

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

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

March 4, 2025

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

- I. Call to Order
- II. Pledge of Allegiance
- III. Consent Agenda
  - A. Roll Call
  - B. Approval of Minutes from February 4, 2025 School Board Meeting
  - C. Approval of February Payables
  - D. Approval of Superintendent's Personnel Report
- IV. Reports/Recognition
  - A. Recognition of Building Teachers of the Year and Support Staff Persons of the Year  
--A short break may take place.--
  - B. Board Committee Reports
    1. 2/10 Personnel Committee Report
    2. 2/24 Policy Committee Report
      - a. Recommendation to Approve Second Reading of Proposed Policies
      - b. Recommendation to Approve First Reading of Proposed Policies
    3. 2/25 Finance Committee Report
    4. 3/3 Asset Management Committee Report
      - a. Recommendation to Approve Auch recommendation #4 Smith Playground
      - b. Recommendation to Approve Lawn Mowing Bid
  - C. Student Representative's Report – Miss Aurora Furlong
  - D. Assistant Superintendent's Report – Mrs. Adva Ringle
  - E. Superintendent's Report – Mr. Matt Stuard
- V. Call to the Public
- VI. New Business/Presentation
- VII. Old Business
- VIII. Introduction of Other Matters by Members of the Board
- IX. Introduction of Other Matters by the Superintendent
- X. Information
  - A. 4/29 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/She may ask the Superintendent to address questions directly during the Superintendent's report.

#### IV. Reports/Recognition

- A. Recognition of Building Teachers of the Year and Support Staff Persons of the Year  
--A short break may take place.--
- B. Board Committee Reports
  - 1. 2/10 Personnel Committee Report – Mrs. Charron
  - 2. 2/24 Policy Committee Report – Mrs. Sova

- a. Recommendation to Approve Second and Final Reading of Proposed Policies: Policy 8210 – School Calendar; Policy 8500 – Food Services; Policy 8510 – Wellness; Policy – 7540.02 Web Accessibility, Content, Apps, and Services; Policy 8300 – Continuity of Organizational Operations Plan; Policy 8305 – Information Security; Policy 8315 – Information Management; Policy 9700.01 – Advertising and Commercial Activities.

Recommendation: Administration, and the Policy Committee, recommend the following policies be approved for a second and final reading: Policy 8210 – School Calendar; Policy 8500 – Food Services; Policy 8510 – Wellness; Policy – 7540.02 Web Accessibility, Content, Apps, and Services; Policy 8300 – Continuity of Organizational Operations Plan; Policy 8305 – Information Security; Policy 8315 – Information Management; Policy 9700.01 – Advertising and Commercial Activities as presented in Appendix A Roll Call Vote Needed.

- b. Recommendation to Approve First Reading of Proposed Policies: Policy 2410 – Prohibition of Referral or Assistance; Policy 2414 – Reproductive Health and Family Planning; Policy 2418 – Sex Education; Policy 3220 – Professional Staff Evaluation; Policy 6320 – Purchasing; Policy 6321 – New School Construction, Renovation; Policy 6325 – Procurement-Federal Grants-Funds; Policy 6350 – Prevailing Wage; Policy 6520 – Payroll Deductions. A second and final reading will be presented at the next Board meeting.

Recommendation: The Policy Committee recommends the following policies be approved for a first reading: Policy 2410 – Prohibition of Referral or Assistance; Policy 2414 – Reproductive Health and Family Planning; Policy 2418 – Sex Education; Policy 3220 – Professional Staff Evaluation; Policy 6320 – Purchasing; Policy 6321 – New School Construction, Renovation; Policy 6325 – Procurement-Federal Grants-Funds; Policy 6350 – Prevailing Wage; Policy 6520 – Payroll Deductions. A second and final reading will be presented at the next Board meeting. [Appendix B] Roll Call Vote Needed.

- 3. 2/25 Finance Committee Report – Mr. Belcher
    - 4. 3/3 Asset Management Committee Report – Mrs. DeVries
      - a. Recommendation to Approve Auch Recommendation #4 for Smith playground equipment and alternates 1 and 2 from Great Lakes Recreation in the amount of \$81,663.00.

Recommendation: Administration and the Asset Management Committee, recommend the approval of Auch Recommendation #4 for Smith playground equipment and alternates 1 and 2 from Great Lakes Recreation in the amount of \$81,663.00. [Appendix C] Roll Call Vote Needed.

- b. Possible motion from the 3/3/2025 Asset Management Committee Meeting regarding Lawn Mowing Bid  
Administration and the Asset Management Committee, recommend the approval of...

- C. Student Representative's Report – Miss Aurora Furlong
- D. Assistant Superintendent's Report – Mrs. Adva Ringle
- E. Superintendent's Report – Mr. Matt Stuard

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

**FOWLerville COMMUNITY SCHOOLS**  
**Board of Education Minutes**  
**Regular Meeting**  
**February 4, 2025**

The meeting was called to order by School Board President, Mrs. Amy Sova, at 7:02 p.m. in the media center at Fowlerville High School.

The Pledge of Allegiance was recited.

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

Members Absent: None

Motion by Mr. Belcher, supported by Mrs. Dombrowski, to approve the consent agenda including Board minutes from January 7, 2025. The motion was adopted unanimously.

**Board Committee Reports**

1/8 Curriculum and Technology Committee Report - Mr. Hinton

1/13 Personnel Committee Report - Mrs. Charron

Motion by Mr. Belcher, supported by Mr. Hinton, recommending the time for the Personnel Committee meetings be permanently moved to 4:00 p.m. The motion passed unanimously.

Motion by Mr. Belcher, supported by Mr. Hinton, recommending a 7% increase for three (3) hourly positions, WRAP driver, mail courier, and head custodians.

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

Nays: None

The motion carried.

Motion by Mr. Belcher, supported by Mrs. Charron, recommending salary schedules retroactive to July 1, 2024 for the Literacy Coach and the Assistant Technology Director as presented. The motion was adopted unanimously.

**1/17 Finance Report - Mr. Belcher**

Motion by Mr. Belcher, supported by Mrs. Dombrowski, recommending approval of Budget Amendment #2 as presented. [Appendix A]

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

Nays: None

The motion carried.

Motion by Mr. Belcher, supported by Mr. Hinton, recommending approval of the Little Glad Center salary increase. [Appendix B]

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

Nays: None

The motion carried.

**1/21 Asset Management Committee Report - Mrs. DeVries**



Motion by Mr. Belcher, supported by Mr. Hinton, recommending approval of the Fowlerville Elementary School Dedication Plaque as presented in Appendix C. The motion passed unanimously.

Motion by Mr. Belcher, supported by Mrs. Redinger, recommending approval of the Fowlerville High School Fire Suppression Repairs as presented. [Appendix D] The motion passed unanimously.

Board Discussion took place regarding Alverson Theater Usage – Headland Solar, LLC. Mr. Stuard introduced the topic. Board discussion took place. The Board decided to allow Headland Solar, LLC to use the Alverson Center in this case. The School Board is not taking a position and does not endorse or promote any position regarding Headland Solar, LLC.

#### 1/27 Policy Committee Report - Mrs. Sova

Motion Mr. Belcher, supported by Mrs. Charron, recommending the following policies be approved for a first reading: Policy 8210 – School Calendar; Policy 8500 – Food Services; Policy 8510 – Wellness; Policy 7540.02 Web Accessibility, Content, Apps, and Services; Policy 8300 – Continuity of Organizational Operations Plan; Policy 8305 – Information Security; Policy 8315 – Information Management; Policy 9700.01 – Advertising and Commercial Activities. A second and final reading will be presented at the next Board meeting. [Appendix E] The motion passed unanimously.

#### 2/3 Asset Management Committee Report - Mrs. Redinger

Motion by Mr. Belcher, supported by Mrs. Redinger, recommending approval of the Auch bid for Smith Landscaping as presented in Appendix F.

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

Nays: None

The motion carried.

Motion by Mr. Belcher, supported by Mrs. DeVries, recommending approval of the Moore Trospen bid from Young's Turf Farms in the amount of \$118,995.00 for the Practice Football Field Renovations. [Appendix G]

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

Nays: None

The motion carried.

#### 2/3 Curriculum and Technology Committee Report – Mr. Hinton

Motion by Mr. Hinton, supported by Mrs. Dombrowski, recommending the time for the Curriculum and Technology Committee meetings be permanently moved to 4:00 p.m. The motion passed unanimously.

Miss Aurora Furlong reported on K-12 student activities.

Assistant Superintendent's Report – Mrs. Adva Ringle did not offer a report.

Mr. Matt Stuard, Superintendent, gave a PowerPoint to the Board on the Superintendent Evaluation process and evidence to date.

During the Call to the Public audience members did not comment.

#### New Business

Motion by Mr. Belcher, supported by Mrs. Dombrowski, recommending Fowlerville Community Schools continue School of Choice 105 [Livingston County] and 105C [Counties surrounding Livingston County] open enrollment

for the 2025-2026 school year. The motion passed unanimously.

#### Old Business

Introduction of Other Matters by the Board - Mr. Belcher offered comments on DeepSeek AI and Self Harm ideation, and Mrs. DeVries wished 'good luck' to our wrestling team.

Introduction of Other Matters by the Superintendent - Mr. Stuard congratulated the FCS girls and boys wrestling teams, he also thanked the National Honor Society students who helped move boxes into our new Fowlerville Elementary School.

Motion by Mr. Belcher, supported by Mrs. Dombrowski, recommending Closed Session for the Purpose of Negotiations at 8:18 p.m. The motion carried unanimously.

Motion by Mrs. Dombrowski, supported by Mr. Hinton, recommending to Reconvene Open Session. The motion passed unanimously.

Motion by Mr. Belcher, supported by Mrs. DeVries, recommending to Approve Closed Session Minutes. The motion passed unanimously.

Motion(s) from Closed Session – None.

Information – See Agenda

Motion by Mrs. Charron, supported by Mrs. DeVries, recommending adjournment of the meeting at 8:56 p.m. The motion passed unanimously.

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Susan Charron, Board Secretary  
Fowlerville Community Schools

**FOWLERVILLE COMMUNITY SCHOOLS**  
**CHECK REGISTER FOR THE MONTH OF FEBRUARY 2025**

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
046964	2/12/2025	(729.56)	STATE OF MICHIGAN MI DEPT OF EDUCATION
046968	2/4/2025	225.00	BIRMINGHAM SCHOOLS - GROVES ATHLETICS
046969	2/4/2025	26,960.00	CENTRAL MICHIGAN PAPER
046970	2/4/2025	317.51	HUTSON, INC. OF MICHIGAN
046971	2/4/2025	433.44	FIRST IMPRESSION PRINT & MARKETING
046972	2/4/2025	71.67	FOLLETT CONTENT SOLUTIONS, LLC
046973	2/4/2025	300.00	HOLT PUBLIC SCHOOLS
046974	2/4/2025	24,963.68	HPS
046975	2/4/2025	1,205.50	JOHNSON & WOOD, LLC
046976	2/4/2025	103.90	KE ELECTRIC SUPPLY CORP
046977	2/4/2025	3,111.89	LANSING SANITARY SUPPLY, INC.
046978	2/4/2025	689.74	LAWSON PRODUCTS INC
046979	2/4/2025	184.62	LOWE'S
046980	2/4/2025	511.75	LYDEN OIL COMPANY
046981	2/4/2025	272.96	McMASTER-CARR
046982	2/4/2025	402.42	NICKS EXPERT AUTOGLASS
046983	2/4/2025	706.19	PRAIRIE FARMS DAIRY
046984	2/4/2025	984.38	RHONDA T BARBER
046985	2/4/2025	875.00	RICHARD SISSON TRUCKING INC.
046986	2/4/2025	50.00	RECREATION REFUND
046987	2/7/2025	363.81	CLEAR RATE COMMUNICATIONS, INC
046988	2/7/2025	18,801.92	CONSUMERS ENERGY PAYMENT CENTER
046989	2/7/2025	3,267.61	GRANGER WASTE SERVICES, INC.
046990	2/7/2025	7,144.09	INGHAM INTERMEDIATE SCHOOL DISTRICT
046991	2/7/2025	335.23	KODET'S TRUE VALUE
046992	2/7/2025	695.00	LEGACY CENTER
046993	2/7/2025	225.00	LIVONIA PUBLIC SCHOOLS
046994	2/7/2025	397.50	RICHARD SISSON TRUCKING INC.
046995	2/7/2025	6,078.40	THRUN LAW FIRM, P.C.
046996	2/7/2025	38.00	RECREATION REFUND
046997	2/12/2025	2,688.00	ACE TRANSPORTATION INC
046998	2/12/2025	16,100.80	EZ FLEX SPORT MATS
046999	2/12/2025	575.00	HOWELL PUBLIC SCHOOLS
047000	2/12/2025	637.02	LANSING SANITARY SUPPLY, INC.
047001	2/12/2025	3,759.88	LIVINGSTON COUNTY ROAD COMMISSION
047002	2/12/2025	640.00	MICHIGAN SCHOOL BUSINESS OFFICIALS
047003	2/12/2025	168.51	MICHIGAN STATE DISBURSEMENT UNIT
047004	2/12/2025	110.00	OUCH URGENT CARE COMPASS
047005	2/12/2025	1,778.25	PRAIRIE FARMS DAIRY
047006	2/12/2025	331.25	PRECISION DATA PRODUCTS, INC.
047007	2/12/2025	3,537.85	RANDY'S SERVICE STATION
047008	2/12/2025	581.11	VERIZON WIRELESS
047009	2/20/2025	63.12	BASIC BENEFITS LLC
047010	2/20/2025	1,516.39	CORRIGAN PROPANE
047011	2/20/2025	47.76	HUTSON, INC. OF MICHIGAN
047012	2/20/2025	543.00	DATA IMAGE LLC
047013	2/20/2025	19,731.46	DTE ENERGY
047014	2/20/2025	1,000.00	HUNTINGTON NATIONAL BANK ATTN: CORPORATE TRUST DEPT
047015	2/20/2025	2,508.48	JOHNSON & WOOD, LLC
047016	2/20/2025	97.30	KE ELECTRIC SUPPLY CORP
047017	2/20/2025	1,323.28	LANSING SANITARY SUPPLY, INC.
047018	2/20/2025	2,138.47	LIVINGSTON COUNTY TREASURER
047019	2/20/2025	1,845.00	MARCO TECHNOLOGIES, LLC
047020	2/20/2025	210.00	MICHIGAN SCHOOL BUSINESS OFFICIALS

**FOWLERVILLE COMMUNITY SCHOOLS  
CHECK REGISTER FOR THE MONTH OF FEBRUARY 2025**

NOTE: Check numbers beginning with the letter "A" are ACH payments.  
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CHECK NUMBER	CHECK DATE	AMOUNT	VENDOR NAME
047021	2/20/2025	851.68	RANDY'S SERVICE STATION
047022	2/20/2025	2,344.73	SCHOLASTIC INC
047023	2/20/2025	729.56	STATE OF MICHIGAN MI DEPT OF EDUCATION
047024	2/20/2025	189.69	UNITY SCHOOL BUS PARTS
047025	2/20/2025	353.54	WEST MICHIGAN INTERNATIONAL
047026	2/20/2025	50.00	PETTY CASH JUNIOR HIGH
047027	2/20/2025	97.00	RECREATION REFUND
047028	2/21/2025	1,331.93	EVERON LLC
047029	2/21/2025	2,300.00	ION ELECTRIC SERVICE LLC
047030	2/21/2025	3,699.70	MOORE TROSPER CONSTRUCTION COMPANY
047031	2/21/2025	27,324.00	THERMALNETICS, INC
047032	2/21/2025	23,787.89	WENGER CORPORATION
047033	2/24/2025	1,412.99	CAPITAL ONE WALMART COMMUNITY CARD
047034	2/25/2025	614.00	EVERON LLC
047035	2/25/2025	613.09	HUTSON, INC. OF MICHIGAN
047036	2/25/2025	102.81	BLICK ART MATERIALS
047037	2/25/2025	300.00	EAST LANSING PUBLIC SCHOOLS
047038	2/25/2025	99.83	GRAMPY'S AUTO PARTS
047039	2/25/2025	57.02	GRAMPY'S AUTO PARTS
047040	2/25/2025	10.17	KODET'S TRUE VALUE
047041	2/25/2025	154.00	NATIONAL ASSOCIATION OF SCHOOL NURSES
047042	2/25/2025	1,773.00	NOVA ENVIRONMENTAL, INC
047043	2/25/2025	3,265.50	PRAIRIE FARMS DAIRY
047044	2/25/2025	852.21	RANDY'S SERVICE STATION
047045	2/25/2025	772.50	RICHARD SISSON TRUCKING INC.
047046	2/25/2025	215.73	SCHOOL SPECIALTY, LLC
047047	2/25/2025	23.00	LGC REFUND
047048	2/27/2025	1,574.61	CORRIGAN PROPANE
047049	2/27/2025	625.00	KVBSA
047050	2/27/2025	200.00	KVBSA
047051	2/27/2025	994.08	LANSING SANITARY SUPPLY, INC.
047052	2/27/2025	168.51	MICHIGAN STATE DISBURSEMENT UNIT
047053	2/27/2025	809.61	PRAIRIE FARMS DAIRY
047054	2/27/2025	895.72	RANDY'S SERVICE STATION
047055	2/27/2025	645.16	TIMOTHY E BAXTER & ASSOCIATES, P.C.
047056	2/27/2025	78.25	VESCO OIL CORPORATION
047057	2/27/2025	104.00	RECREATION REFUND
900959	2/3/2025	7,877.56	GORDON FOODS
900960	2/4/2025	1,200.00	EDUSTAFF LLC
900961	2/5/2025	10,260.12	GORDON FOODS
900962	2/7/2025	294.11	BASIC PR SWEEPS
900963	2/7/2025	73,822.03	EDUSTAFF LLC
900964	2/13/2025	9,240.81	GORDON FOODS
900965	2/14/2025	10,128.84	GORDON FOODS
900966	2/14/2025	8,388.80	HEALTH EQUITY INC.
900967	2/14/2025	307.00	BASIC PR SWEEPS
900968	2/18/2025	14,305.20	US OMNI & TSACG COMPLIANCE SERVICES
900969	2/18/2025	6,012.52	GORDON FOODS
900970	2/21/2025	8,294.69	GORDON FOODS
900971	2/21/2025	84,387.49	EDUSTAFF LLC
900972	2/26/2025	4,546.56	GORDON FOODS
900973	2/27/2025	5,841.38	GORDON FOODS
900974	2/27/2025	382.36	GORDON FOODS
900975	2/28/2025	1,076.94	BASIC PR SWEEPS

**FOWLerville COMMUNITY SCHOOLS**  
**CHECK REGISTER FOR THE MONTH OF FEBRUARY 2025**

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CHECK NUMBER	CHECK DATE	AMOUNT	VENDOR NAME
900976	2/28/2025	8,388.80	HEALTH EQUITY INC.
900977	2/28/2025	14,405.20	US OMNI & TSACG COMPLIANCE SERVICES
A00918	2/4/2025	2,111.82	ROAD EQUIPMENT PARTS CENTER
A00919	2/7/2025	468.09	ANDYMARK, INC.
A00920	2/7/2025	547.97	DTE ELECTRIC COMPANY REMITTANCE PROCESSING CC0202
A00921	2/7/2025	32,130.79	CONSTELLATION NEWENERGY GAS DIVISION, LLC
A00922	2/7/2025	602.42	MAURER'S TEXTILE RENTAL SERVICES, INC
A00923	2/12/2025	275,600.19	BRIGHTON AREA SCHOOLS
A00924	2/12/2025	1,005.00	ENGINEERED PROTECTION SYSTEMS, INC. EPS SECURITY
A00925	2/19/2025	18,402.23	AMAZON CAPITAL SERVICES, INC.
A00926	2/20/2025	315,231.19	LIVINGSTON EDUCATIONAL SERVICE AGENCY
A00927	2/20/2025	1,188.00	BOXCAST INC
A00928	2/20/2025	5,874.37	DIRECT ENERGY BUSINESS
A00929	2/20/2025	4,666.04	ENGINEERED PROTECTION SYSTEMS, INC. EPS SECURITY
A00930	2/20/2025	1,188.00	H.V. BURTON COMPANY
A00931	2/20/2025	484.98	KONE INC KONE CHICAGO
A00932	2/20/2025	1,000.00	QUADIENT FINANCE USA, INC.
A00933	2/21/2025	135,442.97	AUCH, GEORGE W. AUCH COMPANY AUCH CONSTRUCTION
A00934	2/21/2025	8,820.50	INTEGRATED DESIGN SOLUTIONS, LLC ACCOUNTS RECEIVABLE
A00935	2/25/2025	387.24	ANDYMARK, INC.
A00936	2/25/2025	4,761.00	BULL'S EYE BRANDS, INC. SMART MOUTH FOODS
A00937	2/25/2025	14,259.44	DIRECT ENERGY BUSINESS
A00938	2/25/2025	98.30	VILLAGE OF FOWLerville
A00939	2/25/2025	8,319.42	AMAZON CAPITAL SERVICES, INC.
A00940	2/27/2025	1,982.32	JUNIOR LIBRARY GUILD
		1,344,071.78	TOTAL

**Fowlerville Board of Education**  
**Superintendent's Personnel Report**  
**Regular Meeting – February 10 , 2025**

**FOR ACTION** Subject: **PERSONNEL RECOMMENDATIONS**

It is recommended that the following personnel recommendations be approved:

**A. EMPLOYMENT:**

Heather Gendron	JH Noon Supervisor	01/20/2025	Complete
Nina Harmon	JH Noon Supervisor	01/20/2025	Complete
Joseph Cruz	Varsity Boys Baseball Coach	02/04/2025	Onboarding
Todd Rambo	Custodian-Floating	01/26/2025	Complete
Brendan Knoch	Custodian-High School	01/20/2025	Complete

**Name:**                      **Position:**                      **Date:**                      **Current Process:**

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

**Name:**                      **Position:**                      **Date:**                      **Current Process:**

Kristine Moore	JH Lunch Supervisor to Special Ed. Paraprofessional	1/30/2025	Complete
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**C. RESIGNATIONS/RETIREMENTS/TERMINATIONS:**

**Name:**                      **Position:**                      **Length of Service:**                      **Effective Date:**

John Adams	HS Tutor	3 years	1/17/2025
Kursten Bowling	JH Special Ed Para	2 years	1/24/2025

**D. LEAVE OF ABSENCE**

**Name:**                      **Position:**                      **Leave Type:**                      **Effective Date:**


**E. EMPLOYMENT – PROFESSIONAL STAFF**

**Name:**                      **Position:**                      **Date:**                      **Current Process:**


# **Personnel Committee Agenda Fowlerville Community Schools February 10, 2025**

FHS Computer Lab A, 4:00 p.m.

The meeting was called to order at 4:00 p.m. by Mrs. Charron in the FHS Computer Lab A.

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

Motion by Mr. Hinton, supported by Mrs. DeVries to approve minutes from the January 13th, 2025 meeting.  
The motion carried.

Call to the Public – None

## Staffing Update:

- Superintendent's Personnel Report – Mrs. Reed reviewed the Superintendent report.
- Review of Open Positions – Mrs. Reed reviewed the district open positions.

CHRISS Audit - Mrs. Reed reviewed the results of the recent Michigan State Audit, conducted on January 29, 2025. The purpose of this audit was to ensure the district's compliance with established policies regarding the use of the CHRISS system for background checks and the proper, confidential handling of files and procedures. Overall, the audit determined that the district is in compliance with Michigan State Police requirements.

Teacher Certification Audit - Mrs. Reed reviewed the recent pre-audit conducted by LESA, which assessed teacher certifications and assignments. She was pleased to report that the district incurred no FTE loss for the 2024-2025 school year.

Finance Director Updates - Mrs. Reed and Mr. Stuard provided the board with an update on the ongoing search for a Finance Director. Mrs. Reed outlined the next steps in the selection process and emphasized the district's goal of a successful first round of interviews to allow sufficient time for cross-training between the incoming and outgoing Finance Director.

2024-2025 Livingston County Strength of Schedule Analysis - Mr. Stuard reviewed the Livingston County Strength of Schedule analysis provided by LESA. This analysis compares teacher salaries across the five Livingston County districts at various points on the salary scale. The data ranks the districts from one through five based on these comparisons. While the district's contract has become more competitive in recent years, it does not rank among the top two in any category, as Howell and Brighton continue to hold those positions.

Other – None

Motion by Mr. Hinton, supported by Mrs. DeVries to adjourn the meeting at 4:41 p.m. The motion carried.

**Policy Committee Minutes  
Fowlerville Community Schools  
February 24, 2025**

FHS Computer Lab A, 6:00 p.m.

The meeting was called to order at 6:00 PM by Mrs. Amy Sova in the FHS Computer Lab A.

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

Motion by Mr. John Belcher supported by Mrs. Sue Charron recommending approval of the minutes from the January 27, 2025 meeting. Motion Carried

**Call to the Public** – None

**Policy 6320 – Purchasing** – The committee unanimously agreed to forward the policy to the full Board for consideration.

**Policy 6321 – New School Construction, Renovation** – The committee unanimously agreed to forward the policy to the full Board for consideration.

**Policy 6325 - Procurement – Federal Grants/Funds** – The committee unanimously agreed to forward the policy to the full Board for consideration.

**Policy 6350 – Prevailing Wage** – The committee requested that “Prevailing Wage Coordinator” be replaced with “Director of Finance.” After the change is made, the committee approves forwarding the policy to the full Board for consideration.

**Policy 6520 – Payroll Deductions** - The committee unanimously agreed to forward the policy to the full Board for consideration.

**Policy 3220 - Professional Staff Evaluation** – The committee unanimously agreed to forward the policy to the full Board for consideration.

**Policy 1240 – Evaluation of the Superintendent** – The committee asked that any language referencing the time before July 1, 2024 be removed and that the policy be brought back to the March meeting for further review.

**Policy 8800 – Religious/Patriotic Ceremonies and Observances** – The committee requested time to read and consider the policy more fully along with wording changes. The policy will be brought back to the March meeting for further review.

**Policy 2410 – Prohibition of Referral or Assistance** – The committee requested that the policy be amended to include the first sentence, minus “In accordance with Michigan statute.” Once the change is made, the committee unanimously agreed to forward the policy to the full Board for consideration.



**Policy 2414 – Reproductive Health and Family Planning** – The committee requested that the second sentence in paragraph 2 be kept. Once the change is made, the committee unanimously agreed to forward the policy to the full Board for consideration.

**Policy 2418 – Sex Education** – The committee requested minor changes to the suggested language in the 6<sup>th</sup> paragraph and that last sentence in the second to last paragraph be kept. Once the changes are made, the committee unanimously agreed to forward the policy to the full Board for approval.

**Other** – None

Motion by Mr. Belcher supported by Mrs. Charron recommending adjournment of the meeting at 6:55 p.m. Motion Carried.

**Appendix A**

Book	Policy Manual
Section	For the Board 34-2
Title	Copy of SCHOOL CALENDAR
Code	po8210
Status	
Adopted	June 13, 2017
Last Revised	March 3, 2020

**8210 - SCHOOL CALENDAR**

The Board of Education shall ensure that its school calendar complies with the common calendar adopted by the Livingston Educational Service Agency (LESA), unless the District is statutorily exempt from this requirement or receives a waiver from the Superintendent of Public Instruction in compliance with State law. shall adopt a common calendar. The common calendar will identify the specific dates for each school year when school will not be in session for at least a winter holiday break, and a spring break for at least the next five (5) school years, and may further describe them more generally for subsequent school years as long as the dates can be readily determined. This calendar shall be posted on the District's web site and distributed to the District's constituents. The calendar shall provide for the instructional program of the schools, for orderly educational planning, and for the efficient operation of the District.

The Board shall determine annually the total number of days when the schools will be in session for instructional purposes. To avoid withholding of State-school aid payments, the number of days and number of hours will be in accordance with statute. The Board shall ensure that school is not in session before Labor Day, unless the District is statutorily exempt from this requirement or receives a waiver from the Superintendent of Public Instruction in compliance with State law.

A school session shall not be held on the following public holidays in Michigan Public Schools: January 1st, New Year's Day; the last Monday of May, Memorial or Decoration Day; July 4th, Independence Day; the first Monday in September, Labor Day; the fourth Thursday of November, Thanksgiving Day; and December 25th, Christmas Day.

If one (1) of these days falls on Sunday, the Monday following shall be a public holiday in the public schools.

The District shall provide at least 1,098 hours during 180 days of student instruction per school year, unless it obtains a waiver from this requirement.

The District's Superintendent is authorized to work with the Educational Service Agency on the development of a common calendar for all of the districts in the LESA.

No more than six (6) days of student instruction lost due to conditions not within the control of the District (e.g., severe storms, fires, epidemics, and health conditions), can be counted as a part of the required minimum hours/days of instruction. Hours lost due to strikes by District staff or to teacher conferences **unless approved as qualifying professional development in accordance with State law**, shall not be counted as hours of instruction.

The Superintendent shall certify to the Department of Education by no later than August 1st of each year, the number of hours of student instruction during the previous school year.

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

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Legal M.C.L. 380.1284, 380.1284a, 380.1284b  
M.C.L. 380.1175, 388.1701  
A.C. Rule R340.10 et seq.

Book	Policy Manual
Section	For the Board 35-2
Title	Copy of FOOD SERVICES
Code	po8500
Status	
Adopted	June 13, 2017
Last Revised	July 23, 2019

### 8500 - FOOD SERVICES

The Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit and will provide food service for the purchase and consumption of lunch for all students.

The Board shall also provide a breakfast program in accordance with procedures established by the Department of Education.

The Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. Students and all other members of the School District community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. See Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current USDA's school meal pattern requirements for Americans and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

Substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a healthcare provider who has prescriptive authority in the State of Michigan has provided medical certification that the student has a disability which restricts his/her diet, in accordance with the criteria set forth in 7 CFR 15(b). To qualify for such substitutions the medical certification must identify:

- A. the student's disability and the major life activity affected by the disability;
- B. an explanation of why the disability affects the student's diet; and
- C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

On a case by case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who are not 'disabled persons', but have a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

For non-disabled students who need a nutritional equivalent milk substitute, only a signed request by a parent or guardian is required.

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the administrative guidelines established by the Superintendent.

The operation and supervision of the food-service program shall be the responsibility of the Food Nutrition Director and the Superintendent. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program.

A periodic review of the food-service accounts shall be made by the Food Nutrition Director. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable.

Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable by the end of the November following the school year in which the debt was incurred. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program by November of the year following the school year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFS for the total amount of the bad debt. The funds may come from the District general fund, State or local funding, school or community organizations such as the PTA, or any other non-Federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 CFR 210.9(b) (17) and 7 CFR 210.15(b).

The Superintendent is authorized to develop and implement an administrative guideline regarding meal charge procedures. This guideline will provide consistent directions for students who are eligible for reduced price or paid meals but do not have funds in their account or in hand to cover the cost of their meal at the time of service **and shall also address feeding students with unpaid meal balances without stigmatizing them.**

This guideline shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year.

With regard to the operation of the school food service program, the Superintendent shall require:

- A. the maintenance of sanitary, neat premises free from fire and health hazards;
- B. the preparation of food that complies with Federal food safety regulations;
- C. the planning and execution of menus in compliance with USDA requirements;
- D. the purchase of foods and supplies in accordance with State and Federal law, USDA regulations, and Board policy (See Policy 1130, Policy 3110, and Policy 4110);
- E. complying with food holds and recalls in accordance with USDA regulations;
- F. the accounting and disposition of food-service funds pursuant to Federal and State law and USDA regulations;
- G. the safekeeping and storage of food and food equipment pursuant to State and Federal law and USDA regulations;
- H. the regular maintenance and replacement of equipment;
- I. all District employees whose salaries are paid for with USDA funds or non-federal funds used to meet a match or cost-share requirement must comply with the District's time and effort record-keeping policy (See Policy 6116).

The District shall serve only nutritious food as determined by the Food Service Department in compliance with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in School nutrition guidelines. Foods and beverages unassociated with the food-service program must comply with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in School nutrition guidelines and may be vended in accordance with Board Policy 8540.

The Superintendent will require that the food service program serve foods in District schools that are wholesome and nutritious and reinforce the concepts taught in the classroom.

Legal

Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.

Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.

M.C.L. 380.1272, 1272a, 1272d et seq.

7 C.F.R. Parts 15b, 127, 210, 215, 220, 225, 226, 240, 245, 3015

42 U.S.C. 1758, 1760

OMB Circular No. A-87 USDA Smart Snacks In School Food Guidelines (effective July 1, 2014)

SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs



Book	Policy Manual
Section	For the Board 35-2
Title	Copy of WELLNESS
Code	po8510
Status	
Adopted	June 13, 2017
Last Revised	July 23, 2019

**8510 - WELLNESS**

As required by law, the Board of Education establishes the following wellness policy for the Fowlerville School District.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research concludes that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits.

A. With regard to nutrition education, the District shall:

1. Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
2. Nutrition education shall include enjoyable, developmentally appropriate and culturally relevant participatory activities, such as contests, promotions, taste testing, and others.
3. Instruction related to the standards and benchmarks for nutrition education shall be provided by highly qualified teachers.

B. With regard to physical activity, the District shall:

**1. Physical Education**

- a. A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the standards and benchmarks established by the State.
- b. The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.
- c. Properly certificated, highly qualified teachers shall provide all instruction in physical education.

**2. Physical Activity**

- a. Physical activity shall not be employed as a form of discipline or punishment.
- b. In addition to planned physical education, the school shall provide age-appropriate physical activities (e.g., recess during the school day, intramurals and clubs before and after school, and interscholastic

sports) that meet the needs of all students, including males, females, students with disabilities, and students with special healthcare needs.

C. With regard to other school-based activities ~~the District shall:~~

**Free drinking water shall be available to students during designated meal times and may be available throughout the school day.**

1. The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.
2. The school shall provide attractive, clean environments in which the students eat.
3. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.

D. With regard to nutrition promotion, any foods and beverages marketed or promoted to students on the school campus, during the school day, will meet or exceed the USDA Smart Snacks in School nutrition standards. Additionally, the District shall: Encourage students to increase their consumption of healthful foods during the school day.

Furthermore, with the objectives of enhancing student health and well being, and reducing childhood obesity, the following guidelines are established:

- A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages, including but not limited to the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.
- B. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA). The sale of foods of minimal nutritional value in the food service area during the lunch period is prohibited.
- C. The sale of foods and beverages to students that do not meet the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards to be consumed on the school campus during the school day is prohibited.
- D. All food items and beverages available for sale to students for consumption on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) between midnight and thirty (30) minutes after the close of the regular school day shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, including, but not limited to, competitive foods that are available to students a la carte or as entrees in the dining area (except entree items that were offered on the National School Lunch Program (NSLP) or School Breakfast Program (SBP) menu on the day of and the day after they are offered on the NSLP or SBP menu), as well as food items and beverages from vending machines, from school stores, or as fund-raisers, including those operated by student clubs and organizations, parent groups, or boosters clubs.
- E. All foods offered on the school campus during the school day shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining area, as classroom snacks, or from vending machines.
- F. All food and beverages that are provided, other than through sale, on the school campus during the school day (which may include classroom snacks, for classroom parties, and at holiday celebrations) shall comply with the food and beverage standards approved by the Superintendent.
- G. The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.
- H. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn will **regardless of unpaid meal balances and without stigma.**
- I. The food service program shall be administered by a director who is properly qualified, certificated, licensed, or credentialed, according to current professional standards.

The Board designates the Superintendent as the individual(s) charged with operational responsibility for verifying that the District meets the goals established in this policy.

The Superintendent shall appoint a District wellness committee that includes parents, students, representatives of the school food authority, educational staff (including health and physical education teachers), mental health and social services staff, school health professionals, members of the public and school administrators to oversee development, implementation, evaluation and periodic update of the wellness policy. The Wellness Committee shall be an ad hoc committee with members recruited and chosen annually. **School-level health advisory teams may assist in the planning and implementation of these Wellness initiatives.**

The Wellness Committee shall be responsible for:

- A. assessment of the current school environment;
- B. review of the District's wellness policy;
- C. presentation of the wellness policy to the school board for approval;
- D. measurement of the implementation of the policy;
- E. recommendation for the revision of the policy, as necessary.

Before the end of each school year, the Wellness Committee shall recommend to the Superintendent any revisions to the policy it deems necessary and/or appropriate. In its review, the Wellness Committee shall consider evidence-based strategies in determining its recommendations.

The Superintendent shall report as needed to the Board on the progress of the Wellness Committee and on its evaluation of policy implementation and areas for improvement, including the status of compliance by individual schools and progress made in attaining goals of policy.

The Superintendent is also responsible for informing the public, including parents, students, and community members, on the content and implementation of this policy. In order to inform the public, the Superintendent shall distribute information at the beginning of the school year to families of school children; and post the policy on the District's website, including the Wellness Committee's assessment of the implementation of the policy.

The District shall assess the Wellness Policy at least once every three (3) years on the extent to which schools in the District are in compliance with the District policy, the extent to which the District policy compares to model wellness policies, and the progress made in attaining the goals of the District Wellness Policy. The assessment shall be made available to the public on the School District's web site.

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Legal                      42 U.S.C. 1751, Sec. 204  
                                 42 U.S.C. 1771  
                                 7 C.F.R. Parts 210 and 220



Book	Policy Manual
Section	For the Board 37-2 Technology
Title	Vol. 37, No. 2 - Technology - February 2023 Revised WEB ACCESSIBILITY, CONTENT, APPS, AND SERVICES
Code	po7540.02
Status	
Adopted	May 16, 2017
Last Revised	September 26, 2017

### **Revised Policy - Vol. 37, No. 2**

#### **7540.02 - WEB ACCESSIBILITY, CONTENT, APPS, AND SERVICES**

##### **A. Creation of Content for Web Pages/~~Websites~~Sites, Apps, and Services**

The Board of Education authorizes staff members ☒ and students **[END OF OPTION]** to create content, apps and services (see Bylaw 0100 Definitions) that are hosted by the Board on its servers or District-affiliated servers ~~(i.e., servers the Board pays to use or otherwise sanctions the use of)~~ and/or published on the Internet.

The content, apps, and services must comply with applicable State and Federal laws (e.g., copyright laws, Children's Internet Protection Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), Student Online Personal Protection Act (SOPPA), and Children's Online Privacy Protection Act (COPPA)), and reflect the professional image/brand of the District, its employees, and students. Content, apps, and services must be consistent with the Board's Mission Statement and staff-created web content, services, and apps are subject to prior review and approval of the Superintendent before being published on the Internet and/or used with students.

**[NOTE: CHOOSE ONE ☒, BOTH, OR NONE OF THE FOLLOWING OPTIONS.]**

☒ Student-created content, apps, and services are subject to Policy 5722 - School-Sponsored Student Publications and Productions.

~~☐ The creation of content, apps, and services by students must be done under the supervision of a professional staff member.~~

**[END OF OPTIONS]**

##### **B. Purpose of Content of District Web Pages/Sites, Apps, and Services**

The purpose of content, apps, and services ~~covered by this policy hosted by the Board on its servers or District-affiliated servers~~ is to educate, inform, and communicate. The following criteria shall be used to guide the development of such content, apps, and services:

###### **1. Educate**

Content should be suitable for and usable by students and teachers to support the curriculum and the Board's Objectives as listed in the Board's Strategic Plan.

###### **2. Inform**

Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

### 3. Communicate

Content may communicate information about the plans, policies, and operations of the District to members of the public and other persons who may be interested in and/or affected by District matters.

The information contained on the Board's website(s) should reflect and support the Board's Mission Statement, Educational Philosophy, and the School Improvement Processes.

When the content includes a photograph or personally identifiable information relating to a student, the Board will abide by the provisions of Policy 8330 - Student Records.

Under no circumstances are District-created content, apps, and services to be used for commercial purposes, advertising, political lobbying, or to provide financial gains for any individual. Included in this prohibition is the fact no web content contained on the District's website may:

1. include statements or other items that support or oppose a candidate for public office, the investigation, prosecution, or recall of a public official, or passage of a tax levy or bond issue;
2. link to a website of another organization if the other website includes such a message; or
3. communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

☒ Under no circumstances is staff member-created content, apps, and services, including personal web pages/websites, to be used to post student progress reports, grades, class assignments, or any other similar class-related material. Employees are required to use the Board-specified website, app, or service (e.g., Google Classroom/MISTAR/Class Dojo, ParentSquare, Progressbook/PowerSchool/Infinite Campus) for the purpose of conveying information to students and/or parents.

☒ Staff members are prohibited from requiring students to go to the staff member's personal web pages/websites (including, but not limited to, their Facebook, Instagram, Pinterest pages, YouTube Channel(s), or TikTok sites) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments.

☒ If a staff member creates content, apps, and services, related to their class, it must be hosted on the Board's server or a District-affiliated server.

☒ Unless the content, apps, and services contain student personally-identifiable information, Board websites, apps, and web services that are created by students and/or staff members that are posted on the Internet should not be password-protected or otherwise contain restricted access features, whereby only employees, student(s), or other limited groups of people can access the site. Community members, parents, employees, staff, students, and other website users will generally be given full access to the Board's website(s), apps, and web services.

Web content, apps and web services should reflect an understanding that both internal and external audiences will be viewing the information.

~~The District's website(s) and web pages, apps, and services must be hosted on Board-owned or District-affiliated servers. School web pages/sites, apps and web services must be located on Board-owned or District-affiliated servers.~~

The Superintendent shall prepare administrative guidelines defining the rules and standards applicable to the use of the Board's website and the creation of web content, apps, and web services by staff ( ☒ ) and students. **END OF OPTION.**

The Board retains all proprietary rights related to the design of ~~and content for its website(s)~~ web content, apps, and web services that are hosted on Board-owned or District-affiliated servers, absent written agreement to the contrary.

~~In order for a student's school work (i.e., work that is created in a class, at school, or as part of a school-sponsored extracurricular activity) to be displayed on the Board's website, the student (who is eighteen (18) years of age or older) or the student's parent (if the student is seventeen (17) years of age or younger) must provide written permission and expressly license its display without cost to the Board. Students who want their class work to be displayed on the Board's website must have written parent permission and expressly license its display without cost to the Board.~~



~~Likewise, prior written permission from a student (who is eighteen (18) years of age or older) or the student's parent (if the student is seventeen (17) years of age or younger) is necessary for a student to be identified by name on the Board's website. Prior written parent permission is necessary for a student to be identified by name on the Board's website.~~

### C. Website Accessibility

The District is committed to providing persons with disabilities an opportunity equal to that of persons without disabilities to participate in the District's programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden or create a fundamental alteration. The District is further committed to ensuring persons with disabilities are able to acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as persons without a disability, with substantially equivalent ease of use; that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any District programs, services, and activities delivered online, as required by Section 504 and Title II of the ADA and their implementing regulations; and that they receive effective communication of the District's programs, services, and activities delivered online.

~~This policy reflects the Board's commitment and~~ The District adopts this policy to fulfill this commitment and affirm its intention to comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. Section 794, 34 C.F.R. Part 104, and Title II of the Americans With Disabilities Act of 1990, 42 U.S.C. Section 12131, and 28 C.F.R. Part 35 in all respects.

#### 1. Technical Standards

The District will adhere to the technical standards of compliance identified at [fowlervilleschools.org](http://fowlervilleschools.org) ~~\_\_\_\_\_~~ ~~[insert link to District website]~~. The District measures the accessibility of online content and functionality according to the World Wide Web Consortium's (W3C's) Web Content Accessibility Guidelines (WCAG) 2.0 Level \_\_\_\_\_, and the Web Accessibility Initiative - Accessible Rich Internet Applications Suite (WAI-ARIA 1.1) for web content, ~~and Section 508. Electronic Information Technology Accessibility Standards 2.1, 1.2, ( ) \_\_\_\_\_~~ ~~[insert another acceptable standard selected by the District - e.g., the Section 508 Information and Communication Technology Accessibility Standards published by the U.S. Access Board, which serves as the standards the Federal government uses for its own websites.]~~

~~[DRAFTING NOTE: While OCR currently (as of December 2022) recommends WCAG 2.0 Level AA, WCAG 2.1 is gradually becoming the standard courts cite as the ADA accessibility standard that public entities should use for websites, mobile applications, and digital content compliance. Further, W3C published a working draft of WCAG 2.2 in August 2020 and a Candidate Recommendation draft of WCAG 2.2 in September 2022; a final version of WCAG 2.2 is expected to be released in early 2023. The W3C states that WCAG 2.0 and 2.1 remain its recommendation, but version 2.2 should be used to maximize future applicability of accessibility efforts. The W3C also encourages the use of the most current version of WCAG when developing or updating Web accessibility policies. OCR recommends WCAG 2.0 Level AA.]~~

#### 2. Web Accessibility Coordinator

The Board designates its ( ) Section 504/ADA Compliance Coordinator(s) (☒) Technology Director ( ) ~~\_\_\_\_\_~~ ~~[END OF OPTIONS]~~ as the District's Web Accessibility Coordinator(s). That individual(s) ~~is/are~~ is responsible for coordinating and implementing this policy.

[SELECT OPTION #1 OR #2]

[ ] [OPTION #1]

See Board Policy 2260.01 for the Section 504/ADA Compliance Coordinator(s)' contact information.

☒ [OPTION #2]

The District's Web Accessibility Coordinator(s) can be reached at:

[INSERT NAME or TITLE, ADDRESS, E-MAIL, PHONE]



James Stauble, staublej@fowlervilleschools.org

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[END OF OPTIONS]

### 3. Third Party Content

Links included on the Board's website(s) or web services and apps that pertain to its programs, benefits, and/or services must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, CIPA, Section 504, ADA, SOPPA, and COPPA). While the District strives to provide access through its website to online content provided or developed by third parties (including vendors, video-sharing websites, and other sources of online/digital content) that is in an accessible format, that is not always feasible. The District's administrators and staff, however, are aware of this requirement with respect to the selection of online content provided to students. The District's Web Accessibility Coordinator(s) or designee Coordinator or his/her designees will vet online content available on its website(s), apps, and services that are that is related to the District's programs, benefits, and/or services for compliance with this criteria for all new content published on the District's website(s), apps, and services after adoption of this policy placed on the District's website after adoption of this policy.

Nothing in the preceding paragraph, however, shall prevent the District from including links on the Board's website(s), apps, and services to:

- a. recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites), or
- b. websites, services, and/or apps that are developed and hosted by outside vendors or organizations that are not part of the District's program, benefits, or services.

The Board recognizes that such third party websites may contain advertisements that are not age-appropriate or not contain age-appropriate advertisements that are consistent with the requirements of Policy 9700.01, AG 9700B, and State and Federal law.

### 4. Regular Audits

The District, under the direction of the Web Accessibility Coordinator(s) or his/her/their designees, will, at regular intervals, audit the District's online content and measure this content against the technical standards adopted above.

☒ [OPTION]

This audit will occur no less than once every two (2) years.

[END OF OPTION]

If problems are identified through the audit, such problems will be documented, evaluated, and, if necessary, remediated within a reasonable period of time.

### 5. Reporting Concerns or Possible Violations

If a person accessing the District's website(s), apps, or services (e.g., a student, prospective student, employee, guest, or visitor) ("user") believes that the District has violated the technical standards identified above in its online content, the user may contact a/the Web Accessibility Coordinator with any accessibility concerns. The user may also file a formal complaint utilizing the procedures set out in Board Policy 2260.01 relating to Section 504 and Title II. If any student, prospective student, employee, guest, or visitor believes that the District has violated the technical standards in its online content, s/he may contact the Web

Accessibility Coordinator with any accessibility concerns. S/he may also file a formal complaint utilizing the procedures set out in Board Policy 2260 and Policy 2260.01 relating to Section 504 and Title II.

#### D. Instructional Use of Apps and Web Services

The Board authorizes the use of apps and web services to supplement and enhance learning opportunities for students either in the classroom or for extended learning outside the classroom.

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

☐ [OPTION #1]

The Board requires the ☐ Superintendent ☐ \_\_\_\_\_ pre-approve each app and/or web service that a teacher intends to use to supplement and enhance student learning. To be approved, the app and/or web service must have a FERPA compliant privacy policy, as well as comply with all requirements of the Children's Online Privacy Protection Act (COPPA), Student Online Personal Protection Act (SOPPA), and the Children's Internet Protection Act (CIPA) ☐ and Section 504 and the ADA.

**[END OF OPTION #1]**

☒ [OPTION #2]

A teacher who elects to supplement and enhance student learning through the use of apps and/or web services is responsible for verifying/certifying to the ☒ Superintendent ☒ or designee \_\_\_\_\_ that the app and/or web service has a FERPA-compliant privacy policy, and it complies with all requirements of the Children's Online Privacy Protection Act (COPPA), Student Online Personal Protection Act (SOPPA) and the Children's Internet Protection Act (CIPA) ☒ and Section 504 and the ADA.

**[END OF OPTION #2]**

The Board further requires ☒ the use of a Board-issued e-mail address in the login process ☐ prior written parental permission for a student ~~seventeen (17) years of age or younger to use the~~ to use a student's personal e-mail address in the login process.

#### E. Training

The District will provide ☐ annual ☒ periodic training for its employees who are responsible for creating web content or distributing information online or distributing information with online content so that these employees are aware of this policy and understand their roles and responsibilities with respect to web design and creation and/or uploading of design, documents and multimedia content.

#### F. One-Way Communication Using District Website(s), Content, Apps, and Services

The Board approves the use of its website(s)/web pages. The District is authorized to use web pages/sites, apps, and services to promote school activities and inform stakeholders and the general public about District news and operations.

Such communications constitute public records that will be archived.

When the Board or Superintendent designates communications distributed via District web pages/websites, apps, and web services to be one-way communication, public comments are not solicited or desired, and the website(s), apps, or services are website, app or web service is to be considered a nonpublic forum.

If the District uses an app and/or web service that does not allow the District to block or deactivate public comments (e.g., Facebook, which does not allow comments to be turned off, or Twitter, which does not permit users to disable private messages or mentions/replies), the District's use of that app and/or service will be subject to Policy 7544 – Use of Social Media unless the District is able to automatically withhold all public comments.

If unsolicited public comments can be automatically withheld, the District will retain the comments in accordance with its adopted record retention schedule (see AG 8310A – Public Records, and AG 8310E – Record Retention and Disposal), but it will not review or consider those comments.

**[DRAFTING NOTE: Districts are advised to adopt a new category of records that covers such "hidden**

**public comments" on social media. Unless dictated by State law, retention periods established by the district for such unsolicited communications should be limited.**

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Book	Policy Manual
Section	For the Board 37-2 Technology
Title	Vol. 37, No. 2 - Technology - February 2023 Revised CONTINUITY OF ORGANIZATIONAL OPERATIONS PLAN
Code	po8300
Status	

### **Revised Policy - Vol. 37, No. 2**

#### **8300 - CONTINUITY OF ORGANIZATIONAL OPERATIONS PLAN**

The Continuity of Organizational Operations Plan (COOP) provides the District with the capability of conducting its essential operations under all threats and conditions with or without warning. Having a plan to recover from any type of disaster regardless of the severity and consequences of the emergency is critical to recovery of operations and ~~minimizing an~~ ~~minimize~~ the impact on the District's teaching and learning, personnel, facilities, technology, transportation, food service, and other functional resources.

#### **Scope of the Continuity Plan**

The primary objective of the COOP is to restore the District's critical operational functions and the learning environment as quickly as possible after a crisis or threat event ~~occurs~~ ~~has occurred~~. A COOP contains critical and sensitive information that is confidential and exempt from public disclosure.

Planning for the continuity of operations of a school system in the aftermath of a disaster is a complex task. The current ~~changing~~ threat environment and recent emergencies, including acts of nature, accidents, technological emergencies, ~~cyberattacks~~, and terrorist attacks and threats, have increased the need for viable continuity capabilities and plans that enable the District to resume and continue the essential functions in an all-hazards environment across a full spectrum of emergencies. Such conditions have increased the importance of having continuity plans in place that provide stability of essential functions across the various levels of public government and private enterprises.

The planning and development of continuity of an organizational operations plan, as well as the ongoing review ~~testing~~ and revision of such a plan, is important for the overall District (x) and also for each school (x) and department in the District. **[END OF OPTIONS]**

The District-wide plan describes how the District will respond as a total organization to a given emergency and describes the centralized resources and how they will be organized to implement command and control necessary to function during the life cycle of the event. Individual school and departmental plans contain the details related to the continuity plan for those specific sites and functional areas to prepare for an event, communicate throughout the duration of an event, assess the impact of an event on essential functions in the unit, respond to the event, and detail what will be done to recover from the event.

Preparation for, response to, and recovery from a disaster affecting administrative, educational, and support functions of the District's operations requires the cooperative efforts of external organizations, in partnership with the functional areas supporting the business of the District. This includes local government agencies, law enforcement, emergency management, medical services, and vendors necessary to District operations. The COOP outlines and coordinates all efforts by the District in cooperation with other local and State agencies and businesses to restore the essential functions of the District ~~to the larger local community~~ post-disaster.

The Superintendent shall ~~develop and~~ recommend the COOP for Board of Education review and approval; however, the COOP shall be considered a confidential document not subject to release under State public records laws and accordingly, no copies shall be provided for public review during the adoption process.

The Superintendent shall conduct (x-) an annual (x) a periodic **[END OF OPTION]** review of the COOP.

Book	Policy Manual
Section	For the Board 37-2 Technology
Title	Vol. 37, No. 2 - Technology - February 2023 Revised INFORMATION SECURITY
Code	po8305
Status	

### **Revised Policy - Vol. 37, No. 2**

#### **8305 - INFORMATION SECURITY**

The District collects, classifies, and retains data/information from and about students, staff, vendors/contractors, and other individuals, about programs and initiatives undertaken by the school system, and about and related to the business of the District. This data/information may be in hard copy or digital format, and may be stored in the District or offsite with a third party provider.

Data/information collected by the District shall be classified as Confidential, Controlled, or Published. Data/information will be considered Controlled until identified otherwise.

Protecting District Information & Technology Resources (as defined in Bylaw 0100) is of paramount importance. Information security requires everyone's active participation to keep the District's data/information secure. This includes Board of Education members, staff members/employees, students, parents, contractors/vendors, and visitors who use District Information & Technology Resources (as defined in Bylaw 0100) and Information Resources.

Individuals who are granted access to data/information collected and retained by the District must follow established procedures so that the data/information is protected and preserved. Board members, administrators, and all District staff members (x), as well as contractors, vendors, and their employees, [END OF OPTION] granted access to data/information retained by the District are required to certify annually that they shall comply with the established information security protocols pertaining to District data/information. Further, all individuals granted access to Confidential Data/Information retained by the District must certify annually that they will comply with the information security protocols pertaining to Confidential Data/Information. Completing the appropriate section of the Staff Technology Acceptable Use and Safety form (Form 7540.04 F1) shall provide this certification.

All Board members, staff members/employees, students, contractors/vendors, and visitors who have access to Board-owned or managed data/information must maintain the security of that data/information and the District Information & Technology Resources on which it is stored.

If an individual has any questions concerning whether this Policy and/or its related administrative guidelines apply to them, him/her or how they apply to them, him/her, the individual should contact the District's Technology Director or Information Technology Department/Office.

The Superintendent shall develop administrative guidelines that set forth the internal controls necessary to provide for the collection, classification, retention, access, and security of District Data/Information.

Further, the Superintendent is charged with developing procedures that can authorized to develop procedures that would be implemented in the event of an unauthorized release or breach of data/information. These procedures shall comply with the District's legal requirements if such a breach of personally-identifiable personally-identifiable information occurs.

The Superintendent shall require staff members to participate in training related to the internal controls applicable to the data/information that they collect and have access to and for which they are the participation of staff members in appropriate training related to the internal controls pertaining to the data/information that they collect, to which they have access, and for which they would be responsible for the security protocols.

Third Party Third-party contractors/vendors who require access to Confidential Data/Information collected and retained by the District will be informed of relevant Board policies that govern access to and use of District Information & Technology Resources, including the duty to safeguard the confidentiality of such data/information.



Failure to adhere to this Policy and its related administrative guidelines may put data/information collected and retained~~retain~~ by the District at risk. Employees who violate this policy and/or ~~its related administrative guidelines may be disciplined~~~~the administrative guidelines promulgated consistent with this policy may have disciplinary consequences imposed~~, up to and including termination of employment, and/or referral to law enforcement. Students who violate this Policy and/or ~~its related administrative guidelines will be disciplined~~~~AGs will be subject to disciplinary action~~, up to and including expulsion, and/or referral to law enforcement. ~~(x)~~ Contractors/vendors who violate this Policy and/or ~~its related administrative guidelines~~~~AGs~~ may face termination of their business relationships with and/or legal action by the District. **[END OF OPTION]** Parents and visitors who violate this Policy and/or ~~its related administrative guidelines~~~~AGs~~ may be denied access to the District's ~~Information &~~ Technology Resources.

The Superintendent shall conduct ~~(x)~~ an annual ~~(x)~~ a periodic **[END OF OPTION]** assessment of risk related to the access to and security of the data/information collected and retained by the District.

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Book	Policy Manual
Section	For the Board 37-2 Technology
Title	Copy of INFORMATION MANAGEMENT
Code	po8315
Status	
Adopted	June 13, 2017

### 8315 - INFORMATION MANAGEMENT

The Board of Education recognizes its responsibility, in certain circumstances, to maintain information created, maintained or otherwise stored by the District outside the "Records Retention Schedule". In such situations, a "Litigation Hold" procedure will be used to identify and preserve information relevant to a specific matter. "Information" includes both paper documents and electronically stored information ("ESI"). When implementing the "Litigation Hold," the District will identify individuals in possession or custody of paper documents, ESI and electronic media containing ESI, and inform them of their obligation to preserve the documents and ESI outside the "Records Retention Schedule". The District will also identify third parties with custody or control over paper documents, ESI, or electronic media storing ESI, and request them to preserve that information. All information falling within a "Litigation Hold," which is under the control of the District, must be preserved in a readily accessible form and cannot be disposed of under the "Records Retention and Disposal" requirements. Failure to comply with a Litigation Hold notice may result in discipline disciplinary action, up to and including possible termination.

Instances where the Board must maintain information outside the "Records Retention Schedule" include:

- A. when the Board has specific information and/or written notice from a parent/guardian, student, or another person representing the parent/guardian or student of an individual, parent or student of an intent to file an appeal of student discipline to State court;
- B. when the Board has specific information and/or written notice that litigation is imminent even though the litigation has not yet been filed in Federal or State court;
- C. when the Board is served with litigation, including, but not limited to, notice of a lawsuit in Federal or State court, or notice of a student disciplinary appeal to State court;
- D. when the Board receives specific information and/or written notification from an employee, labor union, or other person of an intent to file a claim against the Board, its members, employees or agents at an administrative agency such as the Equal Employment Opportunity Commission, Michigan Employment Relations Commission, U.S. Department of Education Office for Civil Rights, Michigan Department of Education Office for Special Education, State Personnel Board of Review, or a Civil Service Commission regarding a claim against the Board, its members, employees or agents;
- E. when the Board receives specific information and/or written notification from an administrative agency such as the Equal Employment Opportunity Commission, Michigan Employment Relations Commission, U.S. Department of Education Office for Civil Rights, Michigan Department of Education Office for Special Education, State Personnel Board of Review, or a Civil Service Commission regarding a claim filed against the Board, its members, employees or agents;
- F. when the Board receives written notification from a third party requesting that the Board maintain information that could be at issue in litigation or potential litigation against that third party;
- G. when the Superintendent recommends the termination of an employee to the Board pursuant to a labor contract;
- H. when the Board explores, contemplates or initiates litigation.

### Definitions



"Documents" includes, but is not limited to, writings, drawings, graphs, charts, photographs, blueprints, sound/audio recordings, images, video recordings, and other data or data compilations stored in any medium from which information can be obtained or translated if necessary.

"ESI" means any type of information that is created, used, and stored in digital form and accessible by digital means. It includes all data, digital documents or files, or other information contained on any media type (e.g., tape, hard disk drive, cloud storage, or some yet-to-be-created storage technology). Specifically, it includes, but is not limited to, writings, drawings, graphs, charts, photographs, blueprints, sound/audio recordings, images, video recordings, and other data or data compilations stored in any electronic media from which information can be obtained or translated if necessary. Examples include: e-mails and their attachments, text and instant messages, communications conducted in ephemeral messaging applications or in workplace collaboration tools, word processing documents, spreadsheets, digital photographs/pictures, videos, application programs and data files, data/information stored in databases, data files, metadata, system files, electronic calendar appointments, scheduling program files, digital scans (including TIFF files), PDF files, MPG files, JPG files, GIF files, network share files, internal websites, external websites, newsgroups, directories, security and access information, legacy data, audio recordings, voicemails, phone/call logs, faxes, internet/browser histories, caches, cookies, or logs of activity on computer systems (whether internal to the District or external) that may have been used to process or store electronic data. ESI also includes data/information from cloud applications (e.g., educational or operational services/apps), electronic records of online activity (e.g., social media postings), and data generated or stored by devices connected to the Internet of Things (IoT).

"ESI" includes, but is not limited to, writings, drawings, graphs, charts, photographs, blueprints, sound recordings, images and other data or data compilations stored in any electronic media from which information can be obtained or translated if necessary. It includes, but is not limited to, e-mails, e-mail attachments, instant messages, word processing files, spreadsheets, pictures, application program and data files, databases, data files, metadata, system files, electronic calendar appointments, scheduling program files, TIFF files, PDF files, MPG files, JPG files, GIF files, network share files, internal websites, external websites, newsgroups, directories, security and access information, legacy data, audio recordings, voice mails, phone logs, faxes, internet histories, caches, cookies or logs of activity on computer systems that may have been used to process or store electronic data.

"Electronic media" includes, but is not limited to, computer hard drives (including portable hard disk drives "HDD's"), floppy drives, disaster recovery media, and storage media (including DVD's, CD's, floppy discs, Zip discs/drives, Jazz discs/drives, USB memory drives, jump disc/drives, flash discs/drives, keychain discs/drives, thumb discs/drives, smart cards, microfilm/micro-film, backup tapes, cassette tapes, cartridges, etc.), accessed, used, and/or stored on/in/through the following locations: networks and servers, whether internal or external (including the cloud); laptop and desktop work computers; home and personal computers; other computer systems; databases; backup computers or servers, whether internal or external (including cloud storage); archives; mobile devices (e.g., mobile/cellular phones and tablet computers, personal digital assistants ("PDAs" - including Palm, Blackberry), etc.); pagers; firewalls; audit trails and logs, printers, copiers; scanners; digital cameras; photographic devices; and video cameras and devices. Electronic media also includes social media websites (e.g., Facebook, Twitter, LinkedIn) and any item containing or maintaining ESI that is obtained by the District for Board member or employee usage or that an employee uses for such purpose (even if privately owned by the Board member or employee) from the date this policy was first adopted into the future; laptop and desktop work computers; home and personal computers; other computer systems; backup computers or servers; archives; personal digital assistants ("PDAs" - including Palm, Blackberry, cellular phone, tablet PC, etc.); pagers; firewalls; audit trails and logs; printers; copiers; scanners; digital cameras; photographic devices; and video cameras and devices. Electronic media shall also include any item containing or maintaining ESI that is obtained by the District for Board member or employee usage or that an employee uses for such purpose (even if privately owned by the Board member or employee) from the date this policy is adopted into the future.

### Initiation and Removal of a "Litigation Hold"

The Board or the Superintendent may initiate a "Litigation Hold" under this policy. If the Superintendent initiates a "Litigation Hold," the superintendent s/he or the Board's legal counsel will notify the Board of the reason the Litigation Hold was instituted and its scope. When implementing a Litigation Hold, the Board or Superintendent may utilize an Electronically Stored Information Team ("ESI Team"). The Board's legal counsel shall be involved in implementation of the "Litigation Hold Procedure" outlined in AG 8315,

A "Litigation Hold" shall remain in place until removed/withdrawn by the Board. A "Litigation Hold" may be removed when the litigation or administrative agency matter has been resolved or can no longer be initiated. Any information maintained under this policy shall fall back under the "Records Retention Schedule" once the "Litigation Hold" is removed/withdrawn.

The Superintendent shall develop administrative guidelines outlining the procedures to be followed by Board members and employees when initiating and implementing a "Litigation Hold." This policy and its related administrative guidelines shall be posted and distributed in the manner described in AG 8315.



Book	Policy Manual
Section	For the Board 37-2 Technology
Title	Copy of ADVERTISING AND COMMERCIAL ACTIVITIES
Code	po9700.01
Status	
Adopted	March 22, 2016

#### 9700.01 - ADVERTISING AND COMMERCIAL ACTIVITIES

The purpose of this policy is to provide guidelines for the appropriate and inappropriate use of advertising or promoting of commercial products or services to students and parents in the schools.

"Advertising" comes in many different categories and forums and is defined as an oral, written or graphic statement made by the producer, manufacturer, or seller of products, equipment, or services which calls for the public's attention to arouse a desire to buy, use or patronize the product, equipment, or services. This includes the visible promotion of product logos for other than identification purposes. Brand names, trademarks, logos or tags for product or service identification purposes are not considered advertising.

The Board of Education may permit advertising in School District facilities or on School District property in the following categories or forums in accordance with the guidelines set forth herein:

##### A. Product Sales:

1. product sales benefiting a district, school or student activity (e.g., the sale of beverages or food within schools);
2. exclusive agreements between the District and businesses that provide the businesses with the exclusive right to sell or promote their products or services in the schools (e.g. pouring rights contracts with soda companies);
3. fundraising activities (e.g., short term sales of gift wrap, cookies, candy, etc.) to benefit a specific student population, club or activity where the school receives a share of the profits.

##### B. Direct Advertising/Appropriation of Space:

1. signage and billboards in schools and school facilities;
2. corporate logos or brand names on school equipment (e.g., marquees, message boards or score boards);
3. ads, corporate logos, or brand names on book covers, student assignment books, or posters;
4. ads in school publications (newspapers, ~~and~~ yearbooks, and event programs);
5. media-based electronic advertising (e.g., Fowlervilleathletics.com or Internet or web-based sponsorship);
6. free samples (e.g., of food or personal hygiene products).

##### C. Indirect Advertising:

1. corporate-sponsored instructional or educational materials, teacher training, contests, incentives, grants, or gifts;
2. the Board approves the use of instructional materials developed by commercial organizations, such as films and videos, only if the education value of the materials outweighs their commercial nature.

The films or materials shall be carefully evaluated by the school principal for classroom use to determine whether the films or materials contain undesirable propaganda and are in compliance with the guidelines as set forth above.

It is further the policy of the Board that its name, students, staff members and District facilities shall not be used for any commercial advertising or otherwise promoting the interests of any commercial, political, nonprofit or other non-school agency or organization, public or private, without the approval of the Board or its designee.

Any commercial advertising shall be structured in accordance with the General Advertising Guidelines set forth below.

### General Advertising Guidelines

The following guidelines shall be followed with respect to any form of advertising on school grounds or school property (X) including the District's website [END OF OPTION]::

- A. When working together, schools and businesses must protect educational values. All commercial or corporate involvement should be consistent with the District's educational standards and goals.
- B. Any advertising that may become a permanent or semi-permanent part of a school requires prior approval of the Board.
- C. The Board reserves the right to consider requests for advertising in the schools on a case-by-case basis.
- D. No advertisement shall promote or contain references to alcohol, tobacco, drugs, drug paraphernalia, weapons, or lewd, vulgar, obscene, pornographic, or illegal materials or activities, gambling, violence, hatred, sexual conduct or sexually explicit material, X or R rated movies, or gambling aids.
- E. No advertisement shall promote any specific religion or religious, ethnic, or racial group, political candidate, or ballot issue and shall be non-proselytizing.
- F. No advertisement may contain libelous material.
- G. No advertisement may be approved which would tend to create a substantial disruption in the school environment or inhibit the functioning of any school.
- H. No advertisement shall be false, misleading, or deceptive.
- I. To the extent feasible, each advertisement must be reviewed in advance for age appropriateness.
- J. Advertisements may be rejected by the School District if determined to be inconsistent with the educational objectives of the School District, inappropriate, or inconsistent with the guidelines set forth in this policy.
- K. All corporate support or activity must be consistent with the Board's policies prohibiting discrimination on the basis of race, color, national origin, religion, sex, disability, or age, and must be age-appropriate.
- L. Students shall not be required to advertise a product, service, company, or industry.
- M. Advertising will not be permitted on the outside or the inside of school buses.
- N. The Superintendent or designee is responsible for screening all advertising (X) unless it is not feasible to do so, and the advertising is linked to a contract approved by the Board that expressly requires the vendor who is selecting and running the advertisement(s) to comply with these General Advertising Guidelines [END OF OPTION]..
- O. The Superintendent or designee may require that samples of advertising be made available for inspection.
- P. The inclusion of advertisements in School District publications, in School District facilities, or on School District school district property does not constitute or imply approval and/or endorsement of any product, service, organization, or activity.
- Q. Final discretion regarding whether to advertise and the content and value of the materials will be with the Board.

### Accounting

Advertising revenues must be properly reported and accounted for.

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**Appendix B**

Book	Policy Manual
Section	For the Board 38-2
Title	Copy of PROHIBITION OF REFERRAL OR ASSISTANCE
Code	po2410
Status	
Adopted	January 7, 2020

**2410 - PROHIBITION OF REFERRAL OR ASSISTANCE**

In accordance with Michigan statute, ~~any~~ Any school official, member of the Board of Education, 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. ~~Any school official, member of the Board, or employee of the Board who violates this policy is subject to disciplinary action.~~

Any alleged violation of this policy shall be reported to the Superintendent, who shall follow the procedures set out in Policy 1439, Policy 3139, Policy 4139 or the current negotiated bargaining agreement, whichever is applicable, to investigate the allegation. If the allegation relates to a school official, member of the Board, or employee of the Board to whom Policy 1439, Policy 3139, Policy 4139 or a current negotiated bargaining agreement does not apply, the Superintendent shall conduct an investigation, as appropriate to the situation, including providing the person with reasonable notice and the opportunity to respond. All disciplinary measures available under Board Policy 1439, Policy 3139 or Policy 4139 may be utilized, as appropriate, if the Superintendent determines that a violation of this policy occurred.

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Legal	M.C.L. 388.1766
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Book	Policy Manual
Section	For the Board 38-2
Title	Copy of REPRODUCTIVE HEALTH AND FAMILY PLANNING
Code	po2414
Status	
Adopted	August 8, 2017
Last Revised	November 14, 2023

#### 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.

~~For a class in which the subjects of family planning or reproductive health are discussed, the District shall notify the parents of the fact that the student will be enrolled in the course and notify the parents about the content of the instruction. Parents shall be given prior opportunity to review the materials to be used (other than tests) and shall be advised in advance of the parents' right to have their child excused from the instruction. 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

Revised 1/7/20

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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	For the Board 38-2
Title	Copy of SEX EDUCATION
Code	po2418
Status	
Adopted	January 7, 2020

## 2418 - SEX EDUCATION

In accordance with the Michigan statute, the Board of Education authorizes instruction in sex education. Such instruction may include family planning, human sexuality, and the emotional, physical, psychological, hygienic, economic, and social aspects of family life. Instruction may also include the subjects of reproductive health and the recognition, prevention, and treatment of sexually transmitted diseases.

The instruction described in this policy shall stress that abstinence from sex is a responsible and effective method of preventing unplanned or out-of-wedlock pregnancy and sexually transmitted disease and is a positive lifestyle for unmarried young people.

Such instruction shall be elective and not a requirement for graduation.

A student shall not be enrolled in a class in which the subjects of family planning or reproductive health are discussed unless the student's parent or guardian is notified in advance of the course and the content of the course, is given a prior opportunity to review the materials to be used in the course and is notified in advance of his or her ~~the parents/guardians~~ right to have the student excused from the class. The Michigan Board of Education shall determine the form and content of the notice required in this policy.

Upon the written request of a student or the student's parent or legal guardian, the student shall be excused, without penalty or loss of academic credit, from attending a class described in this policy. If a parent or guardian submits a continuing written notice, the student will not be enrolled in a class described in this policy unless the parent or guardian submits a written authorization for that enrollment.

The District shall provide the instruction by teachers qualified to teach health education. ~~not in~~ Material and instruction in a sex education curriculum shall be age-appropriate, medically accurate, and shall comply with the statutory requirements of M.C.L. 380.1507b.

The Board shall establish a sex education advisory board and shall determine terms of service for the sex education advisory board, the number of members to serve on the advisory board, and a membership selection process that reasonably reflects the District's population. The Board shall appoint two (2) co-chairs for the advisory board, at least one (1) of whom is a parent of a child attending a District school. At least one-half (1/2) of the members of the sex education advisory board shall be parents who have a child attending a District school, and a majority of these parent members shall be individuals who are not employed by a District. The sex education advisory board shall include students of the District, educators, local clergy, and community health professionals. Written or electronic notice of a sex education advisory board meeting shall be sent to each member at least two (2) weeks before the date of the meeting.

The sex education advisory board shall:

- A. Establish program goals and objectives for student knowledge and skills that are likely to reduce the rates of sex, pregnancy, and sexually transmitted diseases. Additional program goals and objectives may be established by the sex education advisory board that are not contrary to Michigan law.
- B. Review the materials and methods of instruction used and make recommendations to the Board for implementation. The advisory board shall take into consideration the District's needs, demographics, and trends, including, but not limited to, teenage pregnancy rates, sexually transmitted disease rates, and incidents of student sexual violence and harassment.

- C. At least once every two (2) years, evaluate, measure, and report the attainment of program goals and objectives established by the advisory board. The Board shall make the resulting report available to parents in the District.

Before adopting any revisions in the materials or methods used in instruction under this policy, including, but not limited to, revisions to provide for the teaching of abstinence from sex as a method of preventing unplanned or out-of-wedlock pregnancy and sexually transmitted disease, 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. 380.1169.

Each person who provides instruction to K to 12 students in accordance with this policy shall receive training based on District approved standards and in accordance with training requirements of the Michigan Department of Education (MDE) and the Michigan Department of Health and Human Services (MDHHS).

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 legal guardian of the student involved is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion.

For purposes of this policy, "family planning" means the use of a range of methods of fertility regulation to help individuals or couples avoid unplanned pregnancies; bring about wanted births; regulate the intervals between pregnancies, and plan the time at which births occur in relation to the age of parents. It may include the study of fetology. It may include marital and genetic information. Clinical abortion shall not be considered a method of family planning, nor shall abortion be taught as a method of reproductive health.

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M.C.L 380.1507. 380.1169. 388.1766

Book	Policy Manual
Section	Vol. 38, No. 2 - February 2024
Title	Vol. 38, No. 2 - February 2024 Technical Correction PROFESSIONAL STAFF EVALUATION
Code	po3220
Status	
Adopted	January 19, 2016
Last Revised	February 6, 2024

### **Technical Correction Policy - Vol. 38, No. 2**

#### **3220 - PROFESSIONAL STAFF EVALUATION**

The Board of Education, through the powers derived from the School Code and other relevant statutes, is responsible for the employment and discharge of all personnel. To carry out this responsibility, with involvement of professional staff, the Board delegates to the Superintendent the function of establishing and implementing a rigorous, transparent, and fair performance evaluation system that does at least all of the following:

- A. evaluates the employee's job performance in a year-end evaluation, while providing timely and constructive feedback

Teachers rated highly effective or, as of July 1, 2024, effective on the three (3) most recent consecutive year-end evaluations may be evaluated every other year or, as of July 1, 2024, every third year, at the District's discretion.

- B. establishes clear approaches to measuring student growth and provides professional staff with relevant data on student growth
- C. evaluates an employee's job performance, using rating categories of highly effective, effective, minimally effective, and ineffective prior to July 1, 2024 and using rating categories of effective, developing, and needing support as of July 1, 2024, which take into account student growth and assessment data or student learning objectives

Before the 2024-2025 school year, forty percent (40%) of the annual year-end evaluation shall be based on student growth and assessment data. Beginning in the 2024-2025 school year, twenty percent (20%) of the year-end evaluation must be based on student growth and assessment data or student learning objectives metrics. **[DRAFTING NOTE: The statute now requires that the metrics be agreed upon through collective bargaining, but this is not required to be in policy.]**

Evaluations must also comply with the following:

1. The portion of a teacher's year-end evaluation that is not based on student growth and assessment data or student learning objective metrics shall be based primarily on a teacher's performance as measured by the District.
2. Prior to July 1, 2024, for core content areas in grades and subjects in which state assessments are administered, fifty percent (50%) of student growth must be measured using the state assessments, and the portion of student growth not measured using state assessments must be measured using multiple research-based growth measures or alternative assessments that are rigorous and comparable across schools within the District. Student growth also may be measured by student learning objectives or nationally normed or locally adopted assessments that are aligned to state standards, or based on achievement of individualized education program goals.
3. Prior to July 1, 2024, the portion of a teacher's evaluation that is not measured using student growth and assessment data or using the evaluation tool developed or adopted by the District shall incorporate criteria enumerated in section M.C.L. 380.1248(1)(b)(i) to (iii) that are not otherwise evaluated under the tool. (See

Policy 3131) After July 1, 2024, the portion of a teacher's evaluation that is not measured using student growth and assessment data or student learning objectives metrics, or using the evaluation tool developed or adopted by the District, must be based on objective criteria.

4. Prior to July 1, 2024, if there are student growth and assessment data available for a teacher for at least three (3) school years, the annual year-end evaluation shall be based on the student growth and assessment data for the most recent three (3) consecutive-school-year period. If there are ~~not~~ student growth and assessment data available for a teacher for at least three (3) school years, the annual year-end evaluation shall be based on all student growth and assessment data that are available for the teacher.
5. As of July 1, 2024, the following apply: Evaluations and feedback concerning the evaluation must be provided in writing to the teacher; if a written evaluation is not provided, the teacher is deemed effective; if required by circumstances described in M.C.L. 380.1249, a teacher must be designated as unevaluated; and if a teacher receives an unevaluated designation, the teacher's rating from the immediately prior school year must be used.

D. uses the evaluations, at a minimum, to inform decisions regarding all of the following:

1. the effectiveness of employees, so that they are given ample opportunities for improvement
2. prior to July 1, 2024, promotion, retention, and development of employees, including providing relevant coaching, instruction support, or professional development, and after July 1, 2024, development of employees, including providing relevant coaching, instruction support, or professional development
3. prior to July 1, 2024, whether to grant tenure or full certification, or both, to employees, using rigorous standards and streamlined, transparent, and fair procedures
4. prior to July 1, 2024, removing ineffective tenured and untenured employees after they have had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures

E. provides a mid-year progress report for every teacher who is in the first year of probation or has received a rating of minimally effective or ineffective or, after July 1, 2024, needing support or developing on the most recent year-end evaluation

This mid-year report shall supplement and not replace the year-end evaluation. The mid-year report shall:

1. prior to July 1, 2024, be based, at least in part, on student achievement;
2. be aligned with the teacher's individualized development plan;
3. include specific performance goals and any recommended training for the remainder of the school year, as well as written improvement plan developed in consultation with the teacher that incorporates the goals and training.

F. includes classroom observations in accordance with the following:

1. must include review of the lesson plan, State curriculum standards being taught, and student engagement in the lesson and, as of July 1, 2024, the items described in this paragraph must be discussed during a post-observation meeting between the observer and the teacher
2. must include multiple observations unless the teacher has received an effective or higher rating on the last two (2) year-end evaluations
3. observations need not be for an entire class period but, as of July 1, 2024 must not be less than fifteen (15) minutes
4. one (1) observation may be unscheduled
5. the school administrator responsible for the teacher's performance evaluation shall conduct at least one (1) of the observations

Other observations may be conducted by other observers who are trained in the use of the evaluation tool as described below. These other observers may be teacher leaders.

6. the District shall ensure that, within thirty (30) calendar days after each observation, the teacher is provided with written feedback from the observation

G. for the purposes of conducting annual year-end evaluations under the performance evaluation system, **[must select one (1) option below]**

☒ the District will adopt and implement one (1) or more of the evaluation tools for teachers that are included on the list established and maintained by the Michigan Department of Education ("MDE")

☐ the District will use its local evaluation tool(s) for teachers or modifications of an evaluation tool on the list, which must comply with H., below

The evaluation tool(s) shall be used consistently among the schools operated by the District so that all similarly situated teachers are evaluated using the same evaluation tool.

H. the District will post on its public website all of the following information about the measures it uses for its performance evaluation system for teachers:

1. The research base for the evaluation framework, instrument, and process or, if the District adapts or modifies an evaluation tool from the MDE list, the research base for the listed evaluation tool and an assurance that the adaptations or modifications do not compromise the validity of that research base.
2. The identity and qualifications of the author or authors or, if the District adapts or modifies an evaluation tool from the MDE list, the identity and qualifications of a person with expertise in teacher evaluations who has reviewed the adapted or modified evaluation tool.
3. Either evidence of reliability, validity, and efficacy or a plan for developing that evidence or, if the District adapts or modifies an evaluation tool from the MDE list, an assurance that the adaptations or modifications do not compromise the reliability, validity, or efficacy of the evaluation tool or the evaluation process.
4. The evaluation frameworks and rubrics with detailed descriptors for each performance level on key summative indicators.
5. A description of the processes for conducting classroom observations, collecting evidence, conducting evaluation conferences, developing performance ratings, and developing performance improvement plans.
6. A description of the plan for providing evaluators and observers with training.

I. the District shall also:

1. provide training to teachers on the evaluation tool(s) used by the District in its performance evaluation system and how each evaluation tool is used

This training may be provided by a district or by a consortium consisting of the District, the intermediate school district, or a public school academy.

2. ensure that training is provided to all evaluators and observers

The training shall be provided by an individual who has expertise in the evaluation tool or tools used by the District, which may include either a consultant on that evaluation tool or framework or an individual who has been trained to train others in the use of the evaluation tool or tools. The District may provide the training in the use of the evaluation tool or tools if the trainer has expertise in the evaluation tool or tools.

3. by not later than September 1, 2024, and every three (3) years thereafter, each individual who conducts an evaluation shall complete rater reliability training provided by the District that complies with M.C.L. 380.1249

The staff evaluation program shall aim at the early identification of specific areas in which the individual professional staff member needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to a professional staff member shall not release that professional staff member from the responsibility to improve. If a professional staff member, after receiving a reasonable degree of assistance, fails to perform assigned responsibilities in a satisfactory manner, dismissal or non-renewal procedures may be invoked. A teacher rated as

ineffective or, as of July 1, 2024, needing support on three (3) consecutive year-end evaluations must be dismissed from employment as a teacher with the District. In such an instance, all relevant evaluation documents may be used in the proceedings.

Prior to July 1, 2024, if a non-probationary teacher is rated as ineffective on an annual year-end evaluation, the teacher may request a review of the evaluation and the rating by the Superintendent. The request for a review must be submitted in writing within twenty (20) days after the teacher is informed of the rating. Upon receipt of the request, the Superintendent shall review the evaluation and rating and may make any modifications as appropriate based on review. However, the performance evaluation system shall not allow for a review as described in this subdivision more than twice in a three (3) school-year period.

After July 1, 2024, if a teacher is rated as needing support, the teacher must be provided with the options related to review of the evaluation, including a written response, the ability to request mediation, and when appropriate, utilization of the grievance process or binding arbitration as set out in M.C.L. 380.1248.

The District shall not assign a student to be taught in the same subject area for two (2) consecutive years by a teacher who has been rated as ineffective or, after July 1, 2024, as needing support on the teacher's two (2) most recent annual year-end evaluations. If the District is unable to comply with this and plans to assign a student to be taught in the same subject area for two (2) consecutive years by a teacher who has been rated as ineffective or, after July 1, 2024, as needing support on the teacher's two (2) most recent annual year-end evaluations, the Board will notify the student's parent or legal guardian in writing not later than July 15 immediately preceding the beginning of the school year for which the student is assigned to the teacher, that the District is unable to comply and that the student has been assigned to be taught in the same subject area for a second consecutive year by a teacher who has been rated as ineffective or, as of July 1, 2024, as needing support on the teacher's two (2) most recent annual year-end evaluations. The notification shall include an explanation of why the Board is unable to comply. After July 1, 2024, if a teacher requests a review of the teacher's evaluation under the amendments to the statute, the Board must not issue the notification until the review process is complete.

Evaluations shall be conducted of each professional staff member as stipulated in the Teacher Tenure Act, the revised School Code, a negotiated agreement or contract, the Superintendent's administrative guidelines, and as directed by the Michigan Department of Education. A professional staff member shall be given a copy of any documents relating to the staff member's performance which are to be placed in the personnel file.

This policy shall not deprive a professional staff member of any rights provided by State law or contractual rights consistent with State law.

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M.C.L. 380.1249 (as amended)

Book	Policy Manual
Section	For the Board 38-2
Title	Copy of PURCHASING
Code	po6320
Status	
Adopted	May 2, 2017
Last Revised	February 21, 2023

### 6320 - **PURCHASING**

Procurement of all supplies, materials, equipment, and services paid for from District funds shall be made in accordance with all applicable Federal and State statutes, Board policies, and administrative procedures. Standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts are established in Policy 1130, Policy 3110, and Policy 4110 – Conflict of Interest.

All procurement transactions shall be conducted in a manner that encourages full and open competition and in accordance with good administrative practice and sound business judgement.

Each ~~year~~ year the State of Michigan informs the School of the legal amount for purchases which require a formal bidding process of a single item. This shall include purchased services.

It is the policy of the Board that the Superintendent shall seek informal price quotations on purchases that are under the amount allowed by State statute for a single item, except in cases of emergency or when the materials purchased are of such a nature that price negotiations would not result in a savings to the School.

Purchases in a single transaction that are in excess of the dollar amount permitted by State statute shall require competitive bids and, whenever possible, have at least three (3) such bids for substantiation of purchase and shall require approval of the Board prior to purchase.

#### **Competitive Bids**

Competitive bids are not required for items purchased through the cooperative bulk purchasing program operated by the Michigan Department of Management and Budget pursuant to M.C.L. 18.1263.

Competitive bids by a third party, known as cooperative purchasing, will constitute a competitive bid for the purpose of Policy 6320. The Superintendent shall, whenever possible, require three (3) competitive price quotations.

Bids shall be sealed and shall be opened by the Superintendent/designee in the presence of at least one (1) witness. All orders or contracts should be awarded to the lowest responsible bidder; however, consideration can be given to:

- A. the quality of the item(s) to be supplied and its conformity with specifications;
- B. vendor experience;
- C. vendor financial standing;
- D. past performance of vendor.

#### **Bid Protest**

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

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

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

### **General Provisions**

The Superintendent is authorized to purchase all items within budget allocations.

The Superintendent is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the school in operation. Such purchases shall be brought to the Board's attention at the next regular meeting.

In order to promote efficiency and economy in the operation of the school, the Superintendent may estimate requirements for standard items or classes of items and make quantity purchases on a bid basis to procure the lowest cost consistent with good quality.

Before placing a purchase order, the Superintendent shall check as to whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the school. All purchase orders shall be numbered consecutively.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that:

- A. opportunity be provided to as many responsible suppliers as possible to do business with the school;
- B. where the requisitioner has recommended a supplier, the Superintendent may make alternate suggestions to the requisitioner if, in the Superintendent's, his/her judgment, better service, delivery, economy, or utility can be achieved by changing the proposed order;
- C. upon the placement of a purchase order, the Superintendent/designee shall commit the expenditure against a specific line item to guard against the creation of liabilities in excess of appropriations.

The Superintendent shall determine the amount of purchase which shall be allowed without a properly signed purchase order. Employees may be held personally responsible for anything purchased without a properly signed purchase order or authorization.

The Board may acquire office equipment as defined in law by lease, by installment payments, by entering into lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the terms of such a purchase.

### **Procurement – Federal Grants**

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (34 CFR 80.36) for the administration and management of Federal grants and ~~Federally funded federally-funded programs~~. The District shall maintain a compliance system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of this policy and administrative guidelines (AG 6320A).

### **[Cross References:**

**po6350]**

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M.C.L. 380.1267, 380.1274 et seq.



Book Policy Manual

Section For the Board 38-2

Title Copy of NEW SCHOOL CONSTRUCTION, RENOVATION

Code po6321

Status

Adopted May 2, 2017

### 6321 - NEW SCHOOL CONSTRUCTION, RENOVATION

Before commencing construction of any new school building or the major renovation of an existing school building, the Board of Education shall consult on the plans for construction or major renovation regarding school safety issues with the law enforcement agency that is the first responder for the school building at issue. For purposes of this paragraph, school building means any building intended to be used to provide instruction to students and any recreational or athletic structure or field intended to be used by students.

Before beginning construction of a new school building, or an addition, ~~repair~~ ~~repair~~ or renovation of an existing school building, except emergency repairs, the Board of Education, shall obtain competitive bids on all the material and labor required for the complete construction of a proposed new building or addition to or repair or renovation of an existing school building which exceeds the State statutory limit.

This policy does not apply to buildings, renovations, or repairs costing less than the statutory limit or to repair work normally performed by District employees.

The Board shall advertise for the bids required under subsection:

- A. By placing an advertisement for bids at least once in a newspaper of general circulation in the area where the building or addition is to be constructed or where the repair or renovation of an existing building is to take place and by posting an advertisement for bids for at least two (2) weeks on the Department of Management and Budget ~~website~~ website on a page on the website maintained for this purpose or on a website maintained by a school organization and designated by the Department of Management and Budget for this purpose.
- B. By submitting the request for bids for placement on the Michigan Department of Management and Budget's website for school organizations, including a link to the District's website.
- C. The advertisement for bids shall do all of the following:
  1. specify the date and time by which all bids must be received by the Board at a designated location;
  2. state that the Board will not consider or accept a bid received after the date and time specified for bid submission;
  3. identify the time, date, and place of a public meeting at which the Board or its designee will open and read aloud each bid received by the Board by the date and time specified in ~~the~~ advertisement;
  4. state that the bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Board or the Superintendent of the District. A Board shall not accept a bid that does not include this sworn and notarized disclosure statement.
- D. The Board shall require each bidder for a contract under this ~~policy~~ policy, to file with the Board security in an amount not less than ~~one twentieth (1/20)~~ 1/20 of the amount of the bid conditioned to secure the District from loss or damage by reason of the withdrawal of the bid or by the failure of the bidder to enter a contract for performance, if the bid is accepted by the Board.

- E. The Board shall not open, consider, or accept a bid that the Board receives after the date and time specified for bid submission in the advertisement for bids as described in subsection C of this policy.
- F. At a public meeting identified in the advertisement for bids described in subsection C of this policy, the Board or its designee shall open and read aloud each bid that the Board received at or before the time and date for bid submission specified in the advertisement for bids. The Board may reject any or all bids, and if all bids are rejected, shall readvertise in the manner required by this policy.

The Board may consider and provide a preference to bidders which use a Michigan-based business as the primary contractor or which use one (1) or more Michigan-based business(es) as subcontractors.

For purposes of this preference, preference a Michigan-based business means a business that would qualify for a Michigan preference for procurement contracts under M.C.L. 18.1268, which requires that the business certifies that businesses certify that since inception or during the last twelve (12) months, months the business # has done one (1) one of the following:

1. have filed a Michigan business tax return showing an allocation of income tax base to Michigan
2. have filed a Michigan income tax return showing income generated in or attributed to Michigan
3. withheld Michigan income tax from compensation paid to the bidder's owners and remitted the tax to the Michigan Department of Treasury

This preference shall not apply to any procurement or project using Federal funds, nor shall it be used if it would violate any Federal law or requirements.

- G. The competitive bid threshold amount specified in this policy is adjusted each year by multiplying the amount for the immediately preceding year by the percentage by which the average consumer price index for all items for the twelve (12) months ending August 31<sup>st</sup> of the year in which the adjustment is made differs from that index's average for the twelve (12) months ending on August 31<sup>st</sup> of the immediately preceding year and adding that product to the maximum amount that applied in the immediately preceding year, rounding to the nearest whole dollar. The current exempt amount must be confirmed with the Michigan Department of Education prior to issuing contracts for construction, renovation, or repair which exceed the amount listed in this policy.

**[Cross References:**

**po6350]**

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M.C.L. 380.1267

Book	Policy Manual
Section	For the Board 38-2
Title	Copy of PROCUREMENT - FEDERAL GRANTS/FUNDS
Code	po6325
Status	
Adopted	May 2, 2017
Last Revised	March 5, 2024

### 6325 - PROCUREMENT – FEDERAL GRANTS/FUNDS

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

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

~~When required by Federal program legislation, all~~ Federally-funded contracts in excess of \$2,000 related to construction, alteration, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.

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

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

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

### Competition

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

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

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

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

F. any arbitrary action in the procurement process.

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

### **Solicitation Language**

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

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

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

### **Procurement Methods**

The District shall utilize the following methods of procurement:

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

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

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

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

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

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

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

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

When sealed bids are used, the following requirements apply:

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

#### D. Competitive Proposals

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

If this method is used, the following requirements apply:

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

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

#### E. Noncompetitive Proposals

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

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

#### Contract/Price Analysis

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

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

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

### **Time and Materials Contracts**

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

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

### **Suspension and Debarment**

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

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

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

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

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

### **Bid Protest**

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

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

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

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

### **Maintenance of Procurement Records**

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

Revised 3/3/20

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2 C.F.R. 200.317 - .326



Book Policy Manual

Section For the Board 38-2

Title Vol. 38, No. 2 - February 2024 New PREVAILING WAGE

Code po6350

Status

### **New Policy - Vol. 38, No. 2**

#### **6350 - PREVAILING WAGE**

☒ ] The Superintendent shall designate a ~~Prevailing Wage Coordinator~~ ~~the Director of Finance~~ for the District who shall be tasked with ensuring compliance with State and Federal regulations concerning prevailing wage rate. **[END OF OPTION]**

**[DRAFTING NOTE: If a District selects the above option, the District should also select "Prevailing Wage Coordinator" in the two (2) options below. If the District did not select the above option, select "Superintendent" in the two (2) options below. As a reminder, Superintendent includes the Superintendent's designee by definition. See po0100.]**

The ( ) Superintendent (☒ ) ~~Prevailing Wage Coordinator~~ ~~The Director of Finance~~ **[END OF OPTION]** shall oversee the District's obligations under M.C.L. 480.1101, et seq. including, but not limited to, ensuring the following:

- A. A contract for a State Project, entered into pursuant to advertisement and invitation to bid, which requires or involves the employment of Construction Mechanics shall not be approved unless the wage and fringe benefits rate in the contract are not less than the prevailing rates in the Locality in which the work is to be performed.
- B. Before advertising for bids on a State Project, the ( ) Superintendent (☒ ) ~~Prevailing Wage Coordinator~~ ~~The Director of Finance~~ **[END OF OPTION]** shall ask the Commissioner to determine the prevailing rates of wages and fringe benefits for all classes of Construction Mechanics called for in the contract.
- C. A schedule of these rates shall be made part of the specifications for the work to be performed and shall be printed on the bidding forms.
- D. If a contract is not awarded or construction is not undertaken within ninety (90) days of the date of the Commissioner's determination of prevailing rates, the Commissioner must make a redetermination before the contract is awarded.
- E. Every contractor and subcontractor must fulfill its obligations under the statute relating to prevailing wages on State Projects.
- F. Every contract for a State Project must contain the statutory language providing that Construction Mechanics are intended beneficiaries of the contractual prevailing wage, fringe benefit, and non-discrimination, non-retaliation requirements, and provide that any Construction Mechanic aggrieved by the failure of a contractor or subcontractor to pay prevailing wages or benefits as specified in the contract or retaliation associated therewith, may bring an action in a court of competent jurisdiction against the contractor or subcontractor for damages or Injunctive relief along with other remedies prescribed by statute.
- G. The District shall maintain certified payroll records and other records required by law for a minimum of three (3) years.

Contracts on State Projects which contain provisions regarding payment of prevailing wages as determined by the United States Secretary of Labor or which contain minimum wage schedules which are the same as prevailing wages in the Locality as determined by collective bargaining agreements or understandings between bona fide organizations of Construction Mechanics and their employers are exempt from the above requirements.

Additionally, the above requirements do not apply to a State Project if it was paid for, in whole or in part, from revenues from a millage that was authorized under the revised school code, if the millage was authorized before February 13, 2024.

## **Definitions**

*Commissioner* means the Department of Labor and Economic Opportunity.

*Construction Mechanic* means a skilled or unskilled mechanic, laborer, worker, helper, assistant, or apprentice working on a State Project but shall not include executive, administrative, professional, office, or custodial employees.

*Locality* means the county, city, village, township, or school district in which the physical work on a State Project is to be performed.

*State Project* means new construction, alteration, repair, installation, painting, decorating, completion, demolition, conditioning, reconditioning, or improvement of public buildings, schools, works, bridges, highways, or roads authorized by a contracting agent.

M.C.L. 480.1101, et seq.

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M.C.L. 480.1101, et seq.

Book Policy Manual  
 Section For the Board 38-2  
 Title Copy of PAYROLL DEDUCTIONS  
 Code po6520  
 Status  
 Adopted May 2, 2017

## 6520 - PAYROLL DEDUCTIONS

The Board of Education authorizes in accordance with the provisions of law or upon proper authorization on the appropriate form that deductions be made from an employee's paycheck form for the following purposes:

- A. Federal and State income tax
- B. Social Security
- C. Municipal income tax
- D. Public School Employees Retirement System
- E. Michigan Public School Employment Retirement System (MPSERS) Tax Deferred Payment (TDP) plan
- F. ~~other legally permissible deductions established through an applicable collective bargaining agreement~~
- G.
- H. direct deposit in a chartered credit union and/or bank
- I. contributions to charitable corporations, not-for-profit, and community fund organizations as allowed by administrator
- J. payment of group insurance premiums for a plan in which at least ten percent (10%) of the District employees participate
- K. payment for benefits of part-time employees who elect to participate in benefits provided to full-time staff
- L. court ordered judgments

~~Deductions are not allowed for dues or service fees for a labor organization or for contributions to political action committees.~~

To the extent permitted by law and in accordance with the procedures set forth below, the Board of Education declares its willingness to enter into an agreement with any of its employees whereby the employee agrees to take a reduction in salary with respect to amounts earned after the effective date of such agreement in return for the Board's agreement to use a corresponding amount to purchase an annuity for such employee (or group of employees desiring the same annuity company) from any company authorized to transact the business as specified in law in accordance with Section 403(b) of the Internal Revenue Code, and in accordance with the District's administrative guidelines. However, it shall be clearly understood that the Board's only function shall be the deduction and remittance of employee funds.

In any case where the employee designates the agent, ~~broker, broker~~ or company through whom the Board shall arrange for the placement or purchase of the tax-sheltered annuity, the agent, ~~broker, broker~~ or company must execute a reasonable service agreement, an information sharing agreement, and/or other similar agreements as determined at the discretion of the District. The service agreement shall include a provision that protects, indemnifies, and holds the District harmless from any liability attendant to procuring the annuity in accordance with provisions of the Internal Revenue Code and other applicable Federal or State law.

The Board may limit the number of participating providers and select approved providers.

The Board, by providing employees with payroll deduction services for annuities, is not providing any financial advice to employees, and is not vouching for the suitability of any investment or any annuity provider. The District assumes no responsibility or liability for any investment decisions or losses with respect to employee annuity purchases.

Said agreement shall comply with all of the provisions of law and may be terminated as said law provides upon notice in writing by either party. Employees shall notify the Superintendent's Office in writing if they wish to participate in such a program.

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M.C.L. 380.1224, 408.477; 423.210 (2012 P.A. 53)

M.E.A. v. Secretary of State, (on rehearing) 489 Mich. 104 (2011)

Mich. OAG 7187 (2006)

# **Finance Committee Minutes Fowlerville Community Schools February 25, 2025**

FHS Computer Lab A, 6:00 p.m.

The meeting was called to order at 6:06 p.m. by Mr. John Belcher.

Members Present: Mrs. Amy Sova, Mrs. Diana Dombrowski, Mr. John Belcher

Staff Present: Mr. Matthew Stuard, Ms. Lauri Coe, Mr. Jeff Finney, and Mr. Nick Zajas

Others Present: None

Motion by Mrs. Amy Sova, supported by Mrs. Diana Dombrowski to approve minutes from the January 17, 2025, meeting. Motion carried.

**Call to the Public** – None

**Grant-Funded Staffing** – The committee reviewed grant-funded staffing for the 2024-25 school year. There are approximately 32 full-time equivalent (FTE) positions, with an estimated \$1,300,000 in wages and \$600,000 in benefits funded through various grants.

**MPSERS Section 147g Update** - The committee discussed the plan for reimbursing employees under MPSERS Section 147g, focusing on the process and timeline for distribution. An email will be sent to the 161 affected staff members explaining the reimbursement process and its tax implications.

**Ticket Prices – Athletics and HS Play** - Mr. Finney presented the Capital Area Activities Conference (CACC) officials' fee schedules dating back to 2022-2023, along with the new fee schedules for 2024-2027, which reflect substantial increases across multiple sports.

Currently, Fowlerville High School does not charge ticket fees for spring sports but does for fall and winter sports. Mr. Finney proposed implementing ticket fees for spring sports to help cover rising officiating costs. Additional discussion took place regarding his recommendation to standardize junior high school athletic ticket prices at \$5. The committee agreed with Mr. Finney's proposals.

Mr. Zajas reviewed ticket pricing for the high school play. The committee emphasized the importance of keeping plays accessible to families while ensuring that ticket prices remain reasonable and cover production costs. Historical ticket pricing was also reviewed as part of this discussion.

**Athletic Boosters** - Mr. Zajas presented the following documents from the Athletic Boosters to confirm alignment with Board Policy 9211 – District Support Organizations:

- Bylaws
- List of officers



- Future meeting dates
- Cash management policies
- Proof of insurance

The Athletic Boosters provided all requested documentation. However, the Band Boosters have not yet submitted their materials. Mr. Zajas will follow up to ensure compliance.

Additionally, the Athletic Boosters will meet with Ms. Coe to review cash-handling procedures and supply inventory practices.

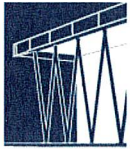
Mr. Stuard, Mr. Finney, and Mr. Zajas discussed the process for accepting gifts, grants, and bequests per Board Policy 7230. Currently, the superintendent accepts all donations, regardless of amount. Mr. Stuard proposed creating a form and requiring Board approval for any donation over \$2,500 to ensure accountability, proper tracking, and acknowledgment of donors. Mr. Stuard will discuss this further with the Policy Committee.

**FOIA Update** – Since the last Finance Committee meeting, Ms. Coe and Ms. Parsons have spent approximately one hour processing two FOIA requests.

**PERA Update** - Since the last Finance Committee meeting, Ms. Coe has spent approximately 30 minutes completing one PERA request.

**Other – None**

Motion by Mrs. Sova, supported by Mrs. Dombrowski recommending adjournment of the meeting at 6:54 pm. Motion carried.

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## Appendix C

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

February 27, 2025

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

**RE: Fowlerville Community Schools – 2021 Bond  
Smith Elementary School  
AUCH Project #9345**

**Recommendation #4**

Dear Mr. Stuard,

We have completed our review and evaluation of the bids received January 29, 2025 at 12:00pm for the Fowlerville Community Schools – Smith Elementary School Project Bid Pack #2. Based on the review conducted in conjunction with the District's consultants, we are recommending to the District approval of the award of trade contract, which is based on the low responsive complete bid, and is included in the attached schedule.

After review with School district, we are recommending approval of both Alternate #1 and Alternate #2.

Please contact me should you have any questions or concerns.

Very Truly Yours,

**GEORGE W. AUCH COMPANY**

Matthew Shock  
Project Manager

Enclosures

Cc

Jeff Johnson, Val Grant – IDS  
Shawn Verlinden, AUCH



Fowlerville Community Schools  
 Smith Elementary - Mechanical Renovations  
 AUCH Project #9345

Contractor Recommendations  
 2/28/2025

COMPANY	SPECIFICATION SECTION	TRADE	BID AMOUNT	CONTRACT AMOUNT
Great Lakes Recreation 39 Veterans Drive, Suite 310 Holland MI 49423 PH: 616-292-1478 FX: N/A E-mail: stephanie@glrec.com Contact: Stephanie Habers	DIVISION 01 DIVISION 11 DIVISION 32	Proposal 11 - Playground Equipment CM Supplementary Conditions General Conditions General Requirements Playground and Park Equipment Playground Safety Surfaces  BASE BID: \$49,163.00 ALTERNATE #1: \$11,500.00 ALTERNATE #2: \$21,000.00		

Smith Elementary - Total Trade Contract Award:	\$81,663.00
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[illegible]

At ① 94,380.19 ② 128,233.35