

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

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

July 18, 2023

**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 July 11, 2023
  - C. Approval of Superintendent's Personnel Report
- IV. Call to the Public
- V. Reports/Recognition
  - A. Board Committee Report(s)
    1. 7/11 Executive Committee
    2. 7/12 Asset Management Committee
      - a. Recommendation to Approve Bulletin 3 Change Order
    3. 7/17 Personnel Committee
  - B. Assistant Superintendent's Report
  - C. Superintendent's Report
- VI. New Business
- VII. Old Business
  - A. Recommendation to Approve Second Reading of Proposed Policies
- VIII. Introduction of Other Matters by Members of the Board
- IX. Introduction of Other Matters by the Superintendent
- X. Information
  - A. Next Regular School Board Meeting, August 1, 2023 at 7:00 p.m. in the FHS media center
- 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.

- V. Reports/Recognition
- A. Board Committee Reports
1. 7/11 Executive Committee Report – Mrs. Amy Sova
  2. 7/12 Asset Management Committee Report – Mr. Braska
    - a. Recommendation to Approve Bulletin 3 Change Order 001 – The Asset Management Committee is recommending approval of the Foundation changes to 16” from top of footing to finished floor.  
  
Recommendation: The Asset Management Committee, recommends approval of Bulletin 3 Change Order 001 Foundation Change Request as presented. [Appendix A]
  3. 7/17 Personnel Committee Report – Mrs. Charron
- B. Assistant Superintendent’s Report – Mr. Tim Dowker
- C. Superintendent’s Report – Mr. Matt Stuard
- VI. New Business/Presentation
- VII. Old Business
- A. Recommendation to Approve Second Reading of Proposed Policies – The Policy Committee has reviewed the policies that are included in the Board packet. This is the second and final reading on these proposed policies. [4 motions follow.]
- Recommendation: The Board Policy Committee recommends the following policy be approved for a second reading: Policy 5341-Emergency Medical Authorization as presented. [Appendix B] Roll Call Vote Needed.
- Recommendation: The Board Policy Committee recommends the following policy be approved for a second reading: Policy-5342 Do Not Resuscitate Orders (DNR) for Minor Students as presented. [Appendix B] Roll Call Vote Needed.
- Recommendation: The Board Policy Committee recommends the following policy be approved for a second reading: Policy-5343 Physician Order for Scope of Treatment (POST) as presented. [Appendix B] Roll Call Vote Needed.
- Recommendation: The Board Policy Committee recommends the following policy be approved for a second reading: Policy-8805 Flags and Displays as presented. [Appendix B] Roll Call Vote Needed.
- VIII. Introduction of Other Matters by Members of the Board
- IX. Introduction of Other Matters by the Superintendent
- X. Information – See Agenda
- XI. Adjournment

**FOWLERVILLE COMMUNITY SCHOOLS**  
**Board of Education Minutes**  
**Organizational Meeting**  
**July 11, 2023**

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 June 22, 2023. The motion was adopted unanimously.

During the Call to the Public community members addressed the Board.

Motion by Mrs. DeVries, supported by Mrs. Dombrowski, recommending that the attached Board meeting schedule for the 2023-2024 school year be adopted as presented. [Appendix A]. The motion was adopted unanimously.

Motion by Mr. Hinton, supported by Mrs. Charron, recommending that the attached Committee meeting schedule for the 2023-2024 school year be adopted as presented. [Appendix B] The motion was adopted unanimously.

**Recommendation 1:** Motion by Mr. Belcher, supported by Mr. Braska, recommending the depository for Fowlerville Community Schools' monies and banking transactions for the 2023-2024 fiscal year shall be the Bank of Ann Arbor for the following accounts:

Bank of Ann Arbor –  
Collins Memorial  
Debt Retirement  
Energy Bond – Savings  
Food Service Account  
General Fund Checking  
General Fund Savings  
Payroll  
Student Activity Checking  
Student Activity Savings  
Trust Account – Scholarships  
VanGorder – Certificate of Deposit

Huntington Bank – Acts as agent to make debt service payments

Michigan Class – 2022 Bond Funds

UMB (United Missouri Bancshares) – 2022 Bond Funds

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

Nays: None

The motion carried.

**Recommendation 2:** Motion by Mr. Belcher, supported by Mr. Hinton, recommending all checks drawn against authorized checking accounts in the following funds will be signed by the Board Treasurer and countersigned by the Superintendent.

General Fund

Payroll  
Student Accounts

Ayes: Mr. Belcher, Mr. Braska, Mrs. Charron, Mrs. DeVries, Mrs. Dombrowski, Mr. Hinton and Mrs. Sova  
Nays: None  
The motion carried.

**Recommendation 3:** Motion by Mr. Belcher, supported by Mr. Braska, recommending the Superintendent, Assistant Superintendent or the Financial Director be authorized to invest temporary, excess cash in the name of Fowlerville Community Schools and liquidate these investments by depositing them in authorized school accounts.  
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 Mrs. DeVries, recommending the Superintendent or his delegate be the person responsible for posting meetings of the Board of Education notices as may be required by law. The motion passed unanimously.

Motion by Mr. Belcher, supported by Mr. Braska, recommending the Board of Education sets the subscription fee for the mailing of certain schedules and notices in the amount of \$50.00 per year. Board packet charges for non-board members will be .10¢ per page plus postage and handling. The motion passed unanimously.

Motion by Mr. Belcher, supported by Mr. Hinton, recommending Maner Costerisan Certified Public Accountants be retained as auditors for the 2023-2024 school year and Thrun Law Firm be retained as legal counsel for 2023-2024. The motion passed unanimously. Mr. Braska abstained due to having a business connection.

Motion by Mr. Belcher, supported by Mrs. Charron, recommending approval of the Out-of-State and Overnight Field Trip list as presented for the 2023-2024 school year. [Appendix C] The motion passed unanimously.

A Board Committee Report was given for the 6/22 Policy Committee.

Board Comments took place.

During the Superintendent's Report, Mr. Matt Stuard commented that interviews for Assistant Superintendent are taking place.

Motion by Mr. Belcher, supported by Mr. Braska, recommending approval of Change Request #10, Site Lighting Change Request as presented. [Appendix D] The motion was adopted unanimously.

Motion by Mr. Belcher, supported by Mr. Braska, recommending the following policies be approved for a first reading: Policy 5341-Emergency Medical Authorization, Policy-5342 Do Not Resuscitate Orders (DNR) for Minor Students, Policy-5343 Physician Order for Scope of Treatment (POST), and Policy-8805 Flags and Displays as presented. A second and final reading will be presented at the next Board meeting. [Appendix E]  
Ayes: Mr. Belcher, Mr. Braska, Mrs. Charron, Mrs. DeVries, Mrs. Dombrowski, Mr. Hinton and Mrs. Sova  
Nays: None  
The motion carried.

Motion by Mr. Hinton, supported by Mr. Belcher, recommending adjournment of the meeting at 8:23 p.m. The motion passed unanimously.

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Susan Charron, Board Secretary  
Fowlerville Community Schools

**Fowlerville Board of Education**  
**Superintendent's Personnel Report**  
**Regular Meeting – 7/18/2023**

**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>
Jennifer Smith	Full Time Bus Driver	6/19/2023	Hired-in training

**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>
Teri Devota	1st Grade Teacher	28 years in Dec 2023	8/18/2023
Gerald Badget	Safety Monitor HS	1 School Year	7/10/2023

**D. LEAVE OF ABSENCE**

<b>Name:</b>	<b>Position:</b>	<b>Leave Type:</b>	<b>Effective Date:</b>

**E. EMPLOYMENT – PROFESSIONAL STAFF**

<b>Name:</b>	<b>Position:</b>	<b>Date:</b>	<b>Current Process:</b>
Marlee Sieja	Special Ed Teacher-FJH	7/17/2023	Going to Board for Approval 7/18/2023
Eric Fritz	Science Teacher-FHS	7/17/2023	Going to Board for Approval 7/18/2023

# **Executive Committee Minutes Fowlerville Community Schools July 11, 2023**

Fowlerville High School media center, 5:30 p.m.

The meeting was called to order at 5:30 p.m. by Mrs. Sova in the FHS media center.

Members Present: Mr. John Belcher, Mrs. Sue Charron, Mr. Robert Hinton and Mrs. Amy Sova

Staff Present: Mr. Matt Stuard and Tim Dowker

Others Present: None

There were no previous minutes to approve since this is the first meeting of this Committee.

Call to the Public – None

Bookworms – Mr. Stuard gave the committee a presentation on Michigan's Read by Third Grade Law, eligibility requirements for a specific learning disability under the Individuals with Disabilities Act (IDEA), and the requirements of Section 31A of Michigan's School Aid Act. Discussion occurred about how these laws apply to the adoption of an elementary core reading program.

The committee discussed the importance of communication between teachers and parents proactively – well before a reading deficiency is formally identified.

Mr. Stuard also presented district data on the Fowlerville Community Schools as it compares State data and with district data from Mason Public Schools, which is a comparable district and community to Fowlerville.

Lastly, discussion occurred about next steps regarding Bookworms, which the Board tabled at the June 20, 2023 Board meeting.

Board/Superintendent Retreat – The committee reviewed the results of the Board/Superintendent Doodle poll. The committee recommended Mr. Stuard send another Doodle poll to Board members to identify a date where all Board members could be present.

Other – None

Motion by Mr. Belcher, supported by Mr. Hinton, recommending adjournment of the meeting at 6:38 p.m. The motion passed unanimously.

**Asset Management Committee Minutes  
Fowlerville Community Schools  
July 12, 2023**

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

The meeting was called to order at 6:01 p.m. by Mr. Justin Braska in the C.O. conference room.

Members Present: Mr. Justin Braska, Mr. John Belcher, & Mrs. Danielle DeVries  
Staff Present: Mr. Matt Stuard & Mr. Tim LaPlante  
Others Present: None

Motion by Mr. Belcher, supported by Mrs. DeVries, to approve minutes from the June 19, 2023 Bond Projects committee meeting. The motion passed unanimously.

Call to the Public – None

Bulletin 3 Change Order – The committee discussed changes to the foundation that are required due to the placement of stone on the building site. The committee unanimously supported sending the change order in the amount of \$58,281 to the full Board for approval.

High School Exterior Power Washing Update – Mr. LaPlante updated the committee on plans to power wash the exterior of the high school. The exterior of the building hadn't been cleaned since the last addition was added. Mr. LaPlante told the committee he had received three quotes and that we had contracted with Major League Exteriors to clean the building later in the month of July. The quoted cost by Major League Exteriors is \$14,000. This does not require Board approval.

K-2 Building Construction Update – Mr. Stuard and Mr. LaPlante reviewed the June construction update from IDS and Auch. In addition, the committee discussed the recent playground bid opening. In addition, the committee reviewed the two valid bids for new K-1 and 2 playgrounds and the alternate bids for playground structures at Kreeger. Mr. Stuard is awaiting the final recommendation from our project manager before forming a design committee to finalize the details of the new playgrounds and equipment.

Other – None

Motion by Mrs. DeVries, supported by Mr. Belcher, to adjourn the meeting at 7:05 p.m. The motion passed unanimously.



**Personnel Committee Minutes  
Fowlerville Community Schools  
July 17, 2023**

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

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

Members Present: Mrs. Sue Charron, Mr. Bob Hinton and Mrs. Danielle DeVries [alternate]  
Staff Present: Mr. Matthew Stuard and Ms. Trisha Reed  
Others Present: None

Motion by Mr. Hinton, supported by Mrs. DeVries, to approve minutes from the June 19, 2023 meeting. The motion passed unanimously.

Call to the Public – None

Superintendent's Personnel Report – Mrs. Reed and Mr. Stuard discussed the option of a monthly Superintendent's Personnel Report that would first be presented to the Personnel Committee and then sent to the full Board for approval under the consent agenda. The report will include new hires, changes in assignment, staff departures, leaves of absence, and pending hires. The committee unanimously supported this option.

Onboarding Process Update – Mrs. Reed reported on the hiring process/onboarding checklist. Discussion occurred about the use of Talent Ed, the district's onboarding and recruiting software, and the importance of staffing control.

Deduction Letter – The attached letter was discussed.

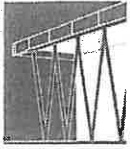
Assistant Superintendent Update – Mr. Stuard updated the committee on the interview and recruiting process for the Assistant Superintendent. The committee agreed to modify the salary range for the position due to market conditions.

Other – None

Motion by Mr. Hinton, supported by Mrs. DeVries, recommending adjournment of the meeting at 7:45 p.m. The motion passed unanimously.



# Appendix A



# AUCH

**AUCH Construction**

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Pontiac, Michigan 48342  
P (248) 334-2000  
F (248) 334-3404  
www.auchconstruction.com

Our Job No. 9342010

Date 06/27/2023

To: D24088 Davenport Masonry  
1445 Edgar Road  
Holt, MI 48842

Job: FCS-New K-2 Building  
7677 Sharpe Road  
Fowlerville, MI

(517)699-4279  
(517)699-6140

Authorized by: Mitchel DeLange

CHANGE ORDER NO. 001

Following is description of work affecting our Contract with FCS-New K-2 Building.  
Kindly advise immediately if same does not meet with your approval or understanding.  
Unless we hear from you to the contrary, or unless otherwise stated below, we are proceeding  
on the assumption that you agree hereto, and change as noted will be carried into effect.

		CURRENT CONTRACT AMOUNT	3,167,000.00
W.O.#18058	Bulletin 3 - Foundation changes to 16" from top of footing to finished floor.	Add	58,281.00
-----			
		Subtotal:	58,281.00      58,281.00
		REVISED CONTRACT AMOUNT	3,225,281.00

Kindly sign all copies and return to us.

Reviewed By:

Accepted By:

DocuSigned by:  
  
 6/29/2023  
 \_\_\_\_\_  
35579D4E37C14D2  
 GEORGE W. AUCH COMPANY      Date

DocuSigned by:  
  
 7/13/2023  
 \_\_\_\_\_  
CF1701797650488  
 Fowlerville Community Schools      Date  
 Matt Stuard

  
Digitally signed by Marty Miller  
DN: cn=US,  
o=Miller@davenportmasonry.com,  
c=Marty Miller  
Date: 2023.06.28 12:27:22-0400  
 \_\_\_\_\_  
 Davenport Masonry      Date

# Appendix B

Book	Policy Manual
Section	Vol. 35, No. 2 - February 2021
Title	Vol. 35, No. 2 - February 2021 Revised EMERGENCY MEDICAL AUTHORIZATION
Code	po5341
Status	From Neola
Adopted	July 11, 2017

## 5341 - EMERGENCY MEDICAL AUTHORIZATION

The District will distribute annually to parents or guardians of all students the Emergency Medical Authorization Form. In the event emergency medical treatment for a student is necessary, the District will adhere to the instructions on the authorization form.

The Emergency Medical Authorization Form will be kept in a separate, easily accessible file in each school building during the school year.

Any time a student or a group of students is taken out of the District to participate in a school event, the staff in charge of the event must take the Emergency Medical Forms for those students. This includes, and is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.

Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow the procedures described in this policy and in Policy 5342 related to Do Not Resuscitate Orders, ~~the Superintendent's administrative guidelines and are not to abide by any "Do Not Resuscitate" (DNR) agreement that may exist for a student, unless ordered to do so by a court of law.~~

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Book Policy Manual

Section For the Board 35-2

Title Vol. 35, No. 2 - February 2021 New DO NOT RESUSCITATE ORDERS (DNR) FOR MINOR STUDENTS

Code po5342

Status

#### 5342 - DO NOT RESUSCITATE ORDERS (DNR) FOR MINOR STUDENTS

After April 4, 2021, if a parent or legal guardian who is legally authorized to execute a 'Do Not Resuscitate' order ('DNR Order') for a student provides school administration with a copy of a duly executed DNR Order compliant with the law and in substantially the same form as dictated by statute, District administration shall proceed as follows.

If the administrator who receives a copy of a DNR Order from a parent or legal guardian of a student is not the Superintendent, the administrator shall immediately provide the Superintendent with the DNR Order.

The Superintendent shall ensure that all of the following conditions are met:

- A. The copy of the DNR Order must be placed in a file created specifically for a copy of a DNR Order or the revocation of a DNR Order in a manner and location to be determined by the Superintendent, regardless of whether the order pertains to a student with an individualized education program.
- B. If the District received a copy of a DNR Order for a student during the immediately preceding school year, the Superintendent, or his/her designee, must inquire of the student's parent or legal guardian at the beginning of each school year subsequent to which the DNR Order was in effect to determine if the order is still in effect.
- C. The Superintendent, or his/her designee, must provide actual notice of the DNR Order to each teacher or other school employee who provides instructional or noninstructional services directly to the student.

If an administrator received actual notice of a revocation of a DNR Order, s/he shall immediately provide the revocation to the Superintendent and the Superintendent, or his/her designee shall immediately place the revocation in the file created per the instruction and provide actual notice of the revocation to each teacher or other school employee who provides instructional or noninstructional service directly to the student.

The Board shall ensure that timely and appropriate training regarding compliance with the DNR Order is provided to each teacher or other school employee who provides services to a student with a DNR Order, according to his/her level of responsibility.

An individual who determines that a minor student, while located at school, is wearing a do-not-resuscitate identification bracelet or an individual who has actual notice of valid DNR Order related to the minor student shall not attempt to resuscitate the minor student before an appropriate health professional arrives to assist.

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Legal M.C.L. 333.1051, et. seq.  
M.C.L. 380.1180

Book Policy Manual  
Section For the Board 35-2  
Title Vol. 35, No. 2 - February 2021 New PHYSICIAN ORDER FOR SCOPE OF TREATMENT (POST)  
Code po5343  
Status

#### 5343 - **PHYSICIAN ORDER FOR SCOPE OF TREATMENT (POST)**

An administrator who receives a copy of a physician order for scope of treatment ('POST') form from a parent or legal guardian of a student enrolled in the District shall immediately provide the form to the Superintendent.

A. The Superintendent shall ensure that all of the following conditions are met:

1. The copy of the POST form must be placed in a file created specifically for a copy of a POST form or the revocation of a POST form, in a manner and location to be determined by the Superintendent or his/her designee, regardless of whether the form pertains to a student with an individualized education program.
2. If the District received a copy of a POST form for a student during the immediately preceding school year, the Superintendent, or his/her designee, must inquire of the student's parent or legal guardian at the beginning of each school year subsequent to which the POST form was in effect to determine if the order is still in effect and request an updated copy of the form, if applicable.
3. The Superintendent, or his/her designee, must provide actual notice of the POST form described in this subsection to each teacher or other school employee who provides instructional or noninstructional services directly to the student.

B. If an administrator receives actual notice of a revocation of a POST form, s/he shall immediately provide the revocation to the Superintendent and the Superintendent or his/her designee shall immediately place the revocation in the file described under subsection (1)(a) and shall provide actual notice of the revocation to each teacher or other school employee who provides instructional or noninstructional services directly to the student, regardless of whether the revocation pertains to a student with an individualized education program.

C. The Board shall ensure that timely and appropriate training regarding compliance with the POST form is provided to each teacher or other school employee who provides services to a student with a POST form, according to his/her level of responsibility.

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Legal M.C.L. 380.1181

Book Policy Manual  
 Section Title IX and Discrimination  
 Title Copy of Vol. 37, No. 1 - September 2022 New FLAGS AND DISPLAYS  
 Code po8805  
 Status

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

**8805 - FLAGS AND DISPLAYS**

This policy is adopted by the Board of Education as a content-neutral policy with respect to the appropriate usage and display of items in District buildings and on/in District property, including flags, banners, posters, electronic insignia, and similar items (collectively "Displays"). In addition to the use of the American flag as addressed in Policy 8800, the only Displays that may be flown, posted, or affixed to the grounds, stadiums, fencing, walls, doors, ceilings, or any other furnishings or appurtenances of any public school system building, vehicle, or facility owned or operated by the Board or posted on any electronic messaging, including emails, on the District's network, are as follows:

- A. The current Michigan flag.
- B.  The current school flag.
- C.  Displays used in the classroom as a part of a temporary unit of study within the approved curriculum.
- D.  Displays that denote a recognition of achievement and are approved by the Superintendent as to content and location of the Display including, but not limited to \_\_\_\_\_ **[examples may include \_\_\_\_\_]**.
- E.  Michigan High School Athletic Association or other similar sport tournament Displays recognizing the participation of or accomplishment of a school team and/or athlete.
- F.  Displays from of colleges or , universities or military that promote future learning. ~~( ) which may be placed in a District classroom or administrative office.~~
- G.  Flags of countries representing our Foreign Exchange Students ( ) which may be placed in \_\_\_\_\_.
- H.  Displays representing student organizations/clubs (see Policy 5840) ( ) which may be placed in/on \_\_\_\_\_.

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