

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

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

May 27, 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 April 23, 2025 School Board Meeting
  - C. Approval of April Payables
  - D. Approval of Superintendent's Personnel Report
- IV. Reports/Recognition
  - A. Recognition of FCS Wrestling Team – Mr. Jeff Finney, Athletic Director
  - B. Recognition of Junior High School Student Ambassadors – Mrs. Dana Coon
  - C. Board Committee Reports
    1. 4/28 Curriculum & Technology Committee Report
      - a. Recommendation to Adopt *Krugman's Economics for the AP Course (fourth edition)* by David Anderson and Margaret Ray
    2. 5/5 Personnel Committee Report
    3. 5/12 Asset Management Committee Report
    4. 5/16 Finance Committee
      - a. Recommendation to Adopt Community Recreation Agreement dated April 1, 2025
      - b. Recommendation to Adopt LESA 2025-2026 Budget Resolution
      - c. Recommendation to Approve Lunch Price Increase for 2025-2026
      - d. Recommendation to Approve 2025-2026 Food Service Fund Spend-down Plan
    5. 5/19 Policy Committee Report
      - a. Recommendation to Approve Second Reading of Proposed Policies
      - b. Recommendation to Approve First Reading of Proposed Policies
  - D. Student Representative's Report – Recognition of Miss Aurora Furlong
  - E. Assistant Superintendent's Report – Mrs. Adva Ringle
  - F. Superintendent's Report – Mr. Matt Stuard
- V. Call to the Public
- VI. New Business/Presentation
  - A. Discussion of LESA Election – Superintendent Stuard
  - B. Recommendation to Adopt Resolution Designating LESA Election Representative, Alternate and Candidates
  - C. Recommendation to Approve HPS Membership for 2025-2026
  - D. Recommendation to Approve Remaining with Great Lakes Consortium
- VII. Old Business
- VIII. Introduction of Other Matters by Members of the Board
- IX. Introduction of Other Matters by the Superintendent
- X. Closed Session for the Purpose of Negotiations
- XI. Information
  - A. June 3<sup>rd</sup> School Board Meeting, 7:00 p.m. in the FHS media center
- XII. 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 FCS Wrestling Team – Mr. Jeff Finney Athletic Director
- B. Recognition of Junior High School Student Ambassadors – Mrs. Dana Coon, Principal at Fowlerville Junior High School
- C. Board Committee Reports

- 1. 4/28 Curriculum & Technology Committee Report – Mr. Hinton

- a. Recommendation to Adopt “*Krugman's Economics for the AP Course (fourth edition)*” by David Anderson and Margaret Ray”

Recommendation: Administration, in agreement with the Curriculum and Technology Committee, recommends *Krugman's Economics for the AP Course (fourth edition)* Roll Call Vote Needed.

- 2. 5/5 Personnel Committee Report – Mrs. Charron
  - 3. 5/12 Asset Management Committee Report – Mrs. DeVries
  - 4. 5/16 Finance Committee Report – Mr. Belcher

- a. Recommendation to Adopt Community Recreation Agreement dated April 1, 2025.

Recommendation: Administration recommends adoption of the Community Recreation Agreement dated April 1, 2025. Roll Call Vote Needed.

- b. Recommendation to Adopt LESA 2025-2026 Budget Resolution

Recommendation: Administration, in agreement with the Finance Committee, recommends adoption of the Local Resolution for the Livingston Educational Service Agency of the 2025-2026 budget resolution be adopted as presented [Appendix A] Roll Call Vote Needed.

- c. Recommendation to Approve Lunch Price Increase for 2025-2026 as presented.

Recommendation: Administration and the Finance Committee recommend approve the lunch price increase for the 2025-2026 school year as presented. [Appendix B]

- d. Recommendation to Approve Food & Nutrition Spend-down Plan.

Recommendation: Administration and the Finance Committee recommend approval of the Food & Nutrition Spend-down Plan as presented. [Appendix C]

- 5. 5/19 Policy Committee Report – Mrs. Sova

- a. Recommendation to Approve a Second and Final Reading of the following Proposed Policies: Policy 8800-Religious/Patriotic Ceremonies and Observances; Policy 1240-Evaluation of the Superintendent; Policy 7230-Gifts, Grants, and Bequests; Gifts, Grants, and Bequests Donation Form; Policy 3120.08-Employment of Personnel for Co-Curricular/Extra-Curricular Activities; Policy 5330.02-Opioid Antagonists; Policy 5340-

Student Accidents; Policy 8321-Criminal Justice Information Security; Policy 2370.01-Online/Blended Learning Program; and Policy 7440.03-Small Unmanned Aircraft Systems as presented.

Recommendation: The Policy Committee recommends the following policies be approved for a Second and Final Reading: Policy 8800-Religious/Patriotic Ceremonies and Observances; Policy 1240-Evaluation of the Superintendent; Policy 7230-Gifts, Grants, and Bequests; Gifts, Grants, and Bequests Donation Form; Policy 3120.08-Employment of Personnel for Co-Curricular/Extra-Curricular Activities; Policy-5330.02-Opioid Antagonists; Policy 5340-Student Accidents; Policy 8321-Criminal Justice Information Security; Policy 2370.01-Online/Blended Learning Program; and Policy 7440.03-Small Unmanned Aircraft Systems as presented. [Appendix D] Roll Call Vote Needed.

- b. Recommendation to Approve First Reading of Proposed Policies, Policy 0131.1-Bylaws and Policies, Policy 5320-Immunization, Policy 5330.01-Epinephrine Auto-Injectors, Policy 5350-Student Health, Well-Being, And Suicide Prevention and Policy 8320-Personnel Files.

Recommendation: The Policy Committee recommends the following policies be approved for a first reading: Policy 0131.1-Bylaws and Policies, Policy 5320-Immunization, Policy 5330.01-Epinephrine Auto-Injectors, Policy 5350-Student Health, Well-Being, And Suicide Prevention and Policy 8320-Personnel Files. A second and final reading will be presented at the next Board meeting. [Appendix E] Roll Call Vote Needed.

- D. Student Representative's Report – This is Miss Furlong's final report as Student Representative. Thank you, Aurora, for your excellent student reports over the past two years!
- E. Assistant Superintendent's Report – Mrs. Adva Ringle
- F. Superintendent's Report – Mr. Matt Stuard

V. Call to the Public

VI. New Business/Presentation

- A. Discussion of LESA Election – Superintendent Stuard
- B. Recommendation to Adopt Resolution Designating LESA Election Representative – Three seats on the LESA Board of Education will expire on June 30, 2025. Three candidates have filed to run for the open seats, they are Harold E. Fryer, Fowlerville resident, (6 yr term ending 6-30-31); Cindy Michniewicz, Pinckney resident, (6 yr term ending 6-30-31) and Lisa Marcella-O'Leary, Hartland resident, (partial term ending 6-30-27). The Fowlerville Board of Education also needs to designate a representative for the electoral body and an alternate representative in the event the designated representative is unable to attend, this election will take place Monday, June 2, 2025 at the LESA Education Center at 6:00 p.m. The Board will also decide who they will be voting for.

Recommendation: Administration recommends the Resolution designating a District LESA Election Representative: \_\_\_\_\_, Alternate: \_\_\_\_\_ and Candidates: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ be adopted as presented. Three candidates have filed to run for the open seats, they are Harold E. Fryer, Fowlerville resident, (6 yr term ending 6-30-31); Cindy Michniewicz, Pinckney resident, (6 yr term ending 6-30-31) and Lisa Marcella-O'Leary, Hartland resident, (partial

term ending 6-30-27). The election will take place Monday, June 2, 2025 at the LESA Education Center at 6:00 p.m. [Appendix F] Roll call vote needed.

- C. Recommendation to Approve HPS Membership for the 2025-2026 School Year – Administration is recommending that the Hospital Purchasing Supply (HPS) contract be renewed for the 2025-2026. HPS is a group purchasing organization representing over 2,700 organizations. Fowlerville Community Schools has been a member since 1995. Participation with HPS results in significant financial savings to the district.

Recommendation: Administration recommends renewal of the contract between Hospital Purchasing Supply and Fowlerville Community Schools for the 2025-2026 school year. [Appendix G]

- D. Recommendation to Approve Remaining with Great Lakes Consortium – Ms. Amy Verhelle-Smith, Food & Nutrition Director, is requesting that we renew our membership with Great Lakes Consortium for the delivery of the District's USDA Foods for the 2025-2026 school year. This would include non-processed foods as well as Department of Defense fresh fruits and vegetables. There is no expense to the district to be a member of this consortium, we have been a member since the 2008-2009 school year. All billing for these products is handled by Gordon Food Service, who we work closely with on other food purchases.

Recommendation: Administration recommends approval to remain with the Great Lakes Consortium for the delivery of the District's USDA Foods for the 2025-2026 school year.

- VII. Old Business
- VIII. Introduction of Other Matters by the Board
- IX. Introduction of Other Matters by the Superintendent
- X. Recommendation for Closed Session for the Purpose of Negotiations
  - Recommendation to Reconvene Open Session
  - Recommendation to Approve Closed Session Minutes
  - Motion(s) from Closed Session – If any
- XI. Information – See Agenda
- XII. Adjournment



**FOWLERVILLE COMMUNITY SCHOOLS**  
**Board of Education Minutes**  
**Regular Meeting**  
**April 23, 2025**

The meeting was called to order by School Board President, Mrs. Amy Sova, at 7:01p.m. in the media center at Fowlerville High School.

The Pledge of Allegiance was recited.

Members Present: Mrs. Susan Charron, Mrs. Diana Dombrowski, Mrs. Lindsey Redinger and Mrs. Amy Sova

Members Absent: Mr. Belcher, Mrs. DeVries and Mr. Hinton

Motion by Mrs. Dombrowski, supported by Mrs. Redinger to approve the consent agenda including Board minutes from March 4, 2025. The motion was adopted unanimously.

Recognition of the FCS Robotics Team – Mr. Cameron Cook and Mr. Tyler Daily gave a demonstration of the F.A.S.T. robot and spoke about going to the upcoming World Championships in Texas.

**Board Committee Reports**

3/10 Personnel Committee Report – Mrs. Charron

3/14 Finance Committee Report – Mrs. Dombrowski

Motion by Mrs. Charron, supported by Redinger, authorizing the Superintendent to issue a community survey regarding facility needs and funding options to plan for a possible future Bond or Sinking Fund. The motion carried.

Motion by Mrs. Charron, supported by Mrs. Dombrowski, authorizing the Superintendent to arrange for a facilities audit to assess the District's capital needs for a possible future Bond or Sinking Fund. The motion carried.

3/17 Policy Committee Report – Mrs. Sova

Motion by Mrs. Dombrowski, supported by Mrs. Redinger, recommending the following policies be approved for a First Reading: Policy 8800-Religious/Patriotic Ceremonies and Observances; Policy 1240-Evaluation of the Superintendent; Policy 7230-Gifts, Grants, and Bequests; Gifts, Grants, and Bequests Donation Form; Policy 3120.08-Employment of Personnel for Co-Curricular/Extra-Curricular Activities; Policy 5330.02-Opioid Antagonists; Policy 5340-Student Accidents as presented. A second and final reading will be presented at the next Board meeting. [Appendix A]

Ayes: Mrs. Charron, Mrs. Dombrowski, Mrs. Redinger and Mrs. Sova

Nays: None

The motion carried.

3/28 Scholarship Committee Report – Mrs. Dombrowski

3/31 Curriculum & Technology Committee Report – Mrs. Dombrowski

Motion by Mrs. Charron, supported by Mrs. Redinger, recommending approval of AP Macroeconomics course. [Appendix B]. The motion carried.

Motion by Mrs. Redinger, supported by Mrs. Dombrowski, recommending approval of Agricultural Biology course. The motion carried.

Motion by Mrs. Charron, supported by Mrs. Dombrowski, recommending approval of two potential Fowlerville Junior High School plays: *How to Get Away with a Murder Mystery* by Don Zolidis and *Oz* by Don Zolidis. Board members and Administrators can review scripts at *playscripts.com* by signing up for a free educator account, that allows scripts to be read through before committing to them. If approved, Ms. Bobbiesue Adams will schedule production dates. [Appendix C] The motion carried.

4/7 Personnel Committee Report – Mrs. Charron

4/11 Finance Committee Report – Mrs. Dombrowski

Motion by Mrs. Dombrowski, supported by Mrs. Charron, recommending approval the Final 24/25 Budget Amendment #3. [Appendix D] The motion carried.

4/14 Asset Management Committee Report – Mrs. Redinger

Motion by Mrs. Charron, supported by Mrs. Redinger, recommending approving the Asbestos Remediation bid from Global Green Service Group in the amount of \$143,200. [Appendix E] The motion carried.

4/21 Policy Committee Report – Mrs. Sova

Motion by Mrs. Charron, supported by Mrs. Dombrowski, recommending the following policies be approved for a First Reading Policy 2340 – Field And Other District-Sponsored Trips, Policy 8321-Criminal Justice Information Security; Policy 2370.01-Online/Blended Learning Program; Policy 7440.03-Small Unmanned Aircraft Systems. A second and final reading will be presented at the next Board meeting. [Appendix F]

Ayes: Mrs. Charron, Mrs. Dombrowski, Mrs. Redinger and Mrs. Sova

Nays: None

The motion carried.

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

Assistant Superintendent's Report – Mrs. Adva Ringle reported on Instructional Rounds that took place today.

Superintendent's Report – Mr. Matt Stuard also reported on the Instructional Rounds and noted that they will continue two additional times, Superintendent Stuard also mentioned the Safety and Security meetings comprised of staff members that have been taking place, the recreation committee meeting dates, state testing for grades 3-11, bus driver appreciation day that was celebrated this week, and administrative assistant appreciation day.

Call to the Public - None

Motion by Mrs. Dombrowski, supported by Mrs. Charron, recommending the following policies be approved for a second and final 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. [Appendix G]

Ayes: Mrs. Charron, Mrs. Dombrowski, Mrs. Redinger and Mrs. Sova

Nays: None

The motion carried.

Introduction of Other Matters by the Board - Mrs. Redinger reported on the LCSBA meeting she attended, Mrs. Charron congratulated the theater group that put on the play *Clue*, and Mrs. Dombrowski mentioned the extracurriculars that took place.

Introduction of Other Matters by the Superintendent – Mr. Stuard noted that FHS and FJH were named the Capturing Kids Hearts National Showcase schools.

Motion by Mrs. Charron, supported by Mrs. Dombrowski, recommending going into Closed Session at 8:07 p.m. the Purpose of Negotiations.

Motion by Mrs. Charron, supported by Mrs. Dombrowski, recommending reconvening Open Session at 8:42 p.m. The motion carried.

Motion by Mrs. Dombrowski, supported by Mrs. Redinger, recommending approval of the closed session minutes. The motion passed unanimously.

Information – See Agenda

Motion by Mrs. Charron, supported by Mrs. Dombrowski, recommending adjournment of the meeting at 8:43 p.m. The motion carried.

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Susan Charron, Board Secretary  
Fowlerville Community Schools

**FOWLerville COMMUNITY SCHOOLS**  
**CHECK REGISTER FOR THE MONTH OF APRIL 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
047150	4/1/2025	1,407.66	CORRIGAN PROPANE
047151	4/1/2025	8,127.00	GENESEE ISD
047152	4/1/2025	324.44	GRAMPY'S AUTO PARTS
047153	4/1/2025	5.22	GRAMPY'S AUTO PARTS
047154	4/1/2025	3,254.00	JACK PEARL'S TEAM SPORTS
047155	4/1/2025	3,139.83	LANSING SANITARY SUPPLY, INC.
047156	4/1/2025	105.00	MICHIGAN SCHOOL BUSINESS OFFICIALS
047157	4/1/2025	190.00	MOBILE TESTING SERVICES, L.L.C
047158	4/1/2025	1,887.48	NATURAL ARMOR LLC
047159	4/1/2025	110.00	PACKERLAND RECORDS MANAGEMENT
047160	4/1/2025	1,527.54	PRAIRIE FARMS DAIRY
047161	4/1/2025	1,499.14	RANDY'S SERVICE STATION
047162	4/1/2025	960.00	ROCHESTER 100 INC.
047163	4/1/2025	134.16	VERIZON WIRELESS
047164	4/1/2025	50.05	THE WATER STORE
047165	4/1/2025	4,340.00	ZACK DOUGLASS
047166	4/3/2025	33.00	ALETA'S FLOWER SHOP
047167	4/3/2025	300.00	DELAU FIRE SERVICES
047168	4/3/2025	750.00	DELOITTE SERVICES LP
047169	4/3/2025	386.40	FOWLerville FEED & PET SUPPLIES
047170	4/3/2025	275.00	HURON-CLINTON METROPOLITAN AUTHORITY
047171	4/3/2025	375.00	JOSTENS INC
047172	4/3/2025	625.00	KVBSA
047173	4/3/2025	200.00	KVBSA
047174	4/3/2025	139.20	LANSING SANITARY SUPPLY, INC.
047175	4/3/2025	861.33	LOWE'S
047176	4/3/2025	40.00	MHSAA
047177	4/3/2025	1,131.94	RANDY'S SERVICE STATION
047178	4/3/2025	123.95	WESTCOAST PRODUCTS & DESIGN, LLC
047179	4/8/2025	2,688.00	ACE TRANSPORTATION INC
047180	4/8/2025	3,438.10	BRAY ELECTRIC
047181	4/8/2025	364.03	CLEAR RATE COMMUNICATIONS, INC
047182	4/8/2025	359.00	CONTROLNET, LLC
047183	4/8/2025	1,090.00	EDUCATION ADVANCED INC
047184	4/8/2025	7,160.04	GRAINGER
047185	4/8/2025	2,205.28	GRANGER WASTE SERVICES, INC.
047186	4/8/2025	380.00	H & H PUBLICATIONS
047187	4/8/2025	9,942.00	ENVIROSAFE, INC.
047188	4/8/2025	11,480.00	JOHNSON & WOOD, LLC
047189	4/8/2025	564.80	LANSING SANITARY SUPPLY, INC.
047190	4/8/2025	3,394.00	LCDPH LIVINGSTON CO HEALTH DEPT
047191	4/8/2025	148.50	QUENCH USA, INC
047192	4/8/2025	1,296.88	RHONDA T BARBER
047193	4/8/2025	204.78	REV ROBOTICS LLC
047194	4/8/2025	576.00	SPORTS & APPAREL
047195	4/8/2025	115.52	TODAY'S CLASSROOM LLC
047196	4/8/2025	7,065.00	THRUN LAW FIRM, P.C.
047197	4/8/2025	667.22	VERIZON WIRELESS
047198	4/8/2025	50.74	WEST MICHIGAN INTERNATIONAL
047199	4/8/2025	11,849.76	CONSUMERS ENERGY PAYMENT CENTER
047200	4/8/2025	1,425.00	EAST LANSING BASEBALL CLUB
047201	4/8/2025	500.00	FRY GUYS TOURNAMENTS
047202	4/8/2025	4,674.24	INGHAM INTERMEDIATE SCHOOL DISTRICT

**FOWLerville COMMUNITY SCHOOLS**  
**CHECK REGISTER FOR THE MONTH OF APRIL 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
047203	4/8/2025	695.00	LEGACY CENTER
047204	4/8/2025	550.00	MITTEN STATE DIAMOND DONKEYS
047205	4/8/2025	806.67	RANDY'S SERVICE STATION
047206	4/8/2025	945.00	SOLARWINDS
047207	4/8/2025	22,768.00	SPORTS & APPAREL
047208	4/8/2025	481.18	BSN SPORTS LLC
047209	4/8/2025	298.82	TRANSPORTATION ACCESSORIES CO, INC.
047210	4/8/2025	479.85	UNITY SCHOOL BUS PARTS
047211	4/10/2025	168.51	MICHIGAN STATE DISBURSEMENT UNIT
047212	4/10/2025	645.72	TIMOTHY E BAXTER & ASSOCIATES, P.C.
047213	4/10/2025	172.58	MISCELLANEOUS VENDOR
047214	4/10/2025	475.00	EAST LANSING BASEBALL CLUB
047215	4/10/2025	395.68	GRAINGER
047216	4/10/2025	900.00	HASLETT YOUTH BASEBALL CLUB
047217	4/10/2025	70.00	HOWELL PUBLIC SCHOOLS
047218	4/10/2025	261.53	KODET'S TRUE VALUE
047219	4/10/2025	825.80	LANSING SANITARY SUPPLY, INC.
047220	4/10/2025	1,355.00	MBSC BASEBALL
047221	4/10/2025	250.00	MERIDIAN WINDS LLC
047222	4/10/2025	80.00	OUCH URGENT CARE COMPASS
047223	4/10/2025	2,355.80	PRAIRIE FARMS DAIRY
047224	4/10/2025	1,108.00	SPORTS & APPAREL
047225	4/10/2025	1,500.00	WHMI
047226	4/10/2025	3,150.00	WILLIAMSTON STINGS
047227	4/14/2025	2,893.96	MOORE TROSPER CONSTRUCTION COMPANY
047228	4/14/2025	275.00	SIGNATURE SIGNS LLC
047229	4/15/2025	290.68	A PARTS WAREHOUSE
047230	4/15/2025	63.12	BASIC BENEFITS LLC
047231	4/15/2025	333.30	CORRIGAN MECHANICAL CONTRACTORS
047232	4/15/2025	18,700.15	DTE ENERGY
047233	4/15/2025	4,399.00	GAGAXP B1 & C1 INC DBA GAGAXP
047234	4/15/2025	17.91	GRAMPY'S AUTO PARTS
047235	4/15/2025	6.72	GRAMPY'S AUTO PARTS
047236	4/15/2025	1,845.00	MARCO TECHNOLOGIES, LLC
047237	4/15/2025	1,055.09	RANDY'S SERVICE STATION
047238	4/23/2025	26,700.00	ARNOLD LUMBER
047239	4/23/2025	2,900.02	AVENTRIC TECHNOLOGIES
047240	4/23/2025	4,148.44	BRAY ELECTRIC
047241	4/23/2025	885.00	CEI MICHIGAN LLC
047242	4/23/2025	1,218.00	CDW-GOVERNMENT INC SUITE 1515
047243	4/23/2025	756.95	JEFFORY BROUGHTON LLC COMMUNICATIONS SERVICES
047244	4/23/2025	418.00	CONTROLNET, LLC
047245	4/23/2025	1,924.29	CORRIGAN PROPANE
047246	4/23/2025	41.00	DES MOINES STAMP CO
047247	4/23/2025	175.00	EAST LANSING BASKETBALL CLUB
047248	4/23/2025	23.99	FOWLerville FEED & PET SUPPLIES
047249	4/23/2025	450.00	HASLETT YOUTH BASEBALL CLUB
047250	4/23/2025	2,479.56	JOHNSON & WOOD, LLC
047251	4/23/2025	450.00	KONA ICE OF BRIGHTON
047252	4/23/2025	2,437.17	LANSING SANITARY SUPPLY, INC.
047253	4/23/2025	178.63	LAWSON PRODUCTS INC
047254	4/23/2025	190.00	MICHIGAN SCHOOL BUSINESS OFFICIALS
047255	4/23/2025	360.00	MICHIGAN STATE UNIVERSITY FFA

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

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CHECK NUMBER	CHECK DATE	AMOUNT	VENDOR NAME
047256	4/23/2025	500.00	MIKE SATTERELLI
047257	4/23/2025	519.00	NOVA ENVIRONMENTAL, INC
047258	4/23/2025	1,980.54	PRAIRIE FARMS DAIRY
047259	4/23/2025	613.79	RANDY'S SERVICE STATION
047260	4/23/2025	150.00	ST CLAIR HIGH SCHOOL
047261	4/23/2025	2,507.37	ULINE
047262	4/23/2025	133.52	SCHOOL SPECIALTY, LLC
047263	4/24/2025	200.00	DELHI TOWNSHIP PARKS AND RECREATION
047264	4/24/2025	1,207.95	DISCOUNT PLAYGROUND SUPPLY
047265	4/24/2025	180.00	FIRST IMPRESSION PRINT & MARKETING
047266	4/24/2025	441.00	FOWLERVILLE FEED & PET SUPPLIES
047267	4/24/2025	2,157.20	GEE FARMS NURSERY & GREENHOUSE
047268	4/24/2025	6,270.00	JOHNSON & WOOD, LLC
047269	4/24/2025	6,474.20	LANSING SANITARY SUPPLY, INC.
047270	4/24/2025	200.00	MASON PUBLIC SCHOOLS
047271	4/24/2025	500.00	MICHIGAN ALLIANCE FOR STUDENT OPPORTUNITY
047272	4/24/2025	168.51	MICHIGAN STATE DISBURSEMENT UNIT
047273	4/24/2025	3,012.97	PIONEER MFG. CO. PIONEER ATHLETICS
047274	4/24/2025	1,474.63	PRAIRIE FARMS DAIRY
047275	4/24/2025	1,575.00	MBSC INC.
047276	4/24/2025	877.50	R & D SEPTIC TANK CLEANING LLC
047277	4/24/2025	42.16	SMART BUSINESS SOURCE
047278	4/24/2025	4,250.00	SPORTS & APPAREL
047279	4/24/2025	1,778.73	BSN SPORTS LLC
047280	4/24/2025	1,250.00	STEVEN FOSTER
047281	4/24/2025	666.36	TIMOTHY E BAXTER & ASSOCIATES, P.C.
047282	4/24/2025	500.00	TIMESAVER SERVICES CORP FOWLERVILLE SALVAGE AND RECYCLING
047283	4/24/2025	9,990.00	WASHTENAW INTERMEDIATE SCHOOL DISTRICT
047284	4/24/2025	2,783.63	WEST MICHIGAN INTERNATIONAL
047285	4/24/2025	125.00	PETTY CASH JUNIOR HIGH
047286	4/24/2025	157.50	CLERY FENCE CO
047287	4/24/2025	105.00	RECREATION REFUND
047288	4/24/2025	3,020.28	CAPITAL ONE WALMART COMMUNITY CARD
047289	4/29/2025	95.00	ALG PRECISION, LLC
047290	4/29/2025	1,632.00	APPLE INC
047291	4/29/2025	4,375.00	CAPITAL AREA SOCCER LEAGUE
047292	4/29/2025	1,330.00	COMPANION CORPORATION
047293	4/29/2025	373.38	FLINN SCIENTIFIC, INC.
047294	4/29/2025	1,864.79	ACCO BRANDS USA LLC
047295	4/29/2025	753.50	GREEN-UP LAWN & SPRINKLERS, LLC
047296	4/29/2025	550.00	ION ELECTRIC SERVICE LLC
047297	4/29/2025	200.00	IONIA HIGH SCHOOL
047298	4/29/2025	3,504.00	JACK PEARL'S TEAM SPORTS
047299	4/29/2025	250.00	MASON PUBLIC SCHOOLS
047300	4/29/2025	25.00	OAKLAND SCHOOLS
047301	4/29/2025	250.00	ST JOHNS PUBLIC SCHOOLS
047302	4/29/2025	300.00	TRACK IMPROVEMENT COMMITTEE WILLIAMSTON HIGH SCHOOL
047303	4/29/2025	1,507.37	SCHOOL SPECIALTY, LLC
047304	4/29/2025	134.18	VERIZON WIRELESS
047305	4/29/2025	65.00	MISCELLANEOUS VENDOR
900999	4/3/2025	1,200.00	EDUSTAFF LLC
901000	4/4/2025	66,658.41	EDUSTAFF LLC
901001	4/4/2025	8,889.90	GORDON FOODS



**FOWLerville COMMUNITY SCHOOLS**  
**CHECK REGISTER FOR THE MONTH OF APRIL 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
901002	4/4/2025	834.80	BASIC PR SWEEPS
901003	4/7/2025	511.53	GORDON FOODS
901004	4/7/2025	6,905.75	GORDON FOODS
901005	4/9/2025	11,675.58	GORDON FOODS
901006	4/11/2025	14,545.89	US OMNI & TSACG COMPLIANCE SERVICES
901007	4/11/2025	8,648.80	HEALTHQUITY INC.
901008	4/11/2025	267.05	BASIC PR SWEEPS
901009	4/14/2025	9,292.77	GORDON FOODS
901010	4/16/2025	11,134.54	GORDON FOODS
901011	4/18/2025	100,392.15	EDUSTAFF LLC
901012	4/18/2025	177.41	BASIC PR SWEEPS
901013	4/23/2025	9,528.32	GORDON FOODS
901014	4/24/2025	8,384.90	GORDON FOODS
901015	4/25/2025	8,498.80	HEALTHQUITY INC.
901016	4/25/2025	14,745.89	US OMNI & TSACG COMPLIANCE SERVICES
901017	4/25/2025	40.00	BASIC PR SWEEPS
901018	4/28/2025	6,142.80	GORDON FOODS
901019	4/28/2025	12,683.34	GORDON FOODS
901020	4/29/2025	159.00	BASIC PR SWEEPS
A00959	4/1/2025	4,295.62	DIRECT ENERGY BUSINESS
A00960	4/1/2025	1,355.60	ROAD EQUIPMENT PARTS CENTER
A00961	4/3/2025	665.00	FACILISERV, INC DBA BR BLEACHERS
A00962	4/3/2025	8,805.93	ENGINEERED PROTECTION SYSTEMS, INC. EPS SECURITY
A00963	4/3/2025	456.26	MAURER'S TEXTILE RENTAL SERVICES, INC
A00964	4/8/2025	18,835.29	CONSTELLATION NEWENERGY GAS DIVISION, LLC
A00965	4/8/2025	29,671.75	VILLAGE OF FOWLerville
A00966	4/9/2025	5,820.93	AMAZON CAPITAL SERVICES, INC.
A00967	4/14/2025	278,423.16	BRIGHTON AREA SCHOOLS
A00968	4/14/2025	2,059,409.13	AUCH, GEORGE W. AUCH COMPANY AUCH CONSTRUCTION
A00969	4/14/2025	19,412.23	INTEGRATED DESIGN SOLUTIONS, LLC ACCOUNTS RECEIVABLE
A00970	4/15/2025	7,856.00	BULL'S EYE BRANDS, INC. SMART MOUTH FOODS
A00971	4/15/2025	837.87	ROAD EQUIPMENT PARTS CENTER
A00972	4/15/2025	3,081.60	TRACE3, LLC
A00973	4/16/2025	12,875.21	AMAZON CAPITAL SERVICES, INC.
A00974	4/23/2025	490.00	CSM MECHANICAL LLC
A00975	4/23/2025	951.15	KONE INC KONE CHICAGO
A00976	4/24/2025	6,424.53	DIRECT ENERGY BUSINESS
A00977	4/24/2025	784.64	KONE INC KONE CHICAGO
A00978	4/29/2025	12,950.47	DIRECT ENERGY BUSINESS
A00979	4/29/2025	18,808.34	ENGINEERED PROTECTION SYSTEMS, INC. EPS SECURITY
A00980	4/30/2025	13,576.59	AMAZON CAPITAL SERVICES, INC.
P6649	4/30/2025	11,103.55	PCARD - JP MORGAN CHASE BANK
		3,111,524.89	TOTAL

**Fowlerville Board of Education**  
**Superintendent's Personnel Report**  
**Regular Meeting – May 5th, 2025**

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

It is recommended that the following personnel recommendations be approved:

**A. EMPLOYMENT:**

Carol Kuch	Sub Para for Transportation	04/21/2025	Complete
Abbygail Stiffler	Asst. Softball Coach	04/11/2025	Complete
Donna Huff	Bus Driver	04/24/2025	Complete
Carson Smith	Custodian	04/21/2025	Complete
Jessica Hogan	Dispatcher	04/07/2025	Complete

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

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

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

Todd Rambo	Custodian to Maintenance	04/07/2025	Complete
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**C. RESIGNATIONS/RETIREMENTS/TERMINATIONS:**

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

Lauri Coe	Director of Finance	13 years	06/30/2025
Lisa Magusin	Administrative Assistant	23 years	06/07/2025
Carla Smith	JH Teacher	29 years	06/30/2025

**D. LEAVE OF ABSENCE**

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

Monica Burke	Teacher	FMLA	
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**E. EMPLOYMENT – PROFESSIONAL STAFF**

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


# **Curriculum & Technology Committee Minutes**

## **Fowlerville Community Schools**

### **April 28, 2025**

High School Computer Lab A, at 4:00 p.m.

The meeting was called to order at 4:00 p.m. by Mr. Hinton in Computer Lab A at Fowlerville High School.

Members Present: Mr. Bob Hinton, Mrs. Sue Charron & Mrs. Diana Dombrowski  
Staff Present: Mrs. Adva Ringle, Mr. Andrew Comb, Mr. James Stauble, Mr. Stuard

Motion by Ms. Dombrowski, supported by Mrs. Charron, recommending approval of the minutes from the March 31, 2025 meeting. The motion was approved.

**Call to the Public** - No members of the public present.

**Technology Department Updates** - Mr. Stauble reported that state testing is going well overall, with only minor internet issues that were quickly managed. The technology team is now preparing for summer projects, including updates at Fowlerville Elementary School (FES), device deployments, new security monitors, and upgrading all district computers to Windows 11 before support for Windows 10 ends in October.

#### **Approval of New High School Textbook for 2025-2026 - Approval of Krugman's Economics for the Advanced Placement Course (fourth edition) by David Anderson and Margaret Ray**

Fowlerville Community Schools (FCS) teacher Mr. Evan Martin presented the *Krugman* textbook as a resource for the new AP Macroeconomics course. The text also supports AP Microeconomics, should the district offer it in the future. Mr. Martin aims to expand rigorous academic opportunities for students, and selected this textbook for its strong emphasis on real-world application. The committee approved forwarding the recommendation to the full board for approval of the text with online access at a cost of \$5669.40 for 30 textbooks, as well as \$1170 for 6 years of online access.

**New High School course proposals:** - Mrs. Ringle presented several new high school course proposals to the committee for discussion only at this time. AP Computer Science A is proposed to meet the state's new computer science requirement. Additional science, technology, engineering, arts and mathematics (STEAM)-focused courses—Introduction to Computer Science, First Robotics Engineering and Innovation, Web Design, and Forensic Science—are also proposed to expand student options based on skill and interest. While not all would run next year, they are part of a broader possible course menu.

Mrs. Ringle also noted that the Junior High would like to reintroduce 7-8th grade Choir and asked the committee to confirm whether board approval is required. The Committee will respond with approval by Wednesday, 4/29/25.

**35j Library Book Purchase Update** - Mrs. Ringle shared a list of books that support FCS's literacy initiatives and will be purchased using 35j Professional Development, Curriculum, and Supports Grant funds.

**Instructional Rounds Updates** - Mrs. Ringle shared a summary of the first instructional rounds day at Fowlerville Elementary and Kreeger Elementary, which went smoothly and was well-received. A total of 14 teachers and 5 administrators participated, visiting 10 classrooms. The team continued to explore their problem of practice by focusing on higher-order thinking and student learning. They also engaged in professional reading using excerpts from *Building Thinking Classrooms in Mathematics*.

**Optional June PD Update** - Mrs. Ringle provided an update on optional professional development funded through Title II, scheduled for June 16, 17, and 19. The sessions will focus on literacy and math, with up to 30 teacher participants. So far, 59 teachers have responded to the interest survey. Mrs. Ringle noted that they will attempt to fund full participation.

**Summer School Update** - Mrs. Ringle shared that Ms. Steffee and Mr. Krueger have been hired as summer school principals. Mr. Comb provided an overview of the program, which will run for three weeks starting July 7, Monday through Thursday, for approximately three hours each morning. Invitations have been sent to students identified as needing academic support. Registration will remain open for two weeks, after which the schedule and staffing will be finalized. Transportation will be provided.

**Other** - Mrs. Ringle provided an update on M-STEP testing and shared that the team is tracking preliminary results.

Mrs. Ringle asked the committee to share their preferences for a new format for student representation at Board of Education meetings, as the current student representative is graduating. The committee agreed that the next student representative may be a Junior and would serve a one-year term.

Mrs. Ringle gave an update on progress with building the 2025-2026 master schedules. Principals have been working diligently to ensure the schedule meets student needs while remaining efficient for the district. Mr. Stuard added that the team plans to meet with Fowlerville Education Association representatives in May and over the summer to share updates on the development of the master schedule.

Motion by Mr. Hinton, supported by Ms. Dombrowski, recommending adjournment of the meeting at 5:09 p.m. The motion passed.

# **Personnel Committee Minutes Fowlerville Community Schools May 5th, 2025**

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

The meeting was called to order at 4:03pm by Mr. Hinton in the FHS Computer Lab A.

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

Motion by Mrs. Sova , supported by Mrs. DeVries to approve minutes from the April 7th, 2025 meeting.

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.

2025-2026 Personnel Projections- Mrs. Ringle delivered a comprehensive overview of the planning process for the 2025–2026 school year, presenting projected student enrollment figures by grade level and outlining how these projections will guide potential adjustments to full-time equivalent (FTE) staffing, including both reductions and additions. She emphasized that any staffing reductions are intended to occur through attrition. The district's objective is to reduce FTE by five positions, a target previously communicated during the budget presentation to the Finance Committee.

Support Staff Negotiation Updates-Mrs. Reed provided updates on the ongoing negotiations with support staff. Tentative agreements have been reached with the Transportation and Food and Nutrition groups, and the process of review, voting, and finalization is currently underway. Meanwhile, the Administrative Assistant/Paraprofessional group has made substantial progress on language agreements and is scheduled to address financial matters at the next meeting.

Electronic Family & Medical Leave (eFMLA) Trial- Mrs. Reed introduced a proposed FMLA service that the district is considering for a pilot program. The eFMLA platform would replace the district's current, labor-intensive, paper-based FMLA administration process with a streamlined, fully customized online system. Mrs. Reed emphasized that implementing this platform would create a more consistent and user-friendly process for staff, while also enhancing the district's ability to provide timestamped documentation and easily accessible forms for both employees and the administration.

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Other – None

Motion by Mrs. Sova , supported by Mrs. DeVriesto adjourn the meeting at 4:38p.m.

# **Asset Management Committee Agenda**

## **Fowlerville Community Schools**

### **May 12, 2025**

Fowlerville High School, Computer Lab A, 6:00 p.m.

The meeting was called to order at 6:00 pm by Mrs. DeVries in the FHS Computer Lab A.

Members Present: Mrs. Danielle DeVries Mrs. Lindsey Redinger and Mr. John Belcher  
Staff Present: Mr. Matt Stuard, Mrs. Kim Hively  
Others Present: Mr. Ron Drzewicki, Mr. Matt Shock, Mr. Craig Gengler and Mr. Scott DeVries

Motion by Mr. Belcher supported by Mrs. Redinger to approve minutes from the April 14, 2025 meeting.  
Motion carried.

#### **Call to the Public** - None

**2021 Bond Projects Update** – Matt Shock provided updates on current Bond construction projects. The high school project remains on schedule with no significant issues. Preparations are underway for summer work. Landscaping and playground areas at various sites need reseeded. Kreeger and Smith building projects are progressing, with demolition and abatement scheduled to begin after the school year concludes.

**Fowlerville Community Schools Water System** - The committee held an in-depth discussion regarding the school district's water system.

Key points discussed:

- **Ownership and Responsibility:** Questions remain regarding the original 1992 easement agreements, specifically the Board of Education's dedication of the water system to the Village and whether those agreements established the Village's responsibility for ownership and maintenance. The district is seeking records from the Village to clarify the historical intent and legal status of the portion of the water system covered by the easements.
- **Future Agreements and Planning:** The district is working to negotiate a formal water agreement that clearly delineates each party's roles, in line with the preference of the Michigan Department of Environment, Great Lakes, and Energy (EGLE).
- **Backflow Preventers and Compliance:** The Village recently communicated a requirement to install backflow preventers at multiple connection points to the district's water system, with a compliance deadline of August 15, 2025. Concerns were raised about the potential impact of these devices on district water quality and pressure throughout the interconnected system within both the district and within the Village.
- **Mapping and Infrastructure Assessment:** The committee agreed on the importance of mapping all water system infrastructure and authorized the superintendent to move forward with this.
- **Meeting with EGLE:** A meeting with EGLE is scheduled to clarify their compliance expectations. The district is also considering seeking a second legal opinion.

**Operations Update** - Kreeger, the High School, and the Junior High buildings will be closed to the public during summer renovations. Staff access will be limited, and all building card access will be temporarily disabled to ensure safety. Public notification will also include updated information regarding restricted access to the track infield, which is receiving new turf. Central Office, Fowlerville Elementary School and Information Technology will be open along with other select locations around the district.



Additionally, the district has received a grant to support the installation of bottle filling stations across district facilities. A total of 42 stations are expected to be installed during the summer.

**Other** - None

Motion by Mr. Belcher supported by Mrs. Redinger recommending adjournment of the meeting at 8:02 pm.  
Motion carried.

# **Finance Committee Minutes Fowlerville Community Schools May 16, 2025**

CO Conference Room

The meeting was called to order at 7:00 a.m. by Mr. John Belcher.

**Members Present:** Mrs. Sue Charron, Mrs. Diana Dombrowski, Mr. John Belcher

**Staff Present:** Mr. Matthew Stuard, Ms. Lauri Coe, Ms. Amy Verhelle-Smith

**Others Present:** None

Motion by Ms. Dombrowski, supported by Ms. Charron, to approve minutes from the April 11, 2025, meeting. Motion carried.

**Call to the Public** – None

**2025/26 School Photography Recommendation** - A recommendation was made to contract with Lifetouch Photography for school pictures across all grade levels, as well as for staff and student identification cards. Discussion followed. The Committee supports the recommendation. No Board action is required.

**2025-26 Recreation Agreement** - A new community Recreation agreement was reviewed, with each participating municipality contributing a flat fee. This fee will be adjusted annually based on participation and other relevant factors. While some minor revisions are expected, the agreement received support to move forward. Once the addendum containing these revisions is complete, it will be brought to the Board for approval.

**2025-26 Original Budget Resolution** - The Original Budget resolutions for the General Fund, Food Service Fund, Community Education Fund, and Special Activities Fund were reviewed and approved to move forward to the full Board for approval at the June 3, 2025 meeting. The original General Fund budget resolution includes an operating deficit of approximately \$248,000 and projects an ending fund balance of 10.4%.

**2025-26 L-4029's (will send in Board packet or walk in)** - The L-4029 forms, which certify the townships within the District's borders to levy taxes on behalf of the District, will be included in the Board packet or presented as a walk-in item. County reports, expected today, will be used to populate the forms. Following that, the forms will be reviewed by the District's legal and financial advisory teams and included in the Board agenda for the June 3, 2025 meeting.

**2025-26 Meal Prices** - The current Paid Lunch Equity tool was used to estimate proposed meal prices for the 2025–26 school year. The Committee reviewed and supports increasing meal prices should free meals not be offered in the future. The proposed prices are as follows: Elementary from \$2.85 to \$3.00, and Secondary from \$3.15 to \$3.50. This increase is recommended to the full Board for consideration at the 5/27/25 meeting.

**2025-26 Food Service Fund Spend-down Plan** - A plan to reduce the excess fund balance in the Food Service Fund was reviewed. It includes a recommendation to purchase \$155,461.45 in equipment from Stafford-Smith to replace the serving line at the high school and a pass-through cooler at the junior high school. The Committee recommends this purchase be presented to the full Board for approval at the 5/27/25 Board meeting.

**2025-26 LESA Budget** - The LESA budget resolutions and accompanying presentation were reviewed and discussed. The Committee recommends that the 2025-26 LESA budget resolutions be forwarded to the full Board for approval at their 5/27/25 meeting.

**FOIA Update** – 25 minutes of Ms. Parson's time.

**PERA Update** - None

**Other** – None

Motion by Ms. Dombrowski, supported by Ms. Sova, recommending adjournment of the meeting at 8:12 am. Motion carried.

This Community Recreation Agreement (the "Agreement") is made this 1st day of April 2025 by and among the following Parties:

1. **Fowlerville Community Schools**, a Michigan general powers school district, whose address is 7677 W. Sharpe Road, Suite A, Fowlerville, Michigan 48836;
2. **Village of Fowlerville**, a Michigan municipal corporation, whose address is 213 S. Grand Avenue, Fowlerville, Michigan 48836;
3. **Township of Iosco**, a Michigan municipal corporation, whose address is 2050 Bradley Road, Webberville, Michigan 48892;
4. **Township of Cohoctah**, a Michigan municipal corporation, whose address is 10518 Antcliff Road, Fowlerville, Michigan 48836;
5. **Township of Conway**, a Michigan municipal corporation, whose address is 8015 N. Fowlerville Road, Fowlerville, Michigan 48836;
6. **Township of Handy**, a Michigan municipal corporation, whose address is 135 N. Grand Avenue, Fowlerville, Michigan 48836.

(Individually referred to as a "Party" and collectively referred to as the "Parties").

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**WHEREAS:**

- Section 11a of the Revised School Code, MCL 380.1 la, permits Fowlerville Community Schools (the "School District") to enter into agreements, contracts, or cooperative arrangements with public entities for the operation of recreation programs; and
- The Parties desire to jointly operate a Community Recreation Program serving the greater areas of the School District, the Village of Fowlerville, and Iosco, Cohoctah, Conway, and Handy Townships.
- The Townships desire to enter an Agreement to partially defray the costs of the registration fees for participants in the Community Recreation Program that reside within the Townships participating in this Agreement.

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**NOW, THEREFORE, the Parties agree as follows:**

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**1. Services to be Performed by the School District.**

The Community Recreation Program shall provide recreational programs and activities to the greater areas of the School District, the Village of Fowlerville, and Iosco, Cohoctah, Conway, and Handy Townships. The School District's Board of Education (the "Board of Education") shall serve as the administrative decision-making authority for the Community Recreation Program.

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## 2. Duties and Responsibilities

- a. The Board of Education shall be responsible for the administration and governance of the Community Recreation Program, including, but not limited to the following functions:
  - i. The Board of Education shall hire a full-time Recreation Director. Additional support staff may be hired for the administration of the Community Recreation Program at The Board of Education's discretion.
  - ii. The Board of Education may hire, or contract for, temporary or part-time employees such as referees, umpires, field workers, custodians, and program aides on a seasonal basis when necessary.
  - iii. The Board of Education may retain additional paid employees for the purposes of this Agreement. All costs associated with the employment of persons hired to administer or perform under this Agreement shall be included in the cost of the Community Recreation Program.
- b. The Board of Education shall approve all activities in the Community Recreation Program.
- c. The Board of Education will establish and monitor policies, rules, and regulations to ensure the safety and well-being of program participants.
- d. The Board of Education shall establish a process to resolve grievances, complaints, and other concerns, providing reports to participating government units upon request.
- e. The Board of Education will prepare a budget for each fiscal year based upon projected expenses and revenues. For the purpose of this Agreement, the fiscal year will run from July 1 through June 30. A proposed budget reflecting the projected expenditures and revenues of the Community Recreation Program and a report of proposed fees for the next fiscal year, beginning July 1, will be sent to each participating government unit in this Agreement by January 31. A member of each participating government unit must be given notice and an opportunity to attend and participate in the annual January budget meeting. The Board of Education shall provide written notice fourteen (14) days in advance of the meeting to each participating government unit. The Board of Education shall not be permitted to adopt the annual budget unless such notice is provided.

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### **3. Fiscal Agent Responsibilities**

- a. The Board of Education shall serve as the fiscal agent for the Community Recreation Program and shall employ all necessary staff. All employees hired by the Board of Education will be considered its employees, not the employees of any other Party.
  - b. The Board of Education will secure liability insurance all employees and volunteers and provide certificates of insurance naming each participating government unit as an additional insured, upon request.
  - c. The Board of Education will conduct all necessary financial transactions for the program, including purchasing, payroll, and other financial activities.
  - d. The Board of Education shall maintain separate accounts for all program-related transactions and will allow participating government units to review the books upon reasonable request.
  - e. The Board of Education will provide an annual financial report to participating government units showing actual and projected revenues and expenses.
- 

### **4. Payment and Fees**

- a. Registration fees will be charged to participants to help cover program costs. Residents of participating government units will receive a discount off the Registration fee as determined by the Board of Education. Residents of non-participating government units will be charged the full registration fee. It shall be the responsibility of the Board of Education to determine whether a participant is entitled to a discount based on residency.
- b. Each participating government unit will voluntarily pay an annual flat fee, that must be approved by the participating government unit's Board of Trustees. This contribution shall be used to defray the costs of registration fees associated with the Community Recreation Program for residents of the participating government units. The fee contributed by each participating government unit shall be determined by each participating government unit's Board of Trustees.
  - i. The flat fee shall be invoiced annually to each Party after July 1, and payment shall be due thirty (30) days from the date of the invoice.
  - ii. If a participating government unit fails to approve the annual flat fee or fails to render timely payment, its residents shall be charged the full registration undiscounted rate.



- c. Pursuant to this Agreement, each government unit shall voluntarily contribute to Fowlerville Community Schools as follows:

**Village of Fowlerville: \$15,000.00**

**Township of Iosco: \$22,000.00**

**Township of Cohoctah: \$5,000.00**

**Township of Conway: \$25,000.00**

**Township of Handy: \$40,000.00**

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## **5. Term**

This Agreement shall begin on the date above and expire on April 30, 2026. This Agreement can be renewed for successive one-year periods (May 1 – April 30). For each successive term, a Party must notify all other Parties by April 1 of the preceding year if it intends to renew. A Party may withdraw from the agreement at any time by providing 60 days' written notice to all other Parties.

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## **6. Additional Parties**

Additional parties may be added to the Agreement upon approval of all Parties, subject to the same terms and conditions.

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## **7. Entire Agreement**

This Agreement represents the entire understanding between the Parties and supersedes any prior agreements. Any amendments to this Agreement must be made in writing and signed by all Parties.

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## **8. Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.

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## 9. Counterparts

This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same document.

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IN WITNESS WHEREOF, the Parties have caused this Community Recreation Agreement to be executed on the date and year first above written.

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### **Fowlerville Community Schools**

By: \_\_\_\_\_

Date: \_\_\_\_\_

### **Village of Fowlerville**

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

### **Township of Iosco**

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

### **Township of Cohoctah**

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

**Township of Conway**

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

**Township of Handy**

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

## **Appendix A**

### **LOCAL DISTRICT RESOLUTION FOR APPROVAL OF THE LIVINGSTON EDUCATIONAL SERVICE AGENCY (LESA) 2025-2026 BUDGET**

\_\_\_\_\_, Michigan (the "District")

A \_\_\_\_\_ meeting of the board of education of the District was held in the \_\_\_\_\_ in the District, on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, at \_\_\_\_\_ o'clock in the \_\_\_\_\_.

The meeting was called to order by \_\_\_\_\_, President.

Present:       Members

Absent:       Members

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_:

#### **WHEREAS:**

1.       Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed budget not later than May 1 of each year to the board of each constituent district for review; and

2.       Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district budget, shall adopt a board resolution expressing its support for or disapproval of the proposed intermediate school district budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

#### **NOW, THEREFORE BE IT RESOLVED THAT:**

1.       The Board of Education has received and reviewed the proposed LESA budget in accordance with Section 624 of the Revised School Code, as amended, and by the adoption of this resolution, expresses its support for the proposed LESA budget.

2.       The Secretary of the Board of Education or his/her designee shall forward a copy of this resolution to the LESA Board of Education or its superintendent no later than June 1, 2025.

3. All resolutions insofar as they conflict with this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

\_\_\_\_\_  
Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of \_\_\_\_\_, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a \_\_\_\_\_ meeting held on \_\_\_\_\_, 2025, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

\_\_\_\_\_  
Secretary, Board of Education

**LOCAL DISTRICT RESOLUTION  
FOR DISAPPROVAL OF  
THE LIVINGSTON EDUCATIONAL SERVICE AGENCY (LESA)  
2025-2026 BUDGET**

\_\_\_\_\_, Michigan (the "District")

A \_\_\_\_\_ meeting of the board of education of the District was held in the \_\_\_\_\_ in the District, on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, at \_\_\_\_\_ o'clock in the \_\_\_\_\_.

The meeting was called to order by \_\_\_\_\_, President.

Present:       Members

Absent:       Members

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_:

**WHEREAS:**

1.     Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed budget not later than May 1 of each year to the board of each constituent district for review; and
2.     Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district budget, shall adopt a board resolution expressing its support for or disapproval of the proposed intermediate school district budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

**NOW, THEREFORE BE IT RESOLVED THAT:**

1.     The Board of Education has received and reviewed the proposed LESA budget in accordance with Section 624 of the Revised School Code, as amended, and by the adoption of this resolution, expresses its objections to certain portions of the proposed LESA budget. The objections, along with proposed changes, if any, are set forth on Exhibit A attached hereto and incorporated herein by reference.



2. The Secretary of the Board of Education or his/her designee shall forward a copy of this resolution to the LESA Board of Education or its superintendent no later than June 1, 2025, along with the specific objections and proposed changes that this Board has to the budget.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

\_\_\_\_\_  
Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of \_\_\_\_\_, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a \_\_\_\_\_ meeting held on \_\_\_\_\_, 2025, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

\_\_\_\_\_  
Secretary, Board of Education

## **Appendix B**

### Lunch Price Possible Increase for 2025/26

	<b>2024/25 Lunch Price</b>	<b>Suggested Price Per PLE Tool</b>
Elementary	\$ 2.85	\$ 3.00
Secondary	\$ 3.15	\$ 3.50

Note: Price Recommendation is based on the 2024/25 Paid Lunch Equity Tool as the new version is not yet out.

# **Policy Committee Minutes**

## **Fowlerville Community Schools**

### **May 19, 2025**

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

The meeting was called to order at 6:01 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 and Ms. Jennifer Smith  
Others Present: No

Motion by Mr. Belcher supported by Mrs. Charron recommending approval of the minutes from the April 21, 2025 meeting. Motion Carried.

- Call to the Public – None
- Overnight/Out-of-State Trip Request - Mrs. Smith presented a request for 22 students to attend the Archery World Championships in Myrtle Beach from June 4 to June 7, 2025. The committee unanimously approved the trip. Additionally, the committee agreed to subsidize the trip in the same amount provided to the High School Robotics Team for their 2025 World Championships trip to Houston.
- Policy 0131.1 Bylaws and Policies – The committee unanimously supported moving the policy forward to the full Board for first reading.
- Policy 5320 Immunization – The committee unanimously supported moving the policy forward to the full Board for first reading.
- Policy 5330.01 Epinephrine Auto-Injectors - The committee unanimously supported moving the policy forward to the full Board for first reading.
- Policy 5350 Student Health, Well-Being, And Suicide Prevention – The committee requested a minor revision to include parent/guardian notification and unanimously supported moving the policy forward to the full Board for first reading.
- Policy 8320 Personnel Files - The committee unanimously supported moving the policy forward to the full Board for first reading.
- Other - None

Motion by Mr. Belcher supported by Mrs. Charron recommending the adjournment of the meeting at 6:32 pm. Motion Carried.

## **Appendix D**

Book	Policy Manual
Section	For the Board 38-2
Title	Copy of RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES
Code	po8800
Status	
Adopted	June 13, 2017

### 8800 - RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES

#### **RELIGIOUS CEREMONIES AND OBSERVANCES**

The Board of Education acknowledges that the U.S. Constitution prohibits it from adopting any policy or rule promoting or establishing a religion or any policy that unlawfully restricts any person's free exercise of the individual right to free exercise of religion enjoyed by all persons. Within the confines of this legal framework, the Board adopts the following policy to address the scope of these rights and the District's authority within its own facilities or during events.

Decisions of the United States Supreme Court have made it clear that it is not the province of a public school to advance or inhibit religious beliefs or practices. Under the First and Fourteenth Amendments to the Constitution, this remains the inviolate province of the individual and the church of his/her choice. The rights of any minority, no matter how small, must be protected. No matter how well intended, either official or unofficial sponsorship of religiously oriented activities by the school are offensive to some and tend to supplant activities which should be the exclusive province of individual religious groups, churches, private organizations, or the family.

As public employees, while on duty and acting within the scope of employment or pursuant to official duties, District staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration. Staff are expected to avoid circumstances where the staff member's expression of religious views could be reasonably construed as an endorsement or approval of the message by the school or District. Nothing in this policy or its application shall serve to prohibit or interfere with any staff member's free exercise of their religious views in circumstances not covered by this policy. The District shall not function as a disseminating agent for any person or outside agency for any religious or anti-religious document, book, or article. Distribution of such materials on District property by any party shall be in accordance with Policy 7510 - Use of School Facilities and AG 7510A - Use of District Facilities and Policy 9700 - Relations with Special Interest Groups.

Nothing in this policy prohibits teaching about various religions and religious practices in a manner consistent with any adopted District course curriculum. This instruction may include discussion of religious holidays and customs in a manner related to the curriculum that does not give the appearance of an endorsement of one religion over other religions or favoring either a system or religious beliefs or of other beliefs, such as atheism or agnosticism. Observance of religious holidays through devotional exercises or acts of worship is also prohibited.

Distribution of any outside organization's materials, including a request by any person wishing to facilitate dissemination of materials on District property, may make a request in accordance with Policy 7510 and AG 7510A - Use of District Facilities and Policy 9700 - Relations with Non-School Affiliated Groups and AG 9700A - Distribution of Materials to Students.

Students are not prohibited by this policy from engaging in rule respecting or promoting an establishment of religion or prohibiting any person from the free, individual, and voluntary exercise or expression of the individual's/person's religious beliefs. However, such exercise or expression may be limited to lunch periods or other non-instructional time periods when individuals are free to associate, or on an individual basis in a manner that does not disrupt the educational process.

Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Acknowledgement of, explanation of, and teaching about religious holidays of various religions is encouraged. Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure



that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on ~~minority~~ groups or individuals, and do not interfere with the regular school program.

~~The Board shall not conduct or sanction a baccalaureate service in conjunction with graduation ceremonies.~~

The Board shall not include religious invocations, benedictions, or formal prayer at any school-sponsored event.

#### **PATRIOTIC ACTIVITIES AND OBSERVANCES The United States Flag and Pledge of Allegiance**

The flag of the United States shall be raised above each public school building operated by the District at all times during school hours, weather permitting. This flag shall measure at least ~~four (4)~~ 4 feet ~~two (2)~~ 2 inches by ~~eight (8)~~ 8 feet. A United States flag shall also be displayed in every classroom or other instructional site in which students recite the Pledge of Allegiance.

All students in attendance at school will be provided an opportunity to recite the Pledge each day that school is in session. However, no student shall be compelled to recite the Pledge of Allegiance. No student shall be penalized for failure to participate in the Pledge and the professional staff shall protect any such students from bullying as a result of their not participating in the Pledge.

The building principal or administrator shall be responsible for determining the appropriate time and manner for reciting the Pledge, with due regard to the need to protect the rights and the privacy of a nonparticipating student.

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Legal

M.C.L. 380.1347, 380.1347a, 380.1565

20 U.S.C. 4071 et seq.

Gregoire vs. Centennial School District 907 F2d 1366, (3rd Circuit, 1990)

Lee vs. Weisman, 112 S. Ct 2649, 120 L. Ed. 2d 467 (1992)

Book	Policy Manual
Section	For the Board 38-2
Title	Copy of EVALUATION OF THE SUPERINTENDENT
Code	po1240
Status	
Adopted	December 15, 2015

#### 1240 - EVALUATION OF THE SUPERINTENDENT

The Board of Education believes it is essential that it evaluate the Superintendent's performance periodically in order to assist both the Board and the Superintendent in the proper discharge of their responsibilities and to enable the Board to provide the District with the best possible leadership. To carry out this responsibility, the Board will evaluate the Superintendent utilizing a rigorous, transparent, and fair performance evaluation system that does all of the following:

- A. Evaluates the Superintendent's job performance at least annually in a year-end evaluation, while providing timely and constructive feedback.

A Superintendent rated ~~highly effective~~ effective after July 1, 2024, on three (3) consecutive year-end evaluations may be evaluated every other year, at the District's discretion.

- B. Establishes clear approaches to measuring student growth and provides the Superintendent with relevant data on student growth.
- C. Evaluates the Superintendent's job performance as ~~highly effective, effective, minimally effective or ineffective, and after July 1, 2024 as effective, developing, or needing support~~, using multiple rating categories that take into account student growth and assessment data. For the 2015 – 2016, 2016 – 2017 and 2017 – 2018 school years twenty five percent (25%) of the annual year end evaluation shall be based on student growth and assessment data. Beginning with the 2018 – 2019 school year, forty percent (40%) of the annual year end evaluation shall be based on student growth and assessment data. Beginning with the 2024 – 2025 school year, twenty percent (20%) of the year-end evaluation shall be based on student growth or student learning objectives.

For the Superintendent, the pertinent data is that of the entire School District.

- D. Uses the evaluations, at a minimum, to inform decisions regarding all of the following:
  1. The effectiveness of the Superintendent, so that ~~s/he the Superintendent~~ is given ample opportunities for improvement.
  2. Retention and development of the Superintendent, including providing relevant coaching, instruction support, or professional development.
  3. Removing an ineffective Superintendent after ~~s/he the Superintendent~~ has had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures.
- E. The portion of the annual year-end evaluation that is not based on student growth and assessment data shall be based on at least the following for the entire District:
  1. The Superintendent's training and proficiency in conducting teacher performance evaluations if ~~s/he the Superintendent~~ does so or ~~his/her the~~ designee's proficiency and training if the Superintendent designates such duties.
  2. The progress made by the school or District in meeting the goals established in the school/District improvement plan.

3. Student attendance.

4. Student, parent and teacher feedback and other information considered pertinent by the Board.

5. ~~Beginning July 1, 2024, the portion of the evaluation that is not based on student growth or student learning objectives must be based on objective criteria~~

F. For the purposes of conducting annual year-end evaluations under the performance evaluation system, ~~by the beginning of the 2016—2017 school year,~~ the District shall adopt and implement one (1) or more of the evaluation tools for teachers, or administrators, if available, that are included on the list established and maintained by the Michigan Department of Education ("MDE"). However, if the District has one (1) or more local evaluation tools for administrators or modifications of an evaluation tool on the list, and the District complies with G., below, the District may conduct annual year-end evaluations for administrators using one (1) or more local evaluation tools or modifications.

G. ~~Beginning with the 2016—2017 school year,~~ the District shall post on its public website all of the following information about the measures it uses for its performance evaluation system for school administrators:

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.

H. ~~The District shall. Beginning with the 2016—2017 school year:~~

1. ~~The District shall provide training to the Superintendent on the measures used by the District in its performance evaluation system and on how each of the measures is used. This training may be provided by a district or by a consortium consisting of two (2) or more districts, the intermediate school district or a public school academy.~~
2. ~~The District shall 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.~~

The Board's evaluation shall also include an assessment of the:

- A. progress toward the educational goals of the District;
- B. working relationship between the Board and the Superintendent.

Such assessments will be based on defined quality expectations developed by the Board for each criteria being assessed.

~~The evaluation system must include a mid-year progress report for the Superintendent in each year that they are evaluated. This mid-year progress report shall comply with M.C.L. 380.1249b and may not replace the annual evaluation.~~



The evaluation system shall ensure that if the Superintendent is rated as ~~minimally effective or ineffective prior to July 1, 2024 or needing support or developing after July 1, 2024~~, the person(s) conducting the evaluation shall develop and require the Superintendent to implement an improvement plan to correct the deficiencies. The improvement plan shall recommend professional development opportunities and other measures designed to improve the rating of the Superintendent on ~~his/her~~ the Superintendent's next annual year-end evaluation. A Superintendent rated as ~~ineffective prior to July 1, 2024 and/or needing support after July 1, 2024~~ "ineffective" on three (3) consecutive year-end evaluations must be dismissed from employment with the District.

The evaluation program shall aim at the early identification of specific areas in which the Superintendent needs help so that appropriate assistance may be provided or arranged for. The Board shall not release the Superintendent from the responsibility to improve. If the Superintendent, after receiving a reasonable degree of assistance, fails to perform ~~his/her~~ assigned responsibilities in a satisfactory manner, dismissal, or non-renewal procedures may be invoked. In such an instance, all relevant evaluation documents may be used in the proceedings.

Evaluations shall be conducted of each administrator as stipulated in the revised School Code, the employment contract, the Superintendent's administrative guidelines and as directed by the Michigan Department of Education. An administrator shall be given a copy of any documents relating to ~~his/her~~ the administrator's performance which are to be placed in the personnel file.

~~All contracts governing the employment of the Superintendent entered into, extended, renewed, or modified on or after July 1, 2024 must include an appeal process concerning the evaluation process and rating received.~~

~~All contracts governing the employment of the Superintendent entered into, extended, renewed, or modified must include an appeal process concerning the evaluation process and rating received.~~

This policy shall not deprive an administrator of any rights provided by State law or any contractual rights consistent with State law.

As an outcome of the evaluation of the Superintendent's performance, the Board should be prepared to judge the advisability of retention of the Superintendent and be prepared better to:

- A. determine the Superintendent's salary;
- B. identify strengths and weaknesses in the operation of the District and determine means by which weaknesses can be reduced and strengths are maintained;
- C. establish specific objectives, the achievement of which will advance the District toward its goals.

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Book	Policy Manual
Section	7000 Property
Title	Copy of GIFTS, GRANTS, AND BEQUESTS
Code	po7230
Status	
Adopted	May 16, 2017

### 7230 - GIFTS, GRANTS, AND BEQUESTS

The Board of Education is duly appreciative of public interest in and good will toward the schools manifested through gifts, grants, and bequests. The Board reserves the right, however, to specify the manner in which gifts are made; to define the type of gift, grant, or bequest which it considers appropriate; and to reject those which it deems inappropriate or unsuitable. If accepted, the Board will attempt to carry out the wishes of the donor.

A. ~~All gifts, grants, or bequests having a value of more than \$2,500 shall be accepted by the Board. The Superintendent may accept for the Board gifts of lesser value.~~

B. ~~All accepted gifts, grants, or bequests shall be acknowledged by the Board.~~

~~All gifts, grants, or bequests shall be accepted by the Superintendent and acknowledged by the Board.~~

Gifts, grants, and bequests shall become the property of the Board and will be subject to use by the District as determined by the policies and administrative guidelines applying to all properties, equipment, materials, and funds owned by the Board.

Any equipment purchased by a parent organization for use in the school or at a District-related event shall be submitted to the Board, prior to purchase, so it can determine if the District would incur any liability by its use.

The Board reserves the right to not accept such liability and thus deny the use of the equipment by students or District employees.

Book	Policy Manual
Section	for the Board 39-1
Title	Copy of EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES
Code	po3120.08
Status	
Adopted	January 19, 2016

**3120.08 - EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES**

The Board of Education may find it necessary to employ, on a part-time basis, coaches or activity sponsors who are not members of the professional staff. Such part-time employees may be members of the District's support staff or may be individuals from the community or nearby areas.

The Board authorizes the Superintendent to act for the Board in employing such part-time staff.

The Superintendent shall establish administrative guidelines to ensure that each person employed as a coach or activity sponsor has the appropriate qualifications, has been properly interviewed, and signs an employment contract which includes the conditions of employment, compensation arrangements, and contract termination procedures.

Appropriate qualifications shall, at a minimum, include any requirements established by the State, and may also include any program specific training or certification as determined by the Superintendent. Starting with the 2025-2026 school year, an individual hired to serve at the high school as an athletic coach shall have a valid certification in cardiopulmonary resuscitation and use of an automated external defibrillator issued by the American Red Cross, American Heart Association, or a comparable organization or institution approved by the Michigan Department of Education, such as cardio-pulmonary resuscitation and/or first aid.

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Book Policy Manual

Section for the Board 39-1

Title Vol. 39, No. 1 - September 2024 Revised OPIOID ANTAGONISTS

Code po5330.02

Status

### **Revised Policy - Vol. 39, No. 1**

#### **5330.02 - OPIOID ANTAGONISTS**

The Board has determined that it is in the best interests of its students and employees to have opioid antagonists available to be administered, if necessary, by appropriately trained personnel. Therefore, the Board adopts this policy to govern the handling and administration of opioid antagonists consistent with the following processes, procedures, and limitations.

~~The~~ District shall purchase opioid antagonists and distribute the opioid antagonists to an employee or agent of the District who has been trained in the administration of that opioid antagonist. An opioid antagonist is naloxone hydrochloride ~~Narcan~~ or any other similarly acting and equally safe drug approved by the U.S. Food and Drug Administration for the treatment of drug overdose.

A District employee or agent may possess an opioid antagonist distributed to that employee or agent and may administer that opioid antagonist to an individual only if both of the following apply:

- A. The employee or agent has been trained in the proper administration of that opioid antagonist.
- B. The employee or agent has reason to believe that the individual is experiencing an opioid-related overdose.

#### **[OPTIONAL LANGUAGE]**

Each school in the District shall have at least ( ) two (2) ( ) ~~[END OF OPTION]~~ employees who have been trained in the appropriate use and administration of an opioid antagonist. The training shall be done in a manner that has been approved by ( ) a licensed registered professional nurse ( ) ~~[END OF OPTION]~~. Only an appropriately trained school employee or agent may possess and administer an opioid antagonist.

Each school in the District shall possess at least one (1) package of an opioid antagonist on site. The opioid antagonist may be administered by a trained school employee or agent to a student or other individual on school grounds who is believed to be having an opioid-related overdose.

#### **[END OF OPTIONAL LANGUAGE]**

An opioid-related overdose is a condition, including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death, that results from the consumption or use of an opioid or another substance with which an opioid was combined or that a reasonable person would believe to be an opioid-related overdose that requires medical assistance.

Any school personnel who have reason to believe that a student is having an opioid-related overdose must call 911.

#### **[SELECT ANY OR NONE OF THE FOLLOWING OPTIONS]**

☒ Any person who administers an opioid antagonist to a student shall promptly notify the ☒ student's parent/guardian. ( ) \_\_\_\_\_, who shall be responsible for promptly notifying the student's parent/guardian that an injection has been administered.

☐ The person who notifies the student's parent/guardian must encourage the parent or guardian to seek treatment for the student from a substance use disorder services program.

☒ It shall be the responsibility of the \_\_\_\_\_ ~~Director of School Security~~ **[insert person or position]** to be sure that the supply of opioid antagonists is maintained at the appropriate level and ~~that~~ they have not expired. The \_\_\_\_\_ ~~Director of School Security~~ shall also be responsible for coordinating the training of District employees to administer the opioid antagonists and to maintain the list of employees authorized to administer the antagonists.

☐ The District's training regarding, administration of, and the maintenance and storage of opioid antagonists shall be consistent with ~~Policy PE 5330, Administrative Guideline 5330, AG 5330~~ and the Michigan Department of Education's medication administration guidelines, as amended.

**[END OF OPTIONS]**

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Legal

Administration of Opioid Antagonists Act

Book	Policy Manual
Section	for the Board 39-1
Title	Copy of STUDENT ACCIDENTS
Code	po5340
Status	
Adopted	July 11, 2017

#### 5340 - STUDENT ACCIDENTS

The Board of Education believes that school personnel have certain responsibilities in case of accidents which occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports.

Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident.

Beginning with the 2025-2026 school year, the Board shall develop a cardiac response plan. This plan will include utilizing employees to respond to sudden cardiac arrests or other life-threatening emergencies that may occur on school campuses during school hours or at school-sponsored events including, but not limited to, school-sponsored athletic events.

~~The Superintendent may provide for an in-service program on first aid and CPR procedures.~~

The administrator in charge must submit an accident report to the Superintendent on all accidents.

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Book	Policy Manual
Section	for the Board 39-1
Title	Vol. 39, No. 1 - September 2024 Revised CRIMINAL JUSTICE INFORMATION SECURITY (NON-CRIMINAL JUSTICE AGENCY)
Code	po8321
Status	
Adopted	June 13, 2017
Last Revised	January 9, 2024

### **Revised Policy - Vol. 39, No. 1**

#### **8321 - CRIMINAL JUSTICE INFORMATION SECURITY (NON-CRIMINAL JUSTICE AGENCY)**

The District is required by State law to have the Michigan State Police (MSP) obtain both a State and a Federal Bureau of Investigation (FBI) criminal history record information (CHRI) background check report for all employees of the District and contractors, vendors and their employees who work on a regular and continuous basis in the District. This policy provides the appropriate access, maintenance, security, confidentiality, dissemination, integrity, and audit requirements of CHRI in all its forms, whether at rest or in transit. This policy/procedure shall be reviewed and updated at least annually and following any security incidents involving CHRI. To assure the security, confidentiality, and integrity of the CHRI background check information received from the MSP/FBI, the following standards are established:

#### **A. Sanctions for Non-Compliance**

Employees who fail to comply with this policy, State and Federal law, current CJISSECPOL rules or regulations, and any guidelines issued to implement this policy will be subject to discipline for such violations. Discipline can range from counseling and retraining to discharge and prosecution, based on the nature and severity of the violation, at the District's discretion. All violations will be recorded in writing, with the corrective action taken. The Superintendent shall review, approve, sign, and date all such corrective actions.

#### **B. Local Agency Security Officer (LASO)**

The Director of Safety and Security Director of Human Resources [insert designated administrator] shall be designated as the District's Security Officer ("LASO") and The LASO is an authorized user/personnel, has completed a fingerprint-based background check where required, and has been found appropriate to access CHRI, and an employee directly involved in evaluating an individual's qualifications for employment or assignment. The LASO shall be responsible for overall implementation of this policy and for data and system security. This shall include:

1. Identifying who is using or accessing CHRI and/or systems with access to CHRI;
2. Identifying and documenting any equipment connected to the State system;
3. Ensuring that personnel security screening procedures are being followed as set forth in this policy;
4. Ensuring that approved and appropriate security measures are in place and working as expected;
5. Supporting policy compliance and instituting the incident response reporting procedures;
6. Ensuring annual awareness and training is being completed by all personnel with authorized access to the CHRI;
7. Ensuring that the Michigan State Police are promptly informed of any security incidents involving the abuse or breach of the system and/or access to criminal justice information;

8. reviewing and updating information security policy/procedures annually or after security incidents involving CHRI;
9. to the extent applicable, identifying and documenting how District equipment is connected to the Michigan State Police system;
10. employing one (1) or more of the following techniques to increase the security and privacy awareness of system users: displaying posters, offering supplies inscribed with security and privacy reminders, displaying logon screen messages, generating email advisories or notices from organizational officials, conducting awareness events, and
11. to the extent applicable, identifying who is using the Michigan State Police approved hardware, software, and firmware, and ensuring that no unauthorized individuals have access to these items.

The District's LASO shall be the point of contact for the Michigan State Police and should be the person most knowledgeable about this policy. The District's LASO shall be designated on the appropriate form as prescribed and maintained by the Michigan State Police. A new form shall be submitted every time a new LASO is designated and kept on file by the District indefinitely.

#### C. Privacy Act Statement Disclosure

The District shall ensure that the applicant receives the Federal Privacy Act Statement Disclosure by providing the applicant with the most current version of the MSP RI-030 Live Scan consent form. The applicant will receive this information by hard or electronic copy.

#### D. Agency User Agreements

The District shall enter into any required User Agreement for Release of CHRI ("User Agreement"), and future amendments, by the Michigan State Police necessary to access the required CHRI on applicants, volunteers, and all other statutorily required individuals, such as contractors and vendors and their employees assigned to the District. Agreements are in place to provide data ownership, individual roles, responsibilities, etc. The District shall request a new user agreement in the event they have a legal name change, they move to a new physical address, or they wish to add or remove fingerprint reason codes. The most current copy of the Agreement shall be maintained on file at the agency indefinitely. The LASO shall be responsible for the District's compliance with the terms of any such User Agreement.

#### E. Personnel Security

Authorized users/personnel shall be individuals who have been appropriately vetted through a national fingerprint-based background check, as required by school safety legislation, and have been granted access to CHRI data, wherein access is only for the purpose of evaluating an individual's qualifications for employment or assignment.

1. **Subsequent Arrest/Conviction** - If an individual granted access to criminal justice information is subsequently arrested and/or convicted, access shall be suspended immediately until the matter is reviewed by the LASO to determine if continued access is appropriate. Such determination shall be recorded in writing, signed, dated, and maintained with the individual's file. In the event that the LASO has the arrest/conviction, the Superintendent (if not the designated LASO) shall make the determination. If the Superintendent is also the designated LASO, the determination shall be made by the Director of Safety and Security Assistant Superintendent [insert designated administrator]; except that, as noted in D(1)(a), individuals with a felony conviction of any kind will have their access indefinitely suspended.
2. **Public Interest Denial** - If the LASO determines that access to criminal justice information by any individual would not be in the public interest, access shall be denied whether that person is seeking access or has previously been granted access. Such decision and reasons shall be in writing, signed, dated, and maintained in the individual's file.
3. **Approval for Access** - All requests for access to criminal justice information shall be as specified and approved by the LASO. Any such designee must be a direct employee of the District. The District must maintain a readily accessible list that includes the names of all LASO approved personnel with access to criminal justice information, as well as the reason for providing each individual access. This list shall be made available to the Michigan State Police upon request.
4. **Notification of Termination of Employment/Access or Transfer/Re-assignment** - When an employee's access or employment is terminated, or if the duties for accessing criminal justice information

have been transferred or re-assigned to another individual, the Director of Human Resources [designated individual] shall be notified promptly in writing. The individual responsible for the termination or transfer/re-assignment shall directly notify the Director of Human Resources [designated individual].

5. **Termination of Employment/Access** – Within twenty-four (24) hours of the termination of employment, all access to criminal justice information shall be terminated immediately for that individual, such as requiring the individual to return any keys or access cards to buildings, offices, and/or files, or closing the individual's account and/or blocking access to any systems containing such information at the District.
6. **Transfer/Re-assignment** - When an individual who has been granted access to criminal justice information has been transferred or re-assigned to other duties, the LASO shall determine whether continued access is necessary and appropriate. If not, the LASO/he shall take such steps as necessary to block further access to such information within the twenty-four (24) hour period immediately following the transfer or reassignment. If such access is not necessary and appropriate, steps to eliminate the individual's access will be taken immediately, such as requiring the individual to return any keys or access cards to buildings, offices, and/or files, or closing the individual's account and/or blocking access to any systems containing such information at the District.

## F. Media Protection

Access to digital and physical media in all forms, which contains criminal history background information provided by the Michigan State Police through the statutory record check process, is restricted to authorized individuals only. Only individuals involved in the hiring determination of both District employees and volunteers shall be authorized to access digital and physical media containing CHRI.

1. **Media Storage and Access** – All digital and physical media shall be stored in a physically secure location or controlled area, such as a locked office, locked cabinet, or other similarly secure area(s) which can only be accessed by authorized individuals. If such security cannot be reasonably provided, then all digital CHRI background data shall be encrypted. Access to such media will be secured at all times when not in use or under the supervision of an authorized individual. Digital media shall be stored on a District or School server and unless encrypted, shall be maintained in a lockable filing cabinet, drawer, closet, office, safe, vault, etc. Storage on a third party server, such as cloud service, is not permitted. Storage of digital media must conform to the requirements in AG 8321 and must be encrypted. Physical media will be stored within individual records when feasible, or by itself when necessary, and will be maintained in a lockable filing cabinet, drawer, closet, office, safe, vault, etc.
2. **Media Transport** – Digital and physical media shall only be transported upon sufficient justification approved by the LASO. Digital and physical media shall be protected when being transported outside of a controlled area. Only authorized individuals shall transport the media. Physical media (e.g. printed documents, printed imagery, etc.) shall be transported using a locked container, sealed envelope, or other similarly secure measure. To the extent possible, digital media (e.g., hard drives and removable storage devices such as disks, tapes, flash drives, and memory cards) shall be either encrypted and/or be password protected during the transport process. The media shall be directly delivered to the intended person or destination and shall remain in the physical control and custody of the authorized individual at all times during transport. Access shall only be allowed to an authorized individual.
3. **Media Disposal/Sanitization** – When the CHRI background check is no longer needed, the media upon which it is stored shall either be destroyed or sanitized. The LASO and the Superintendent shall approve in writing the media to be affected. This record shall be maintained by the LASO during the individual's active employment plus an additional six (6) years. [Note: the regulations do not specify a specific period for maintaining this information. This time period is suggested based on the State of Michigan's background information retention schedule and will likely cover most statutes of limitation limitation and can be retained in digital format.]
  - a. **Digital Media** - Sanitization of the media and deletion of the data shall be accomplished by either overwriting at least three (3) times or by degaussing, prior to disposal or reuse of the media, but optical media (such as CDs and DVDs) will be physically destroyed. If the media is inoperable or will not be reused, it shall be destroyed by shredding, cutting, or other suitable method to assure that any data will not be retrievable.
  - b. **Physical Media** – Disposal of documents, images, or other type of physical record of the criminal history information shall be cross-cut shredded or incinerated. Physical security of the documents and their information shall be maintained during the process by authorized individuals. Documents may



not be placed in a wastebasket or burn bag for unauthorized individuals to later collect and dispose of.

All disposal/sanitization shall be either conducted or witnessed by authorized personnel to assure that there is no misappropriation of, or unauthorized access to, the data to be deleted. Written documentation of the steps taken to sanitize or destroy the media shall be maintained for ten (10) years, and must include the date as well as the signatures of the person(s) performing and/or witnessing the process. (See also, AG 8321.)

4. **Personal Mobile Devices** – A personally owned mobile device (mobile phone, tablet, laptop, etc.) ~~or no identifiable owner digital media device~~ shall not be authorized to access, process, store or transmit criminal justice information unless the District has established and documented the specific terms and conditions for personally owned mobile devices through a Mobile Device Management (~~MDM~~) system. An MDM is not required when receiving CHRI from an indirect access information system (i.e., the system provides no capability to conduct transactional activities on State and national repositories, applications, or services).

#### 5. CHRI Background Check Consent and Documentation

All individuals requested to complete a fingerprint-based CHRI background check must execute Michigan State Police Form RI-088A at ~~the~~ time of application, and be notified fingerprints will be used to check the criminal history records of the FBI, prior to completing a fingerprint-based CHRI background check. The most current and unaltered Livescan form (RI-030) will satisfy this requirement and must be retained. Individuals subject to a fingerprint-based CHRI background check shall be provided the opportunity to complete or challenge the accuracy of the individual's criminal history record.

Some type of documentation identifying the position for which a fingerprint-based CHRI background check has been obtained must be retained for every CHRI background check conducted, such as the "Agency User Agreement" (RI-087), an offer letter, employment agreement, new hire checklist, employment contract, volunteer background check form, etc.

#### 6. Controlled Area/Physical Protections

All CHRI obtained from the Michigan State Police pursuant to the statutorily required background checks shall be maintained in the ~~Director of Human Resource's locked cabinet and office area, physically secure and controlled area~~ **[insert designated location, such as the Principal's, Human Resources, or other such office]**, which is a physically secure and controlled area. The following security precautions will apply to the controlled area:

- a. Limited unauthorized personnel access to the area during times that criminal justice information is being processed or viewed.
- b. The controlled area shall be locked at all times when not in use or attended by an authorized individual.
- c. Information systems devices (e.g., computer screens) and physical documents, when in use, shall be positioned to prevent unauthorized individuals from being able to access or view them.
- d. Encryption shall be used for digital storage of criminal justice information. (See AG 8321)

#### 7. Passwords (Standard Authentication)<sup>1</sup>

All authorized individuals with access to computer~~s~~ or systems where processing is conducted or containing criminal justice information must have a unique password to gain access. This password shall not be used for any other account to which the individual has access and shall comply with the following attributes and standards:

- a. at least eight (8) characters long on all systems
- b. not be a proper name or a word found in the dictionary
- c. not be the same as the user identification
- d. not be displayed when entered into the system (must use feature to hide password as typed)

- e. not be transmitted in the clear outside of the secure location used for criminal justice information storage and retrieval
- f. must expire and be changed every ninety (90) days
- g. renewed password cannot be the same as any prior ten (10) passwords used (See also, AG 8321)

## 8. Security Awareness Training

All individuals who are authorized by the District to have access to criminal justice information or to systems which store criminal justice information shall have basic security awareness training as part of initial training for new users prior to accessing CJI and annually thereafter, and when required by system changes or within thirty (30) days of any security event for individuals involved in the event, within six (6) months of initial assignment/authorization and every two (2) years thereafter. LASOs require enhanced training on the specific duties and responsibilities of those positions and the impact those positions have on the overall security of information systems.

Training is a role-based security and privacy training for personnel with the following roles:

- a. **Basic Role:** All individuals with unescorted access to a physically secure location. (Not typical for NCJAs)
- b. **General Role:** All personnel with access to CJI. This level is designed for people who have physical and logical access to CJI.
- c. **Privileged Role:** This level is designed for all information technology personnel including system administrators, security administrators, network administrators, etc. More access is needed than a general user, but not an assigned LASO. (i.e., CHRIS Administrator)
- d. **Security Role:** This level is designed for personnel with the responsibility to ensure the confidentiality, integrity, and availability of CJI and the implementation of technology in a manner compliant with the CJISSEC POL. (i.e., LASO)

The training shall, to the extent possible, be received through a program approved by the Michigan State Police. A template of the training is provided on the Michigan State Police's website. At a minimum, the training shall comply with the standards established by the U.S. Department of Justice and Federal Bureau of Investigation for Criminal Justice Information Services. (See AG 8321.) A record shall be kept current of all individuals who have completed the security awareness training.

## 9. Secondary Dissemination of Information

If criminal history background information received from the Michigan State Police is released to another authorized agency under the sharing provision designated by the revised school code, a log of such releases shall be maintained and kept current for all dissemination outside of the CHRIS system indicating:

- a. the date of release;
- b. record disseminated;
- c. method of sharing;
- d. agency personnel that shared the CHRI;
- e. the agency to which the information was released;
- f. the name of the individual recipient at the agency; and
- g. whether authorization was obtained.

A log entry need not be kept if the receiving agency/entity is part of the primary information exchange agreements between the District and the Michigan State Police. A release form consenting to the sharing of CHRI shall be maintained at all relevant times.

If CHRI is received from another District or outside agency, an Internet Criminal History Access Tool (ICHAT) background check shall be performed to ensure the CHRI is based on personal identifying information, including the individual's name, sex, and date of birth, at a minimum.

### Incident Handling and Responses

The District shall establish operational incident handling procedures for instances of an information security breach. Information security incidents are major incidents that significantly endanger the security or integrity of CHRI. The District will identify responsibilities for information security incidents and include how and who to report such incidents to. The District will ensure appropriate security incident capabilities exist and should incorporate the lessons learned from ongoing incident handling activities. The District will ensure procedures exist and are implemented for a follow-up action of a security breach and for the collection of evidence in cases of legal action. All individuals with direct or indirect access to CHRI shall be trained on how to handle an information security incident, and such training will be included within the provided awareness and training. Information system security incidents shall be tracked using Form CJIS-016 and documented on an ongoing basis. Incident-related information may be obtained from audit monitoring, network monitoring, physical access monitoring, and user/administrator reports. The LASO shall maintain completed security incident reporting forms for three (3) years or until legal action (if warranted) is complete, whichever timeframe is greater. The District shall implement steps for incident handling capabilities, for both digital and physical CHRI media. Incident response testing will be conducted annually using the following tests: tabletop or walk-through exercises, simulations, or other agency appropriate tests. At a minimum, the following will be implemented:

	Physical - Hard Copy CHRI	Digital - Digitally Saved CHRI
1. Preparation	The CHRI container will be locked at all times in the business office where it is stored. The office must be locked when the office staff is not present. <del>[List name of video system if you have one.]</del>	Firewalls, virus protection, and/or malware/spyware protection shall be implemented and maintained to prevent unauthorized access or intrusion of the information systems.
2. Detection	Unauthorized activities or physical intrusions to the building shall be monitored by building alarm or video surveillance. Doors must be locked and checked at night.	Electronic intrusions shall be monitored and detected by the firewalls, virus protection, and/or malware/spyware protection software.
3. Analysis	The LASO will work with police authorities to determine how the incident occurred and what data was affected.	The LASO shall work with the IT department to determine what systems or data were compromised and affected.
4. Containment	The LASO shall lock uncompromised CHRI information in a secure container, or transport CHRI to a secure area.	The IT department shall stop the spread of any intrusion of the information systems and prevent further damage.
5. Eradication	The LASO shall work with law enforcement to remove any threats and compromised CHRI data.	The IT department shall remove the intrusion of the information systems before restoring the system. All steps necessary to prevent recurrence shall be taken before restoring the system.
6. Recovery	The Police shall handle and/or oversee the recovery of stolen CHRI media. The LASO may contact MSP for assistance in re-fingerprinting if necessary.	The IT department shall restore the agency information system and media to a safe environment.

When an incident involving the security of CHRI or systems with access to CHRI is discovered, the following procedures shall be followed:

A. The LASO shall be notified immediately. All personnel are required to report suspected incidents to the LASO immediately, but not to exceed one (1) hour after discovery. As such, personnel who become aware of an incident or believe an incident has occurred should report to the following individuals, in order:

1. LASO
2. Director of Information Technology [Designated Title]
3. Director of School Security [Designated Title]
4. Superintendent [Designated Title]

B. The breach shall be assessed (including determination of whether notification to individuals is needed, assessment of the extent of the harm, and identification of applicable privacy requirements) and steps taken to correct the situation:

1. access shall be stopped for any unauthorized user;
2. media shall be secured;
3. systems shall be shut down as necessary to avoid further exposure to unauthorized access or dissemination of CHRI;
4. such other steps are deemed necessary by the LASO or authorized personnel involved in assessing the incident.

C. All necessary information regarding the security breach and District responses shall be recorded, analyzed, and preserved, including who was involved in taking incident response measures.

D. The LASO shall be responsible for filing the incident report with the MSP using the CJIS-016. Completed CJIS-016 forms shall be retained on an ongoing basis to meet policy requirements for tracking.

The LASO shall monitor MSP information/guidance on incident reports and train authorized users with access to CHRI on detection and response to security incidents.

#### E. Mobile Device - Incident Handling and Response

1. The LASO shall be notified immediately.
2. The breach shall be assessed and steps taken to correct the situations:
  - a. access shall be stopped immediately, and remotely if necessary, for any authorized user;
  - b. media shall be secured and steps taken to identify how the incident occurred and what systems or data were compromised or affected;
  - c. systems shall be shut down as necessary to avoid further exposure to unauthorized access or dissemination of CJI;
  - d. such other steps as are deemed necessary by the LASO or authorized personnel involved in assessing the incident.
3. All necessary information regarding the security breach and District responses shall be recorded, analyzed, and preserved, including who was involved in taking incident response measures.
4. Steps shall be taken to restore the device and media to a safe environment.
5. The LASO shall be responsible for filing the incident report with the MSP using form CJIS-016. A copy of the completed form shall be retained and produced to MSP upon request.

When a device is lost the District shall document and indicate how long the device has been lost. Special reporting procedures for mobile devices shall apply in any of the following situations:

a. for a lost device, report if the owner:

1. believed the device was locked;
2. believed the device was unlocked;
3. could not validate the device's locked state<sup>1</sup>;

b. for a total loss of a device, report if:

1. CHRI was stored on the device;
2. the device was locked or unlocked;
3. capable of remote tracking or wiping of device<sup>1</sup>;

c. report any compromise of a device when the intrusion occurs while still in the owner's possession<sup>1</sup>;

d. report any compromise outside of the United States<sup>1</sup>;

#### F. Collection of Evidence

Where an information security incident involves legal action against the District or an individual (either civil or criminal), evidence shall be collected, retained, and presented in accordance with the rules of evidence of the relevant jurisdiction(s). For criminal matters, the Village of Fowlerville Police Department [law enforcement agency] shall be contacted for evidence collection. For civil matters, Thrun Law [designated legal counsel] will be contacted for evidence collection.

<sup>1</sup>Applicable to districts that maintain CHRI within a digital system of records, such as a digital database, filing system, record-keeping software, spreadsheets, etc. Not applicable if CHRI kept solely via e-mail and/or paper copies.

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Ref: Criminal Justice Information Services - Security Policy (Version 5.6, 2017),

U.S. Dept. of Justice and Federal Bureau of Investigation

Noncriminal Justice Agency Compliance Audit Review, Michigan State Police, Criminal Justice Information Center, Audit and Training Section

Conducting Criminal Background Checks, Michigan State Police, Criminal Justice Information Center

Book Policy Manual

Section Vol. 38, No. 1 - September 2023

Title Vol. 38, No. 1 - September 2023 Revised ONLINE/BLENDED LEARNING PROGRAM

Code po2370.01

Status

Adopted August 8, 2017

### **Revised Policy - Vol. 38, No. 1**

#### **2370.01 - ONLINE/BLENDED LEARNING PROGRAM**

The District shall provide eligible students the option of participating in online or blended learning courses. The purpose of the program is to make instruction available to eligible students using online and distance education technology in both traditional and nontraditional classroom settings. The District must make all eligible students and their parents or guardians aware of this program.

#### **A. Definitions**

1. **Online Learning** - Means a course of study that is capable of generating a credit or a grade, that is provided in an interactive internet-connected learning environment, in which students and their teachers are separated by time or location, or both, and in which the teacher is responsible for determining appropriate instructional methods for each student, diagnosing learning needs, assessing student learning, prescribing intervention strategies, reporting outcomes, and evaluating the effects of instruction and support strategies.
2. **Blended Learning** - A hybrid instructional delivery model where students are provided content, instruction, and assessment in part at the classroom, with a teacher, and in part through internet-connected learning environments with some degree of student control over time, location, and pace of instruction.

#### **B. Program Eligibility**

The District shall offer a program for students in:

☐ K through twelve (12).

☒ Grades six (6) through twelve (12).

☐ Grades \_\_\_\_\_.

The District may offer a full-time or part-time program for grades nine (9) through twelve (12) students enrolled in dropout prevention, academic intervention, core courses to meet graduation requirements, or dual enrollment programs.

#### **C. Student Eligibility**

1. ~~Students eligible for the District online/blended learning program must meet at least one (1) of the following conditions:~~
  - a. ~~The student has spent the prior school year in attendance at a public school in this State and was enrolled and reported by a public school district.~~
  - b. ~~The student is a dependent child of a member of the United States Armed Forces who was transferred within the last twelve (12) months to Michigan from another state or foreign country pursuant to the parent's permanent change of station orders.~~

2. Only students enrolled in grades six (6) through twelve (12) are eligible to enroll in an Online Learning course. Students in grades K through five (5) are only eligible to participate in Blended Learning Courses.

#### D. Course Availability and Access

1. The District shall provide access to enroll and participate in the available courses and shall award credit, as may be appropriate, for successful completion. Access shall be available to eligible students during or after the school day and during summer school enrollment. The District will provide at least one (1) of the following:
  - a. ( ☒ ) Online Learning, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-D.
  - b. ( ) Virtual Learning, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-A.
  - c. ( ) Independent Study, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-A.
2. The District shall enroll an eligible student in up to two (2) online courses as requested by the student during an academic term, semester, or trimester. Consent from the student's parent or legal guardian must be obtained for students under the age of eighteen (18) except that permission shall not be required if the course is being provided as permitted by M.C.L. 388.1621f(14), which allows a district to provide online instruction for not more than fifteen (15) days per school year under specific circumstances.
3. A student may enroll in more than two (2) virtual courses in a specific academic term, semester, or trimester if both of the following conditions are met:
  - a. The District has determined that it is in the best interest of the student.
  - b. The student agrees with the recommendation of the District.
4. The District will provide two (2) or fewer courses per semester in grades K through five (5) and one (1) or more courses per semester in grades six (6) through twelve (12). If students are taking more than two (2) courses per semester, the guidance found in the Pupil Accounting Manual 5-O- B shall be followed and seat time waivers obtained.
5. An eligible student may enroll in an online course published in the District online course syllabus, as described in section 8 below, or the State-wide catalog of online courses maintained by the Michigan Virtual University/virtual university.
6. The District may deny a student enrollment in an online course if any of the following apply, as determined by the District:
  - a. The student is enrolled in any of grades K to five (5).
  - b. The student has previously gained the credits provided from the completion of the online course.
  - c. The online course is not capable of generating academic credit.
  - d. The online course is inconsistent with the remaining graduation requirements or career interests of the student.
  - e. The student has not completed the prerequisite coursework for the requested virtual course or has not demonstrated proficiency in the prerequisite course content does not possess the prerequisite knowledge and skills to be successful in the online course or has demonstrated failure in previous online coursework in the same subject.
  - f. The online course is of insufficient quality or rigor. If the District denies a student enrollment for this reason, the District shall make a reasonable effort to assist the student in finding to find an alternative course in the same or a similar subject that is of acceptable rigor and quality.
  - g. The cost of the virtual course causes the District to exceed the target foundation allowance percentage.
  - h. The request for a virtual course enrollment was not made in the academic term, semester, trimester, or summer preceding the enrollment. This subsection does not apply to a request made by a student

who is newly enrolled in the District.

- i. If a student is denied enrollment in an online course by the District, the student may appeal the denial by submitting a letter to the Assistant Superintendent \_\_\_\_\_. The appeal must include the reason provided by the District for not enrolling the student and the reason why the student is claiming that the enrollment should be approved.

The Assistant Superintendent \_\_\_\_\_ shall respond to the appeal within five (5) days after it is received. If the Assistant Superintendent \_\_\_\_\_ determines that the denial of enrollment does not meet one (1) or more of the reasons specified in this subsection 4(E) vi, the District shall allow the student to enroll in the online course.

7. An online learning student shall have the same rights and access to technology in his/her District's school facilities as all other students enrolled in that District.
8. If a student successfully completes an online course, as determined by the District, the District shall grant appropriate academic credit for completion of the course and shall count that credit toward completion of graduation and subject area requirements. A student's school record and transcript shall identify the online course title as it appears in the online course syllabus.
9. The enrollment of a student in one (1) or more online courses shall not result in a student being counted as more than 1.0 full-time equivalent student under this act.

#### **E. Nonresident Applicants**

1. The District shall determine whether or not it has the capacity to accept applications for enrollment from nonresident applicants in online courses and may use that limit as the reason for refusal to enroll an applicant.
2. If the number of nonresident applicants eligible for acceptance in an online course does not exceed the capacity of the District to provide the online course, the District shall accept for enrollment all of the nonresident applicants eligible for acceptance.
3. If the number of nonresident applicants exceeds the District's capacity to provide the online course, the District shall use a random draw system.
4. The District shall determine whether or not it has the capacity to accept applications for enrollment from nonresident applicants in online courses and may use that limit as the reason for refusal to enroll an applicant.

#### **F. Requirements Specific to Online Learning Courses**

To offer an online course, the District must:

1. Provide the Michigan Virtual University virtual university with the course syllabus in a form and method prescribed by the Michigan Virtual University virtual university for inclusion in a State-wide online course catalog.
2. Provide on its publicly accessible website a link to the course syllabi for all of the online courses offered by the District, as described in section 8, and a link to the State-wide catalog of online courses maintained by the Michigan Virtual University virtual university.
3. Assign to each student a teacher of record.
4. Offer the online course on an open entry and exit method, or aligned to a semester, trimester, or accelerated academic term format.

#### **G. Online Course Syllabus**

The District must publish an online course syllabus for each online course offered. The online course syllabus must include:

1. An alignment document showing how the course meets applicable State academic standards addressed in an online course.



2. Online course content outline.
3. Online course required assessments.
4. Online course prerequisites.
5. Expectations for actual teacher contact time with the online learning student and other student-to-teacher communications.
6. Academic support available to the online learning student.
7. Online course learning outcomes and objectives.
8. ~~Name of the institution or organization providing the online content.~~
9. Name of the institution or organization providing the ~~teacher of record~~online instructor.
10. ~~The course titles assigned by the provider and the course titles and course codes from the National Center for Education Statistics school codes for the exchange of data.~~
11. Number of eligible nonresident students that will be accepted by the District in the online course. ~~This may include limiting enrollment to students enrolled in the District.~~
12. Results of the online course quality review using the guidelines and model review process published by the Michigan ~~Virtual University~~virtual university.

M.C.L. 388.1621f

~~Michigan Department of Education Guidance on Best Practices as Defined in M.C.L. 388.1621f~~

~~Michigan Department of Education Guidance on Best Practices as Defined in M.C.L. 388.1622f~~

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M.C.L. 388.1621f

Michigan Department of Education Guidance on Best Practices as Defined in M.C.L. 388.1621f

Book	Policy Manual
Section	Vol. 39, No. 1 - September 2024 MI
Title	Vol. 39, No. 1 - September 2024 Technical Correction SMALL UNMANNED AIRCRAFT SYSTEMS
Code	po7440.03
Status	
Adopted	January 7, 2020
Last Revised	April 9, 2024

### **Technical Correction - Vol. 39, No. 1**

#### **7440.03 - SMALL UNMANNED AIRCRAFT SYSTEMS**

#### **[ ] [OPTION 1]**

The Board prohibits the operation of small Unmanned Aircraft Systems (~~UAS~~), commonly known as drones, at any time on property owned, leased, or contracted for by the Board by any individual, whether the individual is employed by the District or not.

The Board also prohibits the operation of a sUAS (~~drone~~) on property owned, leased, or contracted for by the Board during District-sponsored contests (including scrimmages and previews), practices, tournaments, and activities under the auspices of the Michigan High School Athletic Association (~~MHSAA~~). District officials may deny admission or entry to anyone attempting to use a sUAS until the event has been completed. Any exceptions to this prohibition must be approved in advance by the Superintendent.

Any individual who violates this policy ( ) may be ( ) shall be **[END OF OPTION]** referred to local law enforcement.

#### **[END OF OPTION 1]**

#### **[OR]**

#### **[X] [OPTION 2]**

The Board prohibits the operation of small Unmanned Aircraft Systems (~~UAS~~) at any time by any individual who is not employed by the District, as well as by any District staff member or administrator who is not expressly authorized to do so by the Superintendent, on property owned, leased, or contracted for by the Board.

The Board also prohibits the operation of a sUAS (~~drone~~) on property owned, leased, or contracted for by the Board during District-sponsored contests (including scrimmages and previews), practices, tournaments, and activities under the auspices of the Michigan High School Athletic Association (~~MHSAA~~). District officials may deny admission or entry to anyone attempting to use a sUAS until the event has been completed. Any exceptions to this prohibition must be approved in advance by the Superintendent.

To be authorized to operate a drone on property owned, leased, or contracted for by the Board, a staff member or administrator must have a Remote Pilot Certificate issued by the Federal Aviation Administration (~~FAA~~). Further, the drone must be registered with the FAA and properly marked in accordance with 14 C.F.R. Part 107.

A staff member or administrator authorized to operate a drone on property owned, leased, or contracted for by the Board, must also comply with all rules set forth in 14 C.F.R. Part 107. (See AG ~~7440.03~~)

Failure to adhere by all rules set forth in 14 C.F.R. Part 107 and AG ~~7440.03~~ may result in loss of authorization to operate a drone on property owned, leased, or contracted for by the Board, referral to local law enforcement, and/or further disciplinary action, up to and including termination.

**[END OF OPTION 2]**

**[END OF OPTIONS]**

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86 FR 4314

14 C.F.R. Part 107

# Appendix E

Book	Policy Manual
Section	Vol. 39, No. 2 - February 2025
Title	Vol. 39, No. 2 - February 2025 Revised BYLAWS AND POLICIES
Code	po0131.1
Status	
Adopted	August 18, 2015
Last Revised	March 3, 2020

## **Revised Bylaw - Vol. 39, No. 2**

### **0131.1 - BYLAWS AND POLICIES**

The Board of Education shall adopt bylaws and policies for the organization and operation of this Board and the District and shall be bound to follow such bylaws and policies.

Those bylaws and policies which are not required to have a public hearing dictated by the statutes or rules of the State Board of Education or ordered by the Superintendent of Public Instruction or a court of competent authority may be adopted, amended, or repealed by a majority vote of the Board at a regular or special meeting and repealed at any meeting of the Board.

~~(X) After completing two (2) readings at two (2) scheduled meetings provided the proposed adoption, amendment, or repeal shall have been proposed at a previous Board meeting and, once proposed, shall have remained on the agenda of each succeeding Board meeting until approved or rejected. [END OF OPTION]~~

~~(X) except that the Board may vote to waive the two (2) reading requirement and then vote to adopt, amend, or repeal a bylaw or policy with one (1) reading, provided the amendment or adoption does not conflict with the law, upon a vote and where compelling reasons exist, cause to adopt, amend, or suspend bylaw or policy contained herein, provided the amendment, adoption, or suspension does not conflict with law. Any resolution adopting, amending, or suspending a bylaw or policy under this provision shall expire automatically at the next public meeting of the Board unless the Board moves to adopt the resolution in final form. [END OF OPTION]~~

~~Bylaws and policies may be suspended. Bylaws shall be adopted, amended, repealed, or suspended by a majority vote of the Board. Any resolution suspending a bylaw or policy under this provision shall expire automatically at the next public meeting of the Board.~~

~~[X] Periodically, it may be deemed necessary to make technical corrections to policies that have already been adopted through normal procedures. These technical corrections may include statutory references, scrivener's errors, renumbering that does not change the order of the sections or subsections, grammatical corrections or additions including punctuation or typographical errors, as well as alterations and omissions not affecting the construction or meaning of any sections, subsections, chapters, titles, or policies as a whole and that are of a non-substantive nature. Technical corrections may also include the updating of the named individuals in these policies where the originally named individual no longer works for the District or no longer works in the applicable position. The Superintendent is authorized to identify and make technical corrections to the policies and regulations without Board approval. Upon completion of the technical corrections, the Superintendent shall provide a brief summary of the technical corrections to the Board for review. Should the Board determine that a technical correction is substantive in nature, it will utilize the normal policy adoption procedure to adopt the amendments to the policy or regulation. Should the Board choose to make such technical corrections, it may be accomplished by resolution without going through the normal policy adoption procedures. [END OF OPTION]~~

~~[X] The Board may adopt, amend, or repeal rules of order for its own operation by simple resolution of the Board passed by a majority of those present and voting. [END OF OPTION]~~

The adoption, modification, repeal, or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board. All bylaws and policies shall be printed in the Board policy manual. Any policy or part of a policy that is superseded by a term in a negotiated agreement shall no longer be in force and effect as a policy.

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Legal M.C.L. 380.1201 et seq.

Book	Policy Manual
Section	Vol. 39, No. 2 - February 2025
Title	Vol. 39, No. 2 - February 2025 Revised IMMUNIZATION
Code	po5320
Status	
Adopted	July 11, 2017

**Revised Policy - Vol. 39, No. 2****5320 - IMMUNIZATION**

~~[X]~~ The Board of Education believes that immunization is one of the most cost-effective measures to protect children from vaccine-preventable diseases. Accordingly, the Board requires that all students be properly immunized at the time of registration or not later than the first day of school pursuant to the provisions of the Department of Health and Human Services (DHHS) regulations. ~~[END OF OPTION]~~

Students must meet the immunization requirements set by the State for attendance at school in order to enroll or attend.

Students who do not meet the immunization requirements on the opening day of school shall be admitted by the Superintendent in accordance with District administrative procedures. Transfer students shall not be admitted without proof of immunization as required by the State.

There are three (3) circumstances in which a required vaccine may be waived or delayed:

- A. A valid medical contraindication exists to receiving the vaccine. The child's physician must certify the contraindication, ~~the vaccines involved, and the time frame the student is not able to get the vaccines,~~ on the appropriate form.
- B. The parents hold religious or philosophical beliefs against receiving a vaccination. Any parent/guardian/in loco parentis who wants to claim a nonmedical waiver will need to receive education regarding the benefits of vaccination and the risks of disease from a county health department before obtaining the certified nonmedical waiver form through the Local Health Department.
- C. The child has received at least one (1) dose of each immunizing agent and the next dose(s) are not due yet. ~~The District must follow up with the parent or legal guardian to ensure the student has received the required follow-up dose(s) of the vaccine.~~

When the District provides information on immunizations, infectious disease, medications, or other school health issues to parents and guardians of students in at least grades 6, 9, and 12, the Board shall include information about meningococcal meningitis and the vaccine for meningococcal meningitis and about human papillomavirus and the vaccine for human papillomavirus. The information shall include at least the causes and symptoms of meningococcal meningitis and how it is spread and the risks associated with human papillomavirus. In addition, the information shall include sources where parents/guardian may obtain additional information about both diseases and where they may obtain meningococcal meningitis and/or human papillomavirus vaccination of a child.

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Legal	M.C.L. 333.9201 et seq., 380.1177, 380.1177a
	A.C. 325.176

Book	Policy Manual
Section	Vol. 39, No. 2 - February 2025
Title	Vol. 39, No. 2 - February 2025 Revised EPINEPHRINE AUTO-INJECTORS
Code	po5330.01
Status	
Adopted	July 11, 2017

**Revised Policy - Vol. 39, No. 2****5330.01 - EPINEPHRINE AUTO-INJECTORS**

Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and self-administer the medication if they meet the conditions as stated in Policy 5330.

~~Each~~ Commencing with the 2014-15 school year, each school in the District shall have at least two (2) epinephrine auto-injectors (Epi-Pens) available at the school site. It shall be the responsibility of the District Nurse **[insert person or position]** to be sure that the supply of Epi-Pens is maintained at the appropriate level and they have not expired. The District Nurse shall also be responsible for coordinating the training of District employees to administer Epi-Pen injections and to maintain the list of employees authorized to administer such injections.

**Individuals Qualified to Administer**

Only a licensed, registered professional nurse employed or contracted by the District or a school employee who has successfully passed the required training shall be allowed to possess and administer Epi-Pen injections to students. The persons authorized to use the District maintained Epi-Pens will be maintained in each school by the Principal, and shall be available on an electronically accessible site for employees' reference.

Each school shall have at least one person trained in the appropriate use and administration of an Epi-Pen injection. In each school with ten (10) or more combined instructional and administrative staff, at least two (2) employees at that site shall be appropriately trained in the use of an Epi-Pen.

Training of employees on the appropriate use and administration of an Epi-Pen injection shall be done in accordance with any guidelines provided by the Michigan Department of Education, and shall be conducted under the supervision of a licensed registered professional nurse. The training shall include an evaluation by the nurse of the employees' understanding of the protocols for administering an Epi-Pen injection.

**Students to Whom Injections May Be Administered**

A licensed, registered, professional nurse or trained and authorized employees under this policy may administer Epi-Pen injections to 1) any student who has a prescription on file with the District, in accordance with the directives in such prescription, and 2) any individual on school grounds who is believed to be having an anaphylactic reaction.

~~The District and its personnel are immune from civil and criminal liability related to the administration or non-administration of epinephrine to the extent set forth in applicable State law.~~

**Reporting of Injections**

Any person who administers an Epi-Pen injection to a student shall promptly notify the

☒ student's parent/guardian.

☐ \_\_\_\_\_, who shall be responsible for promptly notifying the student's parent/guardian that an injection has been administered.

All Epi-Pen injections by District employees to students shall be reported in writing to Central Office the \_\_\_\_\_. The report shall include whether the school's or student's Epi-Pen was used, and whether the student was previously known to be subject to severe allergic reaction (anaphylaxis).

The Assistant Superintendent shall at least annually report to the Department of Education, in the form and manner determined by the Department, information on the number of injections provided to students, the number of injections with District Epi-Pens and the number of incidents where students were not known to be subject to severe allergic reactions.

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Legal M.C.L. 380.1178, 380.1179, 380.1179A  
Michigan Department of Education, Model Policy and Guidelines for Administering Medications to Pupils at School

Book	Policy Manual
Section	Vol. 39, No. 2 - February 2025
Title	Vol. 39, No. 2 - February 2025 Revised STUDENT HEALTH, WELL-BEING, AND SUICIDE PREVENTION
Code	po5350
Status	
Adopted	July 11, 2017

**Revised Policy - Vol. 39, No. 2****5350 - STUDENT HEALTH, WELL-BEING, AND SUICIDE PREVENTION**

The Board of Education recognizes the importance of addressing emotional and physical safety of students and staff in order to create and maintain safe and supportive learning environments. Comprehensive mental health and wellness initiatives are key to providing that students are in school, healthy, ready to learn, and prepared for success that depression and self-destruction are problems of increasing severity among children and adolescents. A student who suffers the psychological disability of depression cannot benefit fully from the educational program of the schools, and a student who has attempted self-destruction poses a danger both to himself/herself and to other students.

☐ The District's comprehensive mental health and wellness initiatives may include supports and services that promote:

- A. Positive school climate;
- B. Social skills;
- C. Mental health and well-being;
- D. Support for students and staff; and
- E. Trauma-informed and restorative practices.

The District shall implement specific strategies to promote school safety, including student instruction, anonymous reporting systems, threat assessment teams, emergency management plans, and staff training. **[END OF OPTION]**

☒ The District may provide students with age-appropriate instruction concerning the warning signs and risk factors for suicide and depression and the protective factors that help prevent suicide. **[END OF OPTION]**

All school personnel should be alert to the student who exhibits signs of unusual depression or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness, with the principal and parents/guardians notified.

District staff shall receive professional development training in the risk factors, warning signs for suicide and depression, and about the protective factors that help prevent suicide, as well as the available resources regarding youth suicide awareness and prevention. ( ) Such training shall include the warnings signs of non-suicidal self-injurious behaviors. **[END OF OPTION]**

Additional professional development training in suicide risk assessment and intervention shall be provided to counselors, psychologists, and school nurses.

The instruction and professional development shall be designed to:

- A. To prevent both fatal and nonfatal suicide behaviors among youth;
- B. To increase pupil awareness of the warning signs and risk factors for suicide and depression;
- C. To improve access to appropriate prevention services for vulnerable youth groups.

The Superintendent shall develop and implement administrative guidelines whereby members of the professional staff understand how to use an intervention procedure which includes the following:

- Step 1 - Stabilization
- Step 2 - Assessment of the Risk
- Step 3 - Use of Appropriate Risk Procedure
- Step 4 - Communication with Appropriate Parties
- Step 5 - Follow-up

☐ The Superintendent shall implement instruction for students on the dangers of depression and suicide through age-appropriate programs. Such instruction shall focus on:

- A. awareness of the risks and warning signs;
- B. access to appropriate prevention services;
- C. prevention of suicidal behaviors among students.

Parents/Guardians shall be notified of any suicide prevention instruction provided their children using the communication method used for regular communication with parents in that particular building. Upon written request of a parent/guardian, a student will be excused from instruction in this area.

Throughout any Intervention, it is essential that Board policies and District guidelines regarding confidentiality be observed at all times.

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M.C.L. 380.1171 (Chase Edwards Law)

Kelson v City of Springfield, 767 F2d 651 (9th Cir. 1985)



Book	Policy Manual
Section	Vol. 39, No. 2 - February 2025
Title	Vol. 39, No. 2 - February 2025 Revised PERSONNEL FILES
Code	po8320
Status	
Adopted	June 13, 2017
Last Revised	February 6, 2024

**Revised Policy - Vol. 39, No. 2****8320 - PERSONNEL FILES**

It is necessary for the orderly operation of the School District to prepare a personal information system for the retention of appropriate files bearing upon an employee's duties and responsibilities to the District and the District's responsibilities to the employee.

The Board of Education requires that sufficient records exist to ensure an employee's qualifications for the job held; compliance with Federal, State, and local benefit programs; conformance with District rules; and evidence of completed evaluations. Such records will be kept in compliance with the laws of the State of Michigan.

~~Unless the District is required by law to provide this information to a third party, the~~ District shall not disclose an employee's home address or contact information to a third party without the employee's written authorization.

The Board delegates the maintenance of an employee personal information system to the

- ☐ Superintendent.
- ☐ Business Manager.
- ☐ Assistant Superintendent for Personnel.
- ☒ ~~Director of Human Resources~~ \_\_\_\_\_

**END OF OPTIONS**

A single central file shall be maintained, and subsidiary records shall be maintained for ease in data gathering only ☐ and shall be destroyed annually. **END OF OPTION**

Only that information which pertains to the professional role of the employee and submitted by duly authorized school administrative personnel and the Board may be entered in the official record file. Employees shall provide necessary information for their personnel files. If providing the requested information is optional, employees shall be informed of their right to decline to supply the information.

Employee medical records, including, but not limited to, insurance forms, medical certifications by a physician, and requests for leave or accommodation, shall not be maintained in the employee's personnel file and shall instead be maintained in a confidential medical file.

A copy of each such entry shall be given to the employee upon request ☒ except for matters pertaining to pending litigation. **END OF OPTION**

☐ A copying cost will be charged for each copy given to the employee at ~~the employee's~~ request at the rate determined by the \_\_\_\_\_. **END OF OPTION**

An employee may review their personnel record upon written request.

☒ ~~The employee may periodically review their file at reasonable intervals, generally not more than two (2) times in a calendar year or as otherwise provided by law or by a collective bargaining agreement.~~ **END OF OPTION**

Personnel wishing to review their own records shall:

- A. request access in writing;
- B. ☒ review the record in the presence of the administrator designated to maintain said records or designee;
- C. ☒ make no alterations or additions to the record nor remove any material therefrom;
- D. ☐ sign a log attached to the file indicating date and person reviewing. **END OF OPTIONS**

Personnel records

- ☒ shall be available to Board members and school administrators as may be required in the performance of their jobs.
- ☐ shall not be available to Board members and school administrators except as may be required in the performance of their jobs. **END OF OPTIONS**

☐ The personnel files shall be reviewed annually and material no longer required shall be destroyed ☐ and no record shall be maintained of said destruction. **END OF OPTION**

Any employee who inappropriately releases information, or uses confidential information for personal reasons, will be disciplined in accordance with established policies and procedures. If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information in accordance with applicable procedures or refer the requestor to the employee's immediate supervisor.

Personnel wishing to appeal material in their record as to its accuracy, completeness, relevance, or timeliness shall make a request in writing to the administrator delegated to maintain the records and specify therein:

- A. ☒ name and date;
- B. ☒ material to be appealed;
- C. ☒ reason for appeal.
- D. ☐ \_\_\_\_\_ **[[END OF OPTIONS]]**

☐ The responsible administrator shall hear the appeal and make a determination within ninety (90) days of the appeal in accordance with law. **[[END OF OPTION]]**

If the appeal does not resolve the disagreement, the employee may submit a written statement, not exceeding five (5) sheets of 8 1/2 inch by 11-inch paper, explaining the employee's position. This written statement shall be kept in the employee's file.

#### **Records Retention**

Generally, personnel files shall be maintained for the duration of the individual's employment with the District, plus six (6) years. Files maintained on employees who were cited for unprofessional conduct shall be maintained for the duration of employment plus fifty (50) years.

Medical files shall be maintained for the period during which the individual is employed by the District or receiving benefits, whichever is longer, plus seven (7) years.

Per the State of Michigan Records Retention and Disposal Schedule for Public Schools, 404A.

State of Michigan Records Retention and Disposal Schedule for Public Schools at 400A and 400B.

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M.C.L. 423.501 et seq

## **Appendix F**

### **RESOLUTION DESIGNATING DISTRICT'S LESA ELECTION REPRESENTATIVE**

Fowlerville Community Schools, Michigan (the "District")

A regular meeting of the board of education of Fowlerville Community Schools, Michigan (the "Board"), was held in the Fowlerville High School media center, in the District, on the 27th day of May, 2025, at 7 o'clock in the p.m.

The meeting was called to order by \_\_\_\_\_, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_:

#### **WHEREAS:**

1. The biennial election of the Board of Livingston Educational Service Agency (LESA) will be held on Monday, June 2, 2025; and
2. The member(s) of the LESA Board will be elected by an electoral body composed of one (1) person designated by the Board of each of the constituent school districts; and
3. In accordance with Section 614(2) of the Revised School Code [MCL 380.614(2)], this Board must now adopt a resolution which designates its representative to the electoral body and direct said representative to vote on behalf of this Board for the specific candidate(s) this Board supports for each position to be filled on the LESA Board, at least on the first ballot taken by the electoral body.

#### **NOW, THEREFORE, BE IT RESOLVED THAT:**

1. This Board does hereby approve the designation of \_\_\_\_\_ as the representative of this Board for the electoral body, which body will elect three (3) candidates to the vacancies on the LESA Board on Monday, June 2, 2025 and \_\_\_\_\_ as an alternate representative in the event the designated representative is unable to attend.

2. The designated representative, or the alternate in the event of the absence of the designated representative, is further directed to cast a vote on the first ballot on behalf of this Board for \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

3. The Secretary of this Board is hereby further directed to cause a certified copy of this resolution to be filed with the Secretary of the LESA Board at or prior to the election of the LESA Board on Monday, June 2, 2025.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Motion declared adopted.

\_\_\_\_\_  
Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Fowlerville Community Schools, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a regular meeting held on May 27, 2025, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

\_\_\_\_\_  
Secretary, Board of Education