

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

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

September 5, 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 August 1, 2023
  - C. Approval of August Payables
  - D. Approval of Superintendent's Personnel Report
- IV. Call to the Public
- V. Reports/Recognition
  - A. Student Representative's Report – Welcome Aurora!
  - B. Board Committee Report(s)
    1. 8/7 Asset Management Committee  
9/5 Asset Management Committee
      - a. Recommendations to Approve Five (5) 2021 Bond Bids
    2. 8/7 Facility Naming Meeting
      - a. Recommendation to Approve Name of New K-2 Building
    3. 8/14 Personnel Committee
    4. 8/18 Finance Committee
      - a. Recommendation to Approve Cooperative Agreement for Gymnastics
    5. 8/21 Curriculum & Technology Committee
    6. 8/28 Policy Committee
      - a. Recommendation to Approve Second Reading for Policy
      - b. Recommendation to Approve First Reading for Four (4) Policies
  - C. Assistant Superintendent's Report
  - D. Superintendent's Report
- VI. New Business/Presentation
  - A. Recommendation to Hire FHS Athletic Director
- VII. Old Business
- 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, October 3, 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. Student Representative's Report – Miss Aurora Furlong

B. Board Committee Reports

1. 8/7 Asset Management Report - Mr. Braska

9/5 Asset Management Report – Mr. Braska

a. Recommendation to Approve 2021 Bond Bids – [5 motions follow]

**Motion #1**-Recommendation to Approve the DTE Line Extension Agreement and Easement Documentation as presented.

**Recommendation:** Administration, in agreement with the Asset Management Committee, recommends approval of DTE Line Extension Agreement and Easement Documentation as presented. [Appendix A] Roll Call Vote Needed.

**Motion #2**-Recommendation to Approve Bid Package #3 Playgrounds & Landscaping as presented.

**Recommendation:** Administration, in agreement with the Asset Management Committee, recommends approval of Bid Package #3 Playgrounds & Landscaping as presented. [Appendix B] Roll Call Vote Needed.

**Motion #3**-Recommendation to Approve Bid Package #3 Playgrounds & Landscaping as presented.

**Recommendation:** Administration, in agreement with the Asset Management Committee, recommends approval of Bid Package #1 Electrical Pre-Purchase presented. [Appendix C] Roll Call Vote Needed.

**Motion #4**-Recommendation to Approve Bid Package #3 Playgrounds (Revision #1) as presented.

**Recommendation:** Administration, in agreement with the Asset Management Committee, recommends approval of Bid Package #3 Playgrounds (Revision #1) as presented. [Appendix D] Roll Call Vote Needed.

**Motion #5**-Recommendation to Approve Change Request #18, Bid Pack #3 Playground Drainage and Sidewalks as presented.

**Recommendation:** Administration, in agreement with the Asset Management Committee, recommends approval of Change Request #18, Bid Pack #3 Playground Drainage and Sidewalks as presented. [Appendix E] Roll Call Vote Needed.

2. 8/7 Facility Naming Meeting - Mrs. Charron

a. Recommendation to Approve the Name of the New K-2 School – The Facility Naming Committee met on August 7, 2023 and has narrowed the name of the New K-2 Elementary building down to these final three: Fowlerville Early Elementary School, Gladiator Elementary School or Fowlerville Elementary School.

**Recommendation:** Fowlerville Board of Education in agreement with the Facility Naming Committee, recommends the name of the new K-2 building \_\_\_\_\_ be approved as presented.

3. 8/14 Personnel Report - Mrs. Charron
4. 8/18 Finance Report - Mr. Belcher
  - a. Recommendation to Approve Cooperative Agreement for Gymnastics – A New Cooperative Agreement with Morrice and Pinckney Schools is needed for the sport of Gymnastics for the 2023-2024 school year.

Recommendation: Administration recommends approval of a new Cooperative Agreement with Morrice and Pinckney Schools for the sport of Gymnastics for the 2023-2024 school year. [Appendix F]

5. 8/21 Curriculum & Technology Committee Report - Mr. Hinton
6. 8/28 Policy Committee Report - Mrs. Sova
  - a. Recommendation to Approve Second and Final Reading of Policy 0167.3 Public Participation in Board Meetings (Broadcasting Board Meetings) – The Policy Committee has reviewed and approved the proposed policy that is included in the Board packet. This is the second and final reading on this proposed policy revision.

Recommendation: Administration, with the unanimous support of the Policy Committee, recommends the following policy be approved for a second and final reading: Policy 0167.3 Public Participation in Board Meetings (Broadcasting Board Meetings) [Appendix G] Roll Call Vote Needed.

- b. Recommendation to Approve a First Reading of Policies 2220-Adoption of Courses of Study, Policy 3120 Employment of Professional Staff, Policy 4120-Employment of Support Staff, and Policy 7440.01-Video Surveillance and Electronic Monitoring A second and final reading will be presented at the next Board meeting.

Recommendation: Administration, with support of the Policy Committee, recommends the following policies for a first reading. [Appendix H] Roll Call Vote Needed.

- C. Assistant Superintendent's Report – Mrs. Adva Ringle
- D. Superintendent's Report – Mr. Matt Stuard

VI. New Business/Presentation

- A. Recommendation to Hire Fowlerville High School Athletic Director – The Athletic Director finalist is Mr. Jeff Finney and has been the Assistant Principal at Fowlerville Junior High School.

Recommendation: Administration, in agreement with the Personnel Committee, recommends hiring Mr. Jeff Finney for the position of Athletic Director at Fowlerville Community Schools. Mr. Finney will begin employment as Athletic Director on September 6, 2023. He will receive a two (2) year contract for 220 work days annually. He comes highly recommended and we believe will be a good fit with the school and community in his new role.

VII. Old Business

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, October 3, 2023 at 7:00 p.m. in the FHS media center

XI. Adjournment

**FOWLerville COMMUNITY SCHOOLS**  
**Board of Education Minutes**  
**Regular Meeting**  
**August 1, 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 July 18, 2023. The motion was adopted unanimously.

During Call to the Public community members address the Board with their concerns.

7/21 Finance Committee Report - Mr. Belcher.

Motion by Mr. Belcher, supported by Mr. Braska, recommending the 2023-2024 School Bond Loan Application be approved. [Appendix A]

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

Nays: None

The motion carried.

7/24 Curriculum & Technology Committee Report - Mrs. Charron.

7/30 Board Retreat Report - Mrs. Sova.

7/31 Policy Committee Report - Mrs. Sova.

Motion by Mr. Belcher, supported by Mr. Hinton, recommending the following Administrative Guideline be approved for a first reading: 0167.3 Public Participation in Board Meetings (Broadcasting Board Meetings) [Appendix B]

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

Nays: None

The motion carried.

7/31 Discipline Committee Report-Student Handbooks - Mrs. DeVries.

Motion by Mr. Belcher, supported by Mrs. Charron recommending approval of the 2023-2024 Student Handbook changes as presented.

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

Nays: None

The motion carried.

Assistant Superintendent's Report - Mr. Tim Dowker reported on NWEA norms for change from fall to spring at each grade level and notes regarding the 98B/C data.

Superintendent's Report - Mr. Matt Stuard responded on Call to the Public questions including that policy 8805 was correct and that none of our devices were used in recent cyber bullying incidents. Superintendent Stuard introduced Mrs. Adva Ringle and reported that Miss Aurora Furlong, new Student Representative on the Board, will give her first report at the September 5<sup>th</sup> board meeting, the book bus schedule and backpack

distribution, that FCS staff would be returning on Tuesday, August 22nd and students will start the 2023-2024 school year on Monday, August 28<sup>th</sup>. Mr. Stuard thanked Mr. Tim Dowker, Assistant Superintendent, for his 10 years of service to Fowlerville Community Schools.

Motion by Mr. Belcher, supported by Mrs. Dombrowski, recommending Ms. Adva Ringle be hired with a two-year contract as the Assistant Superintendent at Fowlerville Community Schools. The motion was adopted unanimously.

A short recess took place.

Motion by Mr. Belcher, supported by Mrs. Charron, recommending that Auch Bid Package #3 -Playgrounds be approved as presented in Appendix C with a total cost of \$514,350.

Board discussion took place.

Ayes: None

Nays: Mr. Belcher, Mr. Braska, Mrs. Charron, Mrs. DeVries, Mrs. Dombrowski, Mr. Hinton and Mrs. Sova  
7-0 The motion did not pass.

Motion by Mr. Belcher, supported by Mr. Braska, to send back to Asset Management committee to develop a new bid package with specific minimum material requirements, required number of equipment/pieces, and a maximum budget. Additionally recommend that the committee go with a low bid process. The motion carried.

Introduction of Other Matters by Members of the Board.

Introduction of Other Matters by the Superintendent.

The next Regular School Board Meeting, September 5, 2023 at 7:00 p.m. in the FHS media center.

Motion by Mrs. Charron, supported by Mrs. Dombrowski, recommending adjournment of the meeting at 9:24 p.m. The motion passed unanimously.

---

Susan Charron, Board Secretary  
Fowlerville Community Schools

**FOWLerville COMMUNITY SCHOOLS  
CHECK REGISTER FOR THE MONTH OF AUGUST 2023**

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
044772	8/2/2023	7,200.00	42 NORTH OUTDOOR SERVICES, LLC
044773	8/2/2023	17,135.00	AMPLIFY EDUCATION, INC.
044774	8/2/2023	252.00	ANTRIM TOWNSHIP
044775	8/2/2023	246.24	BATTERIES PLUS BULBS
044776	8/2/2023	1,314.00	COMPANION CORPORATION
044777	8/2/2023	507.94	GRAINGER
044778	8/2/2023	2,814.00	HANDY TOWNSHIP
044779	8/2/2023	13,395.03	LANSING SANITARY SUPPLY, INC.
044780	8/2/2023	451.47	LIVINGSTON COUNTY TREASURER
044781	8/2/2023	45.00	LOCKE TOWNSHIP
044782	8/2/2023	1,118.00	MEMSPA
044783	8/2/2023	10,580.50	MANER COSTERISAN
044784	8/2/2023	61.99	PIONEER MFG. CO.
044785	8/2/2023	1,495.00	PMA CONFERENCE MANAGEMENT
044786	8/2/2023	216.89	DECKER EQUIPMENT, INC. SCHOOLFIX
044787	8/2/2023	24.00	SPIRIT OF LIVINGSTON
044788	8/3/2023	268.22	MICHIGAN STATE DISBURSEMENT UNIT
044789	8/3/2023	550.16	ROOSEN, VARCHETTI & OLIVER, PLLC
044790	8/7/2023	595.00	JOHN BENNETT CREATIVE SERVICES, INC.
044791	8/7/2023	237.36	CAMFIL USA INC.
044792	8/7/2023	1,415.46	GRAINGER
044793	8/7/2023	208.65	GRANGER WASTE SERVICES, INC.
044794	8/7/2023	1,559.94	KODET'S TRUE VALUE
044795	8/7/2023	3,520.31	LANSING SANITARY SUPPLY, INC.
044796	8/7/2023	1,668.94	LOWES
044797	8/7/2023	18,700.00	STEVE MYERS MAJOR LEAGUE EXTERIORS, LLC
044798	8/7/2023	795.00	NEOLA, INC
044799	8/7/2023	64.95	DECKER EQUIPMENT, INC. SCHOOLFIX
044800	8/7/2023	12,960.00	SUPERIOR GROUNDCOVER, INC.
044801	8/7/2023	1,204.00	THRUN LAW FIRM, P.C. 2900 WEST ROAD STE 400
044802	8/7/2023	225.00	TIMELESS TALES THEATRE
044803	8/7/2023	557.00	PETTY CASH FOOD SERVICE
044804	8/9/2023	257.32	ARAMARK UNIFORM SERVICES AUS CENTRAL LOCKBOX
044805	8/9/2023	1,295.81	CONSUMERS ENERGY PAYMENT CENTER
044806	8/9/2023	8,927.00	ELITE COATINGS LLC
044807	8/9/2023	1,173.94	DECKER EQUIPMENT, INC. SCHOOLFIX
044808	8/9/2023	11,505.20	STANDARDIZED FOOD SERVICE SYSTEMS, INC. DBA SMART SYSTEMS
044809	8/9/2023	149.40	LGC REFUND
044810	8/14/2023	4,283.00	CAPITAL AREA ACTIVITIES CONFERENCE C/O RANDY ALLEN, COMMISSIONER
044811	8/14/2023	12,600.00	CDW-GOVERNMENT INC SUITE 1515
044812	8/14/2023	362.60	CLEAR RATE COMMUNICATIONS, INC
044813	8/14/2023	547.97	DTE ELECTRIC COMPANY REMITTANCE PROCESSING CC0202
044814	8/14/2023	560.00	ROTARY CLUB OF FOWLerville MICHIGAN DISTRICT 6380
044815	8/14/2023	270.00	H & H PUBLICATIONS
044816	8/14/2023	774.00	IOSCO TOWNSHIP
044817	8/14/2023	866.24	LIVINGSTON COUNTY TREASURER
044818	8/14/2023	99.00	MASB
044819	8/14/2023	60.00	MIHSSCA
044820	8/14/2023	2,359.94	N2Y, LLC
044821	8/14/2023	7,632.45	RIDDELL/ALL AMERICAN SPORTS CORP
044822	8/14/2023	711.01	VERIZON WIRELESS
044823	8/17/2023	268.22	MICHIGAN STATE DISBURSEMENT UNIT
044824	8/17/2023	550.15	ROOSEN, VARCHETTI & OLIVER, PLLC

**FOWLerville COMMUNITY SCHOOLS  
CHECK REGISTER FOR THE MONTH OF AUGUST 2023**

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
044825	8/17/2023	74.55	BASIC BENEFITS LLC
044826	8/17/2023	80.00	BCAM ATTN: AMY HEYDENBURG
044827	8/17/2023	87.12	CITY ELECTRIC SUPPLY (CES)
044828	8/17/2023	950.92	CUMMINS SALES AND SERVICE
044829	8/17/2023	4,536.50	DELAU FIRE SERVICES
044830	8/17/2023	9,878.61	DTE ENERGY
044831	8/17/2023	470.00	ECONO PRINT
044832	8/17/2023	752.06	FOWLerville SUNOCO
044833	8/17/2023	134.64	GRAMPY'S AUTO PARTS
044834	8/17/2023	150.00	GRAINGER
044835	8/17/2023	100.00	HOWELL PUBLIC SCHOOLS
044836	8/17/2023	960.00	DAVID L PRUNEAU
044837	8/17/2023	509.58	SMART BUSINESS SOURCE
044838	8/17/2023	1,260.00	TEACHER INNOVATIONS, INC.
044839	8/17/2023	614.23	TOWN CENTER INC
044840	8/17/2023	16.77	KONICA MINOLTA BUSINESS SOLUTIONS USA INC
044841	8/17/2023	2,755.00	DEAN TRANSPORTATION INC. dba/DEAN TRAILWAYS
044842	8/21/2023	387.00	H & H PUBLICATIONS
044843	8/21/2023	1,050.00	KENSINGTON VALLEY CONFERENCE YOUTH FOOTBALL :LEAGU LCAJFL
044844	8/21/2023	260.24	PODS ENTERPRISES LLC
044845	8/21/2023	2,334.00	SPORTS & APPAREL
044846	8/21/2023	328.00	RECREATION REFUND
044847	8/21/2023	88.00	RECREATION REFUND
044848	8/21/2023	75.00	RECREATION REFUND
044849	8/21/2023	80.00	RECREATION REFUND
044850	8/21/2023	225.00	RECREATION REFUND
044851	8/21/2023	205.00	RECREATION REFUND
044852	8/21/2023	77.00	RECREATION REFUND
044853	8/21/2023	75.00	RECREATION REFUND
044854	8/21/2023	25.00	RECREATION REFUND
044855	8/21/2023	255.00	RECREATION REFUND
044856	8/21/2023	120.00	RECREATION REFUND
044857	8/21/2023	145.00	RECREATION REFUND
044858	8/21/2023	362.00	RECREATION REFUND
044859	8/21/2023	75.00	RECREATION REFUND
044860	8/21/2023	235.00	RECREATION REFUND
044861	8/21/2023	185.00	RECREATION REFUND
044862	8/28/2023	126.00	ALG PRECISION, LLC
044863	8/28/2023	2,030.81	CEREAL CITY SCIENCE
044864	8/28/2023	1,902.00	BRAY ELECTRIC
044865	8/28/2023	2,414.00	COMPANION CORPORATION
044866	8/28/2023	900.00	DELAU FIRE SERVICES
044867	8/28/2023	206.04	DEMCO INC BIN#88623
044868	8/28/2023	582.73	FIRST IMPRESSION PRINT & MARKETING
044869	8/28/2023	293.93	FOWLerville SUNOCO
044870	8/28/2023	147.02	GRAINGER
044871	8/28/2023	600.00	ION ELECTRIC SERVICE LLC
044872	8/28/2023	180.00	LAKEWOOD PUBLIC SCHOOLS
044873	8/28/2023	3,101.47	LANSING SANITARY SUPPLY, INC.
044874	8/28/2023	10,346.40	MANER COSTERISAN
044875	8/28/2023	5,171.04	THE MATH LEARNING CENTER
044876	8/28/2023	360.00	MICHIGAN SCHOOL BUSINESS OFFICIALS SUITE 200
044877	8/28/2023	463.50	SMARTSIGN MY PARKING PERMIT

**FOWLERVILLE COMMUNITY SCHOOLS  
CHECK REGISTER FOR THE MONTH OF AUGUST 2023**

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
044878	8/28/2023	1,025.00	NOVA ENVIRONMENTAL, INC
044879	8/28/2023	2,578.80	PIONEER MFG. CO.
044880	8/28/2023	200.00	PORTLAND PUBLIC SCHOOLS
044881	8/28/2023	1,367.26	PRIORITY HEALTH
044882	8/28/2023	422.27	PROFORMA TEAM MARKETING SOLUTIONS
044883	8/28/2023	900.93	DECKER EQUIPMENT, INC. SCHOOLFIX
044884	8/28/2023	2,300.00	JOHN SHORE SHORE ALL TOGETHER
044885	8/28/2023	15.00	SPIRIT OF LIVINGSTON
044886	8/28/2023	1,317.31	BSN SPORTS LLC
044887	8/28/2023	265.49	SCHOOL SPECIALTY, LLC
044888	8/28/2023	134.16	VERIZON WIRELESS
044889	8/29/2023	2,646.03	CAPITAL ONE WALMART COMMUNITY CARD
044890	8/30/2023	22,500.00	CAPTURING KIDS' HEARTS
044891	8/30/2023	1,409.80	JEFFORY BROUGHTON LLC COMMUNICATIONS SERVICES
044892	8/30/2023	684.50	CORRIGAN PROPANE
044893	8/30/2023	2,302.94	LANSING SANITARY SUPPLY, INC.
044894	8/30/2023	1,800.00	NATURAL ARMOR LLC
044895	8/30/2023	748.96	RANDY'S SERVICE STATION
044896	8/30/2023	268.22	MICHIGAN STATE DISBURSEMENT UNIT
044897	8/30/2023	556.82	ROOSEN, VARCHETTI & OLIVER, PLLC
900592	8/4/2023	2,069.11	GORDON FOODS
900593	8/4/2023	262.90	BASIC PR SWEEPS
900594	8/9/2023	756.77	GORDON FOODS
900595	8/9/2023	6,242.14	HEALTHYQUITY INC.
900596	8/11/2023	58,187.71	EDUSTAFF LLC
900597	8/16/2023	2,639.78	GORDON FOODS
900598	8/17/2023	610.68	GORDON FOODS
900599	8/18/2023	6,242.14	HEALTHYQUITY INC.
900600	8/18/2023	1,314.78	EDUSTAFF LLC
900601	8/18/2023	1,476.94	BASIC PR SWEEPS
900602	8/23/2023	1,252.20	GORDON FOODS
900603	8/25/2023	4,646.80	EDUSTAFF LLC
900604	8/25/2023	57,149.20	EDUSTAFF LLC
900605	8/25/2023	90.16	BASIC PR SWEEPS
900606	8/29/2023	1,282.50	BASIC PR SWEEPS
900607	8/30/2023	13,804.89	GORDON FOODS
900608	8/30/2023	25.10	BASIC PR SWEEPS
A00562	8/2/2023	149.60	ADN ADMINISTRATORS, INC.
A00563	8/2/2023	12,600.00	FORMATIVE
A00564	8/2/2023	5,815.14	GOODHEART-WILLCOX PUBLISHER
A00565	8/2/2023	852.00	H.V. BURTON COMPANY
A00566	8/3/2023	86.20	LIVINGSTON COUNTY UNITED WAY
A00567	8/3/2023	16,506.02	GLP/ING
A00568	8/7/2023	484.98	KONE INC KONE CHICAGO
A00569	8/10/2023	8,135.72	AMAZON CAPITAL SERVICES, INC.
A00570	8/11/2023	265,020.48	BRIGHTON AREA SCHOOLS
A00571	8/14/2023	137.50	ENGINEERED PROTECTION SYSTEMS, INC. EPS SECURITY
A00572	8/14/2023	273.18	CONSTELLATION NEWENERGY GAS DIVISION, LLC
A00573	8/14/2023	9,234.00	NOTABLE, INC. KAMI
A00574	8/14/2023	1,996.35	PRESIDIO NETWORKED SOLUTIONS GROUP LLC
A00575	8/17/2023	86.20	LIVINGSTON COUNTY UNITED WAY
A00576	8/17/2023	22,586.02	GLP/ING
A00577	8/18/2023	4,419.92	AMAZON CAPITAL SERVICES, INC.



**FOWLerville COMMUNITY SCHOOLS**  
**CHECK REGISTER FOR THE MONTH OF AUGUST 2023**

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
A00578	8/23/2023	680,342.76	AUCH, GEORGE W. AUCH COMPANY
A00579	8/23/2023	29,596.86	INTEGRATED DESIGN SOLUTIONS, LLC ACCOUNTS RECEIVABLE
A00580	8/29/2023	8,347.96	AMAZON CAPITAL SERVICES, INC.
A00581	8/30/2023	44,154.00	VILLAGE OF FOWLerville
A00582	8/30/2023	15,924.02	GLP/ING
TOTAL		1,543,627.46	

**Fowlerville Board of Education**  
**Superintendent's Personnel Report**  
**Regular Meeting – 9/5/2023**

**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>
Kristen Gettys	F & N Substitute	8/7/2023	Onboarding
Alexis Lindig	LGC School age Program Assistant	8/8/2023	Onboarding with EduStaff

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

<b>Name:</b>	<b>Position:</b>	<b>Date:</b>	<b>Current Process:</b>
Julie Kitchen	Teacher to Teacher Consultant (TC)	8/1/2023	Transferred
BobbieSue Adams	Kreeger Assistant Principal to JHS Math 8 Teacher	8/1/2023	Transferred
Jane Mulheron	Smith Lunch Supervisor to F & N Substitute	8/7/2023	Transferred

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

<b>Name:</b>	<b>Position:</b>	<b>Length of Service:</b>	<b>Effective Date:</b>
Allyson McNeal	2nd Grade teacher	3 Years	8/11/2023 *pending letter
Nicole Browne	FOLA lab monitor	4 Years	8/9/2023
Chuck Staky	JH Math	25 Years	8/18/2023
Jason Donoghue	JH Social Studies	8 Years	8/18/2023

**D. LEAVE OF ABSENCE**

<b>Name:</b>	<b>Position:</b>	<b>Leave Type:</b>	<b>Effective Date:</b>
Karrissa Olson	3rd Grade Teacher	Maternity/Child	8/22/23-10/31/23
Jamie Phibbs	Media Specialist-Kreeger	Maternity/Child-Non FMLA	Returning 11/13/23
Lauren Bolthouse	Literacy Director	FMLA	8/30/23-9/18/23

**E. EMPLOYMENT – PROFESSIONAL STAFF**

<b>Name:</b>	<b>Position:</b>	<b>Committee Date:</b>	<b>Current Process:</b>
Mikayla Carter	3rd Grade Teacher	8/14/2023	Going for Board Approval 9/5/2023 *Letter Attached
Elizabeth Kime	5th Grade Teacher	8/14/2023	Going for Board Approval 9/5/2023 *Letter Attached

# Kreeger Elementary School

Jason Miller, Principal

7677 Sharpe Road • Fowlerville, MI 48836  
(517) 223-6006 • FAX (517) 223-6388

Fowlerville Board of Education and Superintendent Stuard  
7677 Sharpe Road  
Fowlerville, MI 48836

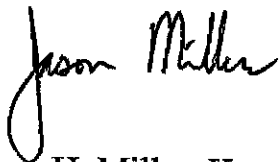
Dear Board Members and Mr. Stuard,

I am pleased to recommend Mikayla Carter to be hired as our new third grade general education teacher at Kreeger Elementary for the 2023-2024 school year. I have included a summary of her credentials and qualifications below.

Ms. Carter graduated from Grand Valley State University, where she earned her Bachelor of Science degree in 2022. She did her student teaching at Salem Elementary School in the South Lyon School District. She has experience as a building substitute and currently works in our Little Glads program. The Kreeger hiring team consisted of myself, Bobbiesue Adams, Assistant Principal, and four third grade level teachers, Tanya Phillips, Holli Sweet, Julie Willard, and Lindsay Feig. All of Ms. Carter's references gave positive comments about her teaching and experience. The hiring team loved Mikayla's positive energy and outgoing demeanor.

Based on this information, I confidently recommend Mikayla Carter for the third-grade position in our district.

Sincerely,



Jason H. Miller, Kreeger Principal

# Kreeger Elementary School

Jason Miller, Principal

7677 Sharpe Road • Fowlerville, MI 48836

(517) 223-6006 • FAX (517) 223-6388

Fowlerville Board of Education and Superintendent Stuard  
7677 Sharpe Road  
Fowlerville, MI 48836

Dear Board Members and Mr. Stuard,

I am pleased to recommend Elizabeth Kime to be hired as our new fifth grade general education teacher at Kreeger Elementary for the 2023-2024 school year. I have included a summary of her credentials and qualifications below.

Mrs. Kime graduated from the University of Michigan, where she earned her Bachelor of Arts degree in English and Communications. She has been working at Hornung Elementary in the Brighton School District as a building substitute. The Kreeger hiring team consisted of myself, and three fifth grade level teachers, Karen Volz, Morgan Brown, and Chris Lucas. All of Mrs. Kime's references gave glowing recommendations about her teaching and experience. The hiring team loved Elizabeth's detailed answers and energetic personality.

Based on this information, I confidently recommend Elizabeth Kime for the fifth-grade position in our district.

Sincerely,



Jason H. Miller, Kreeger Principal

# **Asset Management Committee Minutes**

## **Fowlerville Community Schools**

### **August 7, 2023**

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

The meeting was called to order at 6:00 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: Mr. Mitch DeLange

Motion by Mr. Belcher, supported by Mrs. DeVries, to approve minutes from the July 12, 2023 Bond Projects committee meeting.

Call to the Public - None

Recommendation #1 – Bid Package #1 – Electrical Pre-Purchase – Mr. DeLange updated the committee on the Electrical Pre-Purchase bids. The committee unanimously agreed to move the Centennial Electric LLC lowest bid, in the amount of \$281,400, to the full Board for approval.

Recommendation #3 - Bid Package #3-Landscaping - Mr. DeLange updated the committee on the Landscaping bids for the new K-2 building. The committee unanimously agreed to move the Anderson-Fisher & Associates lowest bid, in the amount of \$364,330.00, to the full Board for approval.

Proposal for Civil Engineering Public Watermain Extension – A discussion occurred regarding civil engineering services to connect to the public watermain near Pinewood St. and bringing it to the new K-2 building. The committee requested the civil engineering occur the entire length of School Drive to Sharpe Rd. to prepare for future construction or upgrades that may necessitate a further extension of the water main.

HVAC Improvement Update – The committee received an update on the status of the HVAC improvements occurring at the junior high school and high school.

Change Request #19 - Sidewalks at Kreeger Elementary – The committee reviewed change request #19 for the additional scope to replace existing sidewalks at Kreeger that are in disrepair. The committee unanimously agreed to authorize the superintendent to sign the change order for the sidewalk replacement.

K-2 Playgrounds:

- Playground Redesign and Rebid – The committee discussed the motion approved by the Board to develop a new playground bid package with specific minimum material requirements, required number of equipment/pieces, and a maximum budget; along with the recommendation that the committee go with a low bid process for all future bids. In addition, Mr. DeLange, Mr. LaPlante, and Mr. Stuard led a conversation with the committee about the K-2 playground pre-bidding process, the bid opening process, and the playground design process. Additionally, Mr. LaPlante updated the committee on the district's current playground equipment in regard to date of installation, manufacturer, and the equipment's current condition. The committee unanimously agreed to submit a recommendation to the full Board to approve the lowest, valid, and responsible bid submitted by "We Build Fun Inc." in the amount of \$457,126.80 rather than developing a new playground bid package.
- Change Request #18 – Playground Site and Drainage Preparation – The committee unanimously agreed to move Change Request #18 to the full Board to approval for the additional scope to include site

grading, drainage and preparation to receive the new K-2 playground equipment. The additional scope is in the amount of \$140,090.

Kreeger Playground Equipment – The committee unanimously agreed to recommend to the full Board the alternate bid made by “We Build Fun Inc.” in the amount of \$74,975.72 to replace two damaged pieces of Kreeger playground equipment.

Junior High School Whiteboard Update – Mr. LaPlante updated the committee on plans to repair whiteboards at the Junior High School that are beginning to pull away from the wall. Conversation occurred about plans to ultimately replace the JH whiteboards.

Maintenance Update – Mr. LaPlante updated the committee on work completed over the summer by the Maintenance Department.

Other - None

Motion by Mr. Belcher, supported by Mrs. DeVries, to adjourn the meeting at 9:13 p.m.

**Asset Management Committee Minutes  
Fowlerville Community Schools  
September 5, 2023**

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

The meeting was called to order at 6:00 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: Mr. Mitch DeLange

Motion by , supported by , to approve minutes from the August 7, 2023 Asset Management Committee meeting.

Call to the Public -

Recommendation #1 – Bid Package #1 – DTE Easement for Line Extension from Kreeger to the New K-2 Building -

Maintenance Needs –

Maintenance Monthly Update -

Other -

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





## Appendix A

August 28, 2023

Matt Stuard  
Superintendent  
Fowlerville Community Schools

**RE: Fowlerville Community Schools - New K-2 Building Project  
DTE Line Extension Agreement & Easement Documentation**

Dear Mr. Stuard,

Attached is the Line Extension Agreement for DTE to extend the electrical service from Kreeger to the new Elementary School. The agreement includes \$6,314 in fees due to DTE that will be paid by AUCH Construction as a reimbursable item. We recommend that the district sign the agreement as indicated.

Furthermore, DTE is requiring that an underground easement be agreed upon for the incoming service. See attached as-built / easement document from the Civil Engineer of Record (Spalding DeDecker). We recommend that the district approve this easement for the DTE service.

Please call me with any questions or concerns.

Best Regards,

AUCH CONSTRUCTION  
Mitch DeLange, CDT, CM-BIM  
Project Manager

Enclosures

Cc: Donielle Wunderlich – AUCH Construction  
Tim LaPlante – Fowlerville Community Schools



# AUCH

**AUCH Construction**

Innovative Planners & Construction Managers

*Builders Since 1908*

65 University Drive  
Pontiac, Michigan 48342  
P (248) 334-2000  
F (248) 334-3404  
[www.auchconstruction.com](http://www.auchconstruction.com)

## **Appendix B**

August 3, 2023

Mr. Matthew Stuard  
Superintendent  
Fowlerville Community Schools  
7677 W. Sharpe Rd., Suite A  
Fowlerville, MI 48836

**RE: Fowlerville Community Schools – 2021 Bond  
New K-2 Building Project  
AUCH Project #9342**

### **Recommendation #3 – Bid Package #3 – Playgrounds & Landscaping**

Dear Mr. Stuard,

We have completed our review and evaluation of the bids received June 28, 2023 at 12:00pm for the Fowlerville Community Schools – New K-2 Building – Playgrounds & Landscaping Proposals. Based on the review conducted in conjunction with the District's consultants, we are recommending for District approval, the award of trade contract based on the low responsive complete bid.

The District and the District's consultants are recommending that we accept the specialty trade costs for the Landscaping Proposal only and the mandatory alternate for installing security boulders within the mulch beds surrounding the New K-2 Building.

Recommendation #3 for Landscaping includes specialty trade cost that totals \$364,330.

The design team is working with the district to finalize the bid documents for the building/site signage. This trade category will be bid out in the near future.

Please contact me should you have any questions or concerns.

Very Truly Yours,

**GEORGE W. AUCH COMPANY**

Mitch DeLange, CM-BIM, CDT  
Project Manager

Enclosures

Cc

Jeff Johnson, Val Grant – IDS  
Donielle Wunderlich, AUCH



Fowlerville Community Schools  
 New K-2 Building  
 Bid Pack #3 - Playgrounds and Landscaping  
 AUCH Project #9342

Contractor Recommendations  
 7/28/2023

COMPANY	SPECIFICATION SECTION	TRADE	BID AMOUNT	CONTRACT AMOUNT
Anderson-Fischer & Associates, Inc. 225 E. Kipp Rd. Mason, MI 48854 PH: 517-676-5522 FX: 517-676-0466 E-mail: toddhargrove@andersonfischer.com Contact: Todd Hargrove	DIVISION 01 32 9119 32 9227	<b>Proposal 32.4 - Landscaping</b> CM Supplementary Conditions General Conditions General Requirements Topsoil General Site Restoration  BASE BID: ALTERNATE #5 - BOULDERS:	        \$343,490.00 \$20,840.00	        \$364,330.00

<b>Bid Pack #3 - Landscaping - Total Trade Contract Award:</b>	<b>\$364,330.00</b>
--	---------------------

[illegible]



# AUCH

**AUCH Construction**

**Innovative Planners & Construction Managers**

*Builders Since 1908*

65 University Drive  
Pontiac, Michigan 48342  
P (248) 334-2000  
F (248) 334-3404  
[www.auchconstruction.com](http://www.auchconstruction.com)

## Appendix C

July 24, 2023

Mr. Matthew Stuard  
Superintendent  
Fowlerville Community Schools  
7677 W. Sharpe Rd., Suite A  
Fowlerville, MI 48836

**RE: Fowlerville Community Schools – 2021 Bond  
Fowlerville High School – Phase 1  
AUCH Project #9344**

### **Recommendation #1 – Bid Package #1 – Electrical Pre-Purchase**

Dear Mr. Stuard,

We have completed our review and evaluation of the bids received June 28, 2023 at 12:00pm for the Fowlerville High School – Phase 1 – Electrical Pre-Purchase Proposal. Based on the review conducted in conjunction with the District's consultants, we are recommending to the District approval of the award of trade contract, which is based on the low responsive complete bid.

The project documents included purchase of the a new transformer a new main switchboard. Installation will be bid out at a later date.

Recommendation #1 includes specialty trade cost that totals \$281,400.

The design team is working with the district to finalize the bid documents for the HVAC improvements. This trade category will be bid out in the near future.

Please contact me should you have any questions or concerns.

Very Truly Yours,

**GEORGE W. AUCH COMPANY**

Mitch DeLange, CM-BIM, CDT  
Project Manager

Enclosures  
Cc

Jeff Johnson, Val Grant – IDS  
Donielle Wunderlich, AUCH

**AUCH****AUCH Construction**

Innovative Planners &amp; Construction Managers

Builders Since 1908

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

## **Appendix D**

August 17, 2023

Mr. Matthew Stuard  
Superintendent  
Fowlerville Community Schools  
7677 W. Sharpe Rd., Suite A  
Fowlerville, MI 48836

**RE: Fowlerville Community Schools – 2021 Bond  
New K-2 Building Project  
AUCH Project #9342**

### **Recommendation #3 – Bid Package #3 – Playgrounds (Revision #1)**

Dear Mr. Stuard,

We have completed our review and evaluation of the bids received June 28, 2023 at 12:00pm for the Fowlerville Community Schools – New K-2 Building – Playgrounds & Landscaping Proposals. Based on the review conducted in conjunction with the District's consultants, we are recommending to the District approval of the award of trade contract, which is based on the low responsive complete bid.

The project team met with the Asset Management Committee (Fowlerville Schools) to reviewed the bids and took survey of all the existing playground equipment throughout the district. After evaluating the conditions of all the existing playground equipment (and the associated playground vendor), it was determined that the district would like to accept the bid for the "Miracle" play equipment (We Build Fun).

The project documents included mandatory alternate pricing for replacing two playground structures at Kreeger Elementary. The District and the District's consultants are recommending that we accept the Kreeger playground alternate at this time.

Recommendation #3 for Playground Equipment includes specialty trade cost that totals \$532,101.

Please contact me should you have any questions or concerns.

Very Truly Yours,

**GEORGE W. AUCH COMPANY**

Mitch DeLange, CM-BIM, CDT  
Project Manager

Enclosures

Cc

Jeff Johnson, Val Grant – IDS  
Donielle Wunderlich, AUCH



Fowlerville Community Schools  
 New K-2 Building  
 Bid Pack #3 - Playgrounds  
 AUCH Project #9342

Contractor Recommendations  
 8/18/2023

COMPANY	SPECIFICATION SECTION	TRADE	BID AMOUNT	CONTRACT AMOUNT
We Build Fun, Inc. PO Box 29 Allen, TX 75013 PH: 734-560-5537 FX: 972-396-4994 E-mail: keith@webuildfun.com Contact: Keith Alexander	DIVISION 01 11 6800 11 6815 32 1720	Proposal 11.3 - Playground Equipment CM Supplementary Conditions General Conditions General Requirements Playground Equipment Playground Edging Engineered Wood Fiber		
		BASE BID: \$457,126.00 ALTERNATE #P-1 - KREEGER: \$74,975.00	\$457,126.00 \$74,975.00	\$532,101.00

Bid Pack #3 - Playgrounds - Total Trade Contract Award:	\$532,101.00
---	--------------

[illegible]





## *Appendix E*

July 28, 2023

Matt Stuard  
Superintendent  
Fowlerville Community Schools

**RE: Fowlerville Community Schools - New K-2 Building Project  
Change Request #18  
Bid Pack #3 – Playgrounds**

Dear Mr. Stuard,

Attached is Change Request #18 for the additional scope related to the playground final design. We recommend using the current trade contractors on the project site in lieu of bidding out to new contractors.

The scope included in this change request is the site grading, drainage and preparation to receive the new playground equipment. Additionally, this includes site concrete for the hardscape play areas as well as the walking loop around the playgrounds.

We are recommending that this cost come out of the original bid savings in lieu of the project contingency to absorb the added scope of work. Therefore, the change requests shows the "contingency adjustment" for the exact amount as the added work.

Best Regards,

AUCH CONSTRUCTION  
Mitch DeLange, CDT, CM-BIM  
Project Manager

Enclosures

Cc: Donielle Wunderlich – AUCH Construction  
Tim LaPlante – Fowlerville Community Schools

# **Facility Naming Committee Minutes**

## **Fowlerville Community Schools**

### **August 7, 2023**

Central Office Conference Room, 6:30 p.m.

The meeting was called to order at 6: p.m. by Mrs. Susan Charron in the C.O. Break Room.

Members Present: Mrs. Sue Charron, Ms. Amanda Bonneville, Mrs. Molly Moulton, Ms. Trisha Reed & Ms. Sarah Smith, Mr. Reggie Talbot & Mr. Hank Vaupel

Members Absent: None

Staff Present: None

Others Present: None

Motion by Amanda Bonneville, supported by Molly Moulton, to approve minutes from the June 12, 2023 meeting were approved. The motion passed unanimously.

Call to the Public – None

Committee discussion took place.

Motion by Hank Vaupel, supported by Reggie Talbot, to name the new K-2 Elementary Building Fowlerville Early Elementary School. The motion passed unanimously.

Other Business – It was not determined if another Facility Naming Committee meeting would be needed, it depends on what the full Board decides. A suggestion to name wings of the new building for different nominees. Brick recognition for nominated individuals? floor plan sent to group.

Motion by Amanda Bonneville, supported by Hank Vaupel, recommending adjournment of the meeting at 7:00 p.m. The motion passed unanimously.

## Names Nominated for New Elementary School

☒ Part I Gladiator Elementary School

☐ Gladiator Honor Elementary School

☐ Growing Gladiators Early Childhood Center

☐ Glad Land Elementary School

☒ Part II Fowlerville Early Elementary School

☒ Part III Fowlerville Elementary School

☐ Hogwarts School of Witchcraft and Wizardry

☐ Ludus Elementary School - The word Ludus is the training school for gladiators

☐ Noble Elementary School

☐ Oak Grove Elementary School

☒ I Patriot Elementary School

☐ Woods Elementary School

☐ Bonnie Chiolino-Roddenberg Elementary School

☐ Adam Coon Elementary School

☐ Dan Coon Elementary School

☐ Vance DeCamp<sup>III</sup> Elementary School

☐ Lindsay Ebert Elementary School

☐ Janet Jenkins Fleck Elementary School

☐ Jeff Soll Elementary School

☒ I Dawn and Steve Horton Elementary School

☒ Part III Larson Elementary School

☐ Sheila Larson Elementary School

☐ Sheila and Bob Larson Elementary School

☐ Ms. Opal Lee Elementary School

☐ Rosa Oliver Elementary School

☒ I J. Smith Elementary School

## Final Results

1. Fowlerville Early Elementary School
2. Gladiator Elementary School
3. Fowlerville Elementary School

\* One committee member only selected 2 names.

The Facility Naming Committee will be guided in the selection process by the following guidelines:

- The committee will develop appropriate nomination forms which will reflect the criteria established for naming opportunities.
- Nominations shall be made by completing the designated nomination form and submitting the form to the committee by an established deadline.
- All applications and related materials submitted to the committee will be posted on the district web site and will become public record.
- Members of the Facility Naming Committee shall review the file for each nomination. Members will select, through nominations and vote, a recommendation of three names to be forwarded to the Board of Education for review and final selection and approval.
- If the namesake is a living person, that individual's consent must be obtained in writing before the renaming nomination is submitted for the Board consideration. To the extent possible, the next of kin of a deceased person should be consulted for consent regarding the proposed naming.



# **Personnel Committee Minutes Fowlerville Community Schools August 14, 2023**

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

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

Members Present: Mrs. Sue Charron, Mr. Danielle DeVries and Mrs. Amy Sova  
Staff Present: Mr. Matthew Stuard, Mrs. Trisha Reed, and Mrs. Adva Ringle  
Others Present: None

Motion by Mrs. Sova, supported by Mrs. DeVries, to approve minutes from the July 17, 2023 meeting. The motion passed unanimously.

Call to the Public – None

Staffing Update – Mrs. Ringle, Mrs. Reed, and Mr. Stuard updated the committee on changes to the elementary Virtual Learning Experience (VLE) special at both Smith and Kreeger, changes to the Kreeger media center, and the reintegration of science into self-contained, grade-level, classrooms at grades K-5 and social studies at grades 3-5 that will occur over the next several years. There was also discussion about the new Student Behavior Specialist position at Kreeger that will replace the Assistant Principal position, the hiring of an Academic Interventionist at Kreeger that will support at-risk / Title I students, and the hiring of an Executive Assistant for HR and Academics at Central Office

Superintendent's Personnel Report – Mrs. Reed updated the committee on staffing changes and additions for the past month.

Communication Levels Update - Mr. Stuard provided an update on the district communication flow chart to help families and staff know who to contact when addressing school and district issues.

School Security Update - Mr. Stuard led a discussion about the district's school security program and school resource officer. Additionally, Mr. Stuard provided the committee with information from the district's attorney and insurance carrier regarding district security staff possibly carrying weapons.

New Legislation – Labor and Employment Update – The committee received information on new legislation that will impact future bargaining as it relates to prohibited and mandatory subjects of bargaining.

Human Resources Director – Mr. Stuard reviewed the updated organizational chart and its impact on the HR Director position. Additionally, there was discussion about the HR director's role with the various labor groups and future negotiations and the HR Director's compensation.

Other – The committee received an update on the Athletic Director interviews and the offer given to Mr. Jefferey Finney to move into the position.

Motion by Mrs. Sova, supported by Mrs. DeVries, recommending adjournment of the meeting at 7:30 p.m. The motion passed unanimously.

# **REVISED Finance Committee Minutes**

## **Fowlerville Community Schools**

### **August 18, 2023**

Central Office Conference Room, 7:00 a.m.

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. Diana Dombrowski

Staff Present: Mr. Matt Stuard & Ms. Lauri Daubenmeyer

Others Present: Ms. Jill Curd, Ms. Cheryl Dixon, Ms. Brande Nogafsky, Mr. Jason Atkinson, and Ms. Laura Eisele

Motion by Mrs. Dombrowski, supported by Mr. Braska, to approve minutes from the July 21, 2023 Finance Committee meeting. The motion passed unanimously.

Call to the Public – None

Recreation Agreement and Advisory Board Discussion – The committee had a conversation with the Recreation League members present about the current Recreation League agreement, the historical processes and procedures for the Recreation Advisory Committee, the Recreation League's mission and the need for a blend of recreation and competition. Discussion also occurred about the delay in helmets last year and again this year along with formalizing the Advisory Committee process for meetings.

Resource Officer Agreement Discussion – The Committee discussed changes in state funding for safety and security. The Committee unanimously supported having the Village restart charging the townships for a portion of the resource officer position as was past practice prior to the 2022-2023 year.

Gymnastics Cooperative Agreement – After discussing changes to the previous Cooperative Agreement, the Committee unanimously agreed to forward the Gymnastics Cooperative Agreement to the full Board for approval.

2023-2024 Free Breakfast and Lunch Update – The Committee received an update on the offering of Free Breakfast and Lunch for all students this school year per funding all school districts are receiving from the state for 2023-2024. The Committee stressed the importance of collecting free and reduced lunch forms to ensure the district receives accurate section 31a at-risk funds, and including the forms in the student enrollment packets which the district will promote and encourage the need for its completion.

School Aid Update – Mrs. Daubenmeyer and Mr. Stuard provided the Committee an update on the 2023-2024 School Aid Act to include the increase in per pupil funding and estimates on funds the district will receive via a variety of state grants.

Other Business –None

Motion by Mrs. Dombrowski, supported by Mr. Braska, recommending adjournment of the meeting at 8:13 a.m. The motion passed unanimously.

## Appendix F

# Fowlerville High School Athletics Cooperative Team-Gymnastics

**TO:** Fowlerville Community Schools- Board of Education  
CC: Matt Stuard, Amy Pashak, Megan Tait  
**FROM:** Brian Osborn, Athletic Director  
**DATE:** July 29, 2023  
**RE:** Cooperative Gymnastics Team

Board Members,

At this time our gymnastics program continues to need assistance to field a full team, the participation from Fowlerville Community School students alone will not allow us to sustain this program. After communication with our current head coach, it was determined that a new cooperative agreement is necessary for us to keep this sport alive.

In late May, I dissolved our cooperative agreement with Byron, Pinckney, Perry and Chelsea. Not all schools could provide athletes and it did not make sense to keep that agreement alive. Pinckney and Morrice currently have gymnasts that workout at Livingston County Gymnastics (LGC) and with their support we can field a team. I have talked with both Morrice and Pinckney and we discussed the pro's and con's of a new agreement and decided to move forward. Both schools are having the same conversations with their administration and school boards. Both schools are on board for forming a new agreement.

#### Key Points:

- \$2000 cost to FCS as a part of the co-op. The athletic department pays for judges.
- The family of each participant will be responsible for the gymnastic team's participation fees.
- The Fowlerville Athletic Department participation fee does not apply to this sport.

The preliminary paperwork has been submitted to the MHSAA, the deadline for winter sports is August 15th. With our current job posting/AD search in progress have asked for an extension but at this time one has not been granted. Attached you will find the paperwork and questions with answers that pertain to the agreement. I am asking that the School Board vote on the potential cooperative gymnastics agreement between the three districts. Please contact me with any questions or concerns...thank you for your time.

Thank You,



Brian Osborn



# **Fowlerville High School Athletics**

## **Cooperative Team-Gymnastics**

### **ADVANCE PREPARATION MATERIALS: QUESTIONS FOR SCHOOLS TO CONSIDER**

1. Who will pay for and maintain/laundry uniforms and equipment, facility maintenance?
  - a. This is the responsibility of our parents/athletes; this is a club sport that Fowlerville supports so our student athletes will be able to compete in MHSAA competitions as a Varsity sport.
2. Who will pay for travel to practices, to contests?
  - a. This too is the responsibility of our parents/athletes.
3. Who will select, supervise, and pay coaches?
  - a. Fowlerville HS will be the primary school, the selection and supervision of the coach will be run through the FHS office with cooperation of all schools. Coach Paquette declines payment and in return we pay for the judges at their meets.
4. If applicable, whose cheerleaders will cheer?
  - a. N/A
5. Whose training rules, letter award guidelines, etc., will be followed?
  - a. Each school will continue with their board approved academic requirements.
6. Whose local academic and other regulations will be followed?
  - a. Each school will continue with their board approved academic requirements.
7. Can daily class schedules be coordinated?
  - a. N/A
8. How will gate receipts be handled?
  - a. Livingston County Gymnastics will secure workers and keep all gate revenue, this will be transferred to the team account to offset costs for the families.
9. Where will practices and games be held, and who will pay those expenses?
  - a. This is the responsibility of our parents/athletes...events and practices will continue to be held at Livingston County Gymnastics in Howell.
10. Who will host and supervise events?
  - a. As a non-funded sport the coaches are responsible for hosting and the facility supports the supervision. If possible the athletic director will attend home meets or secure event managers if support is needed.
11. Is athletic accident insurance coverage provided, and who pays for it? Have liability insurers been notified?
  - a. All schools are aware and have made the necessary contacts.
12. Whose school identity, mascot, colors, etc., will be used?
  - a. Fowlerville will assume the responsibility for these as we will compete in the CAAC.







## HIGH SCHOOL COOPERATIVE AGREEMENT REGULATIONS, PROCEDURES AND ADVANCE PREPARATION MATERIAL TO ASSIST SCHOOLS

### **I. MHSAA HANDBOOK REGULATION I (2022-23)**

---

**SECTION 1(E)**— In any sport, two or more member high schools whose combined enrollment does not exceed 1,000 students may conduct, with the approval of the Executive Committee, a Cooperative Program in the specific sports for which application has been made and approval has been granted.

1. The Executive Committee may approve a cooperative program agreement at the subvarsity level only in any sport for two or more member high schools, regardless of student enrollment. There must be a demonstrated history of inadequate numbers of participants and will not be approved based on financial concerns. Students who participate in these programs would have varsity eligibility only with their school of actual enrollment should they be brought up to a varsity team during the regular season or MHSAA Tournament. A student who participates in a subvarsity cooperative program and transfers into another school involved in that program may not be subject of a waiver request under Regulation I, Section 9(C.) Deadlines for high school cooperative programs and the two-year minimum length for operating do not apply. The usual approvals from the boards of education, league or four future opponents, if there is no league, and the MHSAA Executive Committee are required.
2. The Executive Committee may approve a cooperative program agreement regardless of the combined student enrollment maximum in the sports of baseball, bowling, girls competitive cheer, cross country, golf, soccer, girls softball, tennis and wrestling for two or more schools of the same public school district (same governing board). There must be a demonstrated history of low participation numbers and will not be approved based on financial concerns. This allowance does not apply to public school academies. Approval by the Executive Committee is on a case-by-case basis and as with all cooperative program applications, requires league or conference approval. Deadlines for high school cooperative programs apply.

### **SECTION 1(F)**—

1. Two or more member high schools whose combined enrollment does not exceed 3,500 students may conduct, with the approval of the Executive Committee, a Cooperative Program in the following specific sports (sponsored by 250 or fewer schools) for which application has been made and approval has been granted: girls gymnastics, boys lacrosse, girls lacrosse, boys alpine skiing, girls alpine skiing, boys swimming & diving, girls swimming & diving, boys tennis and girls tennis.
2. Two or more member high schools whose combined enrollment does not exceed 5,500 students may conduct, with the approval of the Executive Committee, a Cooperative Program in ice hockey.
3. For the 10 sports listed in No. 1 and 2, if none of the schools involved in a proposed Cooperative Program sponsored the sport at any level on an interscholastic basis during the previous school year, then the 3,500 or 5,500 (ice hockey only) maximum enrollment may be waived by the Executive Committee. However, the cooperative agreement may not exist beyond four school years.
4. The Executive Committee may approve a cooperative program in excess of the 3,500 or 5,500 (ice hockey only) student enrollment maximum for up to four years in sports sponsored by 250 or fewer schools if, during the previous year, the school or the cooperative program in which a school was a part dropped the sport because of a demonstrated lack of participation. The cooperative agreement in excess of 3,500 or 5,500 (ice hockey only) students may not exist beyond four school years.

## **MHSAA HANDBOOK REGULATION I, SECTION 1, INTERPRETATIONS**

---

12. a. Cooperative Programs are arrangements made for a minimum of two years but may be voided at any time by resolutions of any cooperating board of education. If the agreement is voided before completion of the second year of the cooperative program, the school or schools that terminated the agreement may not enter into another cooperative program in the sports involved in the initial agreement until another two-year period has transpired. Deadlines for dissolution of cooperative programs are May 1 for fall sports, Aug. 15 for winter sports and Oct. 15 for spring sports. When programs are dissolved after the above deadlines, it may not be possible to reflect changes to tournament divisions or assignments.
- b. Cooperative agreements established under Section 1(E) (combined enrollments not exceeding 1,000 students) which eventually rise above 1,000 students as established each February will be dissolved prior to the start of the school year in which the new enrollment is effective.
- c. If the combined enrollment of a Cooperative Program exceeds the original Division in the second year of an agreement, the schools will play in the higher Division of MHSAA tournaments in the sports for which there are cooperative teams.
- d. A new MHSAA member school which would not be eligible for MHSAA tournaments until its second full year of MHSAA membership may participate in MHSAA tournaments sooner if that school becomes part of a Cooperative Program with a tournament-eligible member school.
- e. Should the MHSAA Membership Resolution for a school which is a part of a cooperative agreement not be submitted on or before the fourth Friday after Labor Day, students of that school may not participate in any MHSAA tournament, including those sports for which the school is part of a cooperative program.
- f. Agreements which include a Class A or B school, or three or more schools, must submit a renewal form every two years prior to May 1. This renewal form will be emailed to the primary school in March and will require league approval and statistics on participation levels and win/loss records. Agreements involving only two Class C or D schools will not be required to submit renewal forms and will continue as established until the MHSAA is notified that a program is dissolving or a league has determined it will no longer support the agreement. After the initial two years of operation, a league in which a cooperative team participates (regardless of classification) may, by vote of its membership, void an agreement at the time of the renewal process by notification to all schools and the MHSAA prior to April 1 of the previous school year. Adding new schools to an agreement requires a new application process involving all approvals and procedures. Programs being started in newly sponsored sports as under Section 1 (F) (over the 3,500-student limit for four years) will complete the two year renewal process and will automatically be dissolved after the fourth year.
13. a. Cooperative Programs formed by schools of any class in sports sponsored by 250 or fewer schools will be assigned tournament classification corresponding to the total enrollment of the cooperating schools.
- b. When removing a sport from those listed in Section 1(F), existing Cooperative Programs in those sports are grandfathered; however, each renewal is to be subject to Executive Committee review and approval.
- c. For classification purposes, cooperative programs established under Section 1(F) (newly sponsored sports in excess of 3,500/5,500 students allowed to operate for four years) must report their plans to the MHSAA by Feb. 1 of the final school year of operation as to how the schools and team(s) will be operating under 3,500/5,500 students in subsequent years.
- d. Cooperative programs whose schools' combined enrollment as declared on the Enrollment Declaration Form in February exceeds 3,500/5,500 students or the enrollment limit of Section 1(E) will not be allowed to operate in the coming school year.
14. Deadlines for newly forming Cooperative Programs are **May 1** for fall sports, **Aug. 15** for winter sports and **Oct. 15** for spring season sports. When one or more of the schools making application for a Cooperative Program is established and opened after the fall and winter deadlines, application may be made until MHSAA tournament assignments are made for the sport(s) involved or **Oct. 15**, whichever occurs first.

## II. PROCEDURES

---

- A. Application for a cooperative relationship must be made on MHSAA forms by the administration of the cooperating MHSAA member schools and **must** be received (even if partially completed) by the deadline stated above. Subvarsity only and middle school applications do not have the established deadline but must have board, league and Executive Committee approval prior to operating. The application must be accompanied by the following:
  - 1. A resolution of authorization by each board of education of the cooperating schools describing the purpose for sponsoring the cooperative program, the Advance Preparation Materials and shall indicate which school or district will be responsible for overseeing its administration locally.
  - 2. A resolution of support from each league or conference in which the cooperating schools belong, if any. If the applying schools do not belong to a league, then support from at least four future opponents must be submitted.
- B. One school must be designated as the primary host school on the application and will be considered the official team name. All signatures must be provided, as well as enrollment figures, as submitted on the most recent Enrollment Declaration Form.
- C. Applications for cooperative programs will be submitted to the MHSAA Executive Committee for approval. Among the criteria to be considered are:
  - 1. Lack of numbers of students to support a program.
  - 2. Lack of qualified staff to coach.
  - 3. Lack of facilities.
  - 4. Evidence of a desire to increase opportunities for participation in new programs, not win/loss records of existing programs.
- D. **Cooperative program agreements will be effective for two years.** No other cooperative agreement in the same sports may be made with another school until the original two-year agreement period lapses. The agreements may be voided by informing the MHSAA in writing or using the Cooperative Program Dissolution Form. Deadlines for dissolution of cooperative programs are May 1 for fall sports, Aug. 15 for winter sports and Oct. 15 for spring sports. When programs are dissolved after the above deadlines, it may not be possible to reflect changes to tournament divisions or classifications.
- E. **Renewing (extending) cooperative program agreements:** Agreements which include a Class A or B school, or three or more schools, must submit the renewal form every two years prior to May 1. This renewal form will be emailed to the primary school each March and will require league approval and statistics on participation levels and win/loss records. Agreements involving only two Class C or D schools will not be required to submit renewal forms and will continue as established until the MHSAA is notified that a program is dissolving. Adding new schools to an agreement requires a new application process involving all approvals and procedures.

NOTE: The MHSAA Representative Council reaffirms its preference that Class A and B schools sponsor separate teams rather than continue to renew cooperative programs over a period of years without careful evaluation. Schools should review participation numbers annually and consider the feasibility of separate teams in order to maximize opportunities for students at each school involved in the cooperative program.

## III. ADVANCE PREPARATION MATERIALS: QUESTIONS FOR SCHOOLS TO CONSIDER

---

Schools should consider the following before initiating the application for cooperative programs.

- A. If you have an existing program, will students from another school replace students from your community and deny the sons and daughters of your local taxpayers the opportunity to participate in that activity?

B. If two or more schools are cooperating to create a program where none has existed,

1. Who will pay for and maintain/laundry uniforms and equipment, facility maintenance?
2. Who will pay for travel to practices, to contests?
3. Who will select, supervise, and pay coaches?
4. If applicable, whose cheerleaders will cheer?
5. Whose training rules, letter award guidelines, etc., will be followed?
6. Whose local academic and other regulations will be followed?
7. Can daily class schedules be coordinated?
8. How will gate receipts be handled?
9. Where will practices and games be held, and who will pay those expenses?
10. Who will host and supervise events?
11. Is athletic accident insurance coverage provided, and who pays for it? Have liability insurers been notified?
12. Whose school identity, mascot, colors, etc., will be used?

C. Will an existing sport suffer because of the creation of a cooperative program in another sport that season?

#### **IV. GUIDELINES FOR SCHOOLS TO CONSIDER**

---

- A. All issues should be addressed in writing in advance of the application and submitted with the application for possible future reference. Over time, many schools have sought a written historical record of the original arrangement.
- B. A "Cooperative Program Board of Control" should be appointed to oversee the cooperative program. It should consist of at least an administrator and the athletic director of each cooperating school. It should convene to initiate the program and to resolve disputes which may arise throughout the life of the program.
- C. Though not required, cooperating school districts should be adjacent. Travel distance between schools should be reasonable.
- D. Cooperative arrangements should be sought only in sports where opportunities are limited and it is not anticipated that students will be "cut" from the squad.
- E. Cooperative agreements are not intended for a single participant for a year or two but for a significant group of students for several years.
- F. While there is no limit to the number of schools joining a cooperative agreement, programs comprised of several schools tend to resemble non-school sports and may blur the philosophy of school sports.



## SENIOR HIGH APPLICATION TO FORM AND SUPPORT A COOPERATIVE TEAM

(Page 1 of 2 – Complete All Sections and All Signatures. Board of Education Resolution on Page 2)

1. It is requested that the Michigan High School Athletic Association, Inc. receive and accept this application to form a cooperative team in the sport(s) of ☐ boys ☒ girls Gymnastics  
☐ boys ☐ girls \_\_\_\_\_  
☐ boys ☐ girls \_\_\_\_\_

2. The sponsors of this proposed cooperative team are members in good standing of the Michigan High School Athletic Association, Inc. and are identified as:

(Primary)	_____	High School of	_____	City	Enrollment	Class
	<u>Fowlerville</u>		<u>Fowlerville</u>	<u>City</u>	<u>829</u>	<u>A</u>
(Secondary)	<u>Pinckney</u>		<u>Pinckney</u>	<u>City</u>	<u>705</u>	<u>B</u>
(Secondary)	<u>Morrice</u>		<u>Morrice</u>	<u>City</u>	<u>132</u>	<u>D</u>
(Secondary)	_____		_____	<u>City</u>	_____	_____
(Secondary)	_____		_____	<u>City</u>	_____	_____
(Secondary)	_____		_____	<u>City</u>	_____	_____

3. This agreement is being formed under the following *MHSA Handbook* Regulation: **(Check one only)**

- ☐ Combined enrollment under 1,000 (Sect. 1[E])      ☐ Subvarsity ONLY (Sect. 1[E-1])  
☐ Multi-School District in named sports – four-year experiment (Sect. 1 [E-2])  
☒ Combined enrollment under 3,500 in specific sports (gym, lax, swim, ski, tennis) (Sect. 1[F-1])  
☐ Combined enrollment under 5,500 in ice hockey (Sect. 1[F-2])  
☐ Four-year startup program in above five sports in excess of 3,500 – first time sponsoring (Sect. 1[F-3])  
☐ Four-year lifeline in above five sports if school or coop dropped the sport previously (Sect. 1[F-4])

4. Indicate all levels of teams that you intend to sponsor in the coop: Sport: GYMN. V ☒ JV ☒ Fresh ☐  
Sport: \_\_\_\_\_ V ☐ JV ☐ Fresh ☐  
Sport: \_\_\_\_\_ V ☐ JV ☐ Fresh ☐  
Sport: \_\_\_\_\_ V ☐ JV ☐ Fresh ☐

5. Did any of the schools sponsor the sport(s) last year? If so, indicate the school(s) and sport(s):

Schools Fowlerville & Pinckney Sports Gymnastics

6. The schools in this application have a current agreement in another sport: Yes ☐ or No ☒

If yes, in what sport(s) is an agreement currently operating?

7. This cooperative agreement shall commence Winter -2023-2024 and continue for a minimum of two years.
8. Written support from the applicable league, or from four future opponents if there is no league, is attached. Name of league or conference (if applicable): Capital Area Activities Conference
9. The applicants seeking cooperative team approval certify by **their signatures on page two (2)** that all approvals, required study, planning and review have been completed.

10. Will this team be known or named something other than a school name? Yes ☐ or No ☒

If Yes, what will the name be? \_\_\_\_\_

(Note: Generally, the MHSAA uses the primary school as the designated title of the team.)

Each Board of Education should review the advance preparation material included with this Resolution.

**COOPERATIVE PROGRAM BOARD OF CONTROL**  
**(Submit with Application and Letter of League Support)**

We, the undersigned, agree to the conditions and content of this Resolution and will work cooperatively for the success of the program and benefit of our children.

Representing Fowlerville Community School

Representing Pinckney Community School



Superintendent Signature

Superintendent Signature



Board of Education Signature

Board of Education Signature



Principal Signature

Principal Signature

Athletic Director Signature

Athletic Director Signature

August 1, 2023

Date

Date

Representing Morrice Area School

Representing \_\_\_\_\_ School

Superintendent Signature

Superintendent Signature

Board of Education Signature

Board of Education Signature

Principal Signature

Principal Signature

Athletic Director Signature

Athletic Director Signature

Date

Date

Representing \_\_\_\_\_ School

Representing \_\_\_\_\_ School

Superintendent Signature

Superintendent Signature

Board of Education Signature

Board of Education Signature

Principal Signature

Principal Signature

Athletic Director Signature

Athletic Director Signature

Date

Date

Arrangements detailed in the "Advance Preparation Materials: Questions and Guidelines for Schools to Consider," plus those unique to the cooperating schools on a separate sheet, should be addressed by the boards of education when considering this Resolution. The MHSAA will file the advance preparation material if the school submits it with the application.

Name of Person Completing this Application: Brian Osborn & Megan Tait

Phone: 517-223-6061

Email: osbornb@fowlervilleschools.org & taitm@fowlervilleschools.org

# **Curriculum & Technology Committee Minutes**

## **Fowlerville Community Schools**

### **August 21, 2023**

Central Office conference room 6:00 p.m.

The meeting was called to order at 6:00 p.m. by Mrs. Sue Charron in the C.O. conference room.

Members Present: Mr. Bob Hinton, Mrs. Sue Charron, and Mrs. Diana Dombrowski  
Staff Present: Mr. Matt Stuard, Mrs. Adva Ringle, Mr. Richard O'Connell  
Others Present: None

Motion by Mrs. Charron, supported by Mr. Dombrowski, recommending approval of the minutes from the July 24, 2023 meeting. The motion passed unanimously.

Call to the Public – None

Multicultural Literature Class – Mr. O'Connell led a discussion of the Multicultural Books for first and second trimester of the 23-24 school year. The following books that committee members read were reviewed as they align to the goals of the course: Marrow Thieves, by Cherie Dimaline; Solar Storms by Linda Hogan; and Furia by Yamile Saied Mendez. The committee unanimously approved the use of Furia. Marrow Thieves and Solar Storms were both approved for use 2 to 1.

Summer School Updates – Mrs. Ringle updated the committee on the district's elementary summer school programing including the high school's credit recovery program.

Elementary Specials Update – Mrs. Ringle reviewed the plan for replacing the VLE special with Art at grades K-5. The committee agreed to the use of the Brighton and Howell Art curriculum temporarily until a K-5 Art curriculum for Fowlerville is developed.

Elementary Science and Social Studies Update – Mrs. Ringle presented the plan to begin reintegrating science and social studies back into the K-5 self-contained classrooms slowly over the next several years. All elementary specials, including science and social studies, will be reviewed over the next 2 to 3 years.

Multi-Tiered System of Supports (MTSS) - Behavior & Academic Update & Roadmap – Mrs. Ringle updated the committee on the definition of MTSS A and B and the various components that fall under each. Mrs. Reed reviewed the plan for the implementation of MTSS B this year.

Literacy Adoption Roadmap – Mrs. Ringle provided the committee an overview of the next steps for K-5 literacy.

Other – None

Motion by Mrs. Charron, supported by Mrs. Dombrowski, recommending adjournment of the meeting at 7:40 p.m.



# **Policy Committee Minutes**

## **Fowlerville Community Schools**

### **August 28, 2023**

Central Office conference room 6:00 p.m.

The meeting was called to order at 6:01 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. Belcher, supported by Mr. Braska, recommending approval of the minutes from the July 31, 2023 meeting. The motion passed unanimously.

Call to the Public – None

Board Policy 7440.01 – Video Surveillance and Electronic Monitoring – The committee reviewed the suggested NEOLA changes and made selections for the updated wording of the policy. The committee unanimously supported forwarding the updated policy to the full Board for approval.

Board Policy 3120 - Employment of Professional Staff (Nepotism) – The committee discussed the portion of the policy related to nepotism, and with the ongoing staff shortage and size of the district, the need for occasionally hiring relatives. The committee chose to include language ensuring that professional staff would not be supervised and evaluated by a relative. The committee unanimously recommended the updated policy move to the full Board for approval.

Board Policy 4120 - Employment of Support Staff (Nepotism) – The committee discussed the portion of the policy related to nepotism, and with the ongoing staff shortage and size of the district, the need for occasionally hiring relatives. The committee chose to include language ensuring that support staff would not be supervised and evaluated by a relative. Additionally, the committee chose to add language that support staff should not be assigned a work space in a professional staff member's classroom or work location. The committee unanimously recommended the updated policy move to the full Board for approval.

Board Policy 2220 – Adoption of Courses of Study (First and Second Readings) – Discussion occurred about the need for two readings before the Board adopts a course of study to align with the process for approving new policy. The committee unanimously recommended forwarding the updated policy to the full Board for approval that includes the requirement for two readings.

Other – The committee discussed the need to meet twice during the month of September. The next policy meeting will be on 9/15/23 from 8 am to 10 am.

Motion by Mr. Belcher, supported by Mr. Braska, recommending adjournment of the meeting at 6:46 p.m. The motion passed unanimously.



Book	Policy Manual
Section	Ready for Neola
Title	Vol. 36, No. 1 - September 2021 Revised PUBLIC PARTICIPATION AT BOARD MEETINGS
Code	po0167.3
Status	
Adopted	August 18, 2015
Last Revised	March 3, 2020

### 0167.3 - PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

To permit fair and orderly public expression, the Board shall provide a period for public participation at public meetings of the Board and publish rules to govern such participation in Board meetings and in Board committee meetings. The rules shall be administered and enforced by the presiding officer of the meeting.

The presiding officer shall be guided by the following rules:

A. Public participation shall be permitted

- ☒ as indicated on the order of business.
- ☐ before the Board takes official action on any issue of substance.
- ☐ at a time as determined by the presiding officer.

B. Anyone with concerns related to the operation of the schools or to matters within the authority of the Board may participate during the **designated public participation portion(s)** ~~public portion~~ of a meeting.

C. ☒ Attendees must register their intention to participate in the public **participation** portion of the meeting

☒ upon their arrival at the meeting, participants must write their name, address, and the topic of their comments on the provided note card.

☐ within two (2) business days before the meeting.

☐ within \_\_\_\_ business days before the meeting.

**[DRAFTING NOTE: The time line for registration should be reasonably determined in consideration of the posting of the meeting agenda and should be consistently applied.]**

D. ☒ Individuals may not register others to speak during public participation.

E. ☒ Participants must **first** be recognized by the presiding officer

☒ and will be requested to preface their comments by an announcement of their name;  
☒ address;

☐ group affiliation, if and when appropriate.

F. ☒ Each statement made by a participant shall be limited to **three** (3) minutes duration, **"at the discretion of the presiding officer"**.

G. ☒ During the portion of the meeting designated for public participation, no participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard. ~~No participant may speak more than once.~~

H. ☒ Participants shall direct all comments to the Board and not to staff or other participants.

I. ☒ The presiding officer may:

1. ☒ interrupt, warn, or terminate a participant's session when they make comments that are repetitive, obscene, and/or comments that constitute a true threat (i.e., statements meant to frighten or intimidate one (1) or more specified persons into believing that they will be seriously harmed by the speaker or someone acting at the speaker's behest); ~~prohibit public comments which are frivolous, repetitive, or harassing;~~
2. ☐ interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
3. ☒ request any individual to stop speaking and/or leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct and/or orderly progress of the meeting;
4. ☒ request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
5. ☒ call for a recess or an adjournment to another time when the lack of public decorum so interferes with the conduct and/or orderly conduct of the meeting as to warrant such action;
6. ☐ waive these rules.
  - ☐ with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.
- J. ☐ The portion of the meeting during which the participation of the public is invited shall be limited to \_\_\_\_\_ minutes, but the timeframe will be extended, if necessary, so that no one's right to address the Board will be denied.

☒ The Board may permit individuals to attend meetings remotely through live broadcast; however, public participation will be limited to those who are in attendance at the meeting site only. The Board is not responsible for any technology failures that prevent or disrupt any individual from attending remotely.

**OR**

☐ The Board permits individuals who attend meetings remotely to participate in public participation, subject to the same rules that apply to individuals who attend in person. The Board is not responsible for any technology failures that prevent or disrupt any individual from attending and/or participating remotely.

~~Audio Tape~~ or video recordings are permitted subject to the following conditions:

- A. No obstructions are created between the Board and the audience.
- B. No interviews are conducted in the meeting room while the Board is in session.
- C. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.

The person operating the recorder should contact the Superintendent prior to the Board meeting to review possible placement of the equipment.

© Neola ~~2018~~2021

Legal

M.C.L. 15.263(4)(5)(6), 380.1808



## *Appendix H*

Book	Policy Manual
Section	Ready for Neola
Title	Copy of ADOPTION OF COURSES OF STUDY
Code	po2220
Status	
Adopted	August 8, 2017

### 2220 - ADOPTION OF COURSES OF STUDY

The Board of Education shall provide a comprehensive instructional program to serve the educational needs of the students of this District. In furtherance of this goal and pursuant to law, the Board shall periodically adopt courses of study.

No course of study shall be taught in the schools of this District unless it has been adopted by the Board. A motion to adopt a course of study, will have two readings in two separate, scheduled meetings of the Board. Normally the First and Second readings will occur as consecutive Board meetings. The Board shall determine which units of the instructional program constitute courses of study and are thereby subject to the adoption procedures of the Board.

The Superintendent shall recommend to the Board such courses of study as are deemed to be in the best interests of the students. The Superintendent's recommendation shall include the following information about each course of study:

- A. its applicability to students and an enumeration of those groups of students to be affected by it
- B. the intended learning objective(s), defined in terms of how the learning is applied
- C. its scope and sequence and a statement of the rationale used to determine the amount and type of instructional time needed to accomplish the objectives at each level
- D. its justification in terms of the goals of this District, especially when it is proposed to take the place of an existing course of study
- E. the resources that its implementation will require, including instructional materials, equipment, specially-trained personnel, etc.

The learning that results from each course of study should be durable, significant, and transferable and require a high level of student achievement of clearly-defined, cumulative performance objectives.

The plan for student assessment for each course of study should include the criteria and standards that will be used to determine when students may need to participate in remedial, supplemental, or accelerated activities in order to ensure that each student has been provided the opportunity to achieve at his/her optimum level.

Each course of study is intended to provide a basic framework for instruction and learning. Within this framework, each teacher shall use the course of study in a manner best designed to meet the needs of the students for whom s/he is responsible. Deviation from its content must be approved in accordance with the Superintendent's administrative guidelines.

As required for State certification, the Superintendent shall ensure that the appropriate amount of instruction time is allocated to each course of study that comprises the program of each school. The allocation of time is to be determined by the Superintendent and appropriate members of the staff and shall be justified in terms of the amount of time needed for students to accomplish the curriculum objectives of the core curriculum as well as the District's educational outcomes.

In keeping with the Board's commitment to the school improvement process, such guidelines shall also provide for the appropriate participation of staff, parents, students, and relevant community organizations in the review of the District's courses of study.

The Superintendent shall maintain a current list of all courses of study offered by this District.

© Neola 2009

Legal M.C.L. 380.1164b, 380.1277, 380.1278, 380.1282, 388.1621

Book	Policy Manual
Section	Ready for Neola
Title	Copy of EMPLOYMENT OF PROFESSIONAL STAFF
Code	po3120
Status	Policy Committee Review
Adopted	January 19, 2016
Last Revised	March 3, 2020

### 3120 - EMPLOYMENT OF PROFESSIONAL STAFF

The Board of Education recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with highly-qualified and competent personnel. Further, pursuant to the Administrative Rules Governing the Certification of Michigan Teachers, the Board requires that anyone employed as a professional staff member with instructional responsibilities in an elementary or secondary school in this District hold a certificate, permit, or vocational authorization valid for the positions to which s/he is assigned, and that the individual meets the established criteria to be highly qualified in his/her assignment.

The Board shall approve the employment, and also, when not covered by the terms of a negotiated, collectively-bargained agreement, fix the compensation, and establish the term of employment for each professional staff member employed by the Board.

Individuals employed in the following categories shall be considered members of the professional staff:

- A. Teachers
- B. Counselors
- C. Media Specialists
- D. Administrative

All professional staff are subject to a criminal history record check. See Policy 3121.

Such approval shall be given only to those candidates for employment recommended by the Superintendent.

All applications for employment shall be referred to the Human Resources Director.

Relatives of Board members may be employed by the Board, provided the Board member does not vote on the employment when a conflict of interest is involved.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he would be supervised directly by the relative staff member. In cases where a professional staff member would typically be supervised and evaluated by a relative, the supervision and evaluation responsibilities for that staff member will instead be assigned to the Assistant Superintendent.

Any professional staff member's intentional misstatement of fact or omission material to his/her qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

The temporary employment of professional staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.

No candidate for employment to the professional staff as a nonadministrator shall receive recommendation for such employment without having proffered visual evidence of proper certification or that application for such certification is in process, except under the following circumstances:

- A. The Superintendent may employ noncertificated, nonendorsed teachers to teach, in grades 9-12, a course in computer science, foreign language, mathematics, biology, chemistry, engineering, physics, robotics, or any other course approved by the State Board, providing they meet all of the conditions established by law and by the Superintendent.
- B. The Superintendent may also employ a teacher without a valid teaching certificate as a substitute teacher, on a day-to-day basis, if the person has at least sixty (60) semester hours of college credit or an associate degree from a college, university or community college and, for substitute teaching in grades 9 to 12, is at least twenty-two (22) years of age, or for

a full school year if the person has met all other conditions established by law and by the Superintendent.

- C. The Superintendent may hire an individual who does not hold a valid teaching certificate to serve in a counseling, social worker or speech pathologist role provided s/he meets all the requirements established by law. Policy 3120 and Policy 3121 shall apply with respect to that individual in the same manner required for employing a person with a teaching certificate.
- D. The Superintendent may employ noncertificated, substitutes to teach in an industrial technology education program or career and technical education program providing they meet all of the conditions established by law and by the Superintendent.

Prior to hiring an applicant, the Superintendent shall obtain from the applicant a signed Consent to Obtain Records (Form 3120 F2) and shall obtain from the applicant's current or immediately-previous employer any records, including the applicant's personnel file relating to unprofessional conduct in which the applicant engaged. Any such records are to be reviewed prior to a recommendation for employment and may be disclosed to those individuals directly involved in evaluating the applicant's qualifications.

The Superintendent shall prepare administrative guidelines for the recruitment and selection of all professional staff.

## **REQUIREMENTS FOR HIGHLY QUALIFIED STATUS**

Pursuant to State law, "Highly Qualified" means:

- A. full State certification as a teacher or passed State teacher licensing exam and holds current license to teach; certification or license requirements may not be waived on emergency, temporary, or provisional basis;
- B. for elementary teachers new to the profession, this also requires:
  - 1. at least a bachelor's degree;
  - 2. passing a rigorous State test on subject knowledge and teaching skills in reading, writing, math, and other areas of elementary curriculum (State certification test may suffice);
- C. for secondary or middle school teachers new to the profession this also requires:
  - 1. at least a bachelor's degree, and
  - 2. passing a rigorous State test in each of the subject areas s/he will teach (State certification test may suffice), or
  - 3. for each academic subject taught, having an academic major, course work equivalent to an undergraduate major, a graduate degree, or advanced certification or credentialing;
- D. for elementary, middle, or secondary school teachers with prior experience, this also requires:
  - 1. at least a bachelor's degree, and
  - 2. meets standards for new teachers (above), or
  - 3. demonstrates competence in all academic subjects s/he teaches based on a uniform State standard of evaluation (standard for academic subject matter and teaching skills set by the State).

## **REQUIREMENTS FOR TEACHERS IN DISTRICT RECEIVING TITLE I FUNDING**

All teachers hired for a Title I supported program or a core subject area must be "highly qualified."

As a condition of employment, all newly-hired teachers in a Title I supported program or in core subject areas shall be required to submit documentation that they are "highly qualified" as described above.

As designated by Federal law, core subject areas shall include the following: English, reading or language arts, science (which includes physics, chemistry, biology, earth science, and physical science), mathematics, arts (which includes instrumental music, vocal music, visual arts, dance, and drama/theater), foreign languages, government and civics, history, economics and geography.

The Superintendent shall prepare a plan that will result in all teachers who are employed in professional staff positions with instructional responsibilities in Title I supported programs and/or core subject areas to be highly qualified by a date specific, and the Superintendent shall show annual progress towards meeting these teacher qualification requirements.

© Neola 2018

Legal M.C.L. 380.1229 – 1231, 380.1233, 380.1233b, 380.1237, 380.1531d, 380.623  
 20 U.S.C. 6319 & 7801  
 R 390.1105



Book	Policy Manual
Section	Ready for Neola
Title	Copy of EMPLOYMENT OF SUPPORT STAFF
Code	po4120
Status	
Adopted	February 16, 2016

#### 4120 - EMPLOYMENT OF SUPPORT STAFF

The Board of Education recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with qualified and competent support staff.

The Board shall approve the employment, and also, when not covered by the terms of a negotiated, collectively-bargained agreement, fix the compensation, and establish the term of employment for each support staff member employed by this District.

Individuals employed in the following categories shall be considered members of the support staff:

- A. Food Service
- B. Custodial and Maintenance
- C. Transportation
- D. Administrative Assistants and Paraprofessionals

All support staff are subject to a criminal history record check. See Policy 4121.

Such approval shall be given only to those candidates for employment recommended by the Superintendent.

All applications for employment shall be referred to the Human Resources Director.

Relatives of Board members may be employed by the Board, provided the Board member does not vote on the employment when conflict of interest is involved.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he would be supervised directly by the relative staff member. In cases where a Support Staff member would typically be supervised and evaluated by a relative staff member, the supervision and evaluation responsibilities for that staff member will instead be assigned to the Assistant Superintendent. Additionally, a Support Staff member's duty station may not be located within a Professional Staff member's classroom or workspace if the Professional Staff member is a relative.

Any support staff member's intentional misstatement of fact material to his/her qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

Staff hired to serve as an athletic trainer must be properly licensed by the State or otherwise legally authorized to engage in the practice of athletic training. Staff is prohibited from engaging in the practice of athletic training unless licensed and shall not offer to provide any service(s) that s/he was not qualified to perform by education, training, or experience or otherwise prohibited by law from performing.

Staff hired to coach an interscholastic team/sport must have first aid and safety training as required by State statute. Certification of this requirement must come from the Red Cross or an equivalent agency.

Prior to hiring an applicant, the Superintendent shall obtain from the applicant a signed Consent to Obtain Records (Form 4120 F2) and shall obtain from the applicant's current or immediately-previous employer any records, including the applicant's personnel file relating to unprofessional conduct in which the applicant engaged.

Any such records are to be reviewed prior to a recommendation for employment and may be disclosed to those individuals directly involved in evaluating the applicant's qualifications.

The Superintendent shall prepare procedures for the recruitment and selection of all support staff.

#### REQUIREMENTS FOR TITLE I PARAPROFESSIONALS

All paraprofessionals hired for a Title I supported program must have a secondary school diploma or its recognized equivalent and one of the following:

- A. Completed two (2) years study at an institution of higher education; or
- B. Obtained at least an associates degree; or
- C. Met a rigorous standard of quality and demonstrate through formal State or local academic assessment:
  - 1. knowledge of and the ability to assist in instructing, reading, writing, and mathematics; or
  - 2. knowledge of and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

Exceptions – These requirements do not apply to a paraprofessional:

- A. who is proficient in English and a second language and serves as a translator primarily to enhance the participation of children in Title I programs; or
- B. whose duties consist solely of conducting parental involvement activities.

Paraprofessional duties – Paraprofessionals working for a Title I supported program may be assigned to:

- A. provide one-on-one tutoring for eligible students during times when the teacher would not otherwise be instructing the student;
- B. provide instructional assistance in a computer laboratory;
- C. provide instructional support in a library or media center;
- D. provide instructional services to students, if working under the direct supervision of a teacher;
- E. perform limited duties beyond classroom instruction or that do not benefit program participants, so long as those duties are also assigned to non- Title I paraprofessionals. Title I paraprofessionals may not be assigned to more of these duties, proportional to their total work time, than the amount assigned to similar non-Title I paraprofessionals in the same school.

© Neola 2015

Legal                      M.C.L. 37.2101 et seq., 333.17901, 380.1230 et seq.  
20 U.S.C. 6319

Book	Policy Manual
Section	Ready for Neola
Title	Vol. 35, No. 2 - February 2021 Revised VIDEO SURVEILLANCE AND ELECTRONIC MONITORING
Code	po7440.01
Status	
Adopted	May 16, 2017

#### 7440.01 - VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

**[ ] (X)** In order to promote student and staff safety, and deter unauthorized access and destructive acts (e.g., theft and vandalism), **[END OF OPTION]** **( )** In order to protect Board property, promote security and protect the health, welfare and safety of students, staff and visitors, **[END OF OPTION]** the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school buildings and school buses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).

#### OR

**[ ]** The Board of Education authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the District and on school buses. The video surveillance/electronic monitoring equipment shall be used to protect Board property and assets from theft and vandalism, through deterrence and video documentation. The system is not designed nor intended to protect individuals from being victims of violent or property crimes, nor to detect other potentially illegal and undesirable activities that may occur, although information may be used as evidence in such cases.

**[X]** The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school and student property. Video surveillance/electronic monitoring systems serve to complement other means being employed in the District to promote and foster a safe and secure teaching and learning environment for students and staff. The Board recognizes that the use of a video surveillance/electronic monitoring system does not replace the need for the ongoing vigilance of the school staff assigned by the building principal to monitor and supervise the school building. Rather, the video surveillance/electronic monitoring system serves as an appropriate and useful tool with which to augment or support the in-person supervision provided by staff. The building principal is responsible for verifying that due diligence is observed in maintaining general campus security.

The Superintendent is responsible for approving where and when to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. The building principals and administrators responsible for other facilities shall be responsible for recommending use of video surveillance/electronic monitoring. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g., school hallways, entryways, the front office where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the Superintendent ~~or Board President~~, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g., restrooms, locker rooms, changing areas). The Superintendent shall carefully consider and consult with District legal counsel before authorizing placement in, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms, or in individual classrooms during instructional times. **( )** Security staff and administrators are authorized to carry and use portable video cameras when responding to incidents. **(X)** The Board authorizes security personnel to use body-worn video cameras while on duty, but prohibits them from being operated while the individual is routinely patrolling restrooms and locker rooms, unless the staff member is responding to a specific incident.

Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Legible and visible signs shall be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use. Signs shall be reasonably designed to notify people that their actions/behavior are being monitored/recorded. Additionally, the Superintendent is directed to annually notify parents and students via school newsletters and the Student Handbook, and staff via the Staff Handbook, of the use of video surveillance/electronic monitoring systems in their schools.

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceeding or criminal proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.



**[SELECT OPTION #1 OR OPTION #2]****OPTION #1**

☒ Video recordings will be totally without sound.

**OPTION #2**

☐ Ordinarily video surveillance/electronic monitoring equipment will not be used to make an audio recording of conversation occurring on school grounds or property.

**[END OF OPTIONS]**

The Board will not use video surveillance/electronic monitoring equipment to obtain information for the purpose of routine staff appraisal/evaluation or monitoring. However, prerecorded lessons or observations of on-line virtual learning sessions may be included as part of an employee's evaluation in accordance with a collective bargaining agreement or Memorandum of Understanding approved by the Board.

Recordings of students will be treated as confidential, to the extent allowed by law. Copies of video recordings containing personally identifiable information about students shall not be released except as required or authorized by law. Parents or guardians of minor students, and students who are eighteen (18) years of age or older, who are charged with disciplinary violations may view relevant portions of any video recording related to the charge, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any other students whose images appear on the recording). Likewise, school personnel may view relevant portions of any video relating to any disciplinary charge against them, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any students whose images appear on the recording). Absent a clear legal obligation, confidential recordings will only be released through subpoena or court order.

The Board shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within 14 [seven (7) to thirty (30)] days of the event/incident. Unless an investigation is being conducted, recordings shall be destroyed after 14 [seven (7) to thirty (30)] days. If, however, action is taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept for a minimum of one (1) year from the date of the action taken. ☒ Recordings may also be kept beyond the normal retention period if they are going to be utilized for training purposes.

This policy does not address or cover instances where school officials record a specific event (e.g., a play, music performance, athletic contest, graduation, or Board meeting), or an isolated instance where a classroom is videotaped for educational or research purposes. Authorized videotaping for educational, instructional and/or research purposes is permitted and is not addressed by this policy.

The Superintendent is directed to develop administrative guidelines to address the use of video surveillance/electronic monitoring equipment in school buildings, school buses and on property owned and/or operated by the Board.

Video surveillance is to be implemented in accordance with this policy and the related guidelines. The Board will not accept or tolerate the improper use of video surveillance/electronic monitoring equipment and will take appropriate action in any cases of wrongful use of this policy.

☐ ☒ Annually, ☐ Quarterly, ☐ Monthly, ☐ \_\_\_\_\_ [insert interval], the Superintendent shall conduct a review to verify that this policy and its implementing guidelines are being adhered to, and report to the Board on the use of video surveillance/electronic monitoring equipment in the District.

© Neola ~~2009~~2021

Legal

FERPA, 20 U.S.C. 1232g

34 C.F.R. 99.1-99.67

Title I of the Electronic Communication Privacy Act of 1986

18 U.S.C. 2510-2521