

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

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

August 19, 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 July 8, 2025
  - C. Approval of July Payables
  - D. Approval of Superintendent's Personnel Report
- IV. Call to the Public (See Guidelines Below)
- V. Reports/Recognition
  - A. Board Committee Reports
    - 1. 7/21 Personnel Committee Report
    - 2. 7/23 Executive Committee Report
    - 3. 7/28 Curriculum & Technology Committee Report
    - 4. 7/29 Asset Management Committee Report
    - 5. 8/11 Policy Committee Report
      - a. Recommendation to Approve First Reading of Proposed Policies
      - b. Recommendation to Approve School Resource Officer Contract for 25-26
    - 6. 8/15 Finance Committee Report
      - a. Change Order – Smith Vertical Unit Ventilator
      - b. Recommendation to Approve Chief Finance Officer Contract
      - c. Recommendation to Approve Pizza RFQ for FHS and FJHS
      - d. Recommendation to Approve Board Resolution
  - B. Superintendent's Report
- VI. Call to the Public
- VII. New Business/Presentations
- VIII. Old Business Items
- IX. Introduction of Other Matters by the Board
- X. Introduction of Other Matters by the Superintendent
- XI. Information
  - A. Next Regular Meeting, September 16, 2025 at 7:00 p.m., FHS media center
- XII. Recommendation for Closed Session for the Purpose of Negotiations
  - A. Recommendation to Reconvene Open Session
- XIII. Adjournment

**CALL TO THE PUBLIC GUIDELINES:**

- Any audience member may address the Board about topics on the agenda or not on the agenda.
- Each person shall be allowed to speak for a maximum of 3 minutes.
- Individuals addressing the Board should take into consideration the rules of common courtesy.
- Comments cannot be used to make personal attacks against Board members, District employees, or students.
- Call to the Public is not a question and answer period.
- Board members may ask questions of the speaker, but are not obligated to answer questions or make statements or commitments in response to issues raised by the public.
- The Board President may refer questions/issues to the Superintendent for investigation, study, or recommendation. He may ask the Superintendent to address questions directly during the Superintendent's report.

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  - A. Board Committee Reports
    - 1. 7/21 Personnel Committee Report
    - 2. 7/23 Executive Committee Report
    - 3. 7/28 Curriculum & Technology Committee Report
    - 4. 7/29 Asset Management Committee Report
    - 5. 8/11 Policy Committee Report
      - a. Recommendation to Approve First Reading of the following: Policy 3217 – Weapons, Policy 5772 – Weapons, Policy 4217 – Weapons, Policy 8142.01 – Weapons.

Recommendation: Administration recommends the following policies be approved for a second and final reading: Policy 3217 – Weapons, Policy 5772 – Weapons, Policy 4217 – Weapons, Policy 8142.01 – Weapons. [Appendix A] Roll Call Vote Needed.

- ~~b. Recommendation to Approve the School Liaison Officer Contract~~

Recommendation: The District is again entering into a contract with the Village of Fowlerville, Conway Township, Handy Township and Iosco Township to fund the School Liaison Officer.

Recommendation: Administration recommends approval of the Supplemental Law Enforcement Services (School Liaison Officer) as presented. [Appendix B] Roll Call Vote Needed.

- 6. 8/15 Finance Committee Report

- a. Recommendation to Approve the Change Order for the Smith Vertical Unit Ventilator

Recommendation: Administration along with the Finance Committee recommends that the Superintendent be granted authority to approve the change order to construct fire rated enclosures for Smith Vertical Unit Ventilators for an amount not to exceed \$200,000.

- b. Recommendation to Hire Chief Finance Officer

Recommendation: Administration, in agreement with the Finance Committee, recommends hiring Marc McKay to be the Chief Finance Officer for Fowlerville Community Schools. Mr. McKay will be 1.0 FTE, his starting date will be

September 2, 2025, and he will be placed at step 2 of the Board approved Director of Finance salary schedule. Hiring is contingent on a satisfactory criminal record check, misconduct form, and fingerprints. [Appendix C]

- c. Recommendation to Approve Pizza RFQ for Fowlerville High School and Fowlerville Junior High School.

Recommendation: Administration, along with the Finance Committee, recommend approval of the Food & Nutrition Pizza RFQ as presented for the vendor Bull's Eye Brands, Inc. [Appendix D] Roll Call Vote Needed.

- d. Recommendation to approve Board Resolution Regarding Payment of Unpaid Invoices Under the February 20, 2018 Community Education Agreement

Recommendation: The Finance Committee recommends the approval of a Board Resolution calling on the Village of Fowlerville, and the Townships of Handy and Conway to remit payment in full for any unpaid Community Recreation invoices from the period July 1, 2024 to June 30, 2025 [Appendix E]

B. Superintendent's Report – Mr. Matt Stuard

- VI. Call to the Public
- VII. New Business/Presentation
- VIII. Old Business
- IX. Introduction of Other Matters by the Board
- X. Introduction of Other Matters by the Superintendent
- XI. Information – See Agenda
- XII. Recommendation for Closed Session for the Purpose of Negotiations - Roll Call Vote Needed.  
Recommendation to Reconvene Open Session - Roll Call Vote Needed.  
Recommendation to Approve the Closed Session Minutes  
Motion from Closed Session
- XIII. Adjournment



**FOWLerville COMMUNITY SCHOOLS**  
**Board of Education Minutes**  
**Organizational Meeting**  
**July 8, 2025**

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

The Pledge of Allegiance was recited.

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

Members Absent: Mr. Robert Hinton

Motion by Mrs. Dombrowski, supported by Mrs. DeVries to approve the consent agenda including Board minutes from June 30, 2025. The motion was adopted unanimously.

Motion by Mrs. Charron, supported by Mrs. DeVries, recommending that the attached Board meeting schedule for the 2025-2026 school year be adopted as presented. [Appendix A]. The motion carried.

Motion by Mrs. Dombrowski, supported by Mrs. Charron, recommending that the attached Committee meeting schedule for the 2025-2026 school year be adopted as presented. [Appendix B] The motion carried.

**Recommendation 1:** Motion by Mrs. Dombrowski, supported by Mrs. Redinger, recommending the depository for Fowlerville Community Schools' monies and banking transactions for the 2025-2026 fiscal year shall be the Bank of Ann Arbor for the following accounts:

Bank of Ann Arbor –  
Collins Memorial  
Debt Retirement  
Energy Bond – Savings  
Food Service Account  
General Fund Checking  
General Fund Savings  
Payroll  
Student Activity Checking  
Student Activity Savings  
Trust Account – Scholarships  
VanGorder – Certificate of Deposit

Huntington Bank – Acts as agent to make debt service payments

Michigan Class – 2022 Bond Funds

UMB (United Missouri Bancshares) – 2022 Bond Funds

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

Nays: None

The motion carried.

**Recommendation 2:** Motion by Mrs. Dombrowski, supported by Mrs. Charron, recommending all checks drawn against authorized checking accounts in the following funds will be signed by the Board Treasurer and countersigned by the Superintendent.

General Fund  
Payroll  
Student Accounts

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

Nays: None

The motion carried.

**Recommendation 3:** Motion by Mrs. Dombrowski, supported by Mrs. Redinger, recommending the Superintendent, Assistant Superintendent or the CFO be authorized to invest temporary, excess cash in the name of Fowlerville Community Schools and liquidate these investments by depositing them in authorized school accounts.

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

Nays: None

The motion carried.

Motion by Mrs. Dombrowski, supported by Mrs. Charron, recommending the Superintendent or his delegate be the person responsible for posting meetings of the Board of Education notices as may be required by law. The motion carried.

Motion by Mrs. Dombrowski, supported by Mrs. DeVries, recommending the Board of Education set the subscription fee for the mailing of certain schedules and notices in the amount of \$50.00 per year. Board packet charges for non-board members will be .10¢ per page plus postage and handling. The motion carried.

Motion by Mrs. DeVries, supported by Mrs. Charron, recommending Maner Costerisan Certified Public Accountants be retained as auditors for the 2025-2026 school year and Thrun Law Firm be retained as legal counsel for 2025-2026. The motion carried.

Motion by Mrs. DeVries, supported by Mrs. Redinger, recommending approval of the Out-of-State and Overnight Field Trip list as presented for the 2025-2026 school year. [Appendix C] The motion carried.

Motion by Mrs. DeVries, supported by Mrs. Dombrowski, recommending approval of the Organizational Chart as presented for the 2025-2026 school year. [Appendix D] The motion carried.

Board Committee Reports – 6/30 Curriculum and Technology Committee Report-Mrs. Charron

Assistant Superintendent's Report – Mrs. Adva Ringle was not present.

Superintendent's Report – Mr. Matt Stuard updated the Board on the Bond Owner Architect meeting taking place tomorrow and the planned electrical outage that needs to be rescheduled. He also commented on the Fiber optic line, the water main parcels, Wolverine Engineering, the joint check-in meeting with EGLE, recommendations from the District Safety and Security committee, grants and the facility audit.

Call to the Public – None

Motion by Mrs. Dombrowski, supported by Mrs. Redinger, recommending the 2025-2026 School Bond Loan Application be approved [Appendix E]

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

Nays: None

The motion carried.

Information - Next Regular Meeting, August 19, 2025 FHS Alverson Center, 7:00 p.m.

Motion by Mrs. Charron supported by Mrs. Dombrowski recommending adjournment of the meeting at 7:27 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 JULY 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
047523	7/7/2025	296,889.34	MIDWEST TRANSIT EQUIPMENT, INC.
047524	7/7/2025	1,193.06	QUADIENT, INC.
047525	7/7/2025	1,361.54	CHAPTER 13 TRUSTEE OF FLINT
047526	7/9/2025	363.74	CLEAR RATE COMMUNICATIONS, INC
047527	7/9/2025	1,648.00	COMPANION CORPORATION
047528	7/9/2025	4,297.00	FOXBRIGHT SOLUTIONS, LLC DBA/ FOXBRIGHT
047529	7/9/2025	4,282.86	GALLAGHER AFFINITY INSURANCE SERVICES, INC.
047530	7/9/2025	100.00	FOWLerville BUSINESS ASSOCIATION
047531	7/9/2025	3,275.00	HPS
047532	7/9/2025	66.00	HOWELL TOWNSHIP CLERK
047533	7/9/2025	971.09	MASA
047534	7/9/2025	500.00	MASSP
047535	7/9/2025	750.00	MASSP
047536	7/9/2025	300.00	MICHIGAN SCHOOL BUSINESS OFFICIALS
047537	7/9/2025	385.00	NASSP
047538	7/9/2025	1,375.00	NEOLA, INC
047539	7/9/2025	135.00	R & D SEPTIC TANK CLEANING LLC
047540	7/9/2025	1,115.00	SNA DEPOSITORY
047541	7/9/2025	1,020.00	SNAM
047542	7/10/2025	3,450.00	ZACK DOUGLASS
047543	7/11/2025	1,450.00	ELLIOTT CONCRETE
047544	7/11/2025	7,783.20	FLOOR CARE CONCEPTS AND SUPPLY
047545	7/11/2025	8,811.00	GENESEE ISD
047546	7/11/2025	2,125.00	JOHNSON & WOOD, LLC
047547	7/11/2025	47.88	KODET'S TRUE VALUE
047548	7/11/2025	591.08	LANSING SANITARY SUPPLY, INC.
047549	7/11/2025	1,150.00	NOVA ENVIRONMENTAL, INC
047550	7/11/2025	1,390.63	RHONDA T BARBER
047551	7/11/2025	3,520.00	THRUN LAW FIRM, P.C.
047552	7/11/2025	431.25	TOWN CENTER INC
047553	7/15/2025	289.00	ASCD
047554	7/15/2025	889.20	BULK BOOKSTORE
047555	7/15/2025	12,500.00	CAPTURING KIDS' HEARTS
047556	7/15/2025	2,202.30	CONSUMERS ENERGY PAYMENT CENTER
047557	7/15/2025	2,990.00	DOCUSIGN INC
047558	7/15/2025	110.00	ELECTROCYCLE, INC
047559	7/15/2025	1,000.00	EVENTLINK SERVICES LLS
047560	7/15/2025	907.90	GRANGER WASTE SERVICES, INC.
047561	7/15/2025	693.00	IOSCO TOWNSHIP
047562	7/15/2025	654.36	LANSING SANITARY SUPPLY, INC.
047563	7/15/2025	31.65	LAW OFFICES OF DENNIS POLLARD PC
047564	7/15/2025	500.00	MASSP
047565	7/15/2025	600.00	MICHIGAN SCHOOL BUSINESS OFFICIALS
047566	7/15/2025	1,575.00	NATURAL ARMOR LLC
047567	7/15/2025	9,750.50	POWERSCHOOL GROUP LLC
047568	7/15/2025	810.00	R & D SEPTIC TANK CLEANING LLC
047569	7/15/2025	500.00	TIMESAVER SERVICES CORP FOWLerville SALVAGE AND RECYCLING
047570	7/15/2025	243.96	SCHOOL SPECIALTY, LLC
047571	7/15/2025	670.90	VERIZON WIRELESS
047572	7/15/2025	209.00	LGC REFUND
047573	7/15/2025	248.50	LGC REFUND
047574	7/16/2025	1,361.54	CHAPTER 13 TRUSTEE OF FLINT
047575	7/17/2025	5,423.75	MILLER JOHNSON ATTORNEYS
047576	7/22/2025	15,855.95	DTE ENERGY
047577	7/22/2025	319.39	FIRST IMPRESSION PRINT & MARKETING
047578	7/22/2025	660.00	ROTARY CLUB OF FOWLerville MICHIGAN DISTRICT 6380
047579	7/22/2025	644.36	GRAINGER
047580	7/22/2025	500.00	HUNTINGTON NATIONAL BANK ATTN: CORPORATE TRUST DEPT
047581	7/22/2025	3,495.72	LIVINGSTON COUNTY TREASURER
047582	7/22/2025	680.00	MASPA
047583	7/22/2025	250.00	MICHIGAN NEGOTIATORS ASSOCIATION

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

NOTE: Check numbers beginning with the letter "A" are ACH payments.  
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CHECK NUMBER	CHECK DATE	AMOUNT	VENDOR NAME
047584	7/22/2025	300.00	MICHIGAN SCHOOL BUSINESS OFFICIALS
047585	7/22/2025	25,480.00	BSN SPORTS LLC
047586	7/23/2025	1,467.42	CAPITAL ONE WALMART COMMUNITY CARD
047587	7/24/2025	59,210.00	YOUNG'S TURF FARMS
047588	7/25/2025	4,406.75	MOORE TROSPER CONSTRUCTION COMPANY
047589	7/25/2025	261.00	NOVA ENVIRONMENTAL, INC
047590	7/25/2025	2,824.00	SPALDING DeDECKER
047591	7/28/2025	990.00	CAPTURING KIDS' HEARTS
047592	7/28/2025	780.00	MAPT
047593	7/28/2025	650.00	MICHIGAN NEGOTIATORS ASSOCIATION
047594	7/28/2025	455.00	OUCH URGENT CARE COMPASS
047595	7/28/2025	82.35	R & D SEPTIC TANK CLEANING LLC
047596	7/28/2025	77,731.00	STAFFORD-SMITH INC.
047597	7/28/2025	1,418.00	THINKING COLLABORATIVE, LLC
047598	7/28/2025	575.00	TIPTOP ENTERTAINMENT LLC
047599	7/28/2025	172.45	US MATH RECOVERY COUNCIL
047600	7/29/2025	954.85	MCNEELY LAW GROUP, P.C.
047601	7/30/2025	6,142.15	JOHNSON & WOOD, LLC
047602	7/31/2025	16,018.09	INGHAM INTERMEDIATE SCHOOL DISTRICT
047603	7/31/2025	1,668.46	MOORE TROSPER CONSTRUCTION COMPANY
901057	7/7/2025	14,387.50	US OMNI & TSACG COMPLIANCE SERVICES
901058	7/7/2025	7,535.06	HEALTH EQUITY INC.
901059	7/8/2025	1,017.26	EDUSTAFF LLC
901060	7/10/2025	803.57	GORDON FOODS
901061	7/11/2025	56,033.66	EDUSTAFF LLC
901062	7/15/2025	902.47	GORDON FOODS
901063	7/15/2025	572.58	GORDON FOODS
901064	7/17/2025	2,957.00	BASIC PR SWEEPS
901065	7/17/2025	14,437.50	US OMNI & TSACG COMPLIANCE SERVICES
901066	7/18/2025	7,535.06	HEALTH EQUITY INC.
901067	7/22/2025	747.38	GORDON FOODS
901068	7/25/2025	63,915.43	EDUSTAFF LLC
901069	7/29/2025	747.52	EDUSTAFF LLC
901070	7/30/2025	220.96	BASIC PR SWEEPS
901071	7/31/2025	7,535.06	HEALTH EQUITY INC.
A01021	7/7/2025	373.68	ENGINEERED PROTECTION SYSTEMS, INC. EPS SECURITY
A01022	7/7/2025	17,244.00	SEG WORKERS' COMPENSATION FUND
A01023	7/9/2025	7,875.02	FMX Facilities Management Express, LLC
A01024	7/9/2025	9,000.00	NOTABLE, INC. KAMI
A01025	7/9/2025	284,384.00	MASB-SEG PROPERTY CASUALTY POOL
A01026	7/9/2025	9,724.90	MANER COSTERISAN
A01027	7/9/2025	8,681.60	TRACE3, LLC
A01028	7/11/2025	513.39	CONSTELLATION NEWENERGY GAS DIVISION, LLC
A01029	7/11/2025	972.18	KONE INC KONE CHICAGO
A01030	7/11/2025	39,647.84	VILLAGE OF FOWLERVILLE
A01031	7/11/2025	285,984.39	BRIGHTON AREA SCHOOLS
A01032	7/15/2025	24,256.95	SECURLY, INC
A01033	7/21/2025	155,441.64	LIVINGSTON EDUCATIONAL SERVICE AGENCY
A01034	7/22/2025	336.00	CURRICULUM ASSOCIATES, LLC
A01035	7/22/2025	2,837.89	DIRECT ENERGY BUSINESS
A01036	7/24/2025	107,851.01	LIVINGSTON EDUCATIONAL SERVICE AGENCY
A01037	7/25/2025	1,799,642.55	AUCH, GEORGE W. AUCH COMPANY AUCH CONSTRUCTION
A01038	7/28/2025	73,066.00	CURRICULUM ASSOCIATES, LLC
A01039	7/28/2025	12,259.80	DIRECT ENERGY BUSINESS
A01040	7/28/2025	5,515.18	MANER COSTERISAN
A01041	7/29/2025	2,078.93	AMAZON CAPITAL SERVICES, INC.
P6842	7/31/2025	7,282.49	PCARD - JP MORGAN CHASE BANK
		3,653,247.62	TOTAL



**Fowlerville Board of Education**  
**Superintendent's Personnel Report**  
**Regular Meeting – July 21, 2025**

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

It is recommended that the following personnel recommendations be approved:

**A. EMPLOYMENT:**

Madelyn Donal	JV Cheer Coach	07/16/2025	Onboarding
Justin Braska	Asst Football Coach	08/11/2025	Onboarding

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

<b>Name:</b>	<b>Position:</b>	<b>Date:</b>	<b>Current Process:</b>
Kelsey Hasczynski	Varsity Cheer From JV Cheer	08/11/2025	Complete
Andrea Mercer	6th Grade Teacher	08/18/2025	Complete
Jackie Jarvis	JH Math	08/18/2025	Processing

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

<b>Name:</b>	<b>Position:</b>	<b>Length of Service:</b>	<b>Effective Date:</b>
Julie White	Behavior Interventionist	1.5 years	6/30/2025
Terry Buhler	Paraprofessional	23 years	6/30/2025

**D. LEAVE OF ABSENCE**

<b>Name:</b>	<b>Position:</b>	<b>Leave Type:</b>	<b>Effective Date:</b>

**E. EMPLOYMENT – PROFESSIONAL STAFF**

<b>Name:</b>	<b>Position:</b>	<b>Date:</b>	<b>Current Process:</b>
Steven Sharp	JH Band Teacher		Onboarding
Sharon Tewes	Kreeger Art		Onboarding

# **Personnel Committee Meeting Minutes**

## **Fowlerville Community Schools**

### **July 21st, 2025**

Central Office Conference Room, 4:00 p.m.

The meeting was called to order at Mr. Hinton by Mrs. Sova in the Central Office HR office.

Members Present: Mrs. Bob Hinton, and Mrs. Amy Sova  
Staff Present: Mr. Matthew Stuard, Mrs. Adva Ringle, Mrs. Trisha Reed, Ms. Michelle Spisz, Ms. Stephie Harper  
Others Present: Officer Tyler, Ms. Kathy Rajala-Gutski

Motion by Mrs. Sova, supported by Mr. Hinton to approve minutes from the June 23rd, 2025 meeting.

Call to the Public – None

Staffing Update: -

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

Chief Tyler and District Safety and Security - Mrs. Ringle updated the board on the current work of the Safety & Security Committee. Discussion included the district's existing security personnel structure and goals for the upcoming school year. Mrs. Ringle also expressed her interest in implementing district-wide ALICE training.

Chief Financial Officer Update- Mrs. Reed reviewed the status of the Chief Financial Officer position and updated the committee on the makeup of the first-round interview panel, which consists of Business Office team members. She explained that, following the first round, the committee will work with Mr. Stuard to vet candidates for the second round. Mrs. Reed informed the committee that three first-round interviews began on July 18th.

Support Staff Negotiation Update - Mrs. Reed provided the committee with an update on the status of the support staff negotiations, noting that Food and Nutrition and Transportation are scheduled for final review on July 24th, while Administrative Assistants and Paraprofessionals will meet on July 24th for language work.

Paraprofessional Handbook- Mrs. Reed presented a draft of the paraprofessional handbook, noting that the intention is to continue refining the document with input from stakeholders. The goal is to create a finalized resource to share with paraprofessionals outlining job duties and expectations.

HR Initiates & Goals- Mrs. Reed reviewed the current working document outlining the Human Resources Department's initiatives and goals, and discussed the Central Office Procedures Manual, which is being developed in collaboration with the Business Office.

**Fowlerville Board of Education**  
**Superintendent's Personnel Report**  
**Regular Meeting – June 23rd, 2025**

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

It is recommended that the following personnel recommendations be approved:

**A. EMPLOYMENT:**

Angela Zuellig	6th Grade Junior High Teacher	06/10/2025	Onboarding
Tara Foote Keyes	Asst. Archery Coach	05/21/2025	Complete
Kimberlyn Cosgrove	Interim Finance Director	05/27/2025	Complete
Arianne Davis	Asst. Archery Coach	05/19/2025	Complete
Jordan Graves	Bus Driver	05/05/2025	Complete

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

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

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

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

Amelia Mills	JH Band Teacher	2 Years	6/30/2025

**D. LEAVE OF ABSENCE**

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

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**E. EMPLOYMENT – PROFESSIONAL STAFF**

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


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Category

Grade Level

Job Type

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Sort by Date: ↓

⌵

Director of Finance  
Central Office  
FOWLERVILLE, Michigan  
Jun 14, 2025

Elementary Teacher - Fourth Grade - Kreeger  
Natalie Kreeger Elementary  
Fowlerville, Michigan  
Jun 10, 2025

Elementary Teacher - Fifth Grade - Kreeger  
Natalie Kreeger Elementary  
Fowlerville, Michigan  
Jun 10, 2025





Labor Market Summary:  
Director of Finance

Competitive Labor Market Salaries						
Position Title	(A) FCS Current Salary	(B) MSBO Data		Student Count	Budget	Weighted Average
		Employee Count	Region			
Director of Finance	\$123,964	\$125,000	\$124,750	\$115,000	\$138,000	\$118,196
Location Information:	Fowlerville, MI	301 - 500	2,001 - 5,000	\$25.1M - \$50M	8 (Metro Detroit)	42 - State of Michigan

Competitive Labor Market Salary and Comparison				
Position Title	(A)	(B)	(D)	Market Average Compa-Ratio
	FCS	MSBO Data	Competitive Labor Market Average	
Director of Finance	\$123,964	\$124,189	\$124,189	100%

Position Title	Competitive Labor Market Range			Width of Range
	Salary Range Minimum	Salary Range Midpoint	Salary Range Maximum	
Director of Finance	\$117,927	\$123,964	\$130,000	9%
Competitive Labor Market Range	\$105,561	\$124,189	\$142,817	30%

# **Executive Committee Minutes Fowlerville Community Schools July 23, 2025**

C.O. Conference Room at 6:00 p.m.

The meeting was called to order at 6:03 p.m. by Mrs. Amy Sova in the Central Office conference room.

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

Motion by Mr. Belcher, supported by Mr. Hinton to approve the minutes from the October 30, 2024 Executive Committee meeting.

**Call to the Public** – None

**Superintendent's Contract** –The Executive Committee met to begin discussions about establishing a structured salary schedule for the superintendent position, aligning it with the administrative salary schedules approved by the Board in December 2024 to comply with updated requirements from the Office of Retirement Services (ORS). The conversation included the importance of ORS compliance, internal alignment, and the appropriate level of compensation separation between Step 5 of the Assistant Superintendent salary schedule and Step 1 of the Superintendent schedule.

Mr. Stuard presented comparative data to support the need for that separation, highlighting the superintendent's significantly greater accountability, legal liability, political exposure, and district-wide responsibilities. The committee agreed that Mr. Stuard would follow up with additional Board members and return for continued discussions.

**Other** – The committee reviewed the evaluation process for the superintendent including decisions around merit compensation.

**Adjournment** – Motion by Mr. Belcher, supported by Mr. Hinton. Meeting adjourned at 6:48 pm.

## **Curriculum & Technology Committee Minutes**

Members Present: Mr. Bob Hinton, Mrs. Sue Charron & Mrs. Diana Dombrowski

Staff Present: Mr. Matt Stuard, Mrs. Adva Ringle

Others Present: Michelle Spisz

Motion by Mrs. Dombrowski, supported by Mrs. Charron, recommending approval of the minutes from the June 30, 2025 meeting. The motion passed.

**Call to the Public -** None

**Dialogue V. Discussion Update-**

## **Fowlerville Community Schools July 28, 2025**

Fowlerville Elementary School Conference Room at 4:00 p.m.

The meeting was called to order at 4pm by Mr. Hinton in the Fowlerville Elementary School Conference Room. Mrs. Ringle and the committee reviewed the Adaptive Schools framework, distinguishing between dialogue (shared understanding) and discussion (toward decision-making). Mrs. Ringle will indicate which mode applies to each item on the agenda in future meetings for clarity.

### **Approval of new AP Chemistry Textbook - Chemistry: An Atoms Focused Approach, AP® Edition: Hardcover -**

- Mrs. Ringle shared that the current proposed AP Chemistry textbook was determined to be unsuitable by the new AP Chemistry teacher after attending AP training. The committee agreed not to adopt the previously considered textbook. If needed, a limited number of copies (approx. 15) of an interim text will be ordered for digital/physical use.
- The AP Chemistry teacher will review other College Board-approved options, and Mrs. Ringle will bring a new proposal to the Committee during the next meeting. Final adoption expected for full Board approval on August 19, 2025.

### **Opening Day Update -**

- Matt Stuard will emcee; staff will be invited to wear building or district shirts.
- There will be activities designed to surface our shared values, and understand our long term vision for academic improvement in our district. Activities will conclude by approximately 10:00 AM.

### **Academic Plan Updates -**

- Mrs. Ringle presented the Academic Initiative Tracker, which outlines key instructional plans for the district. This includes the K–5 Literacy Implementation Plan submitted as part of the 35n Innovation Grant application, the 2025–26 FCS Math Pilot Implementation Plan, and the 2025–26 FCS Science as a Process & Practice Plan. Other plans shared included 6-12 MTSS



Implementation, and the overall Professional Development plan for the 2025-2026 school year. Mrs. Ringle explained that these plans will be shared with all stakeholders to promote transparency and ensure a shared understanding of the district's academic goals.

- Mrs. Ringle also introduced the multi-year professional development plan for K–12 science, which will lead to a pilot in the 2028–29 school year. She noted that the extended timeline allows the Academic Team to provide strong support for each initiative and ensures that teachers can focus on implementing one major program at a time for greater success.

#### **Academic Processes Update -**

- Mrs. Ringle shared that she is developing clear guidelines to help principals understand when purchases should be covered by building budgets and when they should be funded by the Office of Academics. She also discussed a new process for submitting purchase requests, along with updates to the forms and procedures for requesting conference attendance and course approvals.

#### **Summer School Update -**

- Mrs. Ringle shared that 107 students participated in this year's summer school program, with daily attendance averaging 75–80 students by the third week. The program included busing and meals for all participants.
- Teachers used i-Ready data and intervention materials to guide instruction, incorporating many hands-on learning activities. While early feedback from teachers indicated signs of academic growth, the full impact will be measured using Fall i-Ready assessment results.
- Mrs. Ringle explained that holding the program in July was intentional, to help students retain more of what they learned during the school year. She also noted that the program was funded through 31a at-risk funding.

Motion by Mrs. Dombrowski, supported by Mrs. Charron, recommending adjournment of the meeting at 4:42 p.m. The motion passed.





# **Curriculum & Technology Board Committee**

# **Fowlerville Community Schools**

6/30/25

## Dialogue V. Discussion

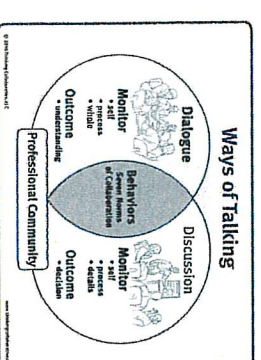
→ Adaptive Schools concepts woven through:

→ **Dialogue:**

- ◆ Group members seeking to understand view points & assumptions
- ◆ The goal is to develop a shared understanding, in order to lead to decision making that is clear and well-thought

→ **Discussion:**

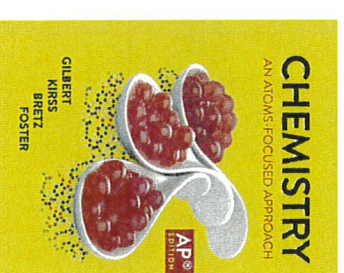
- ◆ Group members focus on one topic at a time apart, consider its implications, and work to reach a decision.
- ◆ The goal is to reach a clear decision by use of the following elements:
  - i. Clarity about decision making process & authority
  - ii. Knowledge of the boundaries of the topic open to decision making authority
  - iii. How the meeting will be conducted to reach a decision





# AP Chemistry - Approval/Discussion

- Request to adopt a new AP Chemistry textbook
  - ◆ *This textbook was originally discussed in the summer of 2024, but was not brought for approval as the course wasn't approved to run by the FEA*
    - The course is now set to run! As of 6/3 have 10 students enrolled.
- Name of textbook: ***Chemistry: An Atoms Focused Approach, AP<sup>®</sup> Edition: Hardcover***
  - ◆ Includes 1 year digital student access
- Cost for 15 copies: \$2,025.00
  - ◆ Total cost with shipping & handling: \$2,106.00



## Opening Day - *Update/Dialogue*

→ Changing the overall process from previous years to highlight

### ***Who & How***

- ◆ Goal 1: Build excitement
- ◆ Goal 2: Build understanding around who we are as a team
- ◆ Goal 3: Build understanding of the plans for academic growth

→ Overall drafted plan includes:

- ◆ Why activity
- ◆ Academic vision & big rocks
- ◆ Breakfast at the PAC

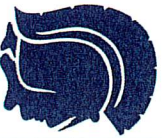




## Academic Plans - Dialogue

### → Enacting the 3 Year Plan

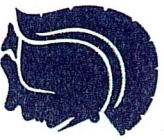
- ◆ Created Initiative Leadership Breakdown document
- ◆ Each initiative is lined to a plan that shows the work for the school year, and beyond\*



## Academic Processes - Dialogue

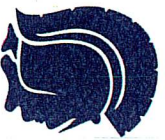
→ Processes we are working on:

- ◆ Budget Responsibility Guidelines: District Curriculum Office vs. Building Budget
- ◆ Purchase request
- ◆ Conference request (*Exists - needs publishing & step by step directions*)
- ◆ New course request (*Exists - needs publishing & review of dates*)



# Summer School Update - Dialogue

- Summer School served K-8 students identified as at least one grade level below in reading or math, based on i-Ready data from December 2024 and May 2025. Instruction was designed using i-Ready MyPath, teacher-created lessons, and specific skill data.
- The program launched on July 7 with 107 students in three grade bands (K-2, 3-5, 6-8), divided into nine small classes of 10–15 students. Attendance held steady at 90–99 students per day in the first two weeks and averaged 75–80 students in the final week, with absences due to vacations, sports camps, and the Fowlerville Fair.
- Teachers used i-Ready data to group students by specific skill needs, delivering instruction through whole group, small group, and individualized formats to target reading and math skill gaps.
- Engaging & Hands-On Learning:
  - ◆ K-2 students explored nature trails and practiced descriptive writing using sensory details.
  - ◆ Grades 3-5 built marshmallow catapults to integrate informational text, writing, and math data analysis.
  - ◆ Grades 6-8 designed and launched air-propelled rockets, applying literacy and math to real-world science concepts.





## Summer School Update - Dialogue

- Summer school concluded 7/28
- Student growth will be reviewed in September 2025 using i-Ready results to compare academic gains between Summer School participants and their peers.
- Parents received a survey to help us improve summer school



# **Asset Management Committee Minutes**

## **Fowlerville Community Schools**

### **July 29, 2025**

Fowlerville Elementary School Conference Room at 6:00 p.m.

The meeting was called to order at 6:01 p.m. by Mrs. Danielle DeVries in the Central Office conference room.

Members Present: Mrs. DeVries, Mr. John Belcher and Mrs. Lindsey Redinger

Staff Present: Mr. Matt Stuard, and Mrs. Kim Hively

Others Present: Mr. Matt Shock (virtual), Auch and Mr. Ron Drzewicki, Moore-Trosper

Motion by Mr. Belcher, supported by Mrs. Redinger, to approve the minutes from the June 10, 2025 Asset Management Committee meeting. Motion Carried

#### **Call to the Public** – None

#### **Bond Projects Update** –

- Smith
  - Earlier in July, the State Fire Inspector flagged the gas-fired Vertical Unit Ventilators (VUV) at Smith as non-compliant for childcare settings.
  - Three potential solutions were discussed:
    - ~~Building fire-rated enclosures around existing units (estimated \$100,000–\$200,000).~~
    - Converting to electric units (higher cost, but saves space).
    - Installing a hydronic boiler system (most efficient, but costly and time-consuming).
  - The committee leaned toward enclosures as the most cost- and time-effective option. Mr. Shock will provide final cost estimates to Mr. Stuard.
- Munn
  - Demolition work is targeted for a two-month window after football season or during away-game weeks.
  - Heavy demolition work should be completed in a two-week period.
  - Auch will contact demolition and landscape contractors to ensure they will honor current pricing given the potential delay due to Smith VUVs.
- Kreeger
  - On schedule with final cleaning to begin soon.
  - All systems are functioning.
- Junior High School
  - Some fire alarm modifications and electrical issues are being resolved. These should not cause delays.
  - Roof Top Units (RTUs) were placed successfully, and installation is underway.
- High School
  - Electrical switchgear is scheduled for shipment and delivery. Installation will begin upon arrival and will require a three-day power shutdown at both the high school and junior high.



- Temporary power will be provided for administrative areas, servers, internet, and phones districtwide during the switchgear installation.
- Chiller installation is on schedule, with a brick wall under construction around the chillers.
- All pipes have been placed inside the high school and work is complete.
- Bond Budget and Contingency Update
  - A significant amount of bond, contingency, and interest funds remain available.
  - The district is on track to complete all bond projects under budget, which is a rare outcome for projects that began near the pandemic and during high inflation.

### **Operations Update –**

- Reviewed 3 concrete bids for various projects around campus. The committee recommended proceeding with Jeff Elliott Concrete as the lowest bid.
- Mr. Stuard updated the committee on water infrastructure.
  - Village's position on assuming water infrastructure ownership remains mixed.
  - Legal counsel indicated Fowlerville Elementary is likely settled; high school remains disputed.
  - Wolverine continues mapping campus water infrastructure. Until this is complete all negotiations with the village are on hold.
- Weed and asphalt maintenance was discussed.
- Safety improvements and Americans with Disabilities Act (ADA) concerns were reviewed regarding sidewalks.

### **Facility Assessment Proposals –**

- Three proposals were reviewed for the Facility and Grounds Assessment authorized by the Board:
  - Integrated Design Solutions (iDs): \$35,000 for base assessment (buildings, sites, technology); additional \$50,000 for optional instructional mapping (to be excluded at this time)
  - Auch Construction: \$27,400 with a deferment option until future Bond
  - Moore-Trosper Construction: \$15,803 (no deferment requested yet)
- The committee unanimously authorized Mr. Stuard to proceed with IDS in the amount of \$35,000 using Internal Capital Projects funds.
- The committee supported Mr. Stuard's plan to defer Auch's \$27,400 proposal and to request that Moore-Trosper defer their \$15,803 proposal.

### **Other - None**

**Adjournment** – Motion by Mr. Belcher, supported by Mrs. Redinger to adjourn the meeting at 7:23 pm.  
Motion Carried



# Appendix A

## Policy Committee Minutes Fowlerville Community Schools August 11, 2025

Fowlerville Elementary School. Conference Room, 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 Mr. Matt Stuard, Mrs.  
Staff Present: Adva Ringle, Ms. Michelle Spisz  
Others Present:

Motion by Mr. Belcher, supported by Mrs. Charron recommending approval of the minutes from the May 19, 2025 meeting. Motion carried unanimously.

- Call to the Public -- None
- Policy 3217 – Weapons – The committee unanimously supported forwarding the proposed policy to the full Board for approval, after removing "designee" from the draft version.
- Policy 5772- Weapons - The committee unanimously supported forwarding the proposed policy to the full Board for approval, after removing "designee" from the draft version.
- ~~Policy 4217 - Weapons - The committee unanimously supported forwarding the proposed policy being forward to the full Board for approval after removing designee from the draft version.~~
- Policy 8142.01 – Weapons The committee unanimously supported forwarding the proposed policy to the full Board for approval, after removing "designee" from the draft version.
- Village School Liaison Officer (SLO) Agreement – The committee discussed the SLO agreement and whether to approve it or consider moving to the Sheriff's Department for services. After speaking with Mr. Soli and Mr. Stuard about the pros and cons that included a likely gap in service, the committee unanimously supported forwarding the Village SLO agreement to the full Board for approval.
- ALICE Active Shooter Training – Mrs. Ringle and Mr. Soli provided an overview of the ALICE active shooter training. The committee supported the district's use of ALICE.
- Other - None

Motion by Mr. Belcher, supported by Mrs. Charron, recommending the adjournment of the meeting at 6:46 pm. Motion carried.

Book	Policy Manual
Section	8000 Operations
Title	Copy of WEAPONS
Code	po8142.01
Status	
Adopted	June 13, 2017

#### 8142.01 - **WEAPONS**

The Board of Education prohibits any person who is under contract from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, including athletic events, or in a District vehicle.

"Under contract" shall apply to individuals, as well as owners and employees of entities, who contract directly with the District or with a third-party vendor, management company, or similar contracting entity, to provide food, custodial, transportation, counseling or administrative services to the District. It shall also apply to individuals or entities providing instructional services to students or related auxiliary services to special education students.

The term "weapon" means any object which, in the manner in which it used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited firearms, guns of any type including spring, air and gas-powered guns (whether loaded or unloaded) that will expel a BB, pellet, or paint balls, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapon, ammunition, and explosives or any other weapon described in 18 U.S.C. 921.

The Superintendent shall refer an individual who violates this policy to law enforcement officials. The District may also take other action against the individual and/or his/her employer, including, but not limited to, requiring that the individual not be allowed to provide services to the District in the future and/or terminating any contractual relationship with the individual and/or the employer.

Exceptions to this policy include:

- A. weapons under the control of law enforcement personnel;
- B. items approved by a Principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved; ~~(Working firearms and ammunition shall never be approved.)~~
- C. theatrical props that do not meet the definition of "weapons" above, used in appropriate settings;
- D. starter pistols used in appropriate sporting events;
- E. firearms that are lawfully stored inside a locked vehicle in school parking areas if the District adopts appropriate safeguards to provide for student safety;
- F. A person with permission from the Superintendent or designee to possess a firearm (but no other weapons) within lawful parameters established by the Board;
- G. An employee or contracted person if the possession of that weapon is to provide security services for the district.

Individuals under contract shall immediately report knowledge of dangerous weapons and/or threats of violence by students, staff members, or other individuals to the building administration.

Book	Policy Manual
Section	4000 Support Staff
Title	Copy of WEAPONS
Code	po4217
Status	
Adopted	February 16, 2016

#### 4217 - WEAPONS

The Board of Education prohibits support staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle without the permission of the Superintendent.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapon, ammunition, and explosives.

The Superintendent shall refer a staff member who violates this policy to law enforcement officials. The staff member will also be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy and the terms of existing collective bargaining agreements.

Exceptions to this policy include:

- A. weapons under the control of law enforcement personnel;
- B. items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved; (Working firearms and ammunition shall never be approved.)
- C. theatrical props used in appropriate settings;
- D. starter pistols used in appropriate sporting events;-
- E. A person with permission from the Superintendent or designee to possess a firearm (but no other weapons) within lawful parameters established by the Board;
- F. An employee or contracted person if the possession of that weapon is to provide security services for the district.

Staff members shall report knowledge of dangerous weapons and/or threats of violence by students, staff members, or visitors to the building administrator. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.



Book	Policy Manual
Section	5000 Students
Title	Copy of WEAPONS
Code	po5772
Status	
Adopted	July 11, 2017

#### 5772 - WEAPONS

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, including athletic events, or in a District vehicle without the permission of the Superintendent or building principal.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including spring, air and gas-powered guns (whether loaded or unloaded) that will expel a BB, pellet, or paint balls, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon described in 18 U.S.C 921.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel;
- B. items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved; (Working firearms and any ammunition will never be approved as part of a presentation.)
- C. theatrical props that do not meet the definition of "weapons" above, used in appropriate settings.
- D. A person with permission from the Superintendent or designee to possess a firearm (but no other weapons) within lawful parameters established by the Board;
- E. An employee or contracted person if the possession of that weapon is to provide security services for the district.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

© Neola 2015

Legal	M.C.L. 380.1311, 380.1312(1), 380.1313 20 U.S.C. 7151
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Book	Policy Manual
Section	3000 Professional Staff
Title	Copy of WEAPONS
Code	po3217
Status	
Adopted	January 19, 2016

### 3217 - WEAPONS

The Board of Education prohibits professional staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle without the permission of the Superintendent.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapon, ammunition, and explosives.

The Superintendent shall refer a staff member who violates this policy to law enforcement officials. The staff member will also be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy and the terms of existing collective bargaining agreements.

Exceptions to this policy include:

- A. weapons under the control of law enforcement personnel;
- B. items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved; (Working firearms and ammunition shall never be approved.)
- C. theatrical props used in appropriate settings;
- D. starter pistols used in appropriate sporting events;-
- E. A person with permission from the Superintendent or designee to possess a firearm (but no other weapons) within lawful parameters established by the Board;-
- F. An employee or contracted person if the possession of that weapon is to provide security services for the district.

Staff members shall report knowledge of dangerous weapons and/or threats of violence by students, staff members, or visitors to the building administrator. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.

## **Appendix B**

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

This Agreement, made this \_\_\_\_ day of \_\_\_\_\_, 2025, by and between the **FOWLerville COMMUNITY SCHOOLS**, a Michigan Public Agency, of 7677 Sharpe Road, Fowlerville, Michigan 48836 (hereinafter referred to as the "Schools"), the **TOWNSHIP OF CONWAY**, a Michigan Municipal Corporation, of 8015 N. Fowlerville Road, P.O. Box 1157, Fowlerville, Michigan 48836 (hereinafter referred to as the "Conway"), the **TOWNSHIP OF HANDY**, a Michigan Municipal Corporation, of 135 N. Grand Avenue, P.O. Box 189, Fowlerville, Michigan 48836 (hereinafter referred to as the "Handy"), the **TOWNSHIP OF IOSCO**, a Michigan Municipal Corporation, of 2050 Bradley Road, Webberville, Michigan 48892 (hereinafter referred to as the "Iosco"), and the **VILLAGE OF FOWLerville**, a Michigan Municipal Corporation, of 213 South Grand Avenue, Fowlerville, Michigan 48836 (hereinafter referred to as the "Village").

#### **WITNESSETH:**

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

6. **Payment For Services.**

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

B. Each of the Townships, being Conway, Handy, and Iosco, shall pay and the Village shall receive the sum of TEN THOUSAND AND NO/100 DOLLARS (\$10,000.00) pursuant to this Agreement, which funds shall be used to partially defray a portion of the School's seventy-five percent (75%) costs of the salary and fringe benefits for the School Liaison Officer services during the 2025-2026 school year.

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

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

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

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

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

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

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

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

B. Representatives of the Village, the Schools, and the Townships shall, upon request of any party, meet at mutually convenient times for the purpose of providing reports and discussions regarding of the School Liaison Officer program and any



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

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

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

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

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

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

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

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

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

**19. Agreement Term.** This Agreement shall become effective, and performance thereon shall commence on the 1<sup>st</sup> day of September 2025 and shall continue to the 31<sup>st</sup> day of August 2026, at which time it shall terminate unless renewed as provided in Section 20 of this Agreement. In the event this Agreement is prematurely terminated, the Schools shall pay the Village the total sum due for services performed by the officer assigned to the Schools up to the effective date of termination, and the contributions of each of the Townships will be prorated based upon the effective date of termination.

**20. Renewal.** It is expressly understood and agreed by the parties hereto that the parties may agree to mutually extend this Agreement for an additional one (1) year period, subject to all the terms and conditions of this Agreement. If any party desires to renew the Agreement, a renewal may be exercised only by delivery to the other parties of written notification of the desire option to renew prior to June 1, 2025, and by the parties mutually approving and executing a renewal agreement. In no event shall the contribution of any Township be increased beyond \$10,000.00 without the prior written consent of the Township.

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

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

**THE FOWLerville COMMUNITY  
SCHOOLS**

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

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

**THE VILLAGE OF FOWLerville**

By \_\_\_\_\_  
Carol K. Hill, President

By \_\_\_\_\_  
Kathryn R. Gutzki, Clerk/Manager

**THE TOWNSHIP OF CONWAY**

By \_\_\_\_\_  
Mike Brown, Supervisor

By \_\_\_\_\_  
Tara Foote, Clerk

**THE TOWNSHIP OF HANDY**

By \_\_\_\_\_  
Linda Hinton, Supervisor

By \_\_\_\_\_  
Laura A. Eisele, Clerk

**THE TOWNSHIP OF IOSCO**

By \_\_\_\_\_  
Joe Parker, Supervisor

By \_\_\_\_\_  
Julie Dailey, Clerk





## ALICE School Safety Program – Board Committee Overview

### 1. Overview of ALICE

- **Acronym:** Alert, Lockdown, Inform, Counter, Evacuate
- **Core Philosophy:** ALICE is a proactive, options-based response to an armed intruder or violent event, empowering staff and students to make informed decisions to stay safe.
- **Difference from Traditional Lockdowns:**
  - *Traditional:* “Lockdown and hide” only.
  - *ALICE:* Multiple, flexible response options—evacuation, barricading, communication, distraction—based on real-time information.

### 2. Rationale for Consideration

- FCS hasn’t updated its Active Shooter training in several years, and we would like to strengthen our overall training and approach
- In conversations with Fowlerville Police and Livingston County Sheriff we learned that they would recommend this approach

### 3. Example of Districts in MI Who Adopted ALICE:

- **Livingston County:** Howell
- Ann Arbor Public Schools District, Birmingham Public Schools, Novi Community School District, Van Buren Public Schools, Grand Blanc Community Schools, Mason Public Schools, Kalamazoo Public Schools, Farmington Public Schools, Chelsea School District, Dexter Community Schools, Flat Rock Community Schools, Laker School District, etc.
- Livingston County Sheriff uses a method that incorporates elements of ALICE training
- Fowlerville Police Department: Officer Ryan Edmonds is going to training to become an ALICE certified trainer



#### 4. Training Requirements

- **Who:** All district staff, Administrators – *advanced training*, Students – *age-appropriate lessons and drills*.
- **Frequency & Format:**
  - Annual refresher training provided online and in-person (approx. 1 hour each time)
  - Online modules for foundational knowledge
    - Provided by Navigate 360
    - Once staff takes the course, we will get an organizational ALICE certification
    - ALICE modules for the various groups, like bus drivers, administrators, etc.
    - Provides us with templates for communicating this with families, lesson plans for K-12 classrooms tailored to each age group
  - In-person drills & simulations led by Officer Edmonds (Active Shooter Drills), tailored to the grade-level
- **Age-Appropriate Adjustments:**
  - K–2: Focus on “safe choices” language, simplified scenarios, without any graphic details such as potentially not practice Counter explicitly
  - 3–5: Introduce movement and barricade concepts
  - 6–12: Full ALICE protocol with discussion and practice

#### 5. Implementation Plan

- **Potential Timeline:**
  - *August 25 - September 25:*
    - Adoption by the full School Board of Education.
    - Notification sent to families and staff by Superintendent and Building Principals.
    - Assistant Superintendent and Tech Department to work with Navigate 360 to ensure online training is available and ready for professional development



- October 25 - November 25 :
  - All staff complete online modules during staff meetings or district provided PD.
  - ALICE is incorporated into the District Emergency Operations Plan and school crisis response procedures as led by the Director of Safety, with support from Building Principals and SRO.
- *December 25 - June 26:*
  - Begin student lessons and ALICE drills led by Officer Edmonds.
  - Director of Safety and SRO, with support from Building Principals works in partnership with Fowlerville police, sheriff's office, and fire/EMS for drills and response alignment.

## 6. Costs & Resources

### ● Adoption Needs:

- Online training provided by Navigate 360
- Time for staff to complete online and in person training
- In-Person training by FCS SRO
- Printing materials for in-person training
- Updating all building safety signs
- Updating EOPs
- Updating district website
- *Potential needs to be discussed in Safety Committee:*
  - Pilot program in select buildings or go for full District adoption
    - Update rollout dates accordingly
  - Printing of lesson plans & corresponding materials
  - Creation of FAQ for district website
  - Press release regarding adoption of ALICE
  - Creating ALICE lanyards for all staff
  - Creating a group chat for building/district staff for Alert purposes
  - Joint drills with FPD and County Sheriff





- Updating District policies
- Updating District Handbook
- Partnership with school counselors to support student well-being
- Opt-out process for families with concerns (alternate safety instruction provided)
- **Cost:**
  - Online training: \$7,824 (\$ 7,524 annually + \$300 maintenance fee; cost is per 2400 students)
  - SRO training is included in the cost of paying for the SRO
- **Funding Sources:**
  - 2025-2026: FY 25 31aa Safety & Mental Health Grant
  - 26-27 & Beyond: General Funds and/or grants
- **Measuring Effectiveness:**
  - 95% - 100% completion rate of online training modules by district employees and students
  - At least 1 in person training for staff (by building or department)
  - All students receive age-appropriate ALICE instruction and participate in at least one ALICE drill
    - *May create district survey to measure pre-and post survey to measure confidence in district safety preparedness*

## 7. Community Engagement

- **Parent & Community Information:**

Online communication to families from Superintendent and Building Principals via newsletters and emails

  - Potential Town hall meetings prior to student training in the various buildings
  - Publishing information on FCS website & creating FAQ document
  - Discussion by School Board of Education during live/recorded School Board meeting

## **Finance Committee Agenda Fowlerville Community Schools August 15, 2025**

Central Office Conference Room 7:00 am

The meeting was called to order at 7:02 a.m. by Mr. John Belcher.

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

Staff Present: Mr. Matthew Stuard, Mrs. Kim Cosgrove, Mr. Zack Douglass

Others Present: Mrs. Michelle Spisz

Motion by Mrs. Dombrowski, supported by Mrs. Sova to approve minutes from the May 16, 2025 meeting. Motion carried.

### **Call to the Public** – None

**Preliminary Audit Results** – Mrs. Cosgrove reviewed the preliminary audit results with the committee, highlighting estimated current fund balances and noting differences from the June 30, 2025 year-end figures. The committee discussed the potential transfer of the general fund operating surplus into the Capital Project Internal Account to bolster the district's maintenance "rainy day" fund, which the committee supported.

Further discussion centered on the ongoing 2021 bond and the potential use of remaining bond funds, alongside the Capital Project Internal Account, as a type of sinking fund. This strategy could help avoid reliance on the School Bond Loan Fund for any future voter-approved bond initiatives, thereby reducing taxpayer costs related to interest. Additional discussion on these options will continue at future meetings.

**Recreation Program History and Funding** – Mr. Douglass and Mrs. Cosgrove reviewed the estimated operating surplus (deficit) of \$(66,694) and the ending fund balance deficit of \$(75,942). These deficits are primarily due to one municipality failing to pay any bills for the 2024–2025 fiscal year, and partial payments from two other municipalities.

The committee recommended that unpaid invoice notifications be included with the upcoming 2025–2026 invoices. Additionally, the committee unanimously endorsed a recommendation for the full Board to adopt a resolution at its August meeting, urging the three municipalities to settle their outstanding bills. The committee will continue to evaluate next steps should a municipality fail to fulfill its financial obligations.

**Pizza Bid for Food Service** – The committee unanimously supported forwarding the Smart Mouth Pizza bid to the full Board for approval in the amount of \_\_\_\_\_.

**Student Free Meal Review** – Mrs. Cosgrove and Mr. Stuard provided an update on the status of student free meals for the 2025–2026 school year. Free meals for all students will continue through September 30, 2025. However, if the state budget does not include provisions to extend this program beyond that date, the meals will no longer be free for all students. The committee discussed potential options to continue providing free meals to all students for a limited time if state funding is not extended. The committee agreed to revisit the matter at the September meeting.

**Smith Vertical Unit Ventilator Change Order** – Mr. Stuard presented options regarding the installation of fire separation walls around the Vertical Unit Ventilators in Smith classrooms as part of the Little Glad renovation. The estimated cost for the change order is \$150,000. The committee supported forwarding this item to the full Board for approval once the exact cost is received from Auch.

**Chief Finance Officer Contract** – The committee reviewed the contract and proposed salary for the incoming Chief Finance Officer and unanimously supported forwarding it to the full Board for approval.

**Other** –

- The committee discussed the potential for sponsoring a Board member to join the Fowlerville Rotary as a district representative.
- Updates were shared regarding the water mapping project and discussions with the Village of Fowlerville about a future agreement related to campus water infrastructure.

Motion by Mrs. Sova, supported by Mrs. Dombroski recommending adjournment of the meeting at 8:11 am.