of Service:</b> | <b>Effective Date:</b> |
|------------------|---------------------|---------------------------|------------------------|
| Cheryl Dixon     | Recreation Director |                           | 2/16/2024              |
| Kimberly Sargent | Alverson Director   |                           | 3/17/2024              |
| Nicole Yarbrough | F & N Cook Jr. High |                           | 2/7/2024               |
|                  |                     |                           |                        |
|                  |                     |                           |                        |
|                  |                     |                           |                        |
|                  |                     |                           |                        |

**D. LEAVE OF ABSENCE**

| <b>Name:</b>    | <b>Position:</b> | <b>Leave Type:</b> | <b>Effective Date:</b> |
|-----------------|------------------|--------------------|------------------------|
| Alyssa Phillips | SE Teacher       | FMLA               |                        |

**E. EMPLOYMENT – PROFESSIONAL STAFF**

| <b>Name:</b> | <b>Position:</b> | <b>Committee Date:</b> | <b>Current Process:</b> |
|--------------|------------------|------------------------|-------------------------|
|              |                  |                        |                         |
|              |                  |                        |                         |

**Personnel Committee Minutes  
Fowlerville Community Schools  
February 12, 2024**

Central Office Conference Room, 6:00 p.m.

The meeting was called to order at 6:02 pm by Mrs. Sue Charron in the C.O. conference room.

Members Present: Mrs. Sue Charron, Mr. Bob Hinton, and Mrs. Amy Sova  
Staff Present: Mr. Matthew Stuard and Ms. Trisha Reed  
Others Present: None

Motion by Mr. Bob Hinton, supported by Mrs. Amy Sova, to approve minutes from the January 15, 2024 meeting. The motion passed unanimously.

Call to the Public – None

Staffing Update –

- Superintendent's Personnel Report - Ms. Reed reviewed this month's Personnel Report.
- Open Posted Positions - Ms. Reed reviewed the current open positions.
  - Recreation Director – Ms. Reed and Mr. Stuard briefed the committee on the job posting for the Recreation Director, detailing the responsibilities of the role and how the department will be managed until a new Director assumes the position.

Special Education Staffing – The Committee explored solutions for caseload issues at Kreeger Elementary, such as the possibility of sharing a special education teacher between Smith and Kreeger or repurposing an existing special education classroom at Kreeger.

Director of Maintenance Interviews – The committee received updates on the applicants for the Director of Maintenance role and the scheduled date for interviews. Mr. Belcher will represent the Board on the hiring committee.

Theater Manager – The resignation of the Performing Arts Center Manager was discussed along with the manager's responsibilities, the theater's overall operation, and the need for technological enhancements. The committee deliberated on the costs of necessary upgrades, fundraising methods, and the development of a future manager contract that includes revenue-based incentives to encourage greater use of the facility. Further discussions on this topic will occur at the March meeting.

Safety and Security – Mr. Stuard reviewed engaging a firm to conduct safety and security evaluations for the school buildings, along with the associated costs that would partly be covered by grants. The committee also talked about the overlapping duties of the district's security staff and the importance of enhancing teamwork among employees. The committee explored a possible restructuring of the security roles within the district and outsourcing the Director of School Security position to decrease district liability and guarantee the Director receives necessary training. The committee supported moving forward with the assessments, exploring the restructuring, and outsourcing of the Director position.

Other – Conversation occurred regarding internal postings for Kinder Academy and K-5 Interventionist roles. The committee discussed concerns and potential challenges related to internal staff reassignments that might arise from filling these positions.

Motion by Mr. Bob Hinton, supported by Mrs. Amy Sova, recommending adjournment of the meeting at 7:52 p.m. The motion passed unanimously.

# Finance Committee Minutes Fowlerville Community Schools February 16, 2024

Central Office Conference Room, 7:00 AM

The meeting was called to order at 7:00 a.m. by Mr. John Belcher in the C.O. Conference Room.

Members Present: Mr. John Belcher, Mr. Justin Braska & Mrs. Sue Charron [Alternate]  
Staff Present: Mr. Matt Stuard & Ms. Lauri Daubenmeyer  
Others Present: None

Motion by Mr. Justin Braksa, supported by Mrs. Sue Charron to approve minutes from the January 19, 2024 Finance Committee meeting.

Call to the Public – None

23-24 Budget Amendment #2 – Ms. Daubenmeyer presented the proposed amendment to the 23-24 General Fund budget. The amendment indicates a total change of \$449,000, shifting from an operating deficit of \$339,000 to an operating surplus of \$109,000. The amended fund balance stands at approximately 9.5%. She highlighted that the revised budget does not account for the district's current capital needs.

Governor's Proposed School Aid Budget 24-25 – The committee received an overview of the Governor's proposed School Aid Budget for 24-25. The proposal includes an increase of \$241 per pupil and significant additional funding for the Great Start Readiness Program (GSRP). The additional GSRP funding aims to remove the income cap and enable free access for 4-year-olds.

Prevailing Wage Millage Exception – Ms. Daubenmeyer shared insights from Thurn Law Firm regarding an exemption from the prevailing wage mandates of Public Act 10 of 2023. Thurn recommends leveraging this exemption for contracts signed, and bids submitted on or after PA 10's effective date (February 13, 2024), regardless of the date the millage was approved by voters,

Resolution for Public Act #10 Exception – Ms. Daubenmeyer discussed the resolution drafted by Thurn Law Firm for the Public Act #10 Prevailing Wage Exception. The committee unanimously endorsed the resolution's approval.

Tax Certification Process – Discussion continued on the certification of the 2024 Tax Levy Rates and the timeline for its completion. The committee unanimously agreed to revise Howell Township's Summer Tax Collection Agreement to reflect that L-4029's will be provided to them by June 14<sup>th</sup> rather than June 21<sup>st</sup>.

Recreation Fees – Ms. Daubenmeyer provided an update on the proposed Recreation Department budget, highlighting a fee comparison. Fees for residents of participating townships are 57% of those for residents from non-participating townships.

Other – None

Motion by Mr. Justin Braksa, supported by Mrs. Sue Charron, recommending adjournment of the meeting at 7:35 AM. The motion passed unanimously.

# Appendix A

## 2023-24 Budget Amendment #2 Summary

March 5, 2024

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### GENERAL FUND

The general fund operating budget improves by about \$449,000 with this amendment. The change is from an operating deficit of \$339,000 to an operating surplus of \$109,000. All figures are rounded for simplicity on this document. The budgeted amended fund balance is approximately 9.5%. Note that no current capital needs are addressed in this amendment.

#### Changes with Positive Budget Impact

\$ 456,000 State Aid Transportation Reimb. - section 221  
\$ 85,000 Gen. Ed. Staffing (Smith and HS)  
\$ 98,000 Spec. Ed. Staffing (Kreeger and JH)

#### Changes with Negative Budget Impact

\$ (86,000) Asst. Director of Technology  
\$ (44,000) HR Director Increase  
\$ (60,000) Full time sub. Bus drivers

---

**\$ 449,000** Total change in operating deficit from original budget

#### Changes with Neutral Impact (Same amount change to both Expenditure and Revenue lines.)

\$190,000 REMOVE EXPIRED ESSER FUND  
\$550,000 INCREASED ORS PASSTHROUGH - 147C2

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**FOWLerville COMMUNITY SCHOOLS**  
**For Year Ending June 30, 2024**  
**GENERAL FUND**

|                                      | <u>2022-23</u><br><u>AUDITED</u> | <u>2023-24</u><br><u>ORIGINAL</u> | <u>2023-24</u><br><u>NOVEMBER</u> | <u>2023-24</u><br><u>MARCH</u> | <u>CHANGE</u>     |
|--------------------------------------|----------------------------------|-----------------------------------|-----------------------------------|--------------------------------|-------------------|
| <b><u>REVENUE</u></b>                |                                  |                                   |                                   |                                |                   |
| Local                                | \$ 3,168,707                     | \$ 3,190,972                      | \$ 3,384,261                      | \$ 3,382,519                   | \$ (1,742)        |
| State                                | \$ 28,309,656                    | \$ 29,198,492                     | \$ 28,912,142                     | \$ 30,047,479                  | \$ 1,135,337      |
| Federal                              | \$ 1,344,594                     | \$ 1,642,895                      | \$ 1,642,895                      | \$ 1,432,107                   | \$ (210,788)      |
| Incoming Transfers & Other           | \$ 1,918,035                     | \$ 1,867,309                      | \$ 1,867,309                      | \$ 1,839,309                   | \$ (28,000)       |
| <b>TOTAL REVENUE</b>                 | <b>\$ 34,740,992</b>             | <b>\$ 35,899,668</b>              | <b>\$ 35,806,607</b>              | <b>\$ 36,701,414</b>           | <b>\$ 894,807</b> |
| <b><u>EXPENDITURES</u></b>           |                                  |                                   |                                   |                                |                   |
| <b><u>INSTRUCTION</u></b>            |                                  |                                   |                                   |                                |                   |
| Basic Programs                       | \$ 16,740,212                    | \$ 17,333,464                     | \$ 17,061,464                     | \$ 17,328,376                  | \$ 266,912        |
| Added Needs                          | \$ 4,733,075                     | \$ 5,120,916                      | \$ 5,210,916                      | \$ 5,109,001                   | \$ (101,915)      |
| <b>Total Instruction</b>             | <b>\$ 21,473,287</b>             | <b>\$ 22,454,380</b>              | <b>\$ 22,272,380</b>              | <b>\$ 22,437,377</b>           | <b>\$ 164,997</b> |
| <b><u>SUPPORT SERVICES</u></b>       |                                  |                                   |                                   |                                |                   |
| Pupil Services                       | \$ 1,231,286                     | \$ 1,181,984                      | \$ 1,257,984                      | \$ 1,343,130                   | \$ 85,146         |
| Instructional Staff Services         | \$ 750,533                       | \$ 852,620                        | \$ 852,620                        | \$ 886,264                     | \$ 33,644         |
| General Administration               | \$ 790,258                       | \$ 745,519                        | \$ 865,519                        | \$ 875,472                     | \$ 9,953          |
| School Administration                | \$ 2,210,610                     | \$ 2,227,605                      | \$ 2,162,605                      | \$ 2,186,306                   | \$ 23,701         |
| Business Office                      | \$ 499,037                       | \$ 506,965                        | \$ 506,965                        | \$ 514,342                     | \$ 7,377          |
| Operations and Maintenance           | \$ 3,326,448                     | \$ 3,332,462                      | \$ 3,332,462                      | \$ 3,340,306                   | \$ 7,844          |
| Transportation                       | \$ 2,058,937                     | \$ 2,180,147                      | \$ 2,180,147                      | \$ 2,111,607                   | \$ (68,540)       |
| Central Services                     | \$ 335,252                       | \$ 374,521                        | \$ 374,521                        | \$ 503,433                     | \$ 128,912        |
| Athletic Activities                  | \$ 798,464                       | \$ 797,894                        | \$ 797,894                        | \$ 792,098                     | \$ (5,796)        |
| Community Services                   | \$ 3,279                         | \$ 3,023                          | \$ 3,023                          | \$ 3,023                       | \$ -              |
| <b>Total Support Services</b>        | <b>\$ 12,004,104</b>             | <b>\$ 12,202,740</b>              | <b>\$ 12,333,740</b>              | <b>\$ 12,555,981</b>           | <b>\$ 222,241</b> |
| Outgoing Transfers/Transactions      | \$ 1,424,492                     | \$ 1,539,167                      | \$ 1,539,167                      | \$ 1,598,099                   | \$ -              |
| <b>TOTAL EXPENDITURES</b>            | <b>\$ 34,901,883</b>             | <b>\$ 36,196,287</b>              | <b>\$ 36,145,287</b>              | <b>\$ 36,591,457</b>           | <b>\$ 387,238</b> |
| <b>Revenue Over (Under) Expenses</b> | <b>\$ (160,891)</b>              | <b>\$ (296,619)</b>               | <b>\$ (338,680)</b>               | <b>\$ 109,957</b>              | <b>\$ 448,637</b> |
| <b>Beginning Fund Balance-July 1</b> | <b>\$ 3,522,465</b>              | <b>\$ 3,148,296</b>               | <b>\$ 3,361,574</b>               | <b>\$ 3,361,574</b>            |                   |
| <b>Ending Fund Balance - June 30</b> | <b>\$ 3,361,574</b>              | <b>\$ 2,851,677</b>               | <b>\$ 3,022,894</b>               | <b>\$ 3,471,531</b>            |                   |

## Appendix B

Fowlerville Community Schools, Livingston County, Michigan (the "District")

A regular meeting of the board of education of the District (the "Board") was held in the Fowlerville High School media center, within the boundaries of the District, on the 5th day of March, 2024, at 7 o'clock in the p.m. (the "Meeting")

The Meeting was called to order by \_\_\_\_\_, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_:

### WHEREAS:

1. The District is engaged in the following project: 2022 Bond Projects PQ #SBL/47-030-4-K12-23-02 ("Project"), which constitutes a "state project" and utilizes "construction mechanics," as those terms are defined in Public Act 10 of 2023 ("PA 10"); and

2. PA 10 requires that for every state project utilizing construction mechanics, the District must pay prevailing wages to construction mechanics, as determined by the Department of Labor and Economic Opportunity; and

3. PA 10's Section 9(2) states that PA 10 does not apply to state projects paid, in whole or in part, from a millage that was (A) authorized by the Revised School Code and (B) authorized by voters before PA 10's effective date (i.e., before February 13, 2024); and

4. On August 2, 2022, the District's voters authorized its operating millage, permitting the District to levy and collect 18.6682 mills from 2023 to 2026, inclusive; and

5. Pursuant to that voter authorization, on the District's behalf, one or more taxing jurisdictions collected the levied amounts with respect to the summer 2023 property tax levy and remitted payment to the District ("Millage Revenue"); and

6. Any delinquent tax payments related to the Millage Revenue are also considered Millage Revenue; and

7. The District is authorized to create a fund or funds for the purpose of acquiring, constructing, extending, altering, repairing, or equipping public improvements or buildings and to provide appropriations, credits, and transfers to said fund or funds and to provide for disbursement thereof; and

8. The Board is of the opinion that it is in the best interest of the District and its residents and taxpayers for the Board to establish a capital improvement fund, in order to provide for funds needed from time to time for the Project and various other public school improvements, the fund to be composed entirely of Millage Revenue.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The Board does hereby create and establish a Capital Improvement Fund (the "Fund") as a special depository account to be kept in Bank of Ann Arbor Bank, Howell, Michigan, or such other depository as from time to time may be subsequently approved by the Board. The Fund shall be used for the purpose of appropriating, providing for, setting aside, and accumulating Millage Revenue and accrued interest thereon to be used for the Project, including fully or partially funding contracts involving construction mechanics, and otherwise acquiring, constructing, extending, altering, repairing, equipping, or furnishing public school improvements, buildings, sites, facilities or other facilities which the District is authorized to acquire, construct, extend, alter, enlarge, equip, or repair by statute.

2. The Board hereby authorizes and directs the Superintendent, the individual acting in the capacity of the District's school business official, or a designee thereof, to cause the Fund to be established in accordance with the terms of this resolution and to transfer Millage Revenue to the Fund in the amount of \$100.

3. Other than the Millage Revenue transferred into the Fund pursuant to Paragraph 2, above, and accrued interest thereon, no other moneys or revenues shall be deposited or transferred into the Fund.

4. Millage Revenue transferred into and accumulated in the Fund shall not be transferred, commingled with other funds, encumbered, or otherwise disposed of, except for the purposes of the Fund as established in paragraph 1, above, and shall be governed by all applicable laws.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

\_\_\_\_\_  
Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Fowlerville Public Schools, Livingston County, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the Meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

\_\_\_\_\_  
Secretary, Board of Education

**Appendix C**

**AGREEMENT FOR COLLECTION OF  
SUMMER SCHOOL PROPERTY TAXES**

AGREEMENT made this 7th day of November 2023 by and between Fowlerville Community Schools, with offices located at 7677 Sharpe Road, Suite A, Fowlerville, MI 48836 (hereinafter "School District") and, Howell Township, with offices located at 3525 Byron Road, Howell, Howell Township, 48855 (hereinafter "Township"), pursuant to 1976 PA 451, as amended, for the purposes of providing for the collection by the Township of a Summer Levy of School District property taxes for the year 2024.

The parties agree as follows:

1. The Township agrees to collect 100% of the total school non-homestead property taxes as certified by the School District for levy on July 1, 2024 on property located within the Township. Interest earned on said taxes will be retained by the township.
2. The School District agrees to pay Township costs of assessment and collection as follows:

\$3.00 per parcel

It is understood that the tax rate as spread by the Township would also reflect the sum of 100% of the taxes of the Livingston Educational Service Agency and that the \$3.00 per parcel fee will cover the collection for the Livingston Educational Service Agency, also.

3. No later than June 14, 2024 the School District shall certify to the Township Supervisor the school millage to be levied on property for summer collection in 2024.
4. The Township Treasurer shall account for and deliver summer school tax collections as follows:
  - a. Summer Tax collections shall be paid to the School District within ten (10) business days from the 1<sup>st</sup> and 15<sup>th</sup> of each month.

**SCHOOL DISTRICT**

Signature Authorized by Board of Education  
Resolution of November 7, 2023,  
Revised March 6, 2024.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**TOWNSHIP**

Signature Authorized by Board of Trustees  
Resolution of \_\_\_\_\_  
(MM/DD/YYYY)

\_\_\_\_\_  
(Name/Title)

\_\_\_\_\_  
(Name/Title)

# Curriculum & Technology Committee Minutes

## Fowlerville Community Schools

### February 20, 2024

Central Office conference room 6:00 p.m.

The meeting was called to order at 6:00 p.m. by Mr. Bob Hinton in the C.O. conference room.

Members Present: Mr. Bob Hinton, Mrs. Sue Charron & Mrs. Diana Dombrowski  
Staff Present: Mr. Matt Stuard, Mr. James Stauble, Mrs. Adva Ringle and Ms. Danielle Birdyshaw  
Others Present: None

Motion by Mrs. Diana Dombrowski, supported by Mrs. Sue Charron, recommending approval of the minutes from the January 22, 2024 meeting. The motion passed unanimously.

Call to the Public – None

Technology Department Updates – Mr. James Stauble provided the committee with updates on several key areas. The committee unanimously agreed to forward the recommended bids for networking equipment to the full Board, pending Mr. Stauble's receipt of finalized details from the vendors. The updates included:

- Student Information System Updates:
  - Google Classroom/Gradebook Integration is set up for a small pilot teacher group at the Junior High School.
  - A School Wide Information System (SWIS) integration and a new IEP module have been added to our student information system.
  - There are now automatic High School truancy emails sent for the 6th and 9th absences a student has.
- Civil Rights Data Collection Update
  - The data collection was submitted to the federal government and certified on 2/12/24.
- Networking Equipment
  - Bid openings for networking equipment for Fowlerville Elementary School occurred on 2/5/24. There were 3 bidders with one not meeting the minimum bid requirements.
  - Total Project Cost is: \$82,373.72 but after the E-Rate is applied (assuming it is approved) the cost will be \$24,662.12.
- Website Redesign
  - The IT department recently updated the H.T. Smith Kindergarten page to include information about the new “Kinder Academy” classroom.

Academic Department Updates-

- District Professional Development Committee – Ms. Ringle briefed the committee on the state-mandated formation of a District Professional Development Committee. This committee is tasked with reviewing and approving this year's teacher professional development activities conducted in August and October. Compliance ensures that two days of professional development (PD) count towards the required 180 days of student instructional time for all

Michigan school districts. The committee will comprise members of the District Continuous Improvement Team, including teachers from various grades and subjects, Mrs. Adva Ringle, Mrs. Danielle Birdyshaw, Mrs. Trisha Reed (a parent), and Mrs. Kristin Rosalez (a non-teacher).

- Winter Benchmark Data (iReady) Update – The committee reviewed K-5 winter reading and math benchmark data, focusing on both proficiency and growth metrics. Notably, growth was observed between the fall and winter benchmark periods across most grade levels.
- High School iReady Pilot – An overview of the ongoing iReady pilot at the high school level was provided, including how the iReady assessment data will be utilized.
- iReady Innovation and Leadership Symposium Ms. Ringle discussed an invitation from Curriculum Associates for three Fowlerville administrators to attend an iReady symposium in Nashville, Tennessee. The symposium, which covers all expenses for the attendees, features nationally recognized speakers and offers opportunities to interact with curriculum and assessment developers. The committee unanimously supported the attendance of Mrs. Adva Ringle, Mrs. Danielle Birdyshaw, and Mrs. Mary Weise.
- Behavior Data Update – Mrs. Birdyshaw shared updates on the Positive Behavior Interventions and Support (PBIS) cumulative data for each building, explaining how the data is being used.
- Kinder Academy – The committee reviewed updates on Kinder Academy, including the new flyer and website. Updates on hiring for the class and the scheduling of the Kindergarten Roundup were also discussed.
- State and Federal Programs Update – Ms. Ringle reported on the status of various grants, including the new section 35j grant from the Michigan Department of Education aimed at enhancing K-5 literacy instruction. She committed to ongoing updates for the committee.
- MTSS Update – The committee discussed the recent posting for three K-5 Academic Interventionist positions, open only to internal applicants. The conversation covered the distinctions between the Smith Reading Recovery and the K-5 Interventionist positions.
- Junior ROTC – Mr. Hinton advocated for the consideration of a Junior ROTC program at the high school. After reviewing the program requirements and learning of the types of programs in nearby districts, the committee unanimously supported conducting a student survey to gauge interest in a Junior ROTC program.

Other – Ms. Ringle informed the committee about her recent meeting with a local homeschooling family. She communicated to them that homeschool students residing within the Fowlerville district are eligible to enroll in specials and elective classes offered by the district. The family expressed their intention to disseminate this information among other homeschooling families in Fowlerville.

Motion by Mrs. Diana Dombrowski and supported by Mrs. Sue Charron, recommending adjournment of the meeting at 7:54 p.m. The motion passed unanimously.

# Appendix D

## VECTOR TECH GROUP

| Model             | Manufacturer | Item Description                       | Qty | Cost Per Unit | Unit Total          | Labor     | Labor Total        | Total               |
|-------------------|--------------|--|-----|---------------|---------------------|-----------|--------------------|---------------------|
| 901-R650-US00     | Ruckus       | Ruckus R650 dual-band 802.11 abgn/ax   | 48  | \$ 595.00     | \$ 28,560.00        | \$ -      | \$ -               | \$ 28,560.00        |
| Labor-Cabling     | Vector       | Installation                           | 48  | -             | -                   | \$ 45.00  | \$ 2,160.00        | \$ 2,160.00         |
| Labor-Engineering | Vector       | Configuration                          | 48  | -             | -                   | \$ 30.00  | \$ 1,440.00        | \$ 1,440.00         |
| LE9-0001-SG03     | Ruckus       | E-Rate SZVSCG3 AP Lic Upgrade, 3yr wty | 48  | \$ 75.00      | \$ 3,600.00         | \$ -      | \$ -               | \$ 3,600.00         |
| Lift Use          | Vector       | Lift Use (One Day)                     | 1   | \$ 1,000.00   | \$ 1,000.00         | \$ 300.00 | \$ 300.00          | \$ 1,300.00         |
|                   |              |  |     |               | <b>\$ 33,160.00</b> |           | <b>\$ 3,900.00</b> |                     |
|                   |              |  |     |               |                     |           |                    | <b>\$ 37,060.00</b> |

**Policy Committee Minutes  
Fowlerville Community Schools  
February 26, 2024**

Central Office conference room 6:00 p.m.

The meeting was called to order at 6:03 p.m. by Mrs. Amy Sova in the C.O. conference room.

Members Present: Mrs. Amy Sova, Mr. John Belcher, and Mr. Justin Braska  
Staff Present: Mr. Matt Stuard  
Others Present: None

Motion by Mr. John Belcher, supported by Mr. Justin Braska recommending approval of the minutes from the January 29, 2024 meeting.

Call to the Public – None

Policy Updates – Mr. Stuard reviewed the proposed changes to following policies and the committee unanimously supported sending the following policies to the Board for first reading as presented:

- 5610 Emergency Removal, Suspension, an Expulsion of Students -
  - 1616 Staff Dress and Grooming
  - 3216 Staff Dress and Grooming
  - 4216 Support Staff Dress and Grooming
  - 5511 Dress and Grooming
  - 6110 Grant Funds
  - 6114 Cost Principles - Spending Federal Grant Funds
  - 6325 Procurement - Federal Grants/Funds
  - 6108 Authorization to Use Electronic Fund Transfers and Automated Clearing House Arrangements
  - 6460 Vendor Relations
  - 6700 Fair Labor Standards Act (FLSA)
  - 7440.03 Small Unmanned Aircraft Systems
  - 9150 School Visitors
  - 2623 Student Assessment
  - 6325 Procurement – Federal Grants/Funds
- **The committee requested Mr. Stuard revise policy 8390 and bring it back to the committee at the March meeting for further discussion.**
- 8390 Animals on District Property

- **The committee unanimously supported sending the following policies to the Board for first reading as presented:**

- 8400 School Safety Information
- 1615 Use of Tobacco By Administrators
- 3215 Use of Tobacco By Professional Staff
- 4215 Use of Tobacco By Support Staff
- 5512 Use of Tobacco By Students
- 7434 Use of Tobacco on School Premises
- 9160 Public Attendance at School Events

Other: None

Motion by Mr. John Belcher, supported by Mr. Justin Braska, recommending adjournment of the meeting at 7:23 p.m.

## Appendix E

|              |  |
|--------------|--|
| Book         | Policy Manual  |
| Section      | Ready for Neola  |
| Title        | Copy of EMERGENCY REMOVAL, SUSPENSION, AND EXPULSION OF STUDENTS |
| Code         | po5610   |
| Status       |  |
| Adopted      | July 11, 2017  |
| Last Revised | January 9, 2024  |

### 5610 - EMERGENCY REMOVAL, SUSPENSION, AND EXPULSION OF STUDENTS

The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment, a threat to safety or undue disruption of the educational environment.

#### **Factors to be Considered Before Suspending or Expelling a Student**

The Board of Education also recognizes that exclusion from the educational program of the schools is a severe sanction that should only be imposed after careful and appropriate consideration.

Except as otherwise noted below with respect to possession of a firearm in a weapon-free school zone, if suspension or expulsion of a student is considered, the Board (Superintendent) shall consider the following factors prior to making a determination of whether to suspend or expel:

- A. the student's age
- B. the student's disciplinary history
- C. whether the student has a disability
- D. the seriousness of the violation or behavior
- E. whether the violation or behavior committed by the student threatened the safety of any student or staff member
- F. whether restorative practices will be used to address the violation or behavior
- G. whether a lesser intervention would properly address the violation or behavior

The Board and/or Superintendent will exercise discretion over whether or not to suspend a student, and the Board will exercise sole-discretion over whether or not to expel a student. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Superintendent/designee can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Superintendent/designee will still consider these factors in making the determination.

#### **Restorative Practices**

The Superintendent/designee shall consider using restorative practices as an alternative to or in addition to suspension or expulsion. If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct.

Restorative practices should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption and harassment and cyberbullying.

If the Superintendent/designee decides to utilize restorative practices as an alternative to or in addition to suspension or expulsion, the restorative practices may include victim-offender conferences that:

- A. are initiated by the victim;
- B. are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim;
- C. are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the 'restorative practices team');
- D. would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these.

The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

### **Due Process**

The Board recognizes exclusion from the educational programs of the District, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and is one that cannot be imposed without appropriate due process, since exclusion deprives a child of the right to an education. The Board also recognizes that it may be necessary for a teacher to remove a student from class for conduct disruptive to the learning environment, and that such removals are not subject to a prior hearing, provided the removal is for a period of less than twenty-four (24) hours. However, if an emergency removal may result in a suspension, then due process must be ensured.

In all cases resulting in short-term suspension, long-term suspension or expulsion, appropriate due process rights described in Policy 5611 and AG 5610 must be observed. The Superintendent/DESIGNEE shall check to make sure the student is not classified as disabled under Section 504. Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with their rights under Federal law.

For purposes of this policy, suspension shall be either short-term (not more than ten (10) days) or long-term (for more than ten (10) days but less than permanent expulsion) removal of a student from a regular District program. The Superintendent may suspend a student for a period ~~not to exceed~~ longer than 10 school days- but less than permanent expulsion.

For purposes of this policy, unless otherwise defined in Federal and/or State law, expulsion is defined as the permanent exclusion of a student from the District. Students who are expelled may petition for reinstatement as provided below.

### **Emergency Removal or Short-Term Suspension**

A student may be removed from a class, subject, or activity for one (1) day by his/her teacher for certain conduct as specified in the Code of Conduct, or he/she may be given a short-term suspension by the Superintendent/DESIGNEE. A student so removed may be allowed to attend other classes taught by other teachers during the term of the one (1) day removal. A student removed from the same class for ten (10) days will be entitled to the process for short-term suspensions outlined in AG 5610. A student removed from the same class for more than ten (10) days will be entitled to the process for long-term suspensions outlined in AG 5610. A The Board designates the Superintendent as its representative at any hearings regarding the appeal of a suspension.

### **Long-Term Suspension or Expulsion**

Due process set out in Policy 5611 and AG 5610 shall be followed in all circumstances in which a student may be expelled or suspended for a period of more than ten (10) days.

The Superintendent/designee may recommend to the Board Discipline Committee a long-term suspension or the Superintendent/DESIGNEE may recommend that a student be expelled.

In all cases resulting in short-term suspension, long-term suspension, or expulsion, appropriate due process rights must be observed. In determining whether a student is to be suspended or expelled, District administrators shall use a preponderance of evidence standard.

The Superintendent shall develop procedures to implement this policy that shall include the following:

- A. strategies for providing special assistance to students in danger of being expelled and not achieving the academic outcomes of the District's core curriculum;
- B. standards of behavior for all students in accordance with District Board policy on student discipline;
- C. procedures that ensure due process; and
- D. provision for make-up work at home, when appropriate.

When making a determination whether or not a student will be expelled or permanently excluded under this policy, the Superintendent shall retain all documents, electronically stored information ('ESI'), and electronic media (as defined in Policy 8315 - Information Management (i.e. 'Litigation Hold')) created and/or received as part of an investigation.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

### **Persistent Disobedience or Gross Misconduct/CSC Against Another District Student**

Any student may be removed from the classroom, and/or, after consideration of the factors identified above, suspended or expelled for persistent disobedience or gross misconduct or if the student commits criminal sexual conduct against another student enrolled in the District regardless of the location of the conduct. A student may not be expelled or excluded from the regular school program based on pregnancy status.

In recognition of the negative impact on a student's education, the Board encourages the District's administrators to view suspensions, particularly those over ten (10) days, and permanent expulsions as discipline of last resort, except where these disciplines are required by law. Alternatives to avoid or to improve undesirable behaviors should be explored when possible prior to implementing or requesting a suspension or expulsion.

### **Physical and Verbal Assault**

Unless a different determination is made after consideration of the factors identified above, the District shall permanently expel a student in grade six or above if that student commits physical assault at school against a staff member, a volunteer, or a contractor.

Unless a different determination is made after consideration of the factors identified above, the District shall suspend or expel a student in grade six or above for up to one hundred eighty (180) school days if the student commits physical assault at school against another student.

Physical assault is defined as 'intentionally causing or attempting to cause physical harm to another through force or violence.'

Unless a different determination is made after consideration of the factors identified above, the District shall suspend or expel a student in grade six or above and may discipline, suspend or expel a student in grade five and below for a period of time as determined at the Board's discretion if the student commits verbal assault at school against a District employee, volunteer, or contractor or makes a bomb threat or similar threat directed at school building, property, or at a school-related activity.

Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

'At school' means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

### **Weapons, Arson, Criminal Sexual Conduct**

In compliance with State and Federal law, and unless a different determination is made after consideration of the factors identified above, the District shall expel any student who possesses a dangerous weapon, other than a firearm, in the District's weapon-free school zone (except as noted below), commits either arson or criminal sexual conduct in a school

building or on school property, including school buses and other District transportation, or pleads to, is convicted of or is adjudicated of criminal sexual conduct against another student enrolled in the District.

In compliance with State and Federal law, the District shall expel any student who possesses a firearm in the District's weapon-free school zone in violation of State law, unless the student can establish the mitigating factors relating to possession of a dangerous weapon set out below, by clear and convincing evidence.

For purposes of this policy, a "dangerous weapon" is defined by law as a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles. This definition also includes other devices designed to (or likely to) inflict bodily harm, including, but not limited to, air guns and explosive devices. The term "firearm" is defined as any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of the explosive, the frame, or the bearer of any such weapon, as well as a firearm muffler, firearm silencer, or any such destructive device.

The District need not expel a student for possession of a dangerous weapon, including a firearm, if the student can establish in a clear and convincing manner the following mitigating factor(s) to the satisfaction of the Board the:

- A. object or instrument was not possessed for use as a weapon, or for direct (or indirect) delivery to another person for use as a weapon; or
- B. weapon was not knowingly possessed; or
- C. student did not know (or have reason to know) that the object or instrument in his/her possession constituted a dangerous weapon; or
- D. weapon was possessed at the suggestion, request, direction of, or with the express permission of the Superintendent or the police.

There is a rebuttable presumption that expulsion for possessing the weapon is not justified if the Superintendent/designee determines that the student has established that he or she fits under one of the exceptions above by clear and convincing evidence, and that the student has no previous history of suspension or expulsion.

For expulsions for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor, the Superintendent shall provide that the expulsion is duly noted in the student's record, the student is referred to the Department of Human Services or Department of Community Health within three (3) school days after the expulsion, and the parents are informed of the referral. Furthermore, if a student who is expelled is below the age of sixteen (16), the Superintendent shall ensure notification of the expulsion is given to the Juvenile Division of the Probate Court. In compliance with Federal law, the Superintendent shall also refer any student (regardless of age) expelled for possession of a dangerous weapon to the criminal justice or juvenile delinquency system serving the District. In addition, the Superintendent shall send a copy of this policy to the State Department of Education and shall include a description of the circumstances surrounding the expulsion of the student for possessing a firearm or weapon in the District's weapon-free school zone, together with the name of the District, the number of students so expelled, and the types of firearms or weapons brought into the weapon-free school zone.

A student expelled under this policy for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may apply for reinstatement in accordance with the following guidelines:

- A. If the student is in grade five (5) or below at the time of the expulsion and was expelled for possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, adult student, or emancipated minor may submit a request for reinstatement after sixty (60) school days from the date of expulsion, but the student may not be reinstated before ninety (90) school days from the expulsion date.
- B. If the student is in grade five (5) or below at the time of the expulsion and was expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, or emancipated minor may submit a request for reinstatement at any time, but the student may not be reinstated before ten (10) school days from the expulsion date.
- C. If the student is in grade six (6) or above at the time of the expulsion, the parents, legal guardian, adult student, or emancipated minor may submit a request for reinstatement after 150 school days from the date of the expulsion, but the student may not be reinstated before 180 school days from the expulsion date.
- D. The parent, adult student, or emancipated minor shall submit the request for reinstatement to the Superintendent.

- E. Within ten (10) school days after receiving the petition, the Board shall appoint a committee consisting of two (2) Board members, a school administrator, a teacher, and a school-parent representative. During this time period, the Superintendent shall prepare and submit for consideration by the committee information concerning the circumstances of the expulsion and any factors mitigating for or against reinstatement.
- F. Within ten (10) school days after being appointed, the committee shall review all pertinent information and submit its recommendation to the Board. The recommendation may be for unconditional reinstatement, conditional reinstatement, or non-reinstatement, based on the committee's consideration of the following the:
1. extent to which reinstatement would create a risk of harm to students or school staff;
  2. extent to which reinstatement would create a risk of school or individual liability for the Board or school staff;
  3. age and maturity of the student;
  4. student's school record before the expulsion incident;
  5. student's attitude concerning the expulsion incident;
  6. student's behavior since the expulsion and the prospects for remediation;
  7. The degree of cooperation and support the parent has provided and will provide if the student is reinstated (if the request was filed by a parent), including, but not limited to the parent's receptiveness toward any conditions placed on the reinstatement. Such conditions, for example, might include a written agreement by the student and/or a parent who filed the reinstatement request to accomplish the following:
    - a. abide by a behavior contract involving the student, his/her parents, and an outside agency;
    - b. participate in an anger management program or other counseling activities;
    - c. cooperate in processing and discussing periodic progress reviews;
    - d. meet other conditions deemed appropriate by the committee;
    - e. accept the consequences for not fulfilling the agreed upon conditions.
  8. student's behavior since the expulsion and the prospects for remediation.

The Board shall make its decision no later than the next regular Board meeting following the committee's submission of its recommendations. The Board's decision shall be final and is not subject to appeal.

In the event a student who has been permanently expelled from another school requests admission to this District, in making its decision, the Board shall follow the same procedure it has established for any other Board Reinstatement Hearing.

Students expelled for reasons other than dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may also petition the Board for reinstatement. The Board may, at its discretion, consider the petition in accordance with the procedures set forth above.

The Superintendent shall ensure Board policies and procedures regarding a student's rights to due process are followed when dealing with a possible suspension or expulsion under this policy.

### **In-School Discipline**

The purpose of this policy is to provide an alternative to out-of-school suspension. The availability of in-school discipline options is dependent upon the financial ability of the Board to support such a program.

In-school discipline will only be offered at the discretion of the Superintendent for offenses found in the Student Code of Conduct.

The Superintendent is to establish procedures for the proper operation of such a program and to ensure appropriate due-process procedures are followed as applicable. (See Policy 5630.01)

### **Due Process Rights**

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following:

**A. Students Subject to Short-Term Suspension**

Except when emergency removal is warranted, a student must be given at least oral notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The Superintendent or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final.

**B. Students Subject to Long-Term Suspension and Expulsion**

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and must also be given an opportunity to appear before the Board with a representative to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. At the student/parent's request, the hearing shall be held in closed session, but the Board must act publicly. The Board shall act by providing a written decision on any appeal of an expulsion, a request for reinstatement, or a request for admission after permanent expulsion from another school.

The Superintendent shall develop procedures to ensure all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights shall be placed in all student handbooks, in a manner that facilitates understanding by students and their parents.

**Corporal Punishment**

While recognizing that students may require disciplinary action in various forms, the Board does not condone the use of unreasonable force and fear as an appropriate procedure in student discipline.

Staff shall not use physical force or violence to compel obedience. If all other means fail, staff members may always resort to the removal of the student from the classroom or District through suspension or expulsion procedures.

Within the scope of their employment, all staff may use reasonable force and apply restraint to accomplish the following:

- A. restrain or remove a student who refuses to comply with a request to behave or report to the office;
- B. quell a disturbance threatening physical injury to self or others;
- C. obtain possession of weapons or other dangerous objects within the control of the student, for either self-defense;  
or
- D. the protection of persons or property.

In accordance with State law, corporal punishment shall not be permitted. If any staff member (full-time, part-time, or substitute) deliberately inflicts, or causes to be inflicted, physical pain upon the student (by hitting, paddling, spanking, slapping or any other kind of physical force) as a means of discipline, the staff member may be subject to discipline and possibly criminal assault charges. This prohibition also applies to volunteers and those with whom the District contracts for services.

The Superintendent shall provide guidelines, including a list of alternatives to corporal punishment.

**Removal, Suspension, and Expulsion of Students with Disabilities**

The District shall abide by Federal and State laws in matters relating to discipline, suspension, and expulsion of disabled students.

Revised 3/3/20

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Legal

M.C.L. 380.1301, 380.1309, 380.1310d, 380.1311

20 U.S.C. 3351

State Board of Education, Resolution to Address School Discipline Issues  
Impacting Student Outcomes, Adopted June 12, 2012

Book Policy Manual  
Section For the Board 36-2  
Title Vol. 36, No. 2 - February 2022 New STAFF DRESS AND GROOMING  
Code p01616  
Status

#### 1616 - **STAFF DRESS AND GROOMING**

The Board of Education believes that administrators set an example in dress and grooming for their students to follow. An administrator who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner toward the maintenance of discipline.

The Board retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process. When assigned to District duty, all professional staff members shall:

- A.  be physically clean, neat, and well-groomed;
- B.  dress in a manner consistent with their professional responsibilities;
- C.  dress in a manner that communicates to students a pride in personal appearance;
- D.  dress in a manner that does not cause damage to District property;
- E.  be groomed in such a way that their hairstyle or dress does not disrupt the educational process nor cause a health or safety hazard.

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|         |                                  |
|---------|----------------------------------|
| Book    | Policy Manual                    |
| Section | For the Board 36-2               |
| Title   | Copy of STAFF DRESS AND GROOMING |
| Code    | po3216                           |
| Status  |                                  |
| Adopted | January 19, 2016                 |

### 3216 - **STAFF DRESS AND GROOMING**

The Board of Education believes that professional staff members set an example in dress and grooming for their students to follow. A professional staff member who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner toward the maintenance of discipline.

The Board retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process. When assigned to District duty, all professional staff members shall:

- A.  be physically clean, neat, and well groomed;
- B.  dress in a manner consistent with their professional responsibilities;
- C.  dress in a manner that communicates to students a pride in personal appearance;
- D.  dress in a manner that does not cause damage to District property;
- E.  be groomed in such a way that their hair style or dress does not disrupt the educational process nor cause a health or safety hazard

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|         |  |
|---------|--|
| Book    | Policy Manual                            |
| Section | For the Board 36-2                       |
| Title   | Copy of SUPPORT STAFF DRESS AND GROOMING |
| Code    | po4216                                   |
| Status  |  |
| Adopted | February 16, 2016                        |

#### 4216 - **SUPPORT STAFF DRESS AND GROOMING**

The Board of Education believes that support staff members are an important and integral part of the District. Also, since the support staff is highly-visible staff to the students, the professional staff, and the public, the Board believes the support staff should at all times be well dressed and groomed. Support staff members who understand this precept and adhere to it enlarge the importance of their task, present an image of dignity, and encourage respect.

The Board retains the authority to specify the following dress and grooming guidelines for support staff. When assigned to District duty, all support staff members shall:

- A.  be physically clean, neat, and well groomed;
- B.  dress in a manner consistent with their support responsibilities;
- C.  dress in a manner that communicates to others a pride in personal appearance;
- D.  dress in a manner that does not cause damage to District property;
- E.  be groomed in such a way that their dress or hair style does not disrupt the educational process or cause a health or safety hazard.

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|         |                            |
|---------|----------------------------|
| Book    | Policy Manual              |
| Section | For the Board 36-2         |
| Title   | Copy of DRESS AND GROOMING |
| Code    | po5511                     |
| Status  |                            |
| Adopted | July 11, 2017              |

### 5511 - DRESS AND GROOMING

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools

Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student ~~himself/herself~~ or to others in the school;
- B. interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving ~~his/her own~~ educational objectives because of blocked vision or restricted movement.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event.

The Superintendent shall develop administrative guidelines to implement this policy which:

- A. designate the principal as the arbiter of student dress and grooming ~~in his/her building;~~ **at the building level**;
- B. invite the participation of staff, parents, and students in the preparation of a dress code which may specify prescribed dress and grooming practices, but may not amplify the rationale for prohibition established by Board policy;
- C. instruct staff members to demonstrate, by example and precept, personal neatness, cleanliness, propriety, modesty, and good sense in attire and appearance;
- D. ensure that all administrative guidelines impose only minimum and necessary restrictions on the exercise of the student's taste and individuality.

Students who violate the foregoing rules will not be admitted to class and may be suspended from school.

|         |  |
|---------|--|
| Book    | Policy Manual                                    |
| Section | For the Board 36-2                               |
| Title   | Copy of COST PRINCIPLES - SPENDING FEDERAL FUNDS |
| Code    | po6114   |
| Status  |  |
| Adopted | May 2, 2017                                      |

#### 6114 - **COST PRINCIPLES - SPENDING FEDERAL FUNDS**

The Superintendent is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State and local laws, the associated agreements/assurances, program objectives and the specific terms and conditions of the grant award.

#### **Cost Principles**

Except where otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

- A. Be necessary and reasonable for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.

To determine whether a cost is reasonable, consideration shall be given to:

1. whether a cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the Federal award;
2. the restraints or requirements imposed by such factors as sound business practices, arm's length bargaining, Federal, State, local, tribal and other laws and regulations;
3. market prices for comparable goods or services for the geographic area;
4. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities; and
5. whether the cost represents any significant deviation from the established practices or Board of Education policy which may increase the expense.

While Federal regulations do not provide specific descriptions of what satisfies the "necessary" element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need, and can prove it.

When determining whether a cost is necessary, consideration may be given to whether:

- a. the cost is needed for the proper and efficient performance of the grant program;
- b. the cost is identified in the approved budget or application;
- c. there is an educational benefit associated with the cost;
- d. the cost aligns with identified needs based on results and findings from a needs assessment;
- e. the cost addresses program goals and objectives and is based on program data.

A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received.

- B. Conform to any limitations or exclusions set forth as cost principles in Part 200 or in the terms and conditions of the Federal award-  
**, including prohibitions regarding costs incurred for telecommunications and video surveillance services or equipment.**
- C. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.
- D. Be afforded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.
- E. Be determined in accordance with generally accepted accounting principles.
- F. Be representative of actual cost, net of all applicable credits or offsets.

The term "applicable credits" refers to those receipts or reductions of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the State relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.

- G. Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.
- H. Be adequately documented:
  1. in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant funded programs to assure that only permissible personnel expenses are allocated;
  2. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.

### **Selected Items of Cost**

The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

### **Cost Compliance**

The Superintendent shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant.

### **Determining Whether a Cost is Direct or Indirect:**

- A. Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; and infrastructure costs directly attributable to the program (such as long distance telephone calls specific to the program, etc.).

- B. Indirect costs are those that have been incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one component of the District, the governing body of the District, compensation of the Superintendent, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity.
2. Individuals involved can be specifically identified with the project or activity.
3. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
4. The costs are not also recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by the Michigan Department of Education (MDE) or the pass-through entity (Federal funds subject to 2 C.F.R. Part 200 pertaining to determining indirect cost allocation).

### Timely Obligation of Funds

Obligations are orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period.

The following list illustrates when funds are determined to be obligated under the U.S. Department of Education ("USDOE") regulations:

If the obligation is for:

- A. Acquisition of property - on the date which the District makes a binding written commitment to acquire the property.
- B. Personal services by an employee of the District - when the services are performed.
- C. Personal services by a contractor who is not an employee of the District - on the date which the District makes a binding written commitment to obtain the services.
- D. **All Federally-funded contracts in excess of \$2,000 related to construction, alterations, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.**
- E.
- F. Public utility services - when the District receives the services.
- G. Travel - when the travel is taken.
- H. Rental of property - when the District uses the property.
- I. A pre-agreement cost that was properly approved by the Secretary (USDOE) under the cost principles in 2 C.F.R. Part 200, Subpart E - Cost Principles - on the first day of the project period.

### Period of Performance

All obligations must occur on or between the beginning and ending dates of the grant project. This period of time is known as the period of performance. The period of performance is dictated by statute and will be indicated in the Grant Award Notification ("GAN"). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period for carryover. For direct grants, the period of performance is generally identified in the GAN.

In the case of a State-administered grant, obligations under a grant may not be made until the grant funding period begins or all necessary materials are submitted to the granting agency, whichever is later. In the case of a direct grant, obligations may begin when the grant is, unless an agreement exists with MDE or the pass-through entity to reimburse for pre-approval expenses.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all obligations incurred under the award not later than ninety (90) days after the end of the funding period unless an extension is authorized. Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the awarding agency. Consequently, the District shall closely monitor grant spending throughout the grant cycle.

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Legal                            2 C.F.R. 200.403-.406, 200.413(a)-(c), 200.430(a), 200.431(a), 200.458  
   2 C.F.R 200.474(b)

|         |  |
|---------|--|
| Book    | Policy Manual  |
| Section | For the Board 37-1   |
| Title   | Vol. 37, No. 1 - September 2022 New AUTHORIZATION TO USE ELECTRONIC FUND TRANSFERS AND AUTOMATED CLEARING HOUSE ARRANGEMENTS |
| Code    | po6108   |
| Status  |  |

### **NEW POLICY - VOL. 37, NO. 1**

#### **6108- AUTHORIZATION TO USE ELECTRONIC FUND TRANSFERS AND AUTOMATED CLEARING HOUSE ARRANGEMENTS**

In accordance with the provisions of law, the Board of Education authorizes the acceptance and distribution/transmission of electronic fund transfers (ETFs) and automatic clearing house arrangements (ACH). The Superintendent shall put in place measures to protect the integrity and security of such transactions to comply with mandates of State and Federal agencies or programs, including Medicaid.

#### **Definitions**

"ACH arrangement" means the agreement between the originator of the ACH transaction and the receiver of the ACH transaction.

"ACH transaction" means an electronic payment, debit, or credit transfer processed through an automated clearing house.

"Automated clearing house" or "ACH" means a national and governmental organization that has authority to process electronic payments including, but not limited to, the national automated clearing house association and the Federal reserve system.

"Electronic transactions officer" or "ETO" means the Superintendent or another person designated by the Board to have the responsibilities of the ETO as prescribed in the Michigan Electronic Transactions of Public Funds Act.

All District staff shall comply with all provisions of the Uniform Electronic Transaction Act when creating, generating, sending, communicating, receiving, storing, processing, using, and relying upon electronic records. Further, all District staff and other persons who use electronic signatures when completing transactions with the Board shall do so in compliance with State law.

#### **ACH Transactions and Arrangements**

The Superintendent or another employee designated by the ETO is authorized to engage in electronic transfer of funds and ACH arrangements in accordance with this policy. The Superintendent shall be responsible for overseeing the District's ACH transactions, including payment approval, accounting, reporting, and compliance with this ACH policy.

#### **Internal Controls**

The Superintendent is responsible for disbursement of funds and shall submit appropriate documentation to the Board. Such documentation shall include:

- A. information regarding the goods or services purchased;
- B. the cost of goods or services;
- C. the date of the payment; and
- D. departments serviced by the payment.

This documentation shall be contained in the District's electronic general ledger software system or in a separate report to the Board. ACH Invoices must be reviewed and approved prior to payment.

The District's system of internal controls (see Policy 6111 - Internal Controls) shall be used to monitor the use of ACH transactions.

~~[ ] The Superintendent is authorized to develop administrative guidelines concerning the use of electronic fund transfers and ACH transactions.~~

M.C.L. 124.301 - 124.305

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M.C.L. 124.301 - 124.305

|         |                          |
|---------|--------------------------|
| Book    | Policy Manual            |
| Section | For the Board 37-1       |
| Title   | Copy of VENDOR RELATIONS |
| Code    | po6460                   |
| Status  |                          |
| Adopted | May 2, 2017              |

#### 6460 - **VENDOR RELATIONS**

The Board of Education shall not enter a contract knowingly with any supplier of goods or services to this District under which any Board member or officer, employee, or agent of this School District has any pecuniary or beneficial interest, direct or indirect, unless the person has not solicited the contract or participated in the negotiations leading up to the contract. This prohibition shall not prevent any person from receiving royalties upon the sale of any textbook of which ~~she~~ **the persons** is the author and which has been properly approved for use in the schools of this District.

For the purpose of this policy "beneficial interest" shall be determined in accordance with M.C.L. 15.321 et seq.

Board members and school personnel shall not accept any gifts or favors from vendors which might, in any way, influence their recommendations on the eventual purchase of equipment, supplies, or services.

All sales persons, regardless of product, shall clear with the Superintendent's Office before contacting any teachers, students, or other personnel of the School District. Purchasing personnel shall not show any favoritism to any vendor. Each order shall be placed in accordance with policies of the Board on the basis of quality, price, and delivery with past service a factor if all other considerations are equal.

#### **x ] Preferred Vendors for Non-District Purchases**

**The District may provide a vendor with exclusive access to market its products to parents/guardians and/or students at school events that the District considers to be limited public forums or nonpublic forums. Students and/or parents/guardians are not required to purchase goods or services from a preferred vendor; however, the District may choose to limit access to a preferred vendor to minimize distractions and maximize its ability to educate and/or communicate with parents and students.**

**To select a preferred vendor, the Superintendent or purchasing agent must solicit proposals for exclusive access from vendors and specifically identify the particular school event(s) at which the successful vendor will have exclusive access. The Superintendent or purchasing agent may interview potential vendors as part of the selection process.**

**[END OF OPTION]**

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Legal M.C.L. 15.321 et seq.

|         |   |
|---------|---|
| Book    | Policy Manual                           |
| Section | For the Board 37-1                      |
| Title   | Copy of FAIR LABOR STANDARDS ACT (FLSA) |
| Code    | po6700                                  |
| Status  |   |
| Adopted | May 2, 2017                             |

#### 6700 - FAIR LABOR STANDARDS ACT (FLSA)

It is the Board of Education's policy to comply with the provisions of the Fair Labor Standards Act (FLSA) and its implementing regulations. The Board will pay at least the minimum wage required by the FLSA to all covered, non-exempt employees. Non-exempt employees are hourly employees, or salaried employees who do not qualify for a professional, administrative, computer or executive exemption under the FLSA. Teachers are generally exempt, even if they are paid on an hourly basis.

Non-exempt employees who work more than forty (40) hours in a given work week will receive overtime pay in accordance with the FLSA for all hours worked in excess of forty (40).

Non-exempt employees who work overtime without prior approval from the Superintendent or a supervisor may be subject to disciplinary action up to and including termination.

The work week is established as Sunday midnight to Sunday midnight.

To the extent that an employee's individual contract or collective bargaining agreement provides for greater benefits than mandated by the FLSA, the contract or bargaining agreement will be honored.

Notwithstanding the fact that exempt school employees continue to meet the salary basis requirements and are not disqualified from exemption even if the employee's pay is reduced or the employee is placed on a leave without pay for absences for personal reasons or because of illness or injury of less than one (1) work-day because accrued leave is not used for specific reasons, the Board reserves the right to make deductions from the pay of otherwise exempt employees under the following circumstances:

- A. the employee is absent from work for one (1) or more full days for personal reasons other than sickness or disability
- B. the employee is absent from work for one (1) or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness
- C. to offset amounts employees receive as jury or witness fees, or for military pay
- D. for unpaid disciplinary suspensions of one (1) or more full days imposed in good faith for workplace conduct rule infractions
- E. for penalties imposed in good faith for infractions of safety rules of major significance

The Board shall also not be required to pay the full salary in the initial or terminal week of employment, or for weeks in which an exempt employee takes unpaid leave under the Family & Medical Leave Act.

The Board recognizes that with limited legally permissible exceptions, no deductions should be taken from the salaries of exempt employees. If an exempt employee believes that an improper deduction has been made to his/her salary, the employee should immediately report this information to the Payroll Specialist or Finance Director. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made, and the Board will make a good faith commitment to avoid any recurrence of the error.

## **Reasonable Break Time for Nursing Mothers**

As required by Federal law, the District shall take steps necessary to support staff members who decide to breastfeed their infants by providing additional unpaid reasonable break time, as necessary, for a qualified employee to express breast milk for their nursing child, for one (1) year after the child's birth, on District premises.

Prior to returning to work from maternity leave, it shall be the employee's responsibility to notify their supervisor of their intent to continue breastfeeding their infant(s), and of their need to express milk during work hours. Further, it shall be the responsibility of the employee to keep their supervisor informed of their needs in this regard throughout the period of lactation.

The building administrator shall designate a private area, other than a restroom, where an employee can express breast milk. The designated area shall be a space where intrusion from coworkers, students, and the public shall be prevented, and one where an employee who is using this area can be shielded from view.

An employee shall be enabled to express milk during regularly scheduled break periods. The Principal or employee's supervisor shall make an accommodation if the time of regular breaks needs to be adjusted or if additional and/or longer breaks are needed. In the event that more breaks are needed or the break(s) need to be longer than legally required, the additional time required shall be unpaid, and the employee's work schedule or work day shall, therefore, be modified accordingly. The Principal or the employee's supervisor shall work with the employee to make these necessary modifications.

[DRAFTING NOTE: An employer that employs less than fifty (50) employees shall not be subject to the requirements of this subsection, if such requirements would impose an undue hardship by causing the employer significant difficulty or expense when considered in relation to the size, financial resources, nature, or structure of the employer's business.]

### **Notice**

Information regarding the Fair Labor Standards Act may be found on the U.S. Department of Labor's website .

This policy is intended to comply with and explain the employees' rights under the Fair Labor Standards Act. To the extent there is any conflict, or the policy exceeds the statutory requirements, the statute and its implementing regulations prevail.

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Legal                      29 U.S.C. 201 et seq.  
                                    29 C.F.R. Part 541

|         |   |
|---------|---|
| Book    | Policy Manual                           |
| Section | For the Board 37-1                      |
| Title   | Copy of SMALL UNMANNED AIRCRAFT SYSTEMS |
| Code    | po7440.03                               |
| Status  |   |
| Adopted | January 7, 2020                         |

#### 7440.03 - **SMALL UNMANNED AIRCRAFT SYSTEMS**

The Board prohibits the operation of small Unmanned Aircraft Systems (sUAS) at any time by any individual who is not employed by the District, as well as by any District staff member or administrator who is not expressly authorized to do so by the Superintendent, on property owned or leased or contracted for by the Board.

The Board also prohibits the operation of a sUAS (drone) on property owned or leased or contracted for by the Board during District-sponsored contests (including scrimmages and previews), practices, tournaments, and activities under the auspices of the Michigan High School Athletic Association (MHSAA). District officials may deny admission or entry to anyone attempting to use a sUAS until the event has been completed. Any exceptions to this prohibition must be approved in advance by the Superintendent.

To be authorized to operate a drone on property owned or leased or contracted for by the Board, a staff member or administrator must have a Remote Pilot Certificate issued by the Federal Aviation Administration (FAA). Further, the drone must be registered with the FAA and properly marked in accordance with 14 C.F.R. Part 107.

A staff member or administrator authorized to operate a drone on property owned or leased or contracted for by the Board, must also comply with all rules set forth in 14 C.F.R. Part 107. (See AG 7440.03)

Failure to adhere by all rules set forth in 14 C.F.R. Part 107 and AG 7440.03 may result in loss of authorization to operate a drone to operate on property owned or leased or contracted for by the Board, referral to local law enforcement, and/or further disciplinary action, up to and including termination.

**86FR4314**

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| Legal | 14 C.F.R. Part 107 |
|-------|--------------------|

|         |                         |
|---------|-------------------------|
| Book    | Policy Manual           |
| Section | For the Board 37-1      |
| Title   | Copy of SCHOOL VISITORS |
| Code    | po9150                  |
| Status  |                         |
| Adopted | March 22, 2016          |

### 9150 - **SCHOOL VISITORS**

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines.

The Superintendent or the principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

**Individuals who are registered sex offenders and wish to participate in school activities may be allowed on campus. Conditions may be imposed by the Superintendent on the individual's campus visit(s) governing the terms and conditions of the visit. These conditions may include, but are not limited to, the need to receive prior permission before entering campus, required check-in, an approved escort in the building or at an event, and time or location limitations while on campus.**

~~Parents/Guardians, who are registered sex offenders and wish to participate in their child's school activities, may be allowed on campus at the discretion and under the direction of the principal. Conditions may be imposed, including but not limited to the following: must have prior permission, must check in, must have approved escort in building or at event, must leave premises immediately upon conclusion of business, and may not visit while school is in session.~~

Nonstaff access to students and classes must be limited and only in accordance with a schedule which has been determined by the principal after consultation with the teacher whose classroom is being visited. Classroom visitations must be nonobtrusive to the educative process and learning environment and should not occur on an excessive basis.

Parent concerns about any aspect of his/her **their** child's educational program should be presented through the procedure set forth in Board Policy 9130 - Public Complaints, a copy of which is available at the Board office and at each school.

The Superintendent shall promulgate such administrative guidelines as are necessary to protect students and employees from disruption to the educational program or the efficient conduct of their assigned tasks.

Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building.

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|              |                            |
|--------------|----------------------------|
| Book         | Policy Manual              |
| Section      | For the Board 37-2         |
| Title        | Copy of STUDENT ASSESSMENT |
| Code         | po2623                     |
| Status       |                            |
| Adopted      | August 8, 2017             |
| Last Revised | September 26, 2017         |

### 2623 - STUDENT ASSESSMENT

The Board of Education shall, in compliance with law and rules of the State Board of Education, assess student achievement and needs in designated subject areas in order to determine the progress of students and to assist them in attaining District goals.

Each student's proficiencies and needs will be assessed by staff members upon the student's ~~his/her~~ entrance into the District and annually or more frequently, as required by law, thereafter. Procedures for such assessments will include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs and/or diagnostic reading assessment systems, student portfolios, and physical examinations.

The Superintendent shall develop and present to the Board annually a program of testing and assessment that includes:

- A. the Michigan Student Test of Educational Progress (M-STEP), the Michigan Merit Examination ("MME") (or other readiness assessment program approved by the State Superintendent), and MI-Access Alternate Assessments administered each year in accordance with the schedule established by statute and the State Department of Education;

M-STEP includes summative assessments designed to measure student growth effectively for today's students. English language arts and mathematics will be assessed in grades ~~3-8~~ three (3) through eight (8), science in grades ~~4 and 7~~ four (4) and seven (7), and social studies in grades ~~5 and 9~~ five (5) and eight (8). It also includes the Michigan Merit Examination in 11th grade, which consists of the SAT with essay, ACT WorkKeys, and M-STEP summative in science, and social studies.

- B. A valid and reliable screening, formative, and diagnostic third grade reading assessment system from the assessment systems approved by the Michigan Department of Education.
- C. criteria-based written and oral examinations which include use of alternative questions, demonstrations, writing exercises, individual and group projects, performances, portfolios, and samples of best work;
- D. selection of assessment instrument, data, and other District criteria that will be used to assess educational achievement of each student in grades ~~1-5~~ one (1) through five (5);

Third grade students who do not meet the District's and State's established assessment criteria may be offered the opportunity to attend summer school.

The Superintendent is responsible for the District's assessment and testing program and shall implement the program in accordance with the provisions of the Office of Educational Assessment and Accountability (OEAA) and the reporting requirements of the Michigan Department of Education (MDE). The Superintendent will appoint an individual to act as each assessment's District Assessment Coordinator. All staff members who participate in a state assessment must be fully trained in proper test administration procedures pertaining to their role in the assessment.

The Superintendent shall require that all appropriate staff have knowledge of the prescribed standards of ethical assessment practice and shall monitor the assessment practices for compliance with these standards. These duties shall include:

- A. communicating standards of ethical assessment practice;
- B. communicating security procedures for assessment;
- C. establishing procedures for reviewing assessment materials and procedures and assessment preparation materials and procedures;
- D. establishing channels of communication that allow teachers, other educators, students, parents, and other members of the community to voice concerns about assessment practices;
- E. establishing written procedures for investigating complaints, allegations, and/or concerns about assessment practices, protecting the rights of an individual, the integrity of an assessment, and the results of an assessment.

The Board requires that:

- A. any assessment tests used shall not be a psychiatric examination, testing, or treatment; or a psychological examination, testing, or treatment in which the primary purpose is to reveal information concerning:
  1. political affiliations;
  2. mental and psychological problems potentially embarrassing to the student or the student's his/her family;
  3. sexual behavior and attitude;
  4. illegal, anti-social, self-incriminating, and demeaning behavior;
  5. critical appraisals of other individuals with whom respondents have close family relationships;
  6. legally-recognized, privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
  7. income without the prior consent of the adult student or without the prior written consent of the parent;
- B. any personality testing complies with Department of Education guidelines.

The Board also requires that:

- A. tests be administered by persons who are qualified under State law and regulation;
- B. parents be informed of the testing program of the schools and of the special tests that are to be administered to their children;

All eleventh grade students shall participate in the Michigan Merit Examination, unless excluded under the guidelines established by the State Department of Education.

A student who wants to repeat a State approved readiness assessment (other than the Michigan Merit Examination and any component) may repeat the assessment in the next school year or after graduation on a date when the District is administering the assessment. Only this type of repeat assessment testing will be without charge to the student.

The District shall administer the complete Michigan Merit Examination to a student only once and shall not administer the complete Michigan Merit Examination to the same student more than once if the student has valid scores in some or all MME components. If a student does not take the complete Michigan Merit Examination in grade ~~11~~ eleven (11), the District shall administer the complete Michigan Merit Examination to the student in grade ~~12~~ twelve (12). If a student chooses to retake the college entrance examination component of the Michigan Merit Examination, the student may do so through the provider of the college entrance examination component and the cost of the retake is the responsibility of the student unless all of the following are met:

- A. the student has taken the complete Michigan Merit Examination;
- B. the student did not qualify for a Michigan promise grant based on the student's performance on the complete Michigan Merit Examination;
- C. the student meets the Federal income eligibility criteria for free breakfast, lunch, or milk;

- D. the student has applied to the provider of the college entrance examination component for a scholarship or fee waiver to cover the cost of the retake and that application has been denied;
- E. after taking the complete Michigan Merit Examination, the student has not already received a free retake of the college entrance examination component paid for either by the State of Michigan, or through a scholarship or fee waiver by the provider;

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Legal M.C.L. 380.1278a, 380.1279, 380.1279g, 390.1451 et seq., 380.1280b, 380.1280f  
A.C. Rule 340.1101 et seq.

|         |                                   |
|---------|-----------------------------------|
| Book    | Policy Manual                     |
| Section | For the Board 37-2                |
| Title   | Copy of SCHOOL SAFETY INFORMATION |
| Code    | po8400                            |
| Status  |                                   |
| Adopted | June 13, 2017                     |

#### 8400 - SCHOOL SAFETY INFORMATION

The Board of Education is committed to maintaining a safe school environment. The Board believes that school crime and violence are multifaceted problems which need to be addressed in a manner that utilizes the best resources and coordinated efforts of School District personnel, law enforcement agencies, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-sponsored activity or while enroute to or from school, or a school-sponsored activity. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s) or threat, and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

In furtherance of its commitment to a safe school environment, the Board has prohibited weapons on school property and at school sponsored events, except in very limited circumstances. See Board Policy 3217, Policy 4217, and Policy 5772. This prohibition is reasonably related to legitimate educational concerns, including the ability to provide a safe and secure learning and social environment for its students and controlling and minimizing disruptions to the educational process. The presence of dangerous weapons on school property or at school sponsored events, except under very controlled circumstances, creates a potentially dangerous situation for students, staff and visitors, and may trigger precautionary safety responses which disrupt the educational process and learning environment for students.

Federal law establishes a "Student Safety Zone" that extends 1,000 feet from the boundary of any school property in relation to weapons, drugs and registered sex offenders. Individuals are prohibited from engaging in these activities at any time on District property, or at any District-related event.

The District will work with local officials in arranging signage located at the school campus boundary.

The School Resource Officer \_\_\_\_\_ shall ensure continued implementation and compliance with the District's obligations under the Statewide School Safety Information Policy and related law. The School Resource Officer \_\_\_\_\_ may convene meetings to make modifications as deemed necessary and proper to address issues that are unique to the District; discuss additional training that might be needed; and discuss As-needed, the County Emergency Manager shall convene a meeting for the purpose of reviewing the provisions of the School Safety Information Policy Agreement, and making modifications as deemed necessary and proper; discussing additional training that might be needed; and, discussing any other such related matters as may be deemed to be necessary by the participants. Participants in this meeting shall include the Superintendent, members of the Board, the County Prosecutor or their his/her designee, and representatives from the local law enforcement agencies.

The Superintendent shall make a report to the Board about this annual review and recommend the approval and adoption of any proposed revisions or addition to local policy. [X] The Board encourages regular meetings, preferably annually, among the above-listed constituents to review the effectiveness and to review the procedures developed within local policy. **[DRAFTING NOTE: THE STATEWIDE POLICY "ENCOURAGES" ANNUAL MEETINGS.]s.**

#### District Contact Person/Liason

Furthermore, in accordance with State law, the Board hereby designates the Superintendent as the District contact person who shall receive information from law enforcement officials, prosecutors and the court officials. The District contact person shall notify the principal of the school of attendance of a student about whom information is received from law enforcement officials, prosecutors, or court officials within twenty-four (24) hours of the receipt of that information. The principal shall, in turn, notify the building staff members who s/he determines have a need to know the information that has been received within twenty-four (24) hours of receipt of that information.

The District contact person shall notify the appropriate law enforcement officials when an adult or a student commits any offense listed as a reportable incident in the *School Safety Information Policy and related law Agreement* and shall report all information that is required to be reported to State or local law enforcement agencies and prosecutors. Reporting such information is subject to 20 U.S.C. 1232g., commonly referred to as the Family Educational Rights and Privacy Act of 1974.

If a student is involved in an incident that is reported to law enforcement officials pursuant to the District's *local school safety information policy* ~~*School Safety Information Policy Agreement*~~, then, upon request by school officials, the student's parent or legal guardian shall execute any waivers or consents necessary to allow school officials access to school, court, or other pertinent records of the student concerning the incident and action taken as a result of the incident.

The District designates the School Resource Officer \_\_\_\_\_ as a liaison to work with the school safety commission created under the comprehensive school safety and the office of school safety, including work on identifying model practices for determining school safety issues.

### Required Reporting

The Superintendent shall submit a report at least annually to the Superintendent of Public Instruction, in the form prescribed by the Superintendent of Public Instruction, stating the number of students expelled from the District during the preceding school year and the reason for the expulsion.

The Superintendent shall submit a report at least annually to the Superintendent of Public Instruction, in the form prescribed by the Superintendent of Public Instruction, stating the incidents of crime occurring at school. At least annually, a copy of the most recent report of incidents of crime shall be made available to the parent or legal guardian of each student enrolled in the District. This report will include at least crimes involving:

- A. physical violence;
- B. gang-related ~~related~~ acts;
- C. illegal possession of a controlled substance, controlled substance analogue or other intoxicant;
- D. trespassing;
- E. property crimes, including but not limited to theft and vandalism, including an estimate of the cost to the District resulting from the property crime.

Each school building shall collect and keep current on a weekly basis the information required from the report of incidents of crime, and must provide that information, within seven (7) days, upon request.

### Law Enforcement Information Network (LEIN)

The Board authorizes the Superintendent, principal, and assistant principal(s) to request vehicle registration information for suspicious vehicles within 1,000 feet of school property through the Law Enforcement Information Network (LEIN).

### Threat Assessment

The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. This policy is designed to be consistent with the process for identifying, assessing, and managing students who may pose a threat as set forth in the joint U.S. Secret Service and U.S. Department of Education publication, *Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates*. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed.

The threat assessment process is centered upon an analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to cause physical harm and is engaged in planning or preparing for that event.

Board employees, volunteers, and other school community members, including students and parents, shall immediately report to the Superintendent or Principal any expression of intent to harm another person or other statements or behaviors that suggest a student may intend to commit an act of violence.

Nothing in this policy overrides or replaces an individual's responsibility to contact 911 in an emergency.

Regardless of threat assessment activities or protocols, disciplinary action and referral to law enforcement shall occur as required by State law and Board policy.

### **Persistently Dangerous Schools**

The Board recognizes that State and Federal law requires that the District report annually incidents which meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. It is further understood that the State Department of Education will then use this data to determine whether or not a school is considered "persistently dangerous" as defined by State policy.

Pursuant to the Board's stated intent to provide a safe school environment, the school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceed the threshold number established in State policy, the Superintendent shall convene a meeting of the building administrator, representative(s) of the local law enforcement agencies, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

The Superintendent shall make a report to the Board about this plan of corrective action and shall recommend approval and adoption of it.

In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, students attending the school shall have the choice option as provided in Policy 5113.02 and AG 5113.02.

In addition, the Superintendent shall convene a meeting of the building administrator, representative(s) of the local law enforcement agencies, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

### **Victims of Violent Crime**

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with Federal and State law, law the parents of the eligible student shall have the choice options provided by Policy 5113.02 and AG 5113.02.

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Legal

Title IX, Section 9532 of the No Child Left Behind Act of 2001  
M.C.L. 380.1308 and 380.1310a, 771.2a

|         |  |
|---------|--|
| Book    | Policy Manual                            |
| Section | For the Board 37-2 Tobacco               |
| Title   | Copy of USE OF TOBACCO BY ADMINISTRATORS |
| Code    | po1615                                   |
| Status  |  |
| Adopted | January 7, 2020                          |

## 1615 - USE OF TOBACCO BY ADMINISTRATORS

The Board of Education recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser, including the effects of secondhand smoke and vapor/aerosol exposure, and is, therefore, of concern to the Board.

In order to protect students and employees who choose not to use tobacco products from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco products on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

The Board prohibits the use (x ) consumption, display, activation, promotion, sale, of a tobacco product by employees administrators in District buildings, on District property (owned or leased), on District buses in District vehicles, and at any District-related event at all times within any enclosed facility owned or leased or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds, or athletic facilities.

x ] It is allowable for employees to possess or use a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation or dependence product\* and is being marketed and sold solely for such an approved purpose.

For purposes of this policy:

- A. "electronic smoking device" means any device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device including, but not limited to, an e-cigarette (including, but not limited to, "JUUL", "NJOY," "BREEZE," "Puff Bar," etc.), e-cigar, e-pipe, vape pen, or e-hookah; "tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth;
- B. Electronic smoking device includes any component, part, or accessory of the device and also includes any substance that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine. Electronic smoking device does not include drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.
- C. "off-campus, schools-sponsored event" means any event sponsored by the school or School District that is not on school property including, but not limited to, sporting events, day camps, field trips, dances, or theatrical productions;
- D. "employees" means any person employed by \_\_\_Fowlerville Community Schools\_\_\_ [district/school name] as full-time or part-time, or any position contracted for or otherwise employed, with direct or indirect monetary wages or compensation paid by \_\_\_Fowlerville Community Schools\_\_\_ [district/school name], or anyone working on a volunteer basis;

This term includes, but is not limited to, faculty, service personnel, volunteers, chaperones, student teachers, adult

classroom or student aides, and other adults working for \_\_\_ Fowlerville Community Schools \_\_\_\_\_ **[district/school name]**.

- E. "tobacco product" means 1) any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; 2) any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; or 3) any component, part, or accessory of 1) or 2) whether or not any of these contains tobacco or nicotine including, but not limited to, filters, rolling papers, blunt or hemp wraps, hookahs, and pipes;

Tobacco product does not mean drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

F. "use of a tobacco product" means any of the following:

1. inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device);
2. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device;
3. the inhaling or chewing of a tobacco product;
4. the placing of a tobacco product within a person's mouth;
5. the use or smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

The Superintendent shall require the posting of signs as required.

### **( xx ) Advertising/Promotion**

x No employee on behalf of the District may solicit or accept any contributions, gifts, or money from the tobacco industry - to include, but not be limited to, donations, monies for sponsorships/scholarships, advertising, promotions, loans or support for equipment, uniforms, and sports and/or training facilities.

### **~~[ ] Education and Training~~**

~~Training will be provided on this policy and associated resources. Information will be provided on tobacco cessation resources, including the Michigan Tobacco Quitlink.~~

### **Enforcement**

Employees who violate this policy shall be subject to disciplinary action in accordance with the applicable Collective Bargaining Agreement and/or in accordance with policies of the Board.

### **~~[ ] Exceptions~~**

~~It shall not be considered a violation of this policy.~~

- A. ~~for any person to possess or provide to any other person (but not inhale or ingest) traditional tobacco products (excluding electronic smoking devices) as part of an indigenous practice or a lawfully recognized religious, spiritual, or cultural ceremony or practice;~~
- B. ~~for traditional tobacco products to be burned (but not inhaled or ingested) as part of an educational experience related to indigenous tobacco practices, provided that the activity is conducted by an employee or an approved visitor and that it has been pre-approved by administrators; or~~
- C. ~~for tobacco products to be displayed (but not used, inhaled, or ingested) in an instructional activity related to tobacco product education for employees, administrators, and parents or guardians, but not students, provided that the activity is conducted by an employee or an approved visitor and that it has been pre-approved by administrators.~~

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Legal M.C.L. 333.12601 et seq.  
M.C.L. 750.473

|              |  |
|--------------|--|
| Book         | Policy Manual                                |
| Section      | For the Board 37-2 Tobacco                   |
| Title        | Copy of USE OF TOBACCO BY PROFESSIONAL STAFF |
| Code         | po3215                                       |
| Status       |  |
| Adopted      | January 19, 2016                             |
| Last Revised | January 7, 2020                              |

### 3215 - USE OF TOBACCO BY PROFESSIONAL STAFF

The Board of Education recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser, including the effects of secondhand smoke and vapor/aerosol exposure, and is, therefore, of concern to the Board.

In order to protect students and employees who choose not to use tobacco products from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco products on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

The Board prohibits the use (x) consumption, display, activation, promotion, sale, or visible possession of tobacco product by professional staff members employees in District buildings, on District property (owned or leased), on District buses in District vehicles, and at any District-related event at all times within any enclosed facility owned, or leased, or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds, athletic facilities.

x ] It is allowable for employees to possess or use a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation or dependence product\* and is being marketed and sold solely for such an approved purpose.

For purposes of this policy:

- A. "electronic smoking device" means any device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device including, but not limited to, an e-cigarette (including, but not limited to, "JUUL", "NJOY," "BREEZE," "Puff Bar," etc.), e-cigar, e-pipe, vape pen, or e-hookah "tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth
- B. Electronic smoking device includes any component, part, or accessory of the device and also includes any substance that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine. Electronic smoking device does not include drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.
- C. "off-campus, schools-sponsored event" means any event sponsored by the school or School District that is not on school property including, but not limited to, sporting events, day camps, field trips, dances, or theatrical productions;
- D. "employees" means any person employed by \_\_\_Fowlerville Community Schools\_\_\_\_\_ [district/school name] as full-time or part-time, or any position contracted for or otherwise employed, with direct or indirect monetary wages or compensation paid by \_\_\_Fowlerville Community Schools\_\_\_\_\_ [district/school name], or anyone working on a volunteer basis;

This term includes, but is not limited to, faculty, service personnel, volunteers, chaperones, student teachers, adult classroom or student aides, and other adults working for \_\_\_Fowlerville Community Schools\_\_\_\_\_ [district/school name].

E. "tobacco product" means 1) any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; 2) any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; or 3) any component, part, or accessory of 1) or 2) whether or not any of these contains tobacco or nicotine including, but not limited to, filters, rolling papers, blunt or hemp wraps, hookahs, and pipes;

Tobacco product does not mean drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

F. "use of a tobacco product" means any of the following:

1. ~~inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device);~~
2. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device
3. the ~~inhaling or~~ chewing of a tobacco product
4. the placing of a tobacco product within a person's mouth
5. ~~the use or smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance~~

~~The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.~~

The Superintendent shall require the posting of signs as required.

**Advertising/Promotion**

No employee on behalf of the District may solicit or accept any contributions, gifts, or money from the tobacco industry - to include, but not be limited to, donations, monies for sponsorships/scholarships, advertising, promotions, loans or support for equipment, uniforms, and sports and/or training facilities.

**Education and Training**

~~Training will be provided on this policy and associated resources. Information will be provided on tobacco cessation resources, including the Michigan Tobacco Quitlink.~~

**Enforcement**

Employees who violate this policy shall be subject to disciplinary action in accordance with the applicable Collective Bargaining Agreement and/or in accordance with policies of the Board.

**Exceptions**

~~It shall not be considered a violation of this policy:~~

- A. ~~for any person to possess or provide to any other person (but not inhale or ingest) traditional tobacco products (excluding electronic smoking devices) as part of an indigenous practice or a lawfully recognized religious, spiritual, or cultural ceremony or practice;~~
- B. ~~for traditional tobacco products to be burned (but not inhaled or ingested) as part of an educational experience related to indigenous tobacco practices, provided that the activity is conducted by an employee or an approved visitor and that it has been pre-approved by administrators; or~~
- C. ~~for tobacco products to be displayed (but not used, inhaled, or ingested) in an instructional activity related to tobacco product education for employees, administrators, and parents or guardians, but not students, provided that the activity is conducted by an employee or an approved visitor and that it has been pre-approved by administrators.~~

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Legal

M.C.L. 333.12601 et seq.

M.C.L. 750.473

|              |   |
|--------------|---|
| Book         | Policy Manual                           |
| Section      | For the Board 37-2 Tobacco              |
| Title        | Copy of USE OF TOBACCO BY SUPPORT STAFF |
| Code         | po4215                                  |
| Status       |   |
| Adopted      | February 16, 2016                       |
| Last Revised | January 7, 2020                         |

#### 4215 - USE OF TOBACCO BY SUPPORT STAFF

The Board of Education recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser, including the effects of secondhand smoke and vapor/aerosol exposure, and is, therefore, of concern to the Board.

In order to protect students and employees who choose not to use tobacco products from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco products on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

The Board prohibits the use (  ) consumption, display, activation, promotion, sale or visible possession of tobacco product by support staff members employees in District buildings, on District property (owned or leased), on District buses in District vehicles, and at any District-related event at all times within any enclosed facility owned, or leased, or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds, athletic facilities.

] It is allowable for employees to possess or use a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation or dependence product\* and is being marketed and sold solely for such an approved purpose.

For purposes of this policy:

- A. "electronic smoking device" means any device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device including, but not limited to, an e-cigarette (including, but not limited to, "JUUL", "NJOY," "BREEZE," "Puff Bar," etc.), e-cigar, e-pipe, vape pen, or e-hookah; "tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth
- B. Electronic smoking device includes any component, part, or accessory of the device and also includes any substance that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine. Electronic smoking device does not include drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.
- C. "off-campus, schools-sponsored event" means any event sponsored by the school or School District that is not on school property including, but not limited to, sporting events, day camps, field trips, dances, or theatrical productions;
- D. "employees" means any person employed by \_\_\_\_\_ Fowlerville Community Schools \_\_\_\_\_ [district/school name] as full-time or part-time, or any position contracted for or otherwise employed, with direct or indirect monetary wages or compensation paid by \_\_\_\_\_ Fowlerville Community Schools \_\_\_\_\_ [district/school name], or anyone working on a volunteer basis;

This term includes, but is not limited to, faculty, service personnel, volunteers, chaperones, student teachers, adult classroom or student aides, and other adults working for \_\_\_\_\_Fowlerville Community Schools\_\_\_\_\_ [district/school name].

- E. "tobacco product" means 1) any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; 2) any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; or 3) any component, part, or accessory of 1) or 2) whether or not any of these contains tobacco or nicotine including, but not limited to, filters, rolling papers, blunt or hemp wraps, hookahs, and pipes;

Tobacco product does not mean drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

F. "use of a tobacco product" means any of the following:

1. ~~inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device);~~
2. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device
3. the ~~inhaling or~~ chewing of a tobacco product
4. the placing of a tobacco product within a person's mouth
5. ~~the use or smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance~~

~~The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.~~

The Superintendent shall require the posting of signs as required.

#### Advertising/Promotion

No employee on behalf of the District may solicit or accept any contributions, gifts, or money from the tobacco industry - to include, but not be limited to, donations, monies for sponsorships/scholarships, advertising, promotions, loans or support for equipment, uniforms, and sports and/or training facilities.

#### Education and Training

~~Training will be provided on this policy and associated resources. Information will be provided on tobacco cessation resources, including the Michigan Tobacco Quitlink.~~

#### **Enforcement**

Employees who violate this policy shall be subject to disciplinary action in accordance with the applicable Collective Bargaining Agreement and/or in accordance with policies of the Board.

#### Exceptions

~~It shall not be considered a violation of this policy:~~

- A. ~~for any person to possess or provide to any other person (but not inhale or ingest) traditional tobacco products (excluding electronic smoking devices) as part of an indigenous practice or a lawfully recognized religious, spiritual, or cultural ceremony or practice;~~
- B. ~~for traditional tobacco products to be burned (but not inhaled or ingested) as part of an educational experience related to indigenous tobacco practices, provided that the activity is conducted by an employee or an approved visitor and that it has been pre-approved by administrators; or~~
- C. ~~for tobacco products to be displayed (but not used, inhaled, or ingested) in an instructional activity related to tobacco product education for employees, administrators, and parents or guardians, but not students, provided that the activity is conducted by an employee or an approved visitor and that it has been pre-approved by administrators.~~

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Legal

M.C.L. 333.12601 et seq.

M.C.L. 750.473

|              |                                    |
|--------------|------------------------------------|
| Book         | Policy Manual                      |
| Section      | For the Board 37-2 Tobacco         |
| Title        | Copy of USE OF TOBACCO BY STUDENTS |
| Code         | po5512                             |
| Status       |                                    |
| Adopted      | July 11, 2017                      |
| Last Revised | January 7, 2020                    |

### 5512 - USE OF TOBACCO BY STUDENTS

The Board of Education recognizes that the use of tobacco products presents a health hazard which can have serious consequences both for the user and the nonuser, including the effects of secondhand smoke and vapor/aerosol exposure, and is, therefore, of concern to the Board.

In order to protect students and employees who choose not to use tobacco products from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

The Board prohibits the use, consumption, display, activation, promotion, sale, or possession of tobacco products by students in District buildings, on District property (owned or leased), on District buses in District vehicles, and at any District-related event.

For purposes of this policy:

- A. "electronic smoking device" means any device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device including, but not limited to, an e-cigarette (including, but not limited to, "JUUL", "NJOY," "BREEZE," "Puff Bar," etc.), e-cigar, e-pipe, vape pen, or e-hookah; "tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth;
- B. Electronic smoking device includes any component, part, or accessory of the device and also includes any substance that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine. Electronic smoking device does not include drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.
- C. "off-campus, schools-sponsored event" means any event sponsored by the school or School District that is not on school property including, but not limited to, sporting events, day camps, field trips, dances, or theatrical productions;
- D. "tobacco industry" means manufacturers, distributors, or wholesalers of tobacco products or tobacco-related devices (e.g., Juul, Altria);  
This includes parent companies and subsidiaries.
- E. "tobacco product" means 1) any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; 2) any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; or 3) any component, part, or accessory of 1) or 2) whether or not any of these contains tobacco or nicotine including, but not limited to, filters, rolling papers, blunt or hemp wraps, hookahs, and pipes;

Tobacco product does not mean drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

F. "use of a tobacco product" means any of the following:

1. inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device);
2. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device
3. the inhaling or chewing of a tobacco product
4. the placing of a tobacco product within a person's mouth
5. the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance

The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

In order to protect students and staff who choose not to use tobacco products from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products by students at all times on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.

This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds, athletic facilities, and any school-related event.

It is allowable for a student to possess or use a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation or dependence product and is being marketed and sold solely for such an approved purpose, assuming such possession or usage is accompanied by medical authorization and adheres to all District medication protocols.

It is allowable to possess or provide to another person (but not inhale or ingest) a tobacco product (excluding electronic smoking devices) for an indigenous practice or a lawfully recognized religious, spiritual, or cultural ceremony, or practice.

Tobacco-use prevention education shall be coordinated with the other components of the school health program.

The curriculum for this education program shall not be paid for or developed by the tobacco industry. **[END OF OPTION]**

Staff responsible for teaching tobacco-use prevention education shall have adequate pre-service training and participate in ongoing professional development activities to effectively deliver education programming. Preparation and professional development activities shall provide basic knowledge about the effects of tobacco use and effects of peer pressure on tobacco use combined with effective instructional techniques and strategies and program-specific activities.

Education will include instruction on the harmful effects of and legal restrictions against tobacco, including electronic smoking devices as part of the health education curriculum

Students who violate this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code and in accordance with policies of the Board.

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Legal

M.C.L. 333.12601 et seq.

M.C.L. 750.473

|         |   |
|---------|---|
| Book    | Policy Manual                             |
| Section | For the Board 37-2 Tobacco                |
| Title   | Copy of USE OF TOBACCO ON SCHOOL PREMISES |
| Code    | po7434                                    |
| Status  |   |
| Adopted | May 16, 2017                              |

#### 7434 - USE OF TOBACCO ON SCHOOL PREMISES

The Board of Education believes that the right of persons to use tobacco products must be balanced against the right of those who do not use tobacco products to breathe air untainted by tobacco products, including secondhand smoke and vapor/aerosol exposure..

In order to protect students and employees who choose not to use tobacco products from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco products on District premises (owned or leased), in District vehicles, at all ~~school-sponsored~~ school-related events and in all school buildings owned and/or operated by the District.

For purposes of this policy:

- A. "electronic smoking device" means any device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device including, but not limited to, an e-cigarette (including, but not limited to, "JUUL", "NJOY," "BREEZE," "Puff Bar," etc.), e-cigar, e-pipe, vape pen, or e-hookah "tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth;
- B. Electronic smoking device includes any component, part, or accessory of the device, and also includes any substance that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine. Electronic smoking device does not include drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act
- C. "off-campus, schools-sponsored event" means any event sponsored by the school or School District that is not on school property including, but not limited to, sporting events, day camps, field trips, dances, or theatrical productions;
- D. "tobacco industry" means manufacturers, distributors, or wholesalers of tobacco products or tobacco-related devices (e.g., Juul, Altria);  
This includes parent companies and subsidiaries.
- E. "tobacco product" means 1) any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; 2) any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; 3) or any component, part, or accessory of 1) or 2) whether or not any of these contains tobacco or nicotine including, but not limited to, filters, rolling papers, blunt or hemp wraps, hookahs, and pipes (Tobacco product does not mean drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.);
- F. "use of a tobacco product" means any of the following:

1. ~~inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device)the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device;~~
2. ~~the inhaling or~~ chewing of a tobacco product;
3. the placing of a tobacco product within a person's mouth;
4. ~~the use of smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.~~

**x ]** It is allowable for possession or use a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation or dependence product and is being marketed and sold solely for such an approved purpose.

### **Advertising/Promotion**

In accordance with Policy 9700.01, tobacco product advertising is prohibited on school grounds, in all school-sponsored publications, and at all school-sponsored events.

The promotion of tobacco products, including clothing, bags, lighters, gear, technology accessories, signs, structures, vehicles, fliers, other personal articles, or any other product or paraphernalia is not permitted on school grounds, in school or District-owned vehicles, or at school or District-sponsored events. ~~Tobacco may not be advertised or promoted on school property or at school controlled events. Therefore, signs, clothing, bags, accessories, and other items promoting tobacco or containing tobacco branding are prohibited on school property and at school controlled events.~~

Tobacco companies/products may not sponsor any school activity or project.

### **~~[ ]~~ Exceptions**

~~It shall not be considered a violation of this policy:~~

- A. ~~for any person to possess or provide to any other person (but not inhale or ingest) Traditional tobacco products (excluding electronic smoking devices) as part of an Indigenous practice or a lawfully recognized religious, spiritual, or cultural ceremony or practice;~~
- B. ~~for Traditional tobacco products to be burned (but not inhaled or ingested) as part of an educational experience related to Indigenous tobacco practices, provided that the activity is conducted by an employee or an approved visitor and that it has been pre-approved by administrators; or~~
- C. ~~for tobacco products to be displayed (but not used, inhaled, or ingested) in an instructional activity related to tobacco product education for employees, administrators, and paren~~

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|       |   |
|-------|---|
| Legal | M.C.L. 333.12601 et seq.                      |
|       | M.C.L. 380.1170                               |
|       | M.C.L. 750.473                                |
|       | 20 U.S.C. 6081 et seq.                        |
|       | U.S.D.O.E. Memorandum, 1995                   |
|       | MDE Board Policy on 24/7 Tobacco-Free Schools |

|         |  |
|---------|--|
| Book    | Policy Manual                              |
| Section | For the Board 37-2 Tobacco                 |
| Title   | Copy of PUBLIC ATTENDANCE AT SCHOOL EVENTS |
| Code    | po9160                                     |
| Status  |  |
| Adopted | March 22, 2016                             |

#### 9160 - PUBLIC ATTENDANCE AT SCHOOL EVENTS

The Board of Education welcomes the attendance of members of the community at athletic and other public events held by the schools in the District, but the Board also acknowledges its duty to maintain order and preserve the facilities of the District during the conduct of such events. The Board retains the right to bar the attendance of or remove any person whose conduct may constitute a disruption at a school event. School administrators are expected to call law enforcement officials if a person violates posted regulations or does not leave school property when reasonably requested. In accordance with Board Policy 7440 and AG 7440B, administrators may use metal detectors and other devices to protect the safety and well-being of participants and visitors.

The Board directs that no alcoholic beverage or other controlled substance be possessed, consumed, or distributed, nor any betting occur, at any function sponsored by the District and/or occurring on District premises.

Raffles and similar forms of fund-raising by District-related organizations may be permitted by the Superintendent in accordance with Policy 9211 - District Support Organizations and Policy 9700 - Relations with Special Interest Groups.

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto.

If a student or adult is asked to leave or is removed from a school event, no admission fees shall be refunded.

Individuals with disabilities shall have an equal opportunity to purchase tickets for events that have been sanctioned or approved by the Board in accordance with the provisions of the Americans with Disabilities Act, as amended.

Further, in accordance with the provisions of the Americans with Disabilities Act, as amended, the Board shall permit individuals with disabilities to be accompanied by their service animals in all areas of the District's facilities where members of the public, as participants in services, programs, or activities, or as invitees, are allowed to go. (See also, Policy 8390)

Smoking and/or the use of tobacco products and/or tobacco substitute products is prohibited at any time within any enclosed facility owned, or leased, or contracted for by the Board, and in areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, or tobacco substitutes, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco or nicotine (including synthetic nicotine) in addition to papers used to roll cigarettes, and/or smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes, and any other smoking devices for burning tobacco or any other substances (see Policy 7434).

Such prohibition also applies to school grounds and any school-related event.

The Board is aware of the increasing desire of many parents and other members of an audience to make audio and/or video recordings of school events.

Such recordings can be made by parents or other members of the audience without restriction if the performance is not of copyrighted material. However, if the performance is of copyrighted material, recording can be made if the appropriate license authorizing such recordings has been secured in advance by the District. If the performance is of copyrighted material and the necessary license has not been secured in advance by the District, the audience shall be advised before the performance begins that audio and/or video recordings that will be re-broadcast or distributed in any way, such as posting on the internet, are prohibited.

The Board authorizes the Superintendent to establish rules and procedures governing the use of nondistrict audio/visual recording equipment at any District-sponsored event or activity. Such rules are to be distributed in such a manner that members of the audience who wish to record the event are aware of the rules early enough to make proper arrangements to obtain their recordings without causing delay or disruption to an activity.

Any person or organization seeking to film students or a school activity which is not a public event shall obtain prior permission from the Superintendent.

The Superintendent shall ensure that all notices, signs, schedules, and other communications about school events contain the following statement:

"Upon request to the Superintendent, the District shall make reasonable accommodation for a disabled person to be able to participate in this activity."

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28 C.F.R. Part 35

**Asset Management Committee Minutes  
Fowlerville Community Schools  
March 4, 2024**

Central Office conference room, 6:00 p.m.

The meeting was called to order at 6: p.m. by in the Central Office conference room.

Members Present: Mr. Justin Braska, Mr. John Belcher & Mrs. Danielle DeVries  
Staff Present: Mr. Matt Stuard & Mrs. Kim Hiveley  
Others Present:

Motion by , supported by , to approve minutes from the February 5, 2024 Asset Management Committee meeting.

Call to the Public –

Fowlerville Elementary Furniture –

High School HVAC Upgrades – Chiller Pre-Purchase –

Maintenance, Custodial & Transportation Update –

Other –

Motion by , supported by , to adjourn the meeting at p.m.

## *Appendix F*

|         |                     |
|---------|---------------------|
| Book    | Policy Manual       |
| Section | For the Board 36-2  |
| Title   | Copy of GRANT FUNDS |
| Code    | po6110              |
| Status  |                     |
| Adopted | May 2, 2017         |

### 6110 - GRANT FUNDS

It is the objective of the Board of Education to provide equal educational opportunities for all students within the District. Government agencies, as well as foundations, businesses, and individuals, periodically offer both human and material resources to the District that would benefit students and the educational program. Therefore, it is the intent of the Board to allow grant proposals and applications for their potential to enhance educational opportunities, the educational environment, and the physical and mental growth for each student.

The Superintendent/designee shall review new Federal education legislation and prepare proposals for programs s/he deems would be of aid to the students of this District.

The Board regards available Federal funds of aid to local school districts and communities as a public trust. It forbids the use of Federal monies for partisan political activities and for any use that would not be in accordance with Federal regulations and guidelines.

No Federal funds received by the District shall be used (1) to develop or distribute materials, or operate programs or courses of instruction directed at youth, that are designed to promote or encourage sexual activity, whether homosexual or heterosexual; (2) to distribute or to aid in the distribution by any organization of legally obscene materials to minors on school grounds; (3) to provide sex education or HIV-prevention education in schools unless that instruction is age appropriate and includes the health benefits of abstinence; or (4) to operate a program of contraceptive distribution in schools.

#### **Grant Proposal Internal Review**

Each grant proposal shall be reviewed and approved by the Superintendent/designee prior to submission to the funding source.

#### **Grant Administration**

- A. The administration of grants will adhere to all applicable Federal, State, local and grantor rules and regulations, including the terms and conditions of the Federal awards, as well as District policies and administrative guidelines.
- B. The Superintendent/designee is responsible for the efficient and effective administration of grant awards through the application of sound management practices.
- C. The Superintendent/designee is responsible for administering grant funds in a manner consistent with underlying agreements, applicable statutes, regulations, and objectives, and the terms and conditions of the grant award.
- D. The District, in recognition of its unique combination of staff, facilities, and experience, shall employ internal controls, including the organizational and management strategies necessary to assure proper and efficient administration of grant awards.  
**Maintenance of Effort (MOE) and Maintenance of Equity (MOEquity) requirements of the Federal program will be met in accordance with the requirements of the specific funded program. The District shall maintain appropriate documentation and records to substantiate compliance or to justify allowable exceptions, exemptions, or waivers.**
- E. All Federal funds received by the District will be used in accordance with the applicable Federal law and regulations and the terms and conditions of the Federal award. The Superintendent/designee shall require that each draw of Federal monies be aligned with the District's payment process (whether reimbursement, cash advance or a

combination). If funds are permitted to be drawn in advance, all draws will be as close as administratively feasible to the related program expenditures and that, when restricted, such monies are used to supplement programs and funding and not to supplant or replace existing programming or current funding.

- A. The Superintendent/designee is authorized to sign related documents for grant administration, including documents required for submittal of grant proposals.
- B. Employee positions established through the use of grant funding shall terminate if and when the related grant funding ceases.
- C. Program reports including but not limited to audits, site visits and final reports shall be submitted to the Superintendent for review and distribution to the Board and other appropriate parties.

### **Financial Management**

The financial management of grant funds shall be in compliance with all applicable Federal, State, local and grantor rules, regulations, and assurances as well as District policies and administrative guidelines.

The District shall provide for the following:

- A. Identification, in District accounts, of all grant awards received and expended and the programs under which they were received. For Federal programs and awards, identification shall include the Catalog of Federal Domestic Assistance ("CFDA") title and number, Federal award identification number and year, name of the Federal agency and name of the pass-through entity, as applicable.
- B. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements of the grant.
- C. Records that identify adequately the source and application of funds provided for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
- D. Effective control over, and accountability for, all funds, property, and other assets. The District must adequately safeguard all assets and assure that they are used solely for authorized purposes.

Further, the District must:

- 1. establish and maintain effective internal control over the Federal award that provides reasonable assurance that the District is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award;
  - 2. comply with Federal statutes, regulations and the terms and conditions of the Federal award;
  - 3. evaluate and monitor the District's compliance with statutes, regulations and the terms and conditions of the Federal award;
  - 4. take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings;
  - 5. take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and obligations of confidentiality.
- E. Comparison of expenditures with budget amounts for each Federal award.
  - F. Recordkeeping and written procedures to the extent required by Federal, State, local, and grantor rules and regulations pertaining to the grant award and accountability, including but not limited to, the following areas:
    - 1. cash management
    - 2. allowability
    - 3. conflict of interest

4. procurement
5. equipment management
6. conducting technical evaluations of proposals and selecting recipients
7. compensation and fringe benefits
8. travel

G. Disclosure of any potential conflict of interest and all mandatory violation disclosures potentially affecting the Federal award/grant to the Federal awarding agency or pass through agency in accordance with applicable Federal policy.

H. Insurance coverage for real property and equipment, if applicable, equivalent to such property owned by the District.

### **Program Income**

Program income means gross income earned by a grant recipient that is directly generated by a supported activity or earned as a result of the Federal award during the grant's period of performance.

It includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts and interest earned on any of them. Additionally, taxes, special assessments, levies, fines and other such revenues raised by a recipient are not program income unless the revenues are specifically identified in the Federal award or Federal awarding agency regulations as program income. Finally, proceeds from the sale of real property, equipment or supplies are not program income.

Unless it has received prior approval to use a different method or the terms and conditions of the grant authorize a different method, the District uses the deduction method of accounting for program income. Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the Federal awarding agency or pass-through entity.

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34 C.F.R. 75.707, 76.563, 76.565, 76.707

2 C.F.R. 200.56, 200.71, 200.77, 200.80, 200.112, 200.302, 200.307

2 C.F.R. 200.309, 200.310, 200.313, 200.318-.320, 200.343(b)&(e)

Compliance Supplement for Single Audits of State and Local Governments

20 U.S.C. 7906

|              |  |
|--------------|--|
| Book         | Policy Manual                              |
| Section      | For the Board 36-2                         |
| Title        | Copy of PROCUREMENT – FEDERAL GRANTS/FUNDS |
| Code         | po6325                                     |
| Status       |  |
| Adopted      | May 2, 2017                                |
| Last Revised | March 3, 2020                              |

### 6325 - **PROCUREMENT – FEDERAL GRANTS/FUNDS**

Procurement of all supplies, materials, equipment, and services paid for from Federal funds or District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, Board of Education policies, and administrative procedures.

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (2 CFR 200.317-.326) for the administration and management of Federal grants and Federally-funded programs. The District shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District's documented general purchasing Policy 6320 and AG 6320A.

**All Federally-funded contracts in excess of \$2,000 related to construction, alteration, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.**

All District employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Policy 1130, Policy 3110 and Policy 4110 – Conflict of Interest.

The District will avoid acquisition of unnecessary or duplicative items. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. And, where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

#### **Competition**

All procurement transactions paid for from Federal funds or District matching funds shall be conducted in a manner that encourages full and open competition and that is in accordance with good administrative practice and sound business judgement. In order to promote objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

- A. unreasonable requirements on firms in order for them to qualify to do business;
- B. unnecessary experience and excessive bonding requirements;
- C. noncompetitive contracts to consultants that are on retainer contracts;
- D. organizational conflicts of interest;

- E. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
- F. any arbitrary action in the procurement process.

Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless (1) an applicable Federal statute expressly mandates or encourages a geographic preference; or (2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract; or (3) when all other considerations are equal, preference is give to local merchants.

### **Solicitation Language**

The District shall require that all solicitations made pursuant to this policy incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

### **Procurement Methods**

The District shall utilize the following methods of procurement:

#### **A. Micro-purchases**

Procurement by micropurchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$10,000. To the extent practicable, the District shall distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if Superintendent considers the price to be reasonable. The District maintains evidence of this reasonableness in the records of all purchases made by this method.

#### **B. Small Purchases**

Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property that does not exceed the competitive bid threshold allowed by State statute. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources.

#### **C. Sealed Bids**

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to more than the amount allowed by Michigan statute and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed the amount allowed by Michigan statute.

In order for sealed bidding to be feasible, the following conditions shall be present:

1. a complete, adequate, and realistic specification or purchase description is available;
2. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
3. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

When sealed bids are used, the following requirements apply:

1. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
2. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
3. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
4. A firm fixed price contract award will be made in writing to the lowest responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
5. The Board reserves the right to reject any or all bids for sound documented reason.

#### D. Competitive Proposals

Procurement by competitive proposal, normally conducted with more than one source submitting an offer, is generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.

If this method is used, the following requirements apply:

1. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
2. Proposals shall be solicited from an adequate number of sources.
3. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.
4. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E that firms are a potential source to perform the proposed effort.

#### E. Noncompetitive Proposals

Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1. the item is available only from a single source
2. the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation
3. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District
4. after solicitation of a number of sources, competition is determined to be inadequate

#### Contract/Price Analysis

The District shall perform a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

### **Time and Materials Contracts**

The District uses a time and materials type contract only (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

### **Suspension and Debarment**

The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance; and (4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the nonprocurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 CFR Part 180 Subpart G)

Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1). A person so excluded is debarred. (2 CFR Part 180 Subpart H)

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors at [www.sam.gov](http://www.sam.gov); collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 CFR Part 180 Subpart C)

### **Bid Protest**

The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

**Maintenance of Procurement Records**

The District maintains records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

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2 C.F.R. 200.317 - .326