

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

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

November 14, 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 November 7, 2023
 - C. Approval of October Payables
 - D. Approval of Superintendent's Personnel Report
- IV. Introduction of Other Matters by Members of the Board
- V. Call to the Public
- VI. Reports/Recognition
 - A. Introduction of Ms. Mary Wiese, Special Education Director
 - B. Fowlerville High School Update
 - C. Board Committee Reports
 1. 10/10 Recreation Report
 2. 10/16 Personnel Committee Report
 - a. Recommendation to Hire Kreeger Student Support Specialist
 3. 10/20 Finance Committee Report
 4. 10/20 Policy Committee Report
 - a. Recommendation to Approve Second Reading of Proposed Policies
 5. 10/23 Curriculum & Technology Committee Report
 6. 10/25 Executive Committee Report
 7. 11/6 Asset Management Committee Report
 - D. Student Representative's Report – Ms. Aurora Furlong
 - E. Assistant Superintendent's Report – Mrs. Adva Ringle
 - F. Superintendent's Report – Mr. Matt Stuard
- VII. New Business/Presentation
- VIII. Old Business
- IX. Introduction of Other Matters by the Superintendent
- X. Information
 - A. 12/05/23 Regular School Board Meeting, 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.

- III. Consent Agenda
 - A. Roll Call
 - B. Approval of Minutes from November 7, 2023
 - C. Approval of October Payables
 - D. Approval of Superintendent's Personnel Report
- IV. Introduction of Other Matters by Members of the Board
- V. Call to the Public
- VI. Reports/Recognition
 - A. Introduction of Ms. Mary Wiese (pronounced Wee-Z), Special Education Director
 - B. Fowlerville High School Update
 - C. Board Committee Reports
 - 1. 10/10 Recreation Report – Mr. Justin Braska
 - 2. 10/16 Personnel Committee Report – Mrs. Sue Charron
 - a. Recommendation to Hire Kreeger Student Support Specialist

Recommendation: Administration, with support from the Personnel Committee, recommends the hiring of Ms. Julie Charney-White as Student Support Specialist at Kreeger Elementary School for the remainder of the 2023-2024 school year. Ms. Charney-White will be 1.0 FTE. Hiring is contingent on a satisfactory criminal record check, misconduct form, fingerprints, verification of certification and "Highly Qualified" status, and original college transcripts being submitted to the District.
 - 3. 10/20 Finance Report – Mr. John Belcher
 - 4. 10/20 Policy Report – Mrs. Amy Sova
 - a. Recommendation to Approve Second and Final 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. 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 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 as presented. [Appendix A] Roll Call Vote Needed.
 - 5. 10/23 Curriculum & Technology Committee Report – Mr. Bob Hinton
 - 6. 10/25 Executive Committee Report – Mrs. Amy Sova
 - 7. 11/6 Asset Management Committee Report – Mr. Justin Braska
 - D. Student Representative's Report – Ms. Aurora Furlong
 - E. Assistant Superintendent's Report – Mrs. Adva Ringle
 - F. Superintendent's Report – Mr. Matt Stuard
- VII. New Business/Presentation – None
- VIII. Old Business – None
- IX. Introduction of Other Matters by the Superintendent
- X. Information
 - A. Next Regular School Board Meeting, December 5, 2023 at 7:00 p.m. in the FHS media center
- XI. Adjournment

FOWLerville COMMUNITY SCHOOLS
Board of Education Minutes
Regular Meeting & Superintendent's Evaluation
November 7, 2023

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

The Pledge of Allegiance was recited.

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

Members Absent: None

Motion by Mr. Belcher, supported by Mr. Braska, to approve the consent agenda including Board minutes from October 3, 2023. The motion was adopted unanimously.

During the Introduction of Other Matters by Members of the Board Mr. Belcher commented regarding the first broadcast of board meeting, Mrs. Charron stated that the next 'Coffee with the School Board' will take place on coffee November 28th at Bigby Coffee, Mr. Hinton read to Mrs. Phillips class and passed out poppies to the students, Mrs. Sova mentioned that Board members may be assigned to certain classrooms or buildings.

During the Call to the Public an audience member addressed the Board.

Motion by Mr. Belcher, supported by Mr. Hinton, recommending the Annual Resolution for the 2024 Summer Tax Collection be adopted as presented.

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

Nays: None

The motion carried.

Motion by Belcher, supported by Mr. Braska, recommending going into Closed Session for the Purpose of the Superintendent's Evaluation at 7:13 p.m.

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

Nays: None

The motion carried.

Motion by Mr. Belcher, supported by Mr. Hinton, recommending to reconvene open session at 8:56 p.m. The motion passed unanimously.

Motion by Mr. Belcher, supported by Mr. Braska, to approve the closed session minutes. The motion passed unanimously.

During the Introduction of Other Matters by the Superintendent, Mr. Stuard thanked the Board for the positive feedback and ongoing support, he also reminded them about the Veteran's Day activities at Smith Elementary.

Motion by Mr. Belcher, supported by Mrs. DeVries, to approve the Superintendent's Goals. The motion passed unanimously.

Next Regular School Board Meeting, November 14, 2023 at 7:00 p.m. in the FHS media center.

Motion by Mrs. Charron, supported by Mr. Braska, recommending adjournment of the meeting at 9:05 p.m. The motion passed unanimously.

Susan Charron, Board Secretary
Fowlerville Community Schools

**FOWLerville COMMUNITY SCHOOLS
CHECK REGISTER FOR THE MONTH OF OCTOBER 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
043881	10/11/2023	(14.35)	FOOD SERVICE REFUND
045042	10/3/2023	5,400.00	42 NORTH OUTDOOR SERVICES, LLC
045043	10/3/2023	1,889.57	AMWAY GRAND PLAZA
045044	10/3/2023	133.44	BATTERIES PLUS BULBS
045045	10/3/2023	367.49	CLEAR RATE COMMUNICATIONS, INC
045046	10/3/2023	1,948.49	CORRIGAN PROPANE
045047	10/3/2023	121.54	BLICK ART MATERIALS
045048	10/3/2023	500.00	ACCO BRANDS USA LLC
045049	10/3/2023	4,600.00	ENVIROSAFE, INC.
045050	10/3/2023	8,350.00	INTELLIGENT AV
045051	10/3/2023	837.30	LOWES
045052	10/3/2023	324.50	LYDEN OIL COMPANY
045053	10/3/2023	500.00	MASSP SUITE 100
045054	10/3/2023	7,943.00	MANER COSTERISAN
045055	10/3/2023	200.00	PERRY PUBLIC SCHOOLS
045056	10/3/2023	336.67	PIONEER MFG. CO.
045057	10/3/2023	2,418.27	PRAIRIE FARMS DAIRY
045058	10/3/2023	1,206.50	RANDY'S SERVICE STATION
045059	10/3/2023	1,084.28	SIGNATURE SIGNS LLC
045060	10/3/2023	184.00	TOWNLINE POULTRY FARM
045061	10/3/2023	1,667.07	TOWN CENTER INC
045062	10/3/2023	681.69	UNITY SCHOOL BUS PARTS
045063	10/3/2023	1,821.59	SCHOOL SPECIALTY, LLC
045064	10/3/2023	134.16	VERIZON WIRELESS
045065	10/3/2023	418.44	WEST MICHIGAN INTERNATIONAL
045066	10/3/2023	688.75	BSB COMMUNICATIONS, INC
045067	10/5/2023	4,960.00	ALG PRECISION, LLC
045068	10/5/2023	500.00	ANDREW DAVID PERKINS APOLLO STUDIOS MUSIC PUBLISHING
045069	10/5/2023	9,600.00	AQUINAS COLLEGE FINANCIAL AID
045070	10/5/2023	74.55	BASIC BENEFITS LLC
045071	10/5/2023	50.00	CAPITAL AREA ACTIVITIES CONFERENCE C/O RANDY ALLEN, COMMISSIONER
045072	10/5/2023	204.00	DECA, INC
045073	10/5/2023	520.00	GENESEE ISD
045074	10/5/2023	1,610.12	GRAINGER
045075	10/5/2023	3,175.17	GRANGER WASTE SERVICES, INC.
045076	10/5/2023	300.00	LAKEWOOD PUBLIC SCHOOLS
045077	10/5/2023	5,679.78	LANSING SANITARY SUPPLY, INC.
045078	10/5/2023	425.00	LIVONIA PUBLIC SCHOOLS
045079	10/5/2023	3,690.00	MARCO TECHNOLOGIES, LLC
045080	10/5/2023	75.00	MASON PUBLIC SCHOOLS
045081	10/5/2023	150.00	MICHIGAN SCHOOL BUSINESS OFFICIALS SUITE 200
045082	10/5/2023	2,035.00	MUSIC SALES DIGITAL SERVICES, LLC D.B.A. MUSICFIRST
045083	10/5/2023	55.00	PACKERLAND RECORDS MANAGEMENT
045084	10/5/2023	913.25	PEPSI-COLA
045085	10/5/2023	457.02	SCORE SPORTS
045086	10/5/2023	301.38	SET SEG ATTENTION: FINANCE DEPT
045087	10/5/2023	980.00	DIGI INTERNATIONAL, INC. SMARTSENSE BY DIGI
045088	10/5/2023	94.00	SPORTS & APPAREL
045089	10/5/2023	300.00	ST JOHNS PUBLIC SCHOOLS
045090	10/5/2023	150.00	STOCKBRIDGE HIGH SCHL ATHLETIC DEPT
045091	10/5/2023	60.00	STOCKBRIDGE TD CLUB C/O JEREMY KILLINGER
045092	10/5/2023	386.32	SCHOOL SPECIALTY, LLC
045093	10/10/2023	41,000.00	DAVE & GRETCHEN SHIPLEY
045094	10/10/2023	150.00	CHARLOTTE PUBLIC SCHOOLS
045095	10/10/2023	4,156.44	DEERE & COMPANY AG & TURF SABD & GOVERNMENT SALES

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

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CHECK NUMBER	CHECK DATE	AMOUNT	VENDOR NAME
045096	10/10/2023	300.00	DELAU FIRE SERVICES
045097	10/10/2023	1,467.75	FINALFORMS
045098	10/10/2023	601.00	GESKUS PHOTOGRAPHY INC.
045099	10/10/2023	9,530.00	HOLLAND BUS COMPANY
045100	10/10/2023	135.00	IPS
045101	10/10/2023	221.82	KODET'S TRUE VALUE
045102	10/10/2023	1,981.92	LANSING SANITARY SUPPLY, INC.
045103	10/10/2023	2,380.26	PRAIRIE FARMS DAIRY
045104	10/10/2023	840.24	RANDY'S SERVICE STATION
045105	10/10/2023	4,125.00	THRUN LAW FIRM, P.C. 2900 WEST ROAD STE 400
045106	10/10/2023	422.74	SCHOOL SPECIALTY, LLC
045107	10/10/2023	550.00	MICHIGAN RUNNING FOUNDATION
045108	10/10/2023	1,671.92	KONICA MINOLTA BUSINESS SOLUTIONS USA INC
045109	10/12/2023	518.79	MICHIGAN STATE DISBURSEMENT UNIT
045110	10/12/2023	574.60	ROOSEN, VARCHETTI & OLIVER, PLLC
045111	10/12/2023	227.38	STENGER & STENGER PC BRIAN L GROEN
045112	10/17/2023	346.91	ARAMARK UNIFORM SERVICES AUS CENTRAL LOCKBOX
045113	10/17/2023	4,200.00	CAPITAL AREA SOCCER LEAGUE
045114	10/17/2023	1,497.26	CONSUMERS ENERGY PAYMENT CENTER
045115	10/17/2023	1,286.17	CORRIGAN PROPANE
045116	10/17/2023	13,185.43	DTE ENERGY
045117	10/17/2023	168.96	DISCOUNT SCHOOL SUPPLY
045118	10/17/2023	97.10	FOWLerville FEED & PET SUPPLIES
045119	10/17/2023	460.60	ACCO BRANDS USA LLC
045120	10/17/2023	97.84	GRAINGER
045121	10/17/2023	7,086.43	JOHNSON & WOOD, LLC
045122	10/17/2023	150.00	MASON PUBLIC SCHOOLS
045123	10/17/2023	440.00	MICHIGAN SCHOOL BUSINESS OFFICIALS SUITE 200
045124	10/17/2023	665.00	MICHIGAN STATE UNIVERSITY FFA
045125	10/17/2023	50.48	PIONEER MFG. CO.
045126	10/17/2023	166.62	PODS ENTERPRISES LLC
045127	10/17/2023	2,280.11	PRAIRIE FARMS DAIRY
045128	10/17/2023	2,836.88	RANDY'S SERVICE STATION
045129	10/17/2023	18.20	SMART BUSINESS SOURCE
045130	10/17/2023	581.00	SPORTS & APPAREL
045131	10/17/2023	219.97	SCHOOL SPECIALTY, LLC
045132	10/17/2023	598.00	VERIZON WIRELESS
045133	10/17/2023	393.38	WILLIAM V MACGILL & CO DISCOUNT SCHOOL NURSE
045134	10/20/2023	74.55	BASIC BENEFITS LLC
045135	10/20/2023	2,235.47	BIO CORPORATION
045136	10/20/2023	657.00	CEI MICHIGAN LLC
045137	10/20/2023	102.00	DECA, INC
045138	10/20/2023	2,450.00	EATON RESA
045139	10/20/2023	1,353.60	FOWLerville SUNOCO
045140	10/20/2023	2,020.52	GRAINGER
045141	10/20/2023	698.67	JONES SCHOOL SUPPLY CO., INC.
045142	10/20/2023	200.00	LAINGSBURG COMMUNITY SCHOOLS ATHLETICS
045143	10/20/2023	111.50	LANSING SANITARY SUPPLY, INC.
045144	10/20/2023	592.83	LIVINGSTON COUNTY TREASURER
045145	10/20/2023	1,845.00	MARCO TECHNOLOGIES, LLC
045146	10/20/2023	150.00	MICHIGAN FFA ALUMNI ASSOCIATION
045147	10/20/2023	2,014.17	PRAIRIE FARMS DAIRY
045148	10/20/2023	3,989.95	RIDDELL/ALL AMERICAN SPORTS CORP
045149	10/20/2023	988.58	DECKER EQUIPMENT, INC. SCHOOLFIX
045150	10/20/2023	602.76	SET SEG ATTENTION: FINANCE DEPT

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

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045151	10/20/2023	1,620.00	SUPERIOR GROUNDCOVER, INC.
045152	10/20/2023	114.50	WEBBERVILLE FEED & GRAIN CO
045153	10/20/2023	1,720.00	WEBBERVILLE JUNIOR ATHLETIC ASSOCIATION
045154	10/24/2023	1,540.01	CDW-GOVERNMENT INC SUITE 1515
045155	10/24/2023	175.00	CHARLOTTE PUBLIC SCHOOLS
045156	10/24/2023	831.00	COHOCTAH TOWNSHIP TREASURER
045157	10/24/2023	16,913.05	JEFFORY BROUGHTON LLC COMMUNICATIONS SERVICES
045158	10/24/2023	1,525.75	CORRIGAN PROPANE
045159	10/24/2023	119.14	DISCOUNT SCHOOL SUPPLY
045160	10/24/2023	429.72	FIRST IMPRESSION PRINT & MARKETING
045161	10/24/2023	410.10	GRAINGER
045162	10/24/2023	6,486.00	LANSING SANITARY SUPPLY, INC.
045163	10/24/2023	125.00	LCDPH LIVINGSTON CO HEALTH DEPT
045164	10/24/2023	225.00	MICHIGAN STATE UNIVERSITY - ANRED
045165	10/24/2023	1,120.00	NATIONAL FFA ORGANIZATION
045166	10/24/2023	699.00	PEOPLE DRIVEN TECHNOLOGY, INC
045167	10/24/2023	857.34	RANDY'S SERVICE STATION
045168	10/24/2023	784.39	DECKER EQUIPMENT, INC. SCHOOLFIX
045169	10/24/2023	381.68	SHIFFLER EQUIPMENT SALES DEPT 781437
045170	10/24/2023	14,904.18	TEL SYSTEMS
045171	10/24/2023	5,253.58	THE LIBRARY STORE
045172	10/24/2023	0.86	UNEMPLOYMENT INSURANCE AGENCY
045173	10/24/2023	149.67	SCHOOL SPECIALTY, LLC
045174	10/26/2023	518.79	MICHIGAN STATE DISBURSEMENT UNIT
045175	10/26/2023	554.51	ROOSEN, VARCHETTI & OLIVER, PLLC
045176	10/26/2023	174.91	STENGER & STENGER PC BRIAN L. GROEN
045177	10/26/2023	333.26	VELO LAW OFFICE SCOTT A RENNER (P73003)
045178	10/26/2023	1,446.00	CAPITAL ONE WALMART COMMUNITY CARD
045179	10/26/2023	25,536.00	CONTRACT PAPER GROUP, INC.
045180	10/26/2023	997.73	FOWLerville SUNOCO
045181	10/26/2023	195.84	GRAMPY'S AUTO PARTS
045182	10/26/2023	263.00	MOBYMAX EDUCATION, LLC
045183	10/26/2023	828.35	LAWSON PRODUCTS INC
045184	10/26/2023	2,986.79	LYDEN OIL COMPANY
045185	10/26/2023	1,479.86	MANER COSTERISAN
045186	10/26/2023	65.90	MICHIGAN EDUCATION DIRECTORY
045187	10/26/2023	2.77	MIDWEST TRANSIT EQUIPMENT, INC.
045188	10/26/2023	2,386.75	PRAIRIE FARMS DAIRY
045189	10/26/2023	1,367.26	PRIORITY HEALTH
045190	10/26/2023	1,067.67	ROAD EQUIPMENT PARTS CENTER
045191	10/26/2023	225.43	TRANSPORTATION ACCESSORIES CO, INC.
045192	10/26/2023	695.05	UNITY SCHOOL BUS PARTS
045193	10/26/2023	134.16	VERIZON WIRELESS
045194	10/26/2023	422.36	WEST MICHIGAN INTERNATIONAL
045195	10/31/2023	2,250.00	JAMES JONES JIMBASKETBALLJONES
045196	10/31/2023	6,290.50	DOCUSIGN INC
045197	10/31/2023	149.45	FOWLerville FEED & PET SUPPLIES
045198	10/31/2023	369.36	GRAINGER
045199	10/31/2023	82.50	HARTLAND CONSOLIDATED SCHOOLS
045200	10/31/2023	4,840.00	STUDENT FINANCE - LLC LANSING COMMUNITY COLLEGE
045201	10/31/2023	1,182.52	LANSING SANITARY SUPPLY, INC.
045202	10/31/2023	160.00	LIGHTSPEED TECHNOLOGIES INC
045203	10/31/2023	750.00	MASSP SUITE 100
045204	10/31/2023	699.00	PEOPLE DRIVEN TECHNOLOGY, INC
045205	10/31/2023	1,413.07	RANDY'S SERVICE STATION

FOWLerville COMMUNITY SCHOOLS
CHECK REGISTER FOR THE MONTH OF OCTOBER 2023

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045206	10/31/2023	603.08	SICO AMERICA, INC
045207	10/31/2023	88.90	SCHOOL SPECIALTY, LLC
045208	10/31/2023	547.38	LGC REFUND
900630	10/2/2023	6,342.14	HEALTHQUITY INC.
900631	10/2/2023	10,445.38	GORDON FOODS
900632	10/2/2023	325.03	GORDON FOODS
900633	10/3/2023	4,183.28	EDUSTAFF LLC
900634	10/5/2023	11,211.05	GORDON FOODS
900635	10/6/2023	770.69	BASIC PR SWEEPS
900636	10/6/2023	92,689.37	EDUSTAFF LLC
900637	10/6/2023	806.92	GORDON FOODS
900638	10/10/2023	10,027.09	GORDON FOODS
900639	10/10/2023	117.84	GORDON FOODS
900640	10/12/2023	11,410.89	GORDON FOODS
900641	10/13/2023	78.69	GORDON FOODS
900642	10/16/2023	10,104.25	GORDON FOODS
900643	10/18/2023	10,043.03	GORDON FOODS
900644	10/19/2023	6,342.14	HEALTHQUITY INC.
900645	10/20/2023	90,925.69	EDUSTAFF LLC
900646	10/20/2023	202.61	BASIC PR SWEEPS
900647	10/23/2023	8,072.79	GORDON FOODS
900648	10/23/2023	442.12	GORDON FOODS
900649	10/25/2023	10,464.64	GORDON FOODS
900650	10/27/2023	6,367.14	HEALTHQUITY INC.
900651	10/27/2023	1,230.56	BASIC PR SWEEPS
900652	10/30/2023	10,521.26	GORDON FOODS
900653	10/30/2023	1,525.40	GORDON FOODS
900654	10/30/2023	78.69	GORDON FOODS
900655	10/31/2023	20.00	BASIC PR SWEEPS
A00601	10/3/2023	7,277.24	AMAZON CAPITAL SERVICES, INC.
A00602	10/3/2023	7,781.40	ENGINEERED PROTECTION SYSTEMS, INC.
A00603	10/3/2023	21,257.10	VILLAGE OF FOWLerville
A00604	10/5/2023	514.80	MAURER'S TEXTILE RENTAL SERVICES, INC
A00605	10/6/2023	5,451.36	AMAZON CAPITAL SERVICES, INC.
A00606	10/10/2023	845.04	VILLAGE OF FOWLerville
A00607	10/12/2023	15,678.66	GLP/ING
A00608	10/13/2023	265,424.14	BRIGHTON AREA SCHOOLS
A00609	10/13/2023	1,906,519.31	AUCH, GEORGE W. AUCH COMPANY
A00610	10/17/2023	38,429.00	CURRICULUM ASSOCIATES, LLC
A00611	10/17/2023	5,057.79	DIRECT ENERGY BUSINESS
A00612	10/17/2023	1,182.21	CONSTELLATION NEWENERGY GAS DIVISION, LLC
A00613	10/18/2023	6,087.68	AMAZON CAPITAL SERVICES, INC.
A00614	10/20/2023	10,866.56	DIRECT ENERGY BUSINESS
A00615	10/20/2023	2,175.00	MICHIGAN STATE UNIVERSITY STUDENT ACCOUNTS
A00616	10/24/2023	1,200.00	CEV MULTIMEDIA, LLC
A00617	10/24/2023	12,035.00	SECURLY, INC
A00618	10/24/2023	4,826.14	AMAZON CAPITAL SERVICES, INC.
A00619	10/26/2023	15,719.02	GLP/ING
A00620	10/31/2023	4,256.50	KONE INC KONE CHICAGO
P5524	10/3/2023	14,611.73	PCARD - JP MORGAN CHASE BANK
P5585	10/31/2023	11,041.50	PCARD - JP MORGAN CHASE BANK
TOTAL		2,988,714.78	

Fowlerville Board of Education
Superintendent's Personnel Report
Regular Meeting – 10/16/2023

FOR ACTION

Subject: **PERSONNEL RECOMMENDATIONS**

It is recommended that the following personnel recommendations be approved:

A. EMPLOYMENT:

Name:	Position:	Date:	Current Process:
Renee Donal	Sub Bus Driver	9/22/2023	Onboarded
Heather Pringle	SE Paraprofessional JHS	9/25/2023	In process of onboarding
Trina Mueller	Lunch Supervisor-Smith		Onboarding
Zach Curd	Recreation Support Staff	9/26/2023	Onboarded
Bradly Placido	Freshman Boys Basketball Coach	Pending	Onboarding
Kevin Mahon	Bowling Coach	Pending	Onboarding

B. ADDITIONAL ASSIGNMENTS/TRANSFERS/PROMOTIONS/INACTIVATE:

Name:	Position:	Date:	Current Process:
Kelli Miller	SE Teacher to 8th Grade World History	Effective 10/9/2023	Completed
Erin Soluk	Lunch Supervisor Kreeger to Smith	10/03/2023	Completed
Julie Kitchen	TC-split between Smith and JHS	Effective 10/9/2023	Completed
Sarah Salisbury	Learning Support Interventionist (para)to Career Exploration Coordinator	10/2/2023	Completed

C. RESIGNATIONS/RETIREMENTS/TERMINATIONS:

Name:	Position:	Length of Service:	Effective Date:
Caitlyn Schlittler	2nd Grade Teacher	4 years	9/29/2023
Lynly DeLacy	Kreeger Music Teacher	30 Years	10/6/2023

D. LEAVE OF ABSENCE

Name:	Position:	Leave Type:	Effective Date:
Karrissa Olson	3rd Grade Teacher	Maternity/Child	8/22/23-10/31/2023
Jaime Phibbs	Para	Non FMLA/child	Returning 11/13/23
Tim LaPlante	Maintenance Director	WC	9/22/23-10/6/23

E. EMPLOYMENT – PROFESSIONAL STAFF

Name:	Position:	Committee Date:	Current Process:
Kimberley Ragina	Academic Interventionist Kreeger	October 16th	Started 10/2/2023
Alayna Ketron	4th grade teacher Kreeger	October 16th	Start date 9/25/2023
Emily Quigley	Long term sub to Perm Spanish Teacher JHS	October 16th	Effective 9/27/2023
Julie White	Student Support Specialist-Kreeger	10/16/2023	In salary negotiations

Fowlerville Recreation

7677 W. Sharpe Road
Fowlerville, MI 48836

DRAFT MINUTES - PENDING APPROVAL AT NOVEMBER MEETING
(APPROVED AT NOVEMBER 9TH MEETING)

October 10, 2023 6:00 pm Munn Building

Agenda:

- Members present: Laurie Eisele, Jason Atkinson, Craig Curtis, April Hodge, Justin Braska
- Members absent: Brande Nogafsky
- Staff Present: Cheryl Dixon, Jill Curd, Zachary Curd
- District Staff present: Lauri Daubenmeyer, Matt Stuard, Jeff Finney
- NOTE: Craig Curtis, April Hodge, Zachary Curd had to leave early

Introductions

- Community Member Input - none
- Current Program(s)
 - Football – last game October 22
2 weeks left, numbers up from last year
 - Cheerleading – last game October 22
cheer fest Oct. 21,
-football and cheer fundraiser purchased new cheer leggings for cheerleaders. Previous style discontinued.
 - Soccer –ends weekend of Nov. 4/5
 - Basketball-
 - i. Registrations closed for 1st-6th. Practices begin late Oct. Games Dec.-Mar.
 - ii. 7th/8th grade girls season Oct.-Nov.
 - iii. 7th/8th grade boys season Jan.-Mar.
 - iv. Coaches meeting week of Oct. 23rd
 - Pee wee Wrestling registration going on now for K-2 grades.
- Old Business
 - 1) Review budget packet - Budget and participation information were reviewed and discussed.
 - 2) Review current Recreation agreement and mission statement -
The Rec. Agreement was last updated in 2018. Discussion was had around if the 3rd employee needs to be approved by the school board. Matt Stuard will follow up. A date change in section 2f is needed from January 15th to January 31st. Also, gymnastics should be removed as a program.

- 3) Mission statement - Discussion was had. This item will be revisited at the November meeting and the District team will bring a sample addition to the statement about developing participants to prepare for competitive sports after reviewing other program mission statements.
- 4) Escalation/Appeal Process - Discussion was had around if all three options under Step #3 should be included or if the Recreation Director should decide which party to escalate the issue to. This item at the November meeting.
- 5) Practice packets - Will be developed by Cheryl Dixon with high school varsity coaches' and Jeff Finney's input for most sports.
- 6) Surveys - Will be issued at the end of each sport season to parents and coaches.
- 7) Sports boards - Resurrection of sports board will be placed on hold indefinitely. Cheryl Dixon will work with Jeff Finney and varsity coaches for program input.

- New Business

- 1) Future meeting dates and times - Discussion was held around an attendance requirement for the entire meeting, number of members to vote, and who should be the chairperson. This item will be moved to the November meeting as Old Business.
- 2) Recreation Advisory Board Draft Operating Procedures and Norms - partially reviewed and discussed. This item will be added to November meeting minutes under Old Business.
- 3) Approve minutes from last meeting - draft minutes need to be sent to townships and then the minutes sent again for recordkeeping after approved.

Next Meetings:

TBD. A poll will be sent to all attendees to find the best meeting time in the future.

Personnel Committee Minutes Fowlerville Community Schools October 16, 2023

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

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

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

Motion by Mr. Hinton, supported by Mrs. DeVries, to approve minutes from the September 11, 2023 meeting. The motion passed unanimously.

Call to the Public – None

State and Federal Programs – Mrs. Ringle provided an update on the purpose of State and Federal grants, the increase in the number of available grants since Covid, the restrictions placed on the use of grants, and the application and reporting process that's required to participate.

Labor and Employment Update – Mr. Stuard and Mrs. Reed reviewed the collective bargaining process with the committee, and they discussed the impact recent legal changes will have. Conversation occurred about the possibility of using third party support when bargaining in the future due to the large number of legal changes impacting future negotiations.

Staffing Update –

- Superintendent's Personnel Report – Mrs. Reed updated the committee on this month's report.
- Academics and Human Resources Staffing – Mrs. Reed and Mrs. Ringle discussed the progress in hiring an HR and Academics Executive Assistant. Also, Mrs. Ringle proposed the hiring of an Instructional Support Specialist to support the work of implementing MTSS across the district along with helping to implement before/after school programing. This administrative position will be funded with grants and have no impact on the general fund. The committee unanimously supported the creation and filling of the position if the finance committee concurs.
- Open Positions – Mrs. Reed reviewed the open positions across the district.

Other – None

Motion by Mr. Hinton, supported by Mrs. DeVries, recommending adjournment of the meeting at 7:49 p.m. The motion passed unanimously.

Finance Committee Minutes

Fowlerville Community Schools

October 20, 2023

Central Office Conference Room, 7:00 AM

The meeting was called to order at 7:02 a.m. by Mr. John Belcher in the C.O. Conference Room.

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

Motion by Mr. Braksa, supported by Mrs. Charron, to approve minutes from the September 15, 2023 Finance Committee meeting. The motion passed unanimously.

Call to the Public - None

State and Federal Grants - Mrs. Ringle provided an update on the purpose of State and Federal grants, the increase in the number of available grants since Covid, the restrictions placed on the use of grants, and the application and reporting process that's required to participate.

Academics and Human Resources Staffing - Mrs. Ringle and Mr. Stuard discussed the progress in hiring an HR and Academics Executive Assistant. Also, Mrs. Ringle proposed the hiring of a grant funded Instructional Support Specialist to support the work of implementing MTSS across the district along with helping to implement before/after school programing. This administrative position will be funded with grants and have no impact on the general fund. The committee unanimously supported the creation and filling of the position.

Budget Amendments – Mrs. Daubenmeyer presented the first budget amendment for 2023-2024. Amendment 1 shows the operating budget worsened by \$42,000 going from an original operating deficit of \$297,000 to \$339,000 with this Amendment 1. This budget amended fund balance is approximately 9%. The committee unanimously supported moving the budget amendment to the full Board for approval.

Other – The committee thanked the central office administration for their recent efforts.

Motion by Mr. Braska, supported by Mrs. Charron recommending adjournment of the meeting at 8:08 AM. The motion passed unanimously.

Policy Committee Minutes

Fowlerville Community Schools

October 20, 2023

Central Office conference room, 8:00 AM

The meeting was called to order at 8:17 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, Ms. Amy Pashak, Mr. Jeff Finney
Others Present: None

Motion by Mr. Braska, supported by Mr. Belcher, recommending approval of the minutes from the September 15, 2023 meeting. The motion passed unanimously.

Call to the Public – None

Public Accommodations in Educational Facilities – Mrs. Pashak and Mr. Finney updated the committee on the use of Public Accommodations (bathrooms and locker rooms) at Fowlerville High School.

Michigan High School Athletic Association Student-Athlete Eligibility – Mr. Finney updated the committee on the Michigan High School Athletic Association (MHSAA) eligibility process for transgender student-athletes to participate in MHSAA tournaments.

Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability – Tabled

Policy 8321 – Criminal Justice Information Security (Non-Criminal Justice Agency) – Tabled

Policy 8330 – Student Records – Tabled

Policy 8400 – School Safety Information – Tabled

Policy 4362.01 – Threatening Behavior Toward Staff Members – Tabled

Policy 5610 – Emergency Removal, Suspension, and Expulsion of Students – Tabled

Policy 5611 – Due Process Rights – Tabled

Other – Recommendation for Closed Session for the Purpose of Discussing Written Attorney-Client Privileged Communication

Motion by Mr. Belcher, supported by Mr. Braska, recommending going into Closed Session for the purpose of discussing written Attorney-Client Privileged communication at 8:54 am. The motion passed unanimously.

Recommendation to Reconvene in Open Session –

Motion by Mr. Belcher, supported by Mr. Braska, recommending to reconvene open session at 9:40 am. The motion passed unanimously.

Recommendation to Approve Minutes from the Closed Session -

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

Motion by Mr. Belcher, supported by Mr. Braska, recommending adjournment of the meeting at 9:41 AM. The motion passed unanimously.

Book	Policy Manual
Section	Waiting on Approval
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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Legal

M.C.L. 380.1282, 380.1166a

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

Book	Policy Manual
Section	Waiting on Approval
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:

(**x**) 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 (☒) 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 (☒) 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	Waiting on Approval
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. 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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M.C.L. 380.1321, 1322, 1323, 1324, 1756

A.C. Rule 340.281, 282

Book	Policy Manual
Section	Waiting on Approval
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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M.C.L. 388.1606, 388.1709

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

Book	Policy Manual
Section	Waiting on Approval
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.

Book	Policy Manual
Section	Waiting on Approval
Title	Vol. 34, No. 2 - February 2020 Revised 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	Waiting on Approval
Title	Vol. 34, No. 2 - February 2020 Revised 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.

() or during the attendance sessions to which s/he has been assigned.

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. () absence of more than _____ days duration;
- D. ☒ repeated unexplained absence and tardiness.
- E. () _____

The Board may report to the Intermediate School District infractions of the law regarding the attendance of students below the age of 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

- ☒ daily
- ☐ weekly

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. ☒ ensure the student is not given a failing grade or his/her credit is not unconditionally revoked where lack of attendance is the sole or primary determining factor, but which allow reduction in grade or denial of credit, if the student does not make appropriate use of make-up sessions provided by the instructor or administrator;
- D. ☒ 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;
- E. ☒ 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;
- F. ☐ 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.

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

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

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

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

Book	Policy Manual
Section	Waiting on Approval
Title	Vol. 34, No. 2 - February 2020 Revised 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	Waiting on Approval
Title	Vol. 34, No. 2 - February 2020 Revised 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

☐ or appropriate administrator in the presence of the staff member

shall immediately ~~call the local office of the Family Independence Agency~~ 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.

☐ and shall secure prompt medical attention for any such injuries reported.

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

☒ his/her supervisor

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.

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. **(x)** 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.

M.C.L. 380.1505, 722.621 et seq.

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M.C.L. 380.1505, 722.621 et seq.

Curriculum & Technology Committee Minutes

Fowlerville Community Schools

October 23, 2023

Central Office conference room 6:00 p.m.

The meeting was called to order at 6:01 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 & Mr. James Stauble
Others Present: Ms. Alyce Simonson, Ms. Myriah Lillie and Ms. Emily Van Engen

Motion by Mrs. Charron, supported by Mrs. Dombrowski, recommending approval of the minutes from the September 18, 2023 meeting. The motion passed unanimously.

Call to the Public – None

Script Review – Ms. Lillie and Ms. Van Engen discussed the proposed Junior High School play “Ten Ways to Survive the Zombie Apocalypse” with the committee. Committee members requested additional time to independently review the script and agreed to let Mr. Stuard know their thoughts on the script by Thursday, 10/26/23. Mr. Stuard discussed the need to develop a process for approving scripts that allowed the committee to review and approve them well in advance of their actual use.

Technology updates – Mr. Stauble and Ms. Simonson provided the committee with an update on the work of the technology department to include the development of an electronic accommodation log for tracking of students’ use of their IEP accommodations as required by the State, the implementation of the School-Wide Information System (SWIS) for tracking student behaviors, an update to Google Classroom, and changes to the district’s copier lease that Mr. Stauble is working with LESA to complete. Additionally, Mr. Stauble updated the committee on the outfitting of Fowlerville Elementary School with technology as part of its construction and there was discussion about the possibility of donating used Chromebooks to the Senior Center.

i-Ready Data Review – Ms. Ringle provided the committee with a preview of the K-5 i-Ready fall benchmark data for ELA and math. Ms. Ringle will update the committee at a future meeting once all the students have tested. Ms. Ringle also spoke with the committee about the correlation between i-Ready data and the M-STEP and how i-Ready builds each student a personalized learning path based on their unique needs.

Literacy Adoption Roadmap – Ms. Ringle provided an update on the K-5 Literacy Adoption Roadmap with the committee. Ms. Ringle emphasized the importance of learning the needs of all stakeholders and collaborating with staff and families as the district works toward piloting and possibly adopting an elementary literacy program.

Multi-Tiered System of Supports (MTSS) - Behavior & Academic Update– Mrs. Ringle discussed the need for a new grant funded position that will support the K-12 implementation of Multi-Tiered-Systems-of Support (MTSS) and she provided an overview of MTSS for the committee. Ms. Ringle informed the committee that the Reading Recovery intervention program at Smith elementary will be

discontinued due to its limitations and the need for broader intervention support at all elementary grades. Lastly, Ms. Ringle presented each building's most recent SWIS data showing the number of behavioral incidents that have occurred this year, what type of behavior is occurring, where it's happening, and when it's happening. Ms. Ringle informed the committee that each building analyzes their data and then develops plans and training to address behavioral issues in a targeted way.

Other – None

Motion by Mrs. Charron, supported by Mrs. Dombrowski, recommending adjournment of the meeting at 7:27 p.m. The motion passed unanimously.

**Executive Committee Minutes
Fowlerville Community Schools
October 25, 2023**

Central Office conference room at 5:00 p.m.

The meeting was called to order at 5:02 p.m. by Mrs. Sova in the Central Office conference room.

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

Motion by Mr. Hinton, supported by Mr. Belcher, to approve the minutes from the July 11, 2023 committee meeting. The motion passed unanimously.

Call to the Public – None

Superintendent Evaluation Planning, Superintendent Stuard has requested closed session.

Recommendation for Closed Session –

Motion by Mr. Hinton, supported by Mr. Belcher, recommending that the remainder of the committee meeting be held in closed session.

Ayes: Mr. Belcher, Mr. Hinton and Mrs. Sova
Nays: None
The motion carried.

Discussion took place.

Recommendation to Reconvene Open Session

Motion by Mr. Hinton, supported by Mr. Belcher, recommending to approve the minutes from the closed session.

Ayes: Mr. Belcher, Mr. Hinton and Mrs. Sova
Nays: None
The motion carried.

Other – None

Motion by Mr. Hinton, supported by Mr. Belcher, recommending adjournment of the meeting at 6:16 p.m. The motion passed unanimously.

Asset Management Committee Minutes
Fowlerville Community Schools
November 6, 2023

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

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

Members Present: Mr. Justin Braska, Mr. John Belcher, & Mrs. Danielle DeVries
Staff Present: Mr. Matt Stuard, Mrs. Trisha Reed, and Mrs. Adva Ringle
Others Present: None

Motion by Mr. Belcher, supported by Mrs. DeVries, to approve minutes from the September 5, 2023 Asset Management Committee meeting. The motion passed unanimously.

Call to the Public – None

Maintenance Department – The committee addressed the recent resignations of the Maintenance Director and the Maintenance Department Administrative Assistant. Concerns regarding the fulfillment of their duties were discussed alongside the impact on ongoing projects.

Central Office Administration presented several options for replacing the vacated positions. The proposed strategies were designed to be cost-neutral or result in cost savings. The administration highlighted the potential for reorganizing several non-academic service departments, which could streamline operations and reduce overhead.

The committee unanimously recommended that Mr. Stuard explore the options presented in further detail at the next Personnel Committee meeting. The committee specifically advised examining the possible redistribution of duties and the formation of an operations director role. This role would act as an umbrella over several existing non-academic departments, thereby centralizing oversight and potentially reducing costs.

Construction Update – Mr. Stuard provided the committee with an update on the Fowlerville Elementary School construction project. Mr. Stuard informed the committee that Auch would likely present options at the December meeting for unsuitable soil found at the site of the new parking lot and bus loop that's slated for an April 2024 installation. Also, Mr. Stuard informed the committee that Auch likely would update the committee at the December meeting on the watermain and backflow preventers portion of the project.

Other – None

Motion by Mr. Belcher, supported by Mrs. DeVries, to adjourn the meeting at 7:31 p.m. The motion passed unanimously.