

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

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

October 3, 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 September 5, 2023
  - C. Approval of September Payables
  - D. Approval of Superintendent's Personnel Report
- IV. Call to the Public
- V. Reports/Recognition
  - A. Fowlerville Junior High School – Capturing Kids Hearts National Showcase School
  - B. Audit Presentation
  - C. Board Committee Report(s)
    1. 9/11 Personnel Committee
    2. 9/13 Recreation Report
    3. 9/15 Finance Committee
      - a. Recommendation to Accept the 2022-2023 Audit
      - b. Recommendation to Approve School Liaison Officer Contract
    4. 9/15 Policy Committee
      - a. Recommendation to Approve Second Reading of Proposed Policies
      - b. Recommendation to Approve First Reading of Proposed Policies
      - c. Recommendation to Approve Board and Superintendent Operating Norms and Procedures
    5. 9/18 Curriculum & Technology Committee
      - a. Recommendation to Approve Possible Scripts for the High School Play
  - D. Student Representative's Report
  - E. Assistant Superintendent's Report
  - F. Superintendent's Report
- VI. New Business/Presentation
  - A. Recommendation to Hire JHS Assistant Principal
  - B. Recommendation to Approve FHS of Out of State & Overnight Athletic Fieldtrip
  - C. Recommendation to Purchase Truck
- VII. Old Business
- VIII. Introduction of Other Matters by Members of the Board
- IX. Introduction of Other Matters by the Superintendent
- X. Information
  - A. 11/7/23 Regular School Board Meeting, Superintendent's Evaluation [Closed Session], 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. Recognition - Fowlerville Junior High School for Capturing Kids Hearts National Showcase School
- B. Audit Presentation
- C. Board Committee Reports
  - 1. 9/11 Personnel Report - Mrs. Charron
  - 2. 9/13 Recreation - Mr. Braska
  - 3. 9/15 Finance Report - Mr. Belcher

a. Recommendation to Accept the 2022-2023 Audit

Recommendation: Administration, in agreement with the Finance Committee, recommends approval of the 2022-2023 Audit.

b. Recommendation to Approve School Liaison Officer Contract – The District is again entering into a contract with the Village of Fowlerville, Conway Township, Handy Township and Iosco Township to fund the School Liaison Officer. This agreement is the same as past years.

Recommendation: Administration, with unanimous support of the Personnel Committee, recommends approval of the Agreement for Supplemental Law Enforcement Services (School Liaison Officer) as presented. [Appendix A] Roll Call Vote Needed.

4. 9/15 Policy Committee Report - Mrs. Sova

a. Recommendation to Approve Second and Final Reading of Proposed 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. This is the second and final reading on these proposed policies.

Recommendation: Administration, in concurrence with the Board Policy Committee, recommends the following policies be approved for a second and final reading, Policy 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 as presented. [Appendix B] Roll Call Vote Needed.

b. Recommendation to Approve First Reading of Proposed Policies 2210-Curriculum Development – Approved Courses, Policy 4162-Controlled Substance and Alcohol Policy for Commercial Motor Vehicle (CMV) Drivers and Other Employees Who Perform Safety-Sensitive Functions, Policy 8600-Transportation, Policy 2412-Homebound Instruction Program, Policy 2414-Reproductive Health and Family Planning, Policy 3362.01-Threatening Behavior Toward Staff Members, Policy 5200-Attendance, Policy 6107-Authorization to Accept and Distribute Electronic Records and To Use Electronic Signatures, Policy 8462-Student Abuse and Neglect – The Policy Committee has reviewed and approved the policies included in the Board packet. A second and final reading will be presented at the next Board meeting.

Recommendation: Administration, in agreement with the Policy Committee, recommends the following policies be approved for a first reading. Policy 2210-Curriculum Development – Approved Courses, Policy 4162 – Controlled Substance and Alcohol Policy for Commercial Motor Vehicle (CMV) Drivers and Other Employees Who Perform Safety-Sensitive Functions, Policy 8600 – Transportation, Policy 2412 – Homebound Instruction Program, Policy 2414 – Reproductive Health and Family Planning, Policy 3362.01 - Threatening Behavior Toward Staff Members, Policy 5200 – Attendance, Policy 6107 – Authorization to

Accept and Distribute Electronic Records and To Use Electronic Signatures, Policy 8462 – Student Abuse and Neglect [Appendix C] Roll Call Vote Needed.

c. Recommendation to Approve Board and Superintendent Operating Norms and Procedures

Recommendation: Administration recommends approval of the Operating Norms and Procedures as presented [Appendix D]

5. 9/18 Curriculum & Technology Committee Report - Mr. Hinton

a. Recommendation to Approve Possible Scripts for the High School Play

Recommendation: Administration recommends advancing four scripts *You're a Good Man Charlie Brown* by Charles M. Schultz, Clark Gesner, Michael Mayer, Andrew Lippa, *The Lightning Thief* by Joe Tracz, Rob Rokicki, *Amelie*, teen edition by Craig Lucas, Nathan Tyson, Daniel Messe, and *Schoolhouse Rock, Live!* By George Keating, Kyle Hall and Scott Ferguson, Music and lyrics by Bob Dorough, Dave Frischber, Kathy Mandry, Lynn Ahrens and Tom Yohe to the High School for selection for the Fowlerville High School play.

D. Student Representative's Report – Ms. Aurora Furlong

E. Assistant Superintendent's Report – Mrs. Adva Ringle

F. Superintendent's Report – Mr. Matt Stuard

VI. New Business/Presentation

A. Recommendation to Hire Fowlerville Junior High School Assistant Principal – Administration recommends hiring Mr. Nicholas Krueger as the Assistant Principal at Fowlerville Junior High School.

Recommendation: Administration, in agreement with the Personnel Committee, recommends hiring Mr. Nicholas Krueger as Assistant Principal at Fowlerville Junior High School. Mr. Krueger began employment on September 25, 2023. He will receive a two (2) year contract for 210 work days annually. Hiring is contingent on a satisfactory criminal record check, misconduct form, finger prints, verification of teaching certification and “Highly Qualified” status, and original college transcripts being submitted to the District. [Appendix E]

B. Recommendation to Approve FHS of Out of State & Overnight Athletic Fieldtrip – Mr. Jeff Finney, FHS Athletic Director, is seeking Board approval for the Girls Wrestling program to attend a national wrestling tournament in Findlay, Ohio. This will be a multi-day overnight trip from Wednesday Dec. 20<sup>th</sup> to Friday, Dec. 22<sup>nd</sup>. The entry fee will be paid from the budget set aside for wrestling tournaments and the girls will pay for hotel accommodations on their own.

Recommendation: Administration, in agreement with Mr. Jeff Finney, FHS Athletic Director, recommends the voluntary, overnight and out-of-state field trip for the Girls Wrestling program students scheduled for December 20-22, 2023. The entry fee will be paid from the budget set aside for wrestling tournaments and the girls will pay for hotel accommodations on their own. [Appendix F]

C. Recommendation to Purchase a Used Plow Truck – The District has an emergency need for a plow truck. Fowlerville residents Dave and Gretchen Shipley have offered for sale a 2017 Ford F-250 XLT extended cab truck with approximately 36,000 miles. It is a 4x4, appears to be in excellent condition, and is equipped with the switches and wiring necessary for attaching a snow plow. The asking price is \$41,000. After reviewing comparable vehicles currently on the market, Administration would like the authorization to proceed with the purchase contingent on a successful inspection by a mechanic of our choice.

Recommendation: Administration recommends the purchase of the 2017 Ford-250 XLT for \$41,000 contingent on successful inspection.

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-Superintendent's Evaluation [closed session], November 7, 2023 at 7:00 p.m. in the FHS media center

XI. Adjournment

**FOWLERVILLE COMMUNITY SCHOOLS**  
**Board of Education Minutes**  
**Regular Meeting**  
**September 5, 2023**

The meeting was called to order by School Board President, Mrs. Amy Sova, at 7:03 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 Mrs. DeVries to approve the consent agenda including Board minutes from August 1, 2023, August Payables and the Superintendent's Personnel Report. The motion was adopted unanimously.

During Call to the Public community members addressed the Board.

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

A report for the 8/7 Asset Management Committee meeting was given by Mr. Braska.

A report for the 9/5 Asset Management Committee meeting was given by Mr. Braska.

Motion by Mr. Belcher, supported by Mr. Braska, recommending approval of DTE Line Extension Agreement and Easement Documentation as presented. [Appendix A]

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

Nays: None

The motion carried.

Motion by Mr. Belcher, supported by Mrs. Dombrowski, recommending approval of Bid Package #3 Playgrounds & Landscaping as presented. [Appendix B]

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

Nays: None

The motion carried.

Motion by Mr. Belcher, supported by Mrs. Dombrowski, recommending approval of Bid Package #1 Electrical Pre-Purchase presented. [Appendix C]

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

Nays: None

The motion carried.

Motion by Mr. Belcher, supported by Mr. Braska, recommending approval of Bid Package #3 Playgrounds (Revision #1) as presented. [Appendix D]

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

Nays: None

The motion carried.

Motion by Mr. Belcher, supported by Mr. Braska, recommending approval of Change Request #18, Bid Pack #3 Playground Drainage and Sidewalks as presented. [Appendix E]

has had with Village police and fire officials, PBIS, Capturing Kids Hearts, and a new drone video of the new K-2 building Fowlerville Elementary School.

Motion by Mr. Belcher, supported by Mr. Braska, recommending 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. [Appendix I] The motion was adopted unanimously.

Old Business – None

Introduction of Other Matters by Members of the Board – None

Introduction of Other Matters by the Superintendent – None

Information --Next Regular School Board Meeting, October 3, 2023 at 7:00 p.m. in the FHS media center.

Motion by Mrs. Charron, supported by Mr. Hinton, recommending adjournment of the meeting at 8:16 p.m. The motion was adopted unanimously.

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Susan Charron, Board Secretary  
Fowlerville Community Schools

**Fowlerville Board of Education**  
**Superintendent's Personnel Report**  
**Regular Meeting – 10/3/2023**

**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>
Kurstin Bowling	Sp. Ed Para-JHS	8/28/2023	Onboard Complete
April Hodge	Sp. Ed Para-HS	8/28/2023	Onboard Complete
Kristin Ampuero	Noon Supervisor-SM	8/28/2023	Onboard Complete
Melissa Muck	Lunch Supervisor-SM	9/5/2023	Onboarding
Alyssa Sherwood	Lunch Supervisor-JH	9/5/2023	Onboarding
Elsbeth Packer	Noon Supervisor-sub	9/5/2023	Onboarding
Ronnie Austin	H.S. Safety Monitor	9/6/2023	Onboard Complete

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

<b>Name:</b>	<b>Position:</b>	<b>Date:</b>	<b>Current Process:</b>
Julie Daniels	Science Teacher to 1st Grade Teacher	8/15/2023	Transfer Complete
Barb Piper	4th Grade Teacher to Kreeger Art Teacher	9/8/2023	In Process

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

<b>Name:</b>	<b>Position:</b>	<b>Length of Service:</b>	<b>Effective Date:</b>
Jennifer Connor	High School Teacher	25 Years	8/8/2023
Timothy Dowker	Asst. Superintendent	10 Years	8/21/2023
Rachel Rowlan	JH Para-Spec Ed	9 Months	8/22/2023

**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	8/22/23-10/31/2023
Jaime Phibbs	Para	Non FMLA/child	Returning 11/13/23
Lauren Bolthouse	Literacy Director	FMLA	Returning 9/11/2023

**E. EMPLOYMENT – PROFESSIONAL STAFF**

<b>Name:</b>	<b>Position:</b>	<b>Committee Date:</b>	<b>Current Process:</b>
Tracy Muck	Science Teacher	9/11/2023	Onboarded
Jeffrey Finney	Athletic Director	9/11/2023	Board Approval 9/5/2023
Nicholas Krueger	JH Asst. Principal	9/11/2023	Board Approval 10/3/2023-onboard ing start date 9/25/2023

**FOWLerville COMMUNITY SCHOOLS  
CHECK REGISTER FOR THE MONTH OF SEPTEMBER 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
044898	9/5/2023	824.75	A PARTS WAREHOUSE
044899	9/5/2023	361.33	CLEAR RATE COMMUNICATIONS, INC
044900	9/5/2023	7.99	KODET'S TRUE VALUE
044901	9/5/2023	5,161.90	LANSING SANITARY SUPPLY, INC.
044902	9/5/2023	264.32	LAWSON PRODUCTS INC
044903	9/5/2023	162.25	LYDEN OIL COMPANY
044904	9/5/2023	1,258.20	THE MATH LEARNING CENTER
044905	9/5/2023	288.95	PIONEER MFG. CO.
044906	9/5/2023	1,426.92	PRAIRIE FARMS DAIRY
044907	9/5/2023	703.26	RANDY'S SERVICE STATION
044908	9/5/2023	12,940.16	SCHROEDERS BODY SHOP LLC
044909	9/5/2023	30.01	SMART BUSINESS SOURCE
044910	9/5/2023	191.52	TRANSPORTATION ACCESSORIES CO, INC.
044911	9/5/2023	278.00	UNITY SCHOOL BUS PARTS
044912	9/5/2023	847.41	SCHOOL SPECIALTY, LLC
044913	9/5/2023	494.08	WEST MICHIGAN INTERNATIONAL
044914	9/5/2023	149.40	LGC REFUND
044915	9/5/2023	300.00	FOOD SERVICE REFUND
044916	9/5/2023	15.60	FOOD SERVICE REFUND
044917	9/7/2023	9,000.00	42 NORTH OUTDOOR SERVICES, LLC
044918	9/7/2023	339.72	ARAMARK UNIFORM SERVICES AUS CENTRAL LOCKBOX
044919	9/7/2023	1,050.00	CHERYL DIXON
044920	9/7/2023	8,681.84	COACH CLIFF'S GAGA BALL PITS LLC
044921	9/7/2023	150.00	DEWITT HIGH SCHOOL. BAND Marching Band Comp
044922	9/7/2023	872.15	FOWLerville SUNOCO
044923	9/7/2023	5.12	GRAINGER
044924	9/7/2023	4,189.71	GRANGER WASTE SERVICES, INC.
044925	9/7/2023	232.35	KODET'S TRUE VALUE
044926	9/7/2023	11,355.59	LANSING SANITARY SUPPLY, INC.
044927	9/7/2023	2,826.54	LOWES
044928	9/7/2023	30.00	MHSAA
044929	9/7/2023	804.00	MERIDIAN WINDS LLC
044930	9/7/2023	355.00	MIAAA c/o Karen Leinaar
044931	9/7/2023	99.65	PIONEER MFG. CO.
044932	9/7/2023	1,808.40	PIONEER VALLEY BOOKS
044933	9/7/2023	240.00	DAVID L PRUNEAU
044934	9/7/2023	978.89	RANDY'S SERVICE STATION
044935	9/7/2023	2,544.35	DECKER EQUIPMENT, INC. SCHOOLFIX
044936	9/7/2023	829.62	TOWN CENTER INC
044937	9/7/2023	721.56	CAPITAL ONE WALMART COMMUNITY CARD
044938	9/12/2023	1,414.64	CONSUMERS ENERGY PAYMENT CENTER
044939	9/12/2023	724.58	BLICK ART MATERIALS
044940	9/12/2023	1,710.72	THE MATH LEARNING CENTER
044941	9/12/2023	71.00	MERIDIAN WINDS LLC
044942	9/12/2023	1,000.00	QUADIENT FINANCE USA, INC.
044943	9/12/2023	330.00	PACKERLAND RECORDS MANAGEMENT
044944	9/12/2023	1,400.00	UNIVERSITY OF OREGON PBISApps.org
044945	9/12/2023	20,767.11	PEOPLE DRIVEN TECHNOLOGY, INC
044946	9/12/2023	432.69	PERFECTION LEARNING
044947	9/12/2023	815.49	RANDY'S SERVICE STATION
044948	9/12/2023	641.70	SCHOOL DATEBOOKS, INC
044949	9/12/2023	1,961.00	THRUN LAW FIRM, P.C. 2900 WEST ROAD STE 400
044950	9/12/2023	16,495.00	UNDEFEATED SPORTS LLC

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

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CHECK NUMBER	CHECK DATE	AMOUNT	VENDOR NAME
044951	9/12/2023	1,268.49	SCHOOL SPECIALTY, LLC
044952	9/12/2023	462.92	WOOLFENDEN ENGINEERING, LLC SWERVE DRIVE SPECIALTIES
044953	9/12/2023	18.37	FOOD SERVICE REFUND
044954	9/14/2023	404.08	MICHIGAN STATE DISBURSEMENT UNIT
044955	9/14/2023	596.21	ROOSEN, VARCHETTI & OLIVER, PLLC
044956	9/14/2023	206.06	STENGER & STENGER PC BRIAN L GROEN
044957	9/14/2023	250.00	BATH HIGH SCHOOL
044958	9/14/2023	22,246.20	CDW-GOVERNMENT INC SUITE 1515
044959	9/14/2023	200.00	CHELSEA PUBLIC SCHOOLS
044960	9/14/2023	1,225.62	CORRIGAN PROPANE
044961	9/14/2023	3,130.89	HUTSON, INC. OF MICHIGAN 1365 MONROE RD
044962	9/14/2023	3,900.00	DELAU FIRE SERVICES
044963	9/14/2023	38.10	LANSING SANITARY SUPPLY, INC.
044964	9/14/2023	17.98	QUALITY FIRST AID AND SAFETY
044965	9/14/2023	3,708.00	PEOPLE DRIVEN TECHNOLOGY, INC
044966	9/14/2023	1,507.71	PRAIRIE FARMS DAIRY
044967	9/14/2023	2,226.46	BSN SPORTS LLC
044968	9/14/2023	215.00	ST JOHNS PUBLIC SCHOOLS
044969	9/19/2023	10,430.00	DELAU FIRE SERVICES
044970	9/19/2023	11,397.46	DTE ENERGY
044971	9/19/2023	17.76	GRAMPY'S AUTO PARTS
044972	9/19/2023	227.00	JOSTENS INC
044973	9/19/2023	1,235.52	THE MATH LEARNING CENTER
044974	9/19/2023	16,666.67	MSU HEALTH CARE
044975	9/19/2023	785.15	QUADIENT, INC.
044976	9/19/2023	400.00	PERRY PUBLIC SCHOOLS
044977	9/19/2023	1,518.28	PRAIRIE FARMS DAIRY
044978	9/19/2023	664.43	RANDY'S SERVICE STATION
044979	9/19/2023	1,650.00	STAYING ALIVE MEDICAL EDUCATION, INC.
044980	9/19/2023	532.77	UNITY SCHOOL BUS PARTS
044981	9/19/2023	2,940.99	SCHOOL SPECIALTY, LLC
044982	9/19/2023	78.25	VESCO OIL CORPORATION
044983	9/19/2023	35.75	THE WATER STORE
044984	9/19/2023	3,571.69	WEST MICHIGAN INTERNATIONAL
044985	9/19/2023	7,740.45	CAPITAL VARSITY SPORTS, INC.
044986	9/19/2023	387.00	H & H PUBLICATIONS
044987	9/19/2023	15,879.50	ELITE SPORTSWEAR, L.P.
044988	9/19/2023	2,195.54	PEPSI-COLA
044989	9/19/2023	166.62	PODS ENTERPRISES LLC
044990	9/19/2023	540.00	R & D SEPTIC TANK CLEANING LLC
044991	9/19/2023	555.00	SPORTS & APPAREL
044992	9/19/2023	205.00	RECREATION REFUND
044993	9/19/2023	60.00	RECREATION REFUND
044994	9/19/2023	205.00	RECREATION REFUND
044995	9/19/2023	145.00	RECREATION REFUND
044996	9/19/2023	165.00	RECREATION REFUND
044997	9/19/2023	35.00	RECREATION REFUND
044998	9/19/2023	205.00	RECREATION REFUND
044999	9/19/2023	145.00	RECREATION REFUND
045000	9/19/2023	20.00	RECREATION REFUND
045001	9/21/2023	400.00	DADANT & SONS INC
045002	9/21/2023	7,992.50	EDUCATION ADVANCED INC
045003	9/21/2023	850.00	ION ELECTRIC SERVICE LLC

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

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CHECK NUMBER	CHECK DATE	AMOUNT	VENDOR NAME
045004	9/21/2023	125.00	JEFF THERRIAN
045005	9/21/2023	9,357.21	LIVINGSTON COUNTY TREASURER
045006	9/21/2023	75.00	MASON PUBLIC SCHOOLS
045007	9/21/2023	109.89	SCHOLASTIC INC
045008	9/21/2023	2,535.00	SNAM
045009	9/21/2023	312.51	SCHOOL SPECIALTY, LLC
045010	9/21/2023	617.93	VERIZON WIRELESS
045011	9/26/2023	722.00	ALG PRECISION, LLC
045012	9/26/2023	5,284.51	BRAY ELECTRIC
045013	9/26/2023	230.00	CCCAM
045014	9/26/2023	200.00	DANVILLE ATHLETIC DEPARTMENT
045015	9/26/2023	891.51	CORRIGAN PROPANE
045016	9/26/2023	3,000.00	FACILISERV, INC DBA BR BLEACHERS
045017	9/26/2023	1,198.56	CUMMINS SALES AND SERVICE
045018	9/26/2023	357.00	DECA, INC
045019	9/26/2023	24.15	FOWLerville FEED & PET SUPPLIES
045020	9/26/2023	57.00	HOWELL TOWNSHIP CLERK
045021	9/26/2023	1,725.00	HUMPHREY ENTERPRISES, INC.
045022	9/26/2023	4,798.01	LANSING SANITARY SUPPLY, INC.
045023	9/26/2023	165.00	MERIDIAN WINDS LLC
045024	9/26/2023	189.00	MOBILE TESTING SERVICES, L.L.C
045025	9/26/2023	640.00	OUCH URGENT CARE COMPASS
045026	9/26/2023	2,007.72	PRAIRIE FARMS DAIRY
045027	9/26/2023	1,367.26	PRIORITY HEALTH
045028	9/26/2023	630.00	DAVID L PRUNEAU
045029	9/26/2023	2,585.25	R & D SEPTIC TANK CLEANING LLC
045030	9/26/2023	755.00	R & D SEPTIC TANK CLEANING LLC
045031	9/26/2023	1,402.16	RANDY'S SERVICE STATION
045032	9/26/2023	498.09	DECKER EQUIPMENT, INC. SCHOOLFIX
045033	9/26/2023	7,825.11	SCORE SPORTS
045034	9/26/2023	53.88	SECRET, WARDLE, LYNCH, HAMPTON, TRUEX & MORLEY, PC
045035	9/26/2023	1,890.00	TEXTHELP, INC. UNICORN PARK
045036	9/26/2023	810.48	TOWN CENTER INC
045037	9/26/2023	831.34	SCHOOL SPECIALTY, LLC
045038	9/27/2023	5,894.43	CAPITAL ONE WALMART COMMUNITY CARD
045039	9/28/2023	518.79	MICHIGAN STATE DISBURSEMENT UNIT
045040	9/28/2023	553.20	ROOSEN, VARCHETTI & OLIVER, PLLC
045041	9/28/2023	227.38	STENGER & STENGER PC BRIAN L GROEN
900609	9/6/2023	5,892.14	HEALTHQUITY INC.
900610	9/7/2023	8,990.94	GORDON FOODS
900611	9/8/2023	70.00	BASIC PR SWEEPS
900612	9/8/2023	66,209.92	EDUSTAFF LLC
900613	9/11/2023	4,791.41	GORDON FOODS
900614	9/11/2023	7,693.27	GORDON FOODS
900615	9/8/2023	4,183.28	EDUSTAFF LLC
900616	9/12/2023	197.40	EDUSTAFF LLC
900617	9/14/2023	9,603.38	GORDON FOODS
900618	9/15/2023	742.54	BASIC PR SWEEPS
900619	9/15/2023	5,992.14	HEALTHQUITY INC.
900620	9/15/2023	596.99	GORDON FOODS
900621	9/18/2023	10,001.14	GORDON FOODS
900622	9/20/2023	745.32	GORDON FOODS
900623	9/21/2023	11,055.63	GORDON FOODS

**FOWLerville COMMUNITY SCHOOLS  
CHECK REGISTER FOR THE MONTH OF SEPTEMBER 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
900624	9/22/2023	309.03	BASIC PR SWEEPS
900625	9/25/2023	10,715.44	GORDON FOODS
900626	9/22/2023	89,132.70	EDUSTAFF LLC
900627	9/25/2023	1,336.96	EDUSTAFF LLC
900628	9/29/2023	12,842.87	GORDON FOODS
900629	9/29/2023	228.90	BASIC PR SWEEPS
A00583	9/5/2023	362.82	ENGINEERED PROTECTION SYSTEMS, INC. EPS SECURITY
A00584	9/6/2023	11,968.77	DIRECT ENERGY BUSINESS
A00585	9/7/2023	11,215.56	AMAZON CAPITAL SERVICES, INC.
A00586	9/7/2023	3,186.23	DIRECT ENERGY BUSINESS
A00587	9/12/2023	137.50	ENGINEERED PROTECTION SYSTEMS, INC. EPS SECURITY
A00588	9/12/2023	13,331.00	SEG WORKERS' COMPENSATION FUND
A00589	9/13/2023	9,625.98	AMAZON CAPITAL SERVICES, INC.
A00590	9/14/2023	17,749.02	GLP/ING
A00591	9/14/2023	267,293.53	BRIGHTON AREA SCHOOLS
A00592	9/14/2023	1,384.76	CONSTELLATION NEWENERGY GAS DIVISION, LLC
A00593	9/14/2023	324.90	MAURER'S TEXTILE RENTAL SERVICES, INC
A00594	9/15/2023	1,958,397.77	AUCH, GEORGE W. AUCH COMPANY
A00595	9/19/2023	4,548.74	DIRECT ENERGY BUSINESS
A00596	9/19/2023	59.00	LITERACY RESOURCES, LLC HEGGERTY PHONEMIC AWARENESS
A00597	9/20/2023	3,558.31	AMAZON CAPITAL SERVICES, INC.
A00598	9/21/2023	18,000.00	IMAGINE LEARNING LLC
A00599	9/26/2023	12,561.86	DIRECT ENERGY BUSINESS
A00600	9/28/2023	15,624.02	GLP/ING
TOTAL		2,915,375.43	

# Personnel Committee Minutes

## Fowlerville Community Schools

### September 11, 2023

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

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

Members Present: Mrs. Sue Charron, Mr. Bob Hinton and Mrs. Amy Sova

Staff Present: Mr. Matthew Stuard and Mrs. Reed

Others Present: None

Motion by Mrs. Sova, supported by Mr. Hinton, to approve minutes from the August 14, 2023 meeting. The motion passed unanimously.

Call to the Public – None

Staffing Update –

- Superintendent's Personnel Report – Mrs. Reed updated the committee on the Personnel Report to date for the month.
- Academics and Human Resources – Mr. Stuard and Mrs. Reed discussed the need for an Executive Assistant for Human Resources and Academics due to increased reporting requirements, to assist with McKinney-Vento requirements, to help the Assistant Superintendent and Human Resources Director, and to provide additional support to central office when the Superintendent's Executive Assistant is away from the office and unavailable to attend Board meetings. The committee supported the job posting that was reviewed and agreed with posting with the position if the Finance committee concurred.
- Open Positions – Mrs. Reed reviewed the open professional and support staff positions and discussion occurred regarding VLE paraprofessionals, mentors for new teachers, the reduction of teachers at 1.2 FTE, and special education staffing across the district especially at Kreeger and Smtih.

Hiring Process Update – Mrs. Reed and Mr. Stuard discussed changes requested of principals to enhance the interview process when hiring new staff to include always seeking the approval of central office before offering a position to ensure candidates are fully vetted and the district is prepared to move forward with filling the position.

School Security Update – Mr. Stuard updated the committee on a recent meeting with SETSEG, the district's insurance carrier. Another meeting will be held with SETSEG and their security consultants to continue discussions regarding the district's safety personnel carrying weapons.

Labor-Management Meetings – Mr. Stuard and Mrs. Reed discussed with the committee the upcoming monthly meetings scheduled with the Fowlerville Education Association (FEA) and the purpose of these meetings, which is to enhance communication between the two parties while resolving any issues that may arise before they become major issues.

New Legislation – Labor and Employment Update – Mrs. Reed and Mr. Stuard shared new information related to changes to the Prohibited Subjects of Bargaining, the Public Employers Relations Act (PERA) and the impacts these changes may have on future bargaining.

Other – None

Motion by Mr. Hinton, supported by Ms. Sova, recommending adjournment of the meeting at 7:50 p.m. The motion passed unanimously.

# FOWLERVILLE RECREATION

7677 W. Sharpe Road  
Fowlerville, Michigan 48836  
(517) 223-6477

Minutes from September 13, 2023

**Members present:** Laura Eisele, Jason Atkinson, Brande Nogafsky, April Hodge, Craig Curtis, and Justin Braska

**Members absent:** none

**Staff present:** Cheryl Dixon-Recreation, Lauri Daubenmeyer-Recreation Oversight, Matt Stuard- Superintendent,

**Public present:** Meg Koenneman, Tonya Defever, Bob Hinton, Trisha Reed

**Old Business:** none

## **New Business:**

- Annual review of Current agreement
  - Ms. Eisele requested a redline copy be provided at October meeting.
  - Review of Mission Statement-all agreed to adjust first grade to pre-K for the redline.
  - Ms. Nogafsky requested removal of sport within agreement that are no longer or have not been used to give a more accurate representation of sports offered. This change will be in the first redline copy.
- Ms. Nogafsky would like to see proposed 24/25 participation fees in Nov. meeting.
- Mr. Braska presented an example of a practice plan for new coaches. There was discussion that Ms. Dixon would consider adding drills to coaching packets, maybe after review by the Board that is set up for each sport.

## **Current Programs:**

- a. Football-2 instructional, 3 Freshman, 3 JV, 1 7<sup>th</sup> grade team, 1 8<sup>th</sup> grade team
- b. Cheerleading -2 Instructional, 2 Freshman, 2 JV and 1 Varsity
- c. Soccer
  - a. 2- peewee teams
  - b. 4- minor teams
  - c. 4- major teams
  - d. 2-boys U10 travel
  - e. 1-boys U12 travel
  - f. 1- boys U13 travel
  - g. 1-boys U15 travel
  - h. 1-girls U10 travel
  - i. 1-girls U11 travel
  - j. 1-girls U12 travel
  - k. 1- girls U13 travel

- d. UB Church offered fields for soccer this fall. 11 v 11 teams are utilizing this space for practices and games are taking place at the FHS Varsity field. The reason for this, is FHS football practices have been temporarily moved from the track while repairs to field are needed.
- e. Basketball – registration open now through the 21<sup>st</sup> of September.

Next Meeting confirmed for October 10<sup>th</sup>, 6pm (2<sup>nd</sup> Tuesday of the month). Future meeting dates to be discussed at next meeting. Looking for a day of the month that will work for the board.

Thank you,  
Cheryl Dixon

# **Finance Committee Minutes**

## **Fowlerville Community Schools**

### **September 15, 2023**

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

The meeting was called to order at 7:05 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, and Mr. Finney  
Others Present: Ms. Sherry Blankenship, Maner Costerisan

Motion by Ms. Dombrowski, supported by Mr. Braska, to approve minutes from the August 18, 2023 Finance Committee meeting. The motion passed unanimously.

#### **Call to the Public**

- None

#### **Audit Presentation:**

- Ms. Sherry Blankenship from Maner Costerisan presented the Independent Auditor's report.
- She provided a positive opinion on the district's financial statements, emphasizing the lack of material weaknesses and significant deficiencies.
- She mentioned smooth cooperation with the district officials in completing the audit, with no misstatements identified.
- Ms. Blankenship is scheduled to attend the October Board meeting for a high-level presentation on the audit and to address any questions from the Board members.

#### **Advertising at Athletic Events:**

- Mr. Jeff Finney updated the committee on advertising activities during athletic events.
- Discussion was held regarding the placement of vehicles used for advertising at football games, emphasizing the need to position them outside the stadium area, off the grass, and in designated parking spots.
- 

#### **Purchasing Process and Thresholds:**

- Ms. Daubenmeyer and Mr. Stuard reviewed the existing purchasing process, which entails multiple steps and approvals.
- The committee concurred on the necessity of streamlining the purchasing process by consolidating purchases, setting minimum purchase thresholds, and reducing the frequency of purchases to enhance efficiency.
- A tiered approval system was agreed upon:
  - Purchases up to \$1,000 to be approved by principals/directors.
  - Purchases between \$1,001 and \$3,000 to be approved by principals/directors and the Assistant Superintendent.
  - Purchases exceeding \$3,000 to require Superintendent approval.

#### **School Liaison Officer Contract:**

- Mr. Stuard informed the committee that the School Liaison Officer contract has been signed by the townships and village, and will be presented to the full Board for approval in the October meeting.

**Other Business:**

- A rumor about the unavailability of paper and other office/classroom supplies was discussed. Ms. Daubenmeyer and Mr. Stuard clarified that funds have been allocated in the building budgets for such basic supplies.
- The committee briefly discussed the necessity of an Executive Assistant position for Human Resources and Academics, affirming that the budget can accommodate this position without affecting the district's fund balance.

Motion by Ms. Dombrowski, supported by Mr. Braska, recommending adjournment of the meeting at 8:10 a.m. The motion passed unanimously.

# Appendix A

## AGREEMENT FOR SUPPLEMENTAL LAW ENFORCEMENT SERVICES (School Liaison Officer)

This Agreement, made this 10<sup>th</sup> day of September, 2023, by and between the **FOWLerville COMMUNITY SCHOOLS**, a Michigan Public Agency, of 7677 Sharpe Road, Fowlerville, Michigan 48836 (hereinafter referred to as the "Schools"), the **TOWNSHIP OF CONWAY**, a Michigan Municipal Corporation, of 8015 N. Fowlerville Road, P.O. Box 1157, Fowlerville, Michigan 48836 (hereinafter referred to as the "Conway"), the **TOWNSHIP OF HANDY**, a Michigan Municipal Corporation, of 135 N. Grand Avenue, P.O. Box 189, Fowlerville, Michigan 48836 (hereinafter referred to as the "Handy"), the **TOWNSHIP OF IOSCO**, a Michigan Municipal Corporation, of 2050 Bradley Road, Webberville, Michigan 48892 (hereinafter referred to as the "Iosco"), and the **VILLAGE OF FOWLerville**, a Michigan Municipal Corporation, of 213 South Grand Avenue, Fowlerville, Michigan 48836 (hereinafter referred to as the "Village").

### WITNESSETH:

**WHEREAS**, the Village of Fowlerville is willing and able to provide school liaison supplemental law enforcement services to the Fowlerville Community Schools; and

**WHEREAS**, the Fowlerville Community Schools desire such supplemental law enforcement services for the benefit of students and staff, including students from the Townships of Conway, Handy and Iosco (hereinafter collectively referred to as the "Townships").

**WHEREAS**, due to budget constraints, the Schools can no longer fund all of its portion of the Liaison Officer position, and, while the Village is willing to continue its share of the position, the Village cannot further increase its portion of the position's funding; and

**WHEREAS**, the Townships desire to enter an Agreement to partially defray the costs of providing for the operation of the School Liaison Officer position and for providing for the continuation of the School Liaison Officer services to the school system and its students, including students that are residents of the Townships.

**NOW, THEREFORE**, for and in consideration of the mutual covenants hereinafter contained, **IT IS HEREBY AGREED** as follows:

1. **Services to be Performed by the Village.** The Village shall provide the Schools with School Liaison Officer supplemental law enforcement services. These supplemental law enforcement services shall be performed through the assignment of an officer that will work in the school environment both in the schools and in the field. The service shall consist of one (1) police officer and one (1) vehicle over and above those services otherwise provided by regular patrol. These law enforcement services shall be performed in accordance with the following:

A. The School Liaison Officer's normal hours shall be 7:00 a.m. to 3:00 p.m. Monday through Friday. The School Liaison Officer shall adjust hours for special events (sporting events, meetings, and school related functions) where practical, otherwise overtime shall be provided. The School Liaison Officer shall report directly to the Fowlerville High School Principal or his designee during school hours.

B. The total hours of law enforcement services authorized in subsection A of this section may be increased or decreased when mutually agreed upon by the Schools and the Village.

C. The School Liaison Officer shall be considered to be providing the Schools services when he/she is required to appear in court on matters relating to law enforcement services provided under this Agreement.

D. The Fowlerville High School Principal will approve the School Liaison Officer's vacation time in conjunction with the Village of Fowlerville Police Chief. The School Liaison Officer will be encouraged to take vacation time on non-instructional school days.

E. As is common in all law enforcement jurisdictions, it is occasionally necessary for an officer to respond to other situations, or to assist the Village of Fowlerville Police Department with serious crimes or life-threatening emergencies. In instances such as this, the Village of Fowlerville Police Department may authorize the School Liaison Officer to provide this needed assistance. The officer will return to school duties as soon as reasonably possible.

F. The officer assigned to perform School Liaison Officer supplemental law enforcement services under this contract shall be MCOLES certified.

2. **Equipment to be Provided by the Village.** The Village shall provide necessary support services required to administer the services to be provided to the Schools under this Agreement. These support services shall include necessary equipment, uniforms, weapons, and radios. The Village shall also provide evidence processing and storage, L.E.I.N. usage, warrant storage, breathalyzer operator service, all records storage and retention required, and property and evidence room facilities.

3. **Vehicle.** The vehicle used by the School Liaison Officer shall be the property of the Village of Fowlerville Police Department. The Village of Fowlerville Police Department shall be responsible for the cost of maintaining and equipping the vehicle and shall supply the fuel for

the vehicle during the school year. The Fowlerville Community Schools will be billed for the cost of the fuel.

4. **Office Space, Parking, and Telephone.** The Schools shall provide and maintain office space at the high school, including parking space, desk, telephone, office equipment and supplies, computer and related peripherals, curriculum aids and accessories. A basic cell phone will be provided during the school year for school business only.

5. **Administrative Services, Training.** The Village Police Department shall provide all necessary administrative services supervision, and training for the police officer assigned to the Fowlerville Community Schools. (The Fowlerville Community Schools acknowledges the necessity for the police officer to be excused from school liaison duties for training, vacation, or sick leave.) The Schools and the Village will split the cost of all School Liaison Officer related training, seminars and conferences.

6. **Payment For Services.**

A. In return for supplemental law enforcement services, and in addition to the costs and reimbursements provided in Sections 3, 4 and 5 above, the Schools, and the Townships shall pay for seventy percent (75%) of the salary and fringe benefits, including any payroll taxes, for the assigned officer.

B. Each of the Townships, being Conway, Handy and Iosco, shall pay and the Village shall receive the sum of TEN THOUSAND AND NO/100 DOLLARS (\$10,000.00) pursuant to this Agreement, which funds shall be used to partially defray a portion of the School's seventy five percent (75%) costs of the salary and fringe benefits for the School Liaison Officer services during the 2023-2024 school year, with services to commence on the 1<sup>st</sup> day of September, 2023, and shall continue to the 31<sup>st</sup> day of August, 2024.

C. The exact compensation cost will be determined during the annual Village budgeting process, but the Townships cost shall not exceed the amount provided for in Section 6, B, above.

D. Should the compensation rates increase, notification would be made to the Schools and each of the participating Townships as soon as possible.

E. The Schools and the Townships shall be invoiced every six (6) months (January and June). The invoices to each of the Townships are not to exceed \$5,000.00 for each six (6) month period.

7. **Selection And Evaluation of School Liaison Officer.** Selection of the School Liaison Officer will be a collaborated process between representatives of the Village of Fowlerville Police Department and the Fowlerville Community Schools. Fowlerville Schools will be given the opportunity for input into the evaluation process for the School Liaison Officer.

8. **Status of School Liaison Officer.** The Village Police Officer assigned as the School Liaison Officer under this Agreement will remain an employee of the Village and under the Village's supervision, direction, management and control. The School Liaison Officer under this Agreement shall in no way be deemed to be and shall not hold themselves out as an employee of the Schools or the Townships and shall not be entitled to any fringe benefits of the Schools or the Townships, such as but not limited to, health and accident insurance, life insurance, paid vacation or sick leave. All rights in the management of the Village and the Village's Manager and Police Chief will remain with the Village. The School Liaison Officer shall at all times, whether on or off school premises and whether during the school day or otherwise, be subject to the chain of command of the Village of Fowlerville Police Department and all rules and regulations, union contracts governing the Village of Fowlerville Department employees. Fowlerville Community Schools, Conway, Handy and Iosco assume neither responsibility nor liability for the officer executing his/her duties as a School Liaison Officer, a police officer, or for the operation of said police vehicle by the officer. The School Liaison Officer shall be under the jurisdiction of and solely responsible to the Village of Fowlerville Police Department.

9. **Insurance.** The Village shall provide liability and worker's disability compensation insurance coverage for any officer assigned to duty at the Schools as the School Liaison Officer; and shall provide insurance for motor vehicle(s) that may be used in the performance of the services described in Section 3 of this Agreement. Nothing within this Agreement shall be construed as a waiver of any governmental immunity that has been provided to the Village, the Schools, the Townships, or its employees by statutes or court decisions.

10. **Meetings/Consulting/Reports Services.**

A. The Village of Fowlerville Police Chief, or his representative, shall be available at reasonable times for consultation and assistance to the Fowlerville Community Schools. Consultation services may include, but are not limited to, matters relative to investigative services, crime prevention, public safety, traffic safety, emergency planning, and other matters relative to the general safety and peace of the Fowlerville Community Schools.

B. Representatives of the Village, the Schools, and the Townships shall, upon request of any party, meet at mutually convenient times for the purpose of providing

reports and discussions regarding of the School Liaison Officer program and any problem areas perceived by any party to this Agreement. Village of Fowlerville Police Chief, or his representative, shall also submit two (2) reports, one with the January invoice, and one after the end of the school year, specifying how such funds were utilized in rendering the School Liaison services. Prior to the expiration of the Agreement, representatives of the parties shall meet to discuss the possible extension and/or revisions to the program and this Agreement.

11. **Nondiscrimination.** The parties hereto, as required by law, shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, political affiliation or beliefs. Breach of this covenant shall be regarded as a material breach of this Agreement.

12. **Agreement Does Not Affect Collective Bargaining Agreements.** It is expressly understood and agreed by the parties hereto that the requirements of this Agreement shall not be construed as in any way affecting any collective bargaining agreement covering officers that could be assigned to the Schools under this Agreement including, but not limited to, the adding of provisions thereto or subcontracting provisions there from.

13. **Waivers.** No failure or delay on the part of any of the parties to this Agreement in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

14. **Modification of Agreement.** Modifications, amendments, extensions, or waivers of any provision of this Agreement may be made only by the written mutual consent of the parties hereto.

15. **Assignment or Subcontracting.** The parties to this Agreement may not assign, subcontract or otherwise transfer their duties and/or obligations under this Agreement.

16. **Disregarding Titles.** The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

17. **Complete Agreement.** This Agreement contains all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement, or any part thereof, shall have any validity or bind any of the parties hereto.

18. Invalid Provisions. If any clause or provision of this Agreement is rendered invalid or unenforceable because of any State or Federal statute or regulation or ruling by any tribunal of competent jurisdiction, that clause or provision shall be null and void, and any such invalidity or unenforceability shall not affect the validity or enforceability of the remainder of this Agreement. It shall be considered to be deleted and the remainder of this Agreement shall not be affected thereby. Where the deletion of the invalid provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the provision was rendered invalid or unenforceable.

19. Agreement Term. This Agreement shall become effective, and performance thereon shall commence on the 1<sup>st</sup> day of September 2023, and shall continue to the 31<sup>st</sup> day of August 2024, at which time it shall terminate, unless renewed as provided in Section 20 of this Agreement. In the event this Agreement is prematurely terminated, the Schools shall pay the Village the total sum due for services performed by the officer assigned to the Schools up to the effective date of termination, and the contributions of each of the Townships will be prorated based upon the effective date of termination.

20. Renewal. It is expressly understood and agreed by the parties hereto that the parties may agree to mutually extend this Agreement for an additional one (1) year period, subject to all the terms and conditions of this Agreement. If any party desires to renew the Agreement, a renewal may be exercised only by delivery to the other parties of written notification of the desire option to renew prior to June 1, 2024, and by the parties mutually approving and executing a renewal agreement. In no event shall the contribution of any Township be increased beyond \$10,000.00 without the prior written consent of the Township.

21. Certification of Authority to Sign Agreement. The persons signing on behalf of the parties hereto certify by their signatures that they are duly authorized to sign this Agreement on behalf of said parties and that this Agreement has been authorized by said parties.

IN WITNESS WHEREOF, the authorized representatives of the parties hereto have fully signed this Agreement on the day and year first above written.

**THE FOWLerville COMMUNITY  
SCHOOLS**

By \_\_\_\_\_  
Amy Sova, President

By \_\_\_\_\_  
Susan Charron, Secretary

THE VILLAGE OF FOWLerville

By Carol K. Hill  
Carol K. Hill, President

By Kathryn Rajala-Gutzki  
Kathryn Rajala-Gutzki, Clerk/Manager

THE TOWNSHIP OF CONWAY

By Bill Grubb  
Bill Grubb, Supervisor

By Elizabeth Whitt  
Elizabeth Whitt, Clerk

THE TOWNSHIP OF HANDY

By W. Edward Alverson  
W. Edward Alverson, Supervisor

By Laura A. Eisele  
Laura A. Eisele, Clerk

Don Borge

THE TOWNSHIP OF IOSCO

By Joe Parker  
Joe Parker, Supervisor

By Julie Dailey  
Julie Dailey, Clerk

# Policy Committee Minutes

## Fowlerville Community Schools

### September 15, 2023

Central Office conference room 8:00 AM

The meeting was called to order at 8:13 AM 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: Mr. Dave Pruneau

Motion by Mr. Belcher, supported by Mr. Braska, recommending approval of the minutes from the August 28, 2023 meeting. The motion passed unanimously.

Call to the Public – None

Policy and Administrative Regulation 8805 – The committee discussed the implementation of Policy and Administrative Regulation 8805 including the display of “All are Welcome Stickers” and various holiday items.

Board-Superintendent Operating Norms and Procedures – The committee discussed the Board-Superintendent Operating Norms and Procedures that were developed at the Board’s summer retreat. The committee unanimously recommended forwarding the Operating Norms and Procedures to the full Board for approval.

The committee reviewed and discussed the NEOLA changes and administration’s recommendations. The committee unanimously recommended forwarding the following policies to the full Board for approval:

- Policy 2210 – Curriculum Development – Approved Courses
- Policy 4162 – Controlled Substance and Alcohol Policy for Commercial Motor Vehicle (CMV) Drivers and Other Employees Who Perform Safety-Sensitive Functions
- Policy 8600 – Transportation
- Policy 2412 – Homebound Instruction Program
- Policy 2414 – Reproductive Health and Family Planning
- Policy 3362.01 - Threatening Behavior Toward Staff Members
- Policy 5200 – Attendance
- Policy 6107 – Authorization to Accept and Distribute Electronic Records and To Use Electronic Signatures
- Policy 8462 – Student Abuse and Neglect

Other – The committee agreed to move the October meeting to 10/20/23 at 8 am.

Motion by Mr. Belcher, supported by Mr. Braska, recommending adjournment of the meeting at 9:32 AM. The motion passed unanimously.

**Appendix B**

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.

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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.

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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.

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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

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.

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.  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.



**Appendix C**

Book	Policy Manual
Section	Vol. 34, No. 2 - February 2020
Title	Vol. 34, No. 2 - February 2020 Revised CURRICULUM DEVELOPMENT - APPROVED COURSES
Code	po2210
Status	
Adopted	August 8, 2017

**2210 - CURRICULUM DEVELOPMENT - APPROVED COURSES**

The Board of Education recognizes its responsibility for the quality of the educational program of the schools. To this end, the curriculum shall be developed, evaluated, and adopted on a continuing basis and in accordance with a plan for curriculum growth established by the Superintendent.

For purposes of this policy and consistent communication throughout the District, curriculum shall be defined as:

- A.  the courses of study, subjects, classes, and organized activities provided by the school;
- B.  all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group;
- C.  learning activities approved by the Board for individuals or groups of students and expressed in terms of specific instructional objectives or class periods;
- D.  the plan for learning necessary to accomplish the educational goals of the District;
- E.  all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group, necessary to accomplish the educational goals of the District.

The Board directs that the curriculum of this District:

- A. provide grade-appropriate instruction on career development in each grade level from kindergarten through 12th;  
**[DRAFTING NOTE: THIS LANGUAGE IS NOT OPTIONAL AND MUST BE ADOPTED TO COMPLY WITH CURRENT LAW.]**
- B.  provides instruction in courses required by statute and State Department of Education regulations;
- C.  ensures, to the extent feasible, that special learning needs of students are provided for in the context of the regular program or classroom and provides for effective coordination with programs or agencies that are needed to meet those needs that cannot be dealt with in the regular program or classroom;
- D.  be consistent with the District's philosophy and goals and ensure the possibility of their achievement;
- E.  incorporate State-recommended performance standards for students as the basis for determining how well each student is achieving the academic outcomes for each area of the District's core curriculum;
- F.  at the high school level, consider alternatives to the Carnegie Unit as a method for determining student progress toward receiving course credit;
- G.  allows for the development of individual talents and interests as well as recognizes that learning styles of students may differ;
- H.  provides a strategy for continuous and cumulative learning through effective articulation at all levels, particularly of those skills identified as essential and life-role skills;
- I.  utilizes a variety of learning resources to accomplish the educational goals;
- J.  encourages students to utilize guidance and counseling services in their academic and career planning;
- K.  provides for multi-cultural education by including, at each level, courses or units which help students understand the culture and contributions of various ethnic groups comprising American society, including, but not limited to Euro-Americans, African-Americans, Asian-Americans, Hispanic-Americans, and Native-Americans.

As educational leader of the District, the Superintendent shall be responsible to the Board for the development and evaluation of curriculum and the preparation of courses of study.

The Superintendent shall make progress reports to the Board

annually.

periodically.

The Superintendent may conduct such innovative programs as are deemed to be necessary to the continuing growth of the instructional program and to better ensure accomplishment of the District's educational goals.

The Superintendent shall report each such innovative program to the Board along with its objectives, evaluative criteria, and costs.

before it is initiated.

### **Approved Courses**

The Board shall adopt a list of the individual courses that have been approved. The list shall include courses offered by the District for credit or grade promotion and shall be used when determining which courses may be included in membership for State aid purposes and for auditing purposes when examining the membership counted for State school aid on the count days. The list of approved courses shall include traditional offerings and courses offered through other means, such as experiential learning courses, online courses, and all courses offered in shared time programs under appropriate provisions of the State School Aid Act. (M.C.L. 388.1766b). The list of approved courses shall include all extended learning opportunities associated with each course and a description of each such opportunity. The list shall also include a description of the content of each approved course and documentation related to course approval (including the list of approved courses for membership purposes).

Unless the Board disapproves, the Superintendent may proceed to conduct the program.

The Board encourages, where it is feasible and in the best interests of the District, participation in programs of educational research.

The Board directs the Superintendent to pursue actively State and Federal aid in support of the District's innovative activities.

M.C.L. 380.1282, 380.1166a

Reference: Pupil Accounting Manual 2019-2020, Michigan Department of Education

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M.C.L. 380.1282, 380.1166a

Reference: Pupil Accounting Manual 2019-2020, Michigan Department of Education

Book	Policy Manual
Section	Vol. 34, No. 2 - February 2020
Title	Vol. 34, No. 2 - February 2020 Revised CONTROLLED SUBSTANCE AND ALCOHOL POLICY FOR COMMERCIAL MOTOR VEHICLE (CMV) DRIVERS AND OTHER EMPLOYEES WHO PERFORM SAFETY-SENSITIVE FUNCTIONS
Code	po4162
Status	
Adopted	February 16, 2016

#### 4162 - CONTROLLED SUBSTANCE AND ALCOHOL POLICY FOR COMMERCIAL MOTOR VEHICLE (CMV) DRIVERS AND OTHER EMPLOYEES WHO PERFORM SAFETY-SENSITIVE FUNCTIONS

##### Purpose

The Board of Education believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the school vehicle. To fulfill such a responsibility, each driver, as well as others who perform safety-sensitive functions with District vehicles, (collectively "Covered Employees") must be mentally and physically alert at all times while on duty.

To that end, the Board has established this policy, which includes an alcohol and controlled substances testing program. The Board also expects all Covered Employees to comply with Board Policy 4122.01 on Drug-Free Workplace which prohibits the possession, use, sale, or distribution of alcohol and any controlled substance on school property at all times.

Further, the Board concurs with the Federal requirement that all Covered Employees should be free of any influence of alcohol or controlled substance while on duty. Therefore, participation in the alcohol and controlled substances testing program is a condition of employment for all Covered Employees.

##### Definitions

For purposes of this policy and the guidelines associated with the policy, the following definitions shall apply.

- A. The term *alcohol* means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, including methyl or isopropyl alcohol.
- B. The term *illegal drug* means drugs and controlled substances, the possession or use of which is unlawful, pursuant to Federal, State, and/or local laws and regulations.
- C. The term *controlled substance* includes any illegal drug and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally-obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive functions.
- D. The term *controlled substance abuse* includes excessive use of alcohol as well as prescribed drugs not being used for prescribed purposes, in a prescribed manner, or in the prescribed quantity.
- E. The term *safety-sensitive functions* includes all tasks associated with the operation and maintenance of District-owned and/or operated vehicles. This term further includes any period in which an individual is actually performing, ready to perform, or immediately available to perform any safety-sensitive function.
- F. The term Covered Employee means all commercial driver license (CDL) holders and regular and substitute bus drivers as well as other staff who operate, inspect, service and condition a commercial motor vehicle (CMV) while on duty, regardless of whether they are required to hold a CDL.

This policy also covers other staff members who drive students in or inspect, service, and condition non-CMV District vehicles.

- G. The term *while on duty* means all time from the time the Covered Employee begins to work or is required to be in readiness for work until the time s/he is relieved from work and all responsibility for performing work.

##### Procedures

The Superintendent shall establish a drug and alcohol testing program whereby each Covered Employee is tested for the presence of alcohol in his/ her system as well as for the presence of the following controlled substances:

- A. Marijuana
- B. Cocaine
- C. Opioid
- D. Amphetamines
- E. Phencyclidine (PCP)

The alcohol and controlled substances tests are to be conducted in accordance with Federal and State regulations a.) prior to employment (**Controlled Substances Only**), b.) reasonable suspicion, c.) upon return to duty after any alcohol or drug rehabilitation,

[OPTION #1]

d.) ~~after any post-~~accident 1) resulting in human death, 2) where the driver is issued a citation and the accident results in an injury that requires immediate medical attention away from the scene, or 3) where there is disability damage to any motor vehicle that requires towing [END OF OPTION]

[OPTION #2]

d.) ~~after any post-~~accident,

**[NOTE: must select one option. Option #1 mirrors the DOT regulations; Option #2 provides a more affirmative approach to drivers who are primarily involved with transporting children.]**

e.) on a random basis, and f.) on a follow-up basis.

Candidates shall also be tested for the presence of alcohol in their system prior to employment.

The Superintendent shall require that the District query the FMCSA's Drug and Alcohol Clearinghouse for current and prospective CDL drivers' drug and alcohol violations before allowing a driver to operate a District-owned and/or operated vehicle, consistent with Federal regulations, including consent requirements.

Any staff member who tests positive as defined in the guidelines shall be immediately prohibited from driving any District-owned and/or operated vehicle or conducting a safety-sensitive function:

- A.  and evaluated by a substance abuse professional;
- B.  and provided information regarding drug/alcohol counseling; or referred to the District's Employee Assistance Program;
- C.  and subject to discipline, up to and including discharge, in accordance with District guidelines and the terms of any applicable collective bargaining agreements.

No staff member who has tested positive for alcohol or a controlled substance may be returned to a safety-sensitive position without having been evaluated by a qualified substance abuse professional (SAP), completing any required treatment program, and passing a retest. Return to a safety-sensitive position is solely at the District's discretion and the employee may be required to participate in ongoing services if recommended by the SAP. Any staff member who has tested positive for alcohol or a controlled substance will be provided with a list of SAPs available and acceptable to the District.

Furthermore, if during any test the lab determines that an adulterant has been added to the specimen, then:

the test will be considered positive and the employee shall be prohibited from performing any safety-sensitive functions and be referred to the District's Employee Assistance Program.

the employee will be re-tested with an observed collection to prevent the addition of an adulterant to the specimen.

Any staff member who refuses to submit to a test shall **immediately** be prohibited from performing or continuing to perform his/her safety-sensitive functions (e.g., driving any Board-owned vehicle).

Prior to the beginning of the testing program, the District shall provide a drug-free awareness program which will inform Covered Employees and their supervisors, about:

- A. the dangers of illegal drug use and controlled substance and alcohol abuse;
- B. indicators of probable alcohol misuse and controlled substance abuse;
- C. Board Policy 4122.01 - Drug-Free Workplace, Policy 4161 - Unrequested Leaves of Absence/Fitness for Duty, Policy 4170 - Substance Abuse, and Policy 4170.01 - Employee Assistance Program;

D. the sanctions that may be imposed for violations of Policy 4122.01.

All time spent undergoing an alcohol or controlled substance test, including travel time, will be paid at the staff member's regular rate of pay, or at his/her overtime rate, if applicable. Any staff member who is not allowed to return to work while awaiting test results will be compensated during the waiting period for all work time lost, including overtime, if applicable. The Board shall pay all costs associated with the administration of alcohol and controlled substance tests. This includes testing of the "split specimen" at a Federally certified laboratory if so requested by a staff member. Requests for a "split specimen" must be made within seventy-two (72) hours of receipt of the notification of a positive drug test. The Board will not pay for the employee's time while not on duty, if the split specimen test results are positive.

Alcohol and drug test results shall be protected as confidential medical records as appropriate under Federal law (i.e. test results shall be provided on a right to know basis - the employee, the employer, and the substance abuse professional - and the results shall not be presented until analyzed by a Medical Review Officer).

A tested individual, upon written request, will be promptly provided copies of any records relating to his/her use of drugs and alcohol, including any records pertaining to his/her drug and alcohol tests. A tested individual must provide specific written consent before his/her test result can be provided to any other person except as required by law.

All tests shall be conducted in accordance with Federal testing guidelines and be performed by a laboratory that is Federally certified.

The alcohol and drug testing program shall be under the direction of the Superintendent.

The Superintendent shall arrange for periodic retraining of supervisors and staff members as necessary. The Superintendent shall provide a copy of this policy and testing guidelines to all Covered Employees and will include available resources to assist employees with problems related to the use of alcohol and controlled substances.

The Superintendent shall submit, for Board approval, a contract with a certified laboratory to provide the following services:

- A. testing of all first and second test urine samples
- B. clear and consistent communication with the District's Medical Review Officer (MRO)
- C. methodology and procedures for conducting random tests for controlled substances and alcohol
- D. preparation and submission of all required reports to the District, the MRO, and to Federal and State governments

The Superintendent shall also select the agency or persons who will conduct the alcohol breathalyzer tests, the District's MRO, and the drug collection site(s) in accordance with the requirements of the law.

#### **Notification**

A tested candidate shall be notified of the results of a pre-employment controlled substances test conducted under this part, if the driver requests such results within sixty (60) calendar days of being notified of the disposition of the employment application.

A tested individual shall be notified of the results of random, reasonable suspicion and post-accident tests for controlled substances conducted under this policy if the test results are verified positive. The tested individual shall also be informed which controlled substance or substances were verified as positive.

The Superintendent shall make reasonable efforts to contact and request each driver who submitted a specimen under the employer's program, regardless of the driver's employment status, to contact and discuss the results of the controlled substances test with a medical review officer who has been unable to contact the driver.

The Superintendent shall immediately notify the medical review officer that the driver has been notified to contact the medical review officer within seventy-two (72) hours.

Individuals holding a CDL license must notify all current employers of any DOT violations (such as testing positive for the presence of alcohol or a controlled substance in violation of this policy). The notification must be made 1) by the end of the business day following the day the individual first receives notice of the violation or 2) prior to performing any safety-sensitive function, whichever comes first. Individuals are not required to notify the employer that administered the test or that documented the circumstances giving rise to the violation.

In the event that an individual is selected for testing, the Superintendent will inform the individual that the test is required by applicable law.

#### **Reporting Test Results**

The Superintendent shall report all information required by Federal regulations to the Clearinghouse in a timely manner. The Superintendent shall prepare and maintain a summary of the results of its alcohol and controlled substances testing programs performed under this policy during the previous calendar year, when requested by the Secretary of Transportation, any DOT agency, or any State or local officials with regulatory authority over the employer or any of its drivers. Such summaries shall be submitted in a manner and timeline as required by law.

## Educational Materials Related to Certain Federal Regulations, Board Policies, and Procedures

CDL License Holders and other employees who perform safety-sensitive functions will be provided educational materials at the time of hire or at any time when required to operate a school vehicle. The educational materials shall explain the requirements of applicable Federal regulations and the Board's policies and District's procedures with respect to meeting these Federal regulations. The Board designates (x) Director of Transportation as the individual responsible for providing educational materials to CDL License Holders and other employees who perform safety-sensitive functions. The educational materials will include, at a minimum, the following:

- A. the contact information for (x) Director of Transportation, who is the individual designated by the Board to answer questions about the educational materials
- B. a statement that all CDL License Holders and other employees who perform safety-sensitive functions are subject to Federal law addressing 49 C.F.R. 382, which is a Federal regulation that addresses the misuse of alcohol and other controlled substances
- C. information sufficient to make clear to employees the period of the work day during which they are required to comply with the regulations
- D. information concerning prohibited conduct
- E. the circumstances under which employees are subject to testing for alcohol and/or controlled substances
- F. the procedures for testing for the presence of alcohol and controlled substances in order to protect the employee and the integrity of the testing process, to safeguard the validity of the test results, and to confirm the results are attributed to the correct employee, including post-accident information, procedures, and instructions required under Federal regulations
- G. the requirement that staff members must submit to alcohol and controlled substance testing as required by the regulations
- H. an explanation of what constitutes a refusal to be tested or alcohol or controlled substances and the attendant consequences
- I. the consequences of testing positive, including the requirements of immediate removal from safety-sensitive functions, and the procedures regarding referral, evaluation, and treatment
- J. the consequences for employees found to have an alcohol concentration of 0.02 or greater but less than 0.04
- K. information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol and/or controlled substances problem (the employee's or a co-worker's); and available methods of intervening when a controlled substances and/or alcohol problem is suspected (including confrontation and how to refer someone to an Employee Assistance Program or to management), and
- L. information regarding the requirement that certain personal information collected and maintained under Federal law 49 C.F.R. Part 382 be reported to the Commercial Driver's License Drug and Alcohol Clearinghouse
- M. information indicating that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including alcohol, is prohibited on all school board property and at school-sponsored activities. Individuals are strictly prohibited from reporting to work or being on duty while under the influence of alcohol or a controlled substance.

These materials are to be distributed to each staff member upon being hired or transferred into a covered position thereafter. Each staff member must sign a statement certifying receipt of these materials. A staff member who refuses to sign the requisite statement shall be prohibited from performing any safety sensitive functions. Each employee (and labor organization representing Board employees) shall receive written notice of the availability of this information, and the identity of the Board's designated representative in charge of answering employee questions about the materials.

### Return-to-Duty (Safety-Sensitive Positions)

Employees who are removed from performing safety-sensitive functions as a result of this policy must take and pass return-to-duty test before returning to performing safety-sensitive functions. The return-to-duty test will not occur until after a Substance Abuse Professional (SAP) has determined that the employee has successfully complied with prescribed education and/or treatment. The employee must have a negative drug test result and/or an alcohol test with an alcohol concentration of less than 0.02 before resuming performance of safety-sensitive duties. The employee will not be permitted to perform safety-sensitive functions until the start of the employee's next regularly scheduled duty period, but not less than twenty-four (24) hours following administration of the return-to-duty test.

Employees must also comply with the SAP's written follow-up testing plan, which will be administered by the District, or they will not be permitted to perform safety-sensitive duties.

Subject to any collective bargaining agreement or other legal requirements, employees who are eligible to return to performing safety-sensitive functions may not do so without the approval of the Superintendent.

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Legal

49 C.F.R. 382

34 C.F.R. Part 40

Book	Policy Manual
Section	Vol. 34, No. 2 - February 2020
Title	Vol. 34, No. 2 - February 2020 Revised TRANSPORTATION
Code	po8600
Status	
Adopted	June 13, 2017

## 8600 - TRANSPORTATION

It is the policy of the Board of Education to provide transportation for those students, ~~of any age,~~ whose distance from their school makes this service necessary and in all other cases required by Federal or State law or regulations. The District shall provide transportation for resident regular education students attending nonpublic schools within or outside the District as necessary to comply within the limitations established by State law and the regulations of the State Board of Education.

School buses and student-transportation vehicles, ~~whether purchased, leased, or contracted for,~~ shall be purchased, housed, and maintained by the District for the transportation of resident students in accordance with State law, ~~between their home areas and the schools of the District to which they are assigned.~~ However, ~~n~~ No vehicle shall be purchased or used to transport students for which there is no applicable, passenger-protection, Federal motor-vehicle safety standards.

All school buses and student-transportation vehicles, whether purchased, leased, or contracted for, shall comply with specifications defined in State law. Each operator of a school vehicle used by the District shall be licensed for the purpose for which the vehicle is being used and shall operate the vehicles in accordance with Federal and State laws. The license, a medical examiners certificate, and record of continuing education must be in the driver's possession when driving.

Transportation of eligible vocational or special education children between their home areas and schools outside the District shall be arranged through the use of District-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner.

The Board reserves the right to terminate transportation based on financial, legal, or other considerations. ~~I~~ Additionally, it is a privilege for students to ride a District vehicle and this privilege may be revoked if the student's conduct is in violation of the Superintendent's administrative guidelines or the Code of Conduct pertaining to student transportation.

~~Transportation between home and school will be provided for each resident child attending a State approved, nonpublic school within the District. Transportation shall also be provided to a State approved, nonpublic school outside the District on the same basis that the District transports any District students who attend a public school outside the District.~~

The Board authorizes the Superintendent to install and operate video cameras on District buses to enhance student safety and well-being. S/He shall establish appropriate administrative guidelines for the proper use of the cameras.

Students meeting the Federal definition of "homeless" will be transported from their temporary place of residence to their school of assignment, at the request of the parent, guardian or unaccompanied minor, to the same extent as all other students of the District and consistent with this policy. If the homeless student's temporary residence is located outside the boundaries of the District, the Liaison for Homeless Children will coordinate with the Director of Transportation to contact the District in which the student temporarily resides to arrange for joint transportation of the student and to seek inter-district agreement on a method for apportioning the cost of such joint transportation. In no event will a homeless student be denied enrollment based on issues related to student transportation.

Similarly, the District shall provide transportation for children in foster care consistent with the procedures developed by the District in collaboration with the State or local child welfare agency. These requirements apply whether or not the LEA already provides transportation for children who are not in foster care. (Policy 5111.03)

In order for a student in foster care to remain in his/her school of origin, when in his/her best interest, transportation services shall be provided, arranged, and funded for the duration of the child's placement in foster care.

Since foster care placements may occur across District, county, or State boundary lines, coordination among multiple agencies may be necessary. The District will work with appropriate State and local agencies to address such placement and transportation issues that arise. The District shall provide or arrange for adequate and appropriate transportation to and from the school of origin while any disputes are being resolved.

The Superintendent shall establish administrative guidelines to ensure proper implementation of this policy.

M.C.L. 380.1321, 1322, 1323, 1324, 1756

~~Public Acts 187, 188, 189~~  
A.C. Rule 340.281, 282

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Legal M.C.L. 380.1321, 1322, 1323, 1324, 1756  
A.C. Rule 340.281, 282

Book Policy Manual  
 Section Vol. 34, No. 2 - February 2020  
 Title Vol. 34, No. 2 - February 2020 Revised HOMEBOUND INSTRUCTION PROGRAM  
 Code po2412  
 Status  
 Adopted August 8, 2017

#### 2412 - HOMEBOUND INSTRUCTION PROGRAM

The Board of Education shall provide, pursuant to requirements of the State Board of Education, individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

The Board of Education shall arrange through the Livingston Intermediate School District for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Applications for individual instruction shall be made by a physician or physician's assistant (licensed to practice in this State), parent, student, or other care giver. A physician or physician's assistant must:

- A.  certify the nature and existence of a medical condition;
- B.  state the probable duration of the confinement;
- C.  request such instruction;
- D.  present evidence of the student's ability to participate in an educational program.

Applications must be approved by the Special Education Director.

The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

The District

- shall begin the instruction
- shall recommend that the instruction begin

within three (3) days from the date of notification for nonspecial-education students. In the case of students under an IEP, the instruction is to begin within fifteen (15) days after notification in order to arrange for a meeting of an I.E.P.C., if necessary.

The program of homebound or hospitalized instruction given each student shall be in accordance with regulations of the State Board of Education with such exceptions as may be recommended by the physician. Teachers of homebound special education students shall hold a Michigan teaching certificate appropriate for the level of instruction for which the assignment is made or for the type of instruction called for by an I.E.P.C. Teachers of nondisabled students must hold a valid teaching certificate.

The District reserves the right to

- withhold
  - withhold recommendation for
- homebound instruction when:

- A.  the instructor's presence in the place of a student's confinement presents a hazard to the health of the teacher;
- B.  a parent or other adult in authority is not at home with the student during the hours of instruction;
- C.  the condition of the student is such as to preclude his/her benefit from such instruction.

The Superintendent shall develop administrative guidelines for implementing the policy.

M.C.L. 388.1606, 388.1709

Reference: Pupil Accounting Manual 2019-2020, Michigan Department of Education

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Legal

M.C.L. 388.1606, 388.1709

Reference: Pupil Accounting Manual 2019-2020, Michigan Department of Education

Book	Policy Manual
Section	For the Board 34-2
Title	Copy of REPRODUCTIVE HEALTH AND FAMILY PLANNING
Code	po2414
Status	
Adopted	August 8, 2017
Last Revised	January 7, 2020

#### 2414 - REPRODUCTIVE HEALTH AND FAMILY PLANNING

The Board of Education directs that instruction be provided on the principal modes by which dangerous communicable diseases, including HIV and AIDS, are spread and the best methods for the restriction and prevention of these diseases. The instruction shall stress that abstinence from sex is the only protection that is 100% effective against unplanned pregnancy and sexually transmitted diseases, including HIV and AIDS, and that abstinence is a positive lifestyle for unmarried young people.

No person shall dispense or otherwise distribute in a District school or on District school property a family planning drug or device. Additionally, any school official, member of the Board, or employee of the Board who is not the parent or the legal guardian of the student involved is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion.

The Board accepts as policy the guidelines entitled "Sex Education Guidelines including Reproductive Health and Family Planning" established by the Michigan Department of Education. A copy shall be available for inspection in the Board office.

Each person who teaches K to 12 students about human immunodeficiency virus infection and acquired immunodeficiency syndrome shall have training in human immunodeficiency virus infection and acquired immunodeficiency syndrome education for young people. Licensed health care professionals who have received training on human immunodeficiency virus infection and acquired immunodeficiency syndrome are exempt from this requirement.

The District shall notify the parents, in advance of the instruction and about the content of the instruction, give the parents an opportunity, prior to instruction, to review the materials to be used (other than tests), as well as the opportunity to observe the instruction, and advise the parents of their right to have their child excused from the instruction.

Before any revisions to the curriculum on the subjects taught pursuant to M.C.L. 380.1169 are implemented, the Board shall hold at least two (2) public hearings on the proposed revisions. The hearings shall be held at least one (1) week apart and public notice of the hearings shall be given in the manner required for board meetings. A public hearing held pursuant to this section may be held in conjunction with a public hearing held pursuant to M.C.L. 380.1507.

Revised 1/9/18

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Legal	M.C.L. 380.1169, 380.1507, 388.1766 A.C. Rule 388.273 et seq.
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Book Policy Manual  
 Section For the Board 34-2  
 Title Copy of THREATENING BEHAVIOR TOWARD STAFF MEMBERS  
 Code po3362.01  
 Status  
 Adopted January 19, 2016

**3362.01 - THREATENING BEHAVIOR TOWARD STAFF MEMBERS**

The Board of Education believes that a staff member should be able to work in an environment free of threatening speech or actions.

Threatening behavior consisting of any words or deeds that intimidate a staff member or reasonably cause anxiety concerning for his/her physical and/or psychological well-being is strictly forbidden. **Examples of such behavior include: threats to cause bodily harm; stalking; bullying; threats to damage real or personal property at the workplace; unusual behavior that a reasonable person would consider threatening.** Any student, parent, visitor, staff member, or agent of this Board who is found to have threatened a member of the staff will be subject to discipline or reported to the authorities.

The Superintendent shall implement guidelines whereby students and employees understand this policy and appropriate procedures are established for prompt and effective action on any reported incidents.

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Book Policy Manual  
 Section For the Board 34-2  
 Title Copy of ATTENDANCE  
 Code po5200  
 Status  
 Adopted July 11, 2017

## 5200 - ATTENDANCE

The Board of Education as an agency of the State is required to enforce the regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall be required of all District students, except those exempted under Policy 5223 or by other provisions of State law, during the days and hours that the school is in session.

**A student may be considered a full-time equivalent student provided the student is enrolled in at least \_\_\_\_\_ ( ) units of instruction (courses), as defined by State law, per school year.**

**[ ] A student enrolled in the District's alternative education program may be considered a full-time student provided the student is enrolled in at least \_\_\_\_\_ ( ) units of instruction (courses), as defined by State law, per school year in the alternative education environment.**

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a written statement and/or confirmation of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. single absence;
- B. prolonged absence;
- C. repeated unexplained absence and tardiness.

The Board may report to the Intermediate School District infractions of the law regarding the attendance of students below the age of ~~sixteen (16)~~ **eighteen (18)**. Repeated infractions of Board policy requiring the attendance of enrolled students may result in the suspension or expulsion of the student from the District program.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. illness
- B. recovery from accident
- C. required court attendance
- D. professional appointments
- E. death in the immediate family
- F. observation or celebration of a bona fide religious holiday
- G. such other good cause as may be acceptable to the Superintendent

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences, authorized under Policy 2370, to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Board authorizes, but does not encourage the Superintendent, to suspend a student from a particular class or from school if sincere efforts by the staff and parents cannot rectify the pattern of absence. In keeping with its philosophy, the Board supports efforts to provide for out-of-school alternative educational opportunities for truant students rather than to heighten the effects of absence through suspension.

The Superintendent shall develop procedures for the attendance of students which:

- A. ensure a school session which is in conformity with the requirements of the law;
- B. ensure that students absent for any excusable reason have an opportunity to make up work they missed;
- C. govern the keeping of attendance records in accordance with the rules of the State Board and the Michigan Department of Education Pupil Accounting Manual, including a written electronic attendance procedure, if applicable;
- D. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
- E. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

Such guidelines should provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

**Reference: Pupil Accounting Manual 2019-2020, Michigan Department of Education**

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Legal M.C.L. 380.1561, 380.1561(3a-3c), 380.1586(3)

Book	Policy Manual
Section	For the Board 34-2
Title	Copy of AUTHORIZATION TO ACCEPT AND DISTRIBUTE ELECTRONIC RECORDS AND TO USE ELECTRONIC SIGNATURES
Code	po6107
Status	
Adopted	May 2, 2017

#### 6107 - AUTHORIZATION TO ACCEPT AND DISTRIBUTE ELECTRONIC RECORDS AND TO USE ELECTRONIC SIGNATURES

Unless a provision of law specifically prohibits the use of an electronic record for the specified purpose, the Board of Education authorizes the acceptance and distribution/transmission of electronic records and electronic signatures to and from District staff and other persons, as well as between District staff members. The Board further authorizes District staff to create, generate, send, communicate, receive, store, process, use, and rely upon electronic records and electronic signatures. **The Superintendent shall put in place measures to protect the integrity, security, and accessibility of electronic signatures and electronic records to comply with mandates of State and Federal agencies or programs, including Medicaid.**

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

The Superintendent is authorized to develop administrative guidelines concerning the acceptance and distribution/transmission of electronic records and electronic signatures. After giving due consideration to security, the Superintendent may specify the following:

- A. The manner and format in which the electronic records must be created, generated, sent, communicated, received, and stored, and the systems established for those purposes.
- B. If electronic records must be signed by electronic means, the type of electronic signature that is required, the manner and format in which the electronic signature must be affixed to the electronic record, and the identity of, or criteria that must be met by any third party used by a person filing a document to facilitate the process.
- C. Control processes and procedures as appropriate to provide for adequate preservation, disposition, integrity, security, confidentiality, and auditability of electronic records.
- D. Any other required attributes for electronic records that are specified for nonelectronic records or reasonably necessary under the circumstances.

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Legal	15 U.S.C. 7001 et seq
	M.C.L. 450.831-450.849



Book	Policy Manual
Section	For the Board 34-2
Title	Copy of STUDENT ABUSE AND NEGLECT
Code	po8462
Status	
Adopted	June 13, 2017
Last Revised	January 7, 2020

#### 8462 - STUDENT ABUSE AND NEGLECT

The Board of Education is concerned with the physical and mental well-being of the students of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law.

Each professional staff member employed by this District and all other persons employed by this District who are mandatory reporters under the law who has reasonable cause to suspect child abuse or neglect shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a student by other than accidental means.

The professional staff member or other mandatory reporter shall immediately ~~call the local office of the Department of Health and Human Service~~ **notify the local office of the Central Registry of the Michigan Department of Health and Human Services (MDHHS) Family Independence Agency, by telephone, or, if available, through the online reporting system, of the suspected child abuse or child neglect. If an oral report is made by telephone, the reporting person shall file a written report within seventy-two (72) hours of making the oral report as required by the Child Protection Law.** s. S/He shall also notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect.

Any support staff member who has reasonable cause to suspect child abuse or neglect shall immediately report any such case to the principal who shall, in turn, immediately notify the ~~Central Registry of the Michigan Department of Health and Human Services (MDHHS) Family Independence Agency.~~ **by telephone, or, if available, through the online reporting system, of the suspected child abuse or child neglect. If an oral report is made by telephone, the reporting person shall file a written report within seventy-two (72) hours of making the oral report as required by the Child Protection Law.**

**S/He shall also notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect.**

DHHS.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. A reporting staff member shall not be dismissed or otherwise penalized for making a report of child abuse or neglect.

Information concerning alleged child abuse is confidential. Any unauthorized disclosure by an official or employee of the District is a violation of the law and subjects the disseminator to civil liability for resulting damages.

Each principal should be mindful of the possibility of physical or mental abuse being inflicted on a student by a staff member. Any such instances, whether real or alleged, should be dealt with in accordance with the administrative guidelines established by the Superintendent.

**[ ] The Board authorizes the Superintendent to develop a protocol that addresses the prevention of sexual abuse of children. The protocol shall include at least the:**

- A. **( ) age-appropriate, evidence-based curriculum and instruction for students in grades pre-K to 5 concerning child sexual abuse awareness and prevention;**
- B. **( ) training for school personnel on child sexual abuse, including, but not limited to, training on supportive, appropriate response to disclosure of abuse;**
- C. **( ) providing educational information to parents or guardians on the warning signs of a child being sexually abused and information on needed assistance, referral, or resources;**

**This information may be provided in the student handbook that is distributed to students, parents, and guardians.**

- D. **( ) available counseling and resources for students affected by sexual abuse;**
- E. **( ) emotional and educational support for a student affected by sexual abuse to allow the student to continue to be successful in school;**
- F. **( ) a review of the system that is in place in the District to education and support personnel who are required to report child abuse or neglect under Section 3 of the Child Protection Law, 1975 PA 238, M.C.L. 722.6223, and the process in place for making those mandatory reports.**

**This review should include an analysis of the level of compliance with the mandatory reporting requirements and suggestions to improve compliance.**

G.

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Legal

M.C.L. 722.621 et seq.

# Appendix D

## **Fowlerville Community Schools Board and Superintendent Operating Norms and Procedures**

### **Meetings**

Process for adding items to the Board Meeting Agenda:

- Board Policy 0166 – Agenda governs the development of the Board meeting agenda.
  - The Board President and Superintendent develop the agenda.
  - Two Board Members, prior to the meeting, may include items on the agenda with permission of the Board President.

Board meeting outline:

- I. Call to Order
- II. Pledge of Allegiance
- III. Consent Agenda
  - a. Roll Call
  - b. Approval of Minutes
  - c. Approval of Payables
  - d. Approval of Superintendent's Personnel Report
- IV. Call to the Public
- V. Reports/Recognition
  - a. Student Representative's Report
  - b. Board Committee Report(s)
  - c. Assistant Superintendent Report
  - d. Superintendent's Report
- VI. New Business
- 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 Board Meeting
- XI. Adjournment

Annual Board Calendar:

- The Board meeting calendar is set each July per Board Policy 0154 – July Fiscal Year Organizational Meeting Motions.

Public Comment and Participation:

- Public comments and participation at Board meetings is governed by Board Policy 0167.3 – Public Participation at Board Meetings.

#### Board Member Response to Public Comments:

- If a member of the public gives incorrect information during call to the Public, the Board President, or another Board member with the President's permission, will provide the public with factual information.
- Whenever a Board member expresses themselves publicly at a Board meeting, they will note that this is their personal opinion and not the opinion of the Board.

#### Board Protocols at Board meetings:

- The Board will use Robert's Rules of Order as a guideline in the conduct of meetings per Board Policy 0161 – Rules of Order.
- Participation on agenda items:
  - The order of business may be changed at the Board meeting by a majority vote of the members present.
- Voting guidelines are governed by Board Policy 0167.1 – Voting.
- Debate, discussion and motions:
  - A motion must be before the Board in order to discuss or debate an agenda item that has been presented for consideration.
  - A member of the Board who wishes to make a motion, second a motion or discuss pending business will first secure recognition of the Board President.

#### Closed Session:

- Closed Sessions are governed by Board Policy 0167.2 – Closed Session.
  - Confidentiality
    - Board members will not disclose the content of discussions that occur during closed session.

#### Standing Committees:

- Standing Committees are governed by Board Policy 0155 – Committees.
- Who establishes standing committees?
  - The Board President and Superintendent make recommendations to the full Board on what standing committees are needed.
- Who establishes ad hoc committees?
  - The Board President, as needed.
- Who designates membership on the committees?
  - The Board President appoints members and chairpersons for each standing committee at the January Organizational meeting for one year.
  - The Board President appoints ad hoc committee members and a chairperson as needed and they serve until discharge.
- What is the purpose of a committee and its relationship to the full Board?
  - Committees perform the duties assigned by the Board that may include deliberating, making recommendations, advising the Board/Superintendent, or taking other actions approved by the Board.
- What is the Chairperson's Responsibilities?
  - Work with the Superintendent to approve the agenda and run the meeting.

- Report for the committee to the Board.
- What is the Executive Committee?
  - The Executive Committee is made up of the President, Vice-President and either the Secretary or Treasurer. The President serves as chair.
  - The President determines whether the Secretary or the Treasurer will attend an Executive Committee meeting.
  - The Executive Committee's main purpose is to facilitate decision-making between board meetings or to address an urgent circumstance. It is also used to provide feedback to the Superintendent on important matters including as it relates to the Superintendent's evaluation process.

## **Communication**

Board member communication with each other includes:

- Be respectful.
- Follow the Open Meetings Act:
  - Talk to each Board member separately.
  - Only deliberate at Board meetings; never by email or text.
  - Refrain from Daisy-chaining (If Member A contacts Member B to discuss, deliberate, or take action on any item, and Member B contacts Member C, and so on, until a quorum has been involved)
  - Refrain from Round-Robining (Votes on a measure are obtained by Member A by going to other members to obtain their vote until a quorum has been involved).
- Board member response to the community and employees should flow through the Superintendent.
  - Board Policy 3112 – Board-Staff Communications.
  - Board Policy 4112 – Board-Staff Communications.
- Communications with the Media
  - Related to the District – Superintendent.
  - Related to the Board – Board President.
- Administration Communication with Board Members
  - Communication should flow through Superintendent when related to District or Board business.
  - Personal communication related to a child, or other personal issue, may be directed directly to the appropriate administrator.
- Board Member Confidentiality Expectations
  - School Board Members are expected to maintain confidentiality about pending items before a Committee or the full Board.
- Who is the Spokesperson for the District and Board?
  - The Superintendent is the Spokesperson for the District.
  - The Board President is the Spokesperson for the Board of Education.
- Expectations for Approved Board Decisions
  - Each Board member is expected to support the full Board's decision.

## **Board-Superintendent Relations**

Board-Superintendent Relations is governed by Board Policy 1210 Board-Superintendent Relationship.

- Board Member Concerns
  - Contact the Superintendent and include the Board President on the Communication.
- Questions directed to the Superintendent
  - Questions should go through the Board President and/or the Committee Chairperson.
  - When appropriate the Superintendent may answer the question and provide it to the full Board.
- Superintendent Concerns
  - Contact the Board Member and include the Board President on the Communication.
- Individual Board Member requests for information/planning
  - The request should go through the Board President and/or committee Chairperson.
  - When appropriate the Superintendent may provide the requested information to the full Board.
- Superintendent Evaluation:
  - Board Policy -1240 Evaluation of the Superintendent governs the Superintendent's Evaluation.
    - School Advance Framework for Superintendents and District Leaders is used to evaluate the Superintendent.
      - Informal feedback – November 2023.
      - First official evaluation - November 2024.
      - Evaluations occur at least annually and occur no later than November 30th of each year.
      - The Superintendent will remind the Board in writing to evaluate his performance annually.

# Curriculum & Technology Committee Minutes

## Fowlerville Community Schools

### September 18, 2023

Central Office conference room 6:00 p.m.

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

Members Present: Mr. Bob Hinton, Mrs. Sue Charron, and Mrs. Diana Dombrowski  
Staff Present: Mr. Matt Stuard, Mrs. Adva Ringle, Ms. Kim Sergent  
Others Present: None

Motion by Ms. Dombrowski, supported by Ms. Charron, recommending approval of the minutes from the August 21, 2023 meeting. The motion passed unanimously.

Call to the Public – The committee heard comments from a member of the community.

#### Script Reviews –

- Schoolhouse Rock and The Theory of Relativity
  - Concerns were raised about the content and language used in the Theory of Relativity along with at least one scene with a sensitive topic.
  - Suggestions were made to make appropriate changes to The Theory of Relativity scene and the overall play.
  - The need for age-appropriate content and engagement for elementary students was emphasized in any play chosen.
  - The recommendation for ‘Schoolhouse Rock’ over 'Theory of Relativity' was made.
  - The committee discussed receiving scripts sooner to have more time to review them. In addition, it was suggested that there be more scripts in the future for review.
  - A discussion occurred about the selection of scripts and cost.
  - Ms. Sergent will forward five additional titles to the committee for them to review and make suggestions via email.

2023 Spring M-STEP Data Review – Mrs. Ringle reviewed last spring’s M-STEP data with the committee for grades 3 to 7 English, math, science, and social studies. Mrs. Ringle provided an explanation of the various levels of proficiency. Discussion occurred around the reason for the scores and plans for improvement.

Behavior & Academic Update – Updates on the district’s MTSS implementation for behavior and academics were discussed, including the need to assess students' understanding of positive behavior intervention and supports and the creation of tiered support systems for struggling students. The committee discussed the decision to hire an academic interventionist at Kreeger to focus on supporting general education students in need of Tiers 2 and 3 support.

Literacy Adoption Extended Roadmap – The recruitment of teachers to participate on a literacy review committee, scheduling a pilot program, and evaluating potential literacy programs were discussed. The committee discussed the possibility of “Magnetic” and “Bookworms” as pilot options this year.

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Conversation occurred around the assessment platform “iReady.” iReady is a web-based adaptive diagnostic assessment and instruction program that assesses students’ reading and math skills at the elementary level. If iReady were used, it would be a replacement for “NWEA” and possibly other assessments, which would increase instructional time. The committee recommended continuing to explore iReady and gathering additional feedback from teachers and administrators.

Decision-Making Process – The importance of a fair process being used with all stakeholders was discussed as the district moves forward with reviewing, piloting, and implementing new literacy and assessment programs.

Other – None

Motion by Ms. Charron, supported by Ms. Dombrowski, recommending adjournment of the meeting at 7:28 p.m. The motion passed unanimously.

*Appendix E*  
**Fowlerville Junior High School**

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7677 Sharpe Road • Fowlerville, MI 48836  
PHONE (517) 223-6200  
Myriah Lillie, Principal

September 8, 2023

Fowlerville Board of Education and Superintendent Stuard  
7677 Sharpe Rd, Suite A  
Fowlerville, MI 48836

Dear Mr. Stuard and Board Members,

I am pleased to recommend Nicholas Krueger to be hired as the Junior High School Assistant Principal for the 2023-24 school year. Once you read his information and meet him at the Board meeting, I am confident that you will agree.

Nick Krueger graduated from Sienna Heights University with a Bachelor of Science in Biology education. He also received his Master's degree in School Administration from Eastern Michigan University. He served as a science and engineering/CTE teacher for sixteen years at Owosso High School. From there, he served as the career and technical education director for Owosso schools. Most recently, he has served as the assistant principal and athletic director at Lakewood Middle School, where he gained great experience working with middle level students and managing discipline and attendance of students, as well as serving as their athletic director. Nick has been involved with several different school improvement committees and has coached both wrestling and football for a number of years.

A total of 15 applicants applied for this position and four were given interviews. The team consisted of Myriah Lillie, Jennifer Smith, Ericka McClanahan, Barb Dunn, Matt Stuard, and Amy Sova. The committee felt confident in his ability to serve as the next Junior High Assistant Principal. It was a unanimous decision. The team appreciated his knowledge and work ethic, as well as his middle school experience, when he was selected.

I highly recommend that you approve Nick Krueger for the Junior High School Assistant Principal. If I can supply any additional information in support of Nick, please let me know.

Sincerely,

Myriah Lillie  
Principal, Fowlerville JH

## Appendix F



# Fowlerville High School Athletics

To: Fowlerville School Board  
From: Fowlerville HS Athletic Office  
Date: September 28, 2023  
Re: Girls Wrestling Trip

Dear Board of Education:

I would like to recommend to the Fowlerville School Board the opportunity for our Girls Wrestling program to attend a national wrestling tournament in Findlay, Ohio. This will be a multi-day overnight trip from Wednesday, Dec. 20<sup>th</sup> – Friday, Dec. 22<sup>nd</sup>. The entry fee will be paid from the budget set aside for wrestling tournaments and the girls will pay for hotel accommodations on their own.

This past summer, the MHSAA changed their rule regarding out of state competition. The new rule of being able to play a team from ANY state as long as the site is in a bordering state provides our student athletes with opportunities like this.

I have thoroughly reviewed the travel itinerary and the request for days off school (Thursday and Friday) has been approved by Mrs. Amy Pashak. This will be a great opportunity for our female wrestlers to showcase themselves and the Fowlerville community on a national level.

Thank you for your consideration.

Thank you,

Jeff Finney  
Athletic Director  
Fowlerville High School



Girls Itinerary to Findlay Tournament 2023  
Wed. Dec. 20

Tentative plans as of 9/28  
confirmed

Varsity Dual @ Haslett

9:00:00 PM Leave from school

11:00 PM Check in @ \_\_\_\_\_

Lights out

24 hotels within 5 mins.

Thur. 12/21

8:00 AM weight check

9:00 AM leave for University of Findlay doors open at Malcolm Athletic Center

10:00 AM weigh in 1000 N. Main St.  
Findlay Ohio 45840

food table for breakfast

noon Wrestling begins

6:00 PM dinner

10:00 PM lights out

Friday 1:

8:00 AM Weight check

8:30 check out of hotel and leave for Findlay Doors open at 8

9:00 AM 2nd weigh-in

11:00 AM wrestle to finals one hour break to set up for finals

finals

depart following our weight class awards

stop to eat on the way home

Tournament information : We were invited because of our girls program power -a returning 2x placer and a 2x returning champ

- size of our team ( ten last year)- 4 to 5 other potential state placers on this years team

can take extra's this year, 10-12 mats, this tournament is being advertised as one of the premier girls tournaments of the midwest

Other information

Coach Blyveis, Coach Coon and Coach Davis will be working with this group

Mother chaperones: Mindy Burma and TBD

Room Cost per night \_\_\_\_\_

4 girls per room

Transportation-one school van and 1 personal vehicle (dependent on #'s, may need another personal vehicle)

Last year we had 10 girls that did get enough competition leading up their sectionals. We had one graduate, and one 8th grader that will fill that void. We predict our girls team to be about 15 girls this year.

Fowlerville has one of the strongest girls tournaments in the state. We have one of the strongest teams in the state. We need a larger tournament to prepare us better for sectionals and the state tournament.