

Fowlerville Community Schools
Board of Education
Regular Meeting
Agenda

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

February 4, 2025

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

- I. Call to Order
- II. Pledge of Allegiance
- III. Consent Agenda
 - A. Roll Call
 - B. Approval of Minutes from January 7, 2025
 - C. Approval of December 2024 and January 2025 Payables
 - D. Approval of Superintendent's Personnel Report
- IV. Reports/Recognition
 - A. Board Committee Reports
 1. 1/8 Curriculum and Technology Committee Report
 2. 1/13 Personnel Committee Report
 - a. Recommendation to Change the Meeting Time for Personnel Committee Meetings
 - b. Recommendation to Approve a Compensation Increase for Three Hourly Positions
 - c. Recommendation to Approve Salary Schedules for Literacy Coach and Assistant Information Technology Director
 3. 1/17 Finance Report
 - a. Recommendation to Approve Budget Amendment #2
 - b. Recommendation to Approve a Compensation Increase for Little Glad Staff
 4. 1/21 Asset Management Committee Report
 - a. Recommendation to Approve Fowlerville Elementary School Dedication Plaque
 - b. Recommendation to Approve Fowlerville High School FireSM Suppression Repairs
 - c. Board Discussion of Alverson Theater Usage – Headland Solar, LLC
 5. 1/27 Policy Committee Report
 - a. Recommendation to Approve First Readings of Listed Policies
 6. 2/3 Asset Management Committee Report
 - a. Recommendation to Approve Bids for Smith Landscaping as presented
 - b. Recommendation to Approve Bid from Young's Turf Farm for Practice Football Field Renovations
 7. 2/3 Curriculum and Technology Committee Report
 - B. Student Representative's Report – Miss Aurora Furlong
 - C. Assistant Superintendent's Report – Mrs. Adva Ringle
 - D. Superintendent's Report – Mr. Matt Stuard
- V. Call to the Public – See the Guidelines Below
- VI. New Business/Presentation
 - A. Recommendation to Approve School of Choice 105 Open Enrollment and 105C Open Enrollment for 25-26
- 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. 3/4/25 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 may ask the Superintendent to address questions directly during the Superintendent's report.

IV. Reports/Recognition

A. Board Committee Reports

1. 1/8 Curriculum and Technology Committee Report

2. 1/13 Personnel Committee Report - Mrs. Charron

- a. Recommendation to Change the Meeting Time for Personnel Committee meetings to 4:00 p.m. The meeting dates listed, and Room Use will remain the same.

Recommendation: Administration, in agreement with the Personnel Committee, recommend the time for the Personnel Committee meetings be permanently moved to 4:00 p.m.

- b. Recommendation to Approve a 7% Increase for three (3) hourly Positions, WRAP driver, Mail Courier, and Head Custodians.

Recommendation: Administration, and the Personnel Committee, recommend a 7% increase for three (3) hourly positions, WRAP driver, mail courier, and head custodians. Roll Call Vote Needed.

- c. Recommendation to Approve Salary Schedules Retroactive to July 1, 2024 for the Literacy Coach and Assistant Technology Director as presented.

Recommendation: Administration, along with the Personnel Committee, recommend salary schedules retroactive to July 1, 2024 for the Literacy Coach and the Assistant Technology Director as presented.

3. 1/17 Finance Report - Mr. Belcher

- a. Recommendation to Approve Budget Amendment #2.

Recommendation: Administration, along with the Finance Committee, recommends approval of Budget Amendment #2 as presented. [Appendix A] Roll Call Vote Needed.

- b. Recommendation to Approve the Little Glad Center Salary Increase.

Recommendation: Administration, along with the Finance Committee, recommends approval of the Little Glad Center salary increase. [Appendix B] Roll Call Vote Needed.

4. 1/21 Asset Management Committee Report - Mrs. DeVries

- a. Recommendation to Approve Fowlerville Elementary School Dedication Plaque.

Recommendation: Administration, along with the Asset Management Committee, recommends approval of the Fowlerville Elementary School Dedication Plaque as presented in Appendix C.

- b. Recommendation to Approve Fowlerville High School Fire Suppression Repairs.

Recommendation: Administration, in agreement with the Asset Management Committee, recommends approval of the Fowlerville High School Fire Suppression Repairs as presented. [Appendix D]

c. Board Discussion of Alverson Theater Usage – Headland Solar, LLC

5. 1/27 Policy Committee Report - Mrs. Sova

a. Recommendation to Approve First Reading of Proposed Policies: Policy 8210 – School Calendar; Policy 8500 – Food Services; Policy 8510 – Wellness; Policy – 7540.02 Web Accessibility, Content, Apps, and Services; Policy 8300 – Continuity of Organizational Operations Plan; Policy 8305 – Information Security; Policy 8315 – Information Management; Policy 9700.01 – Advertising and Commercial Activities; A second and final reading will be presented at the next Board meeting.

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

6. 2/3 Asset Management Committee Report - Mrs. DeVries

a. Recommendation to Approve Auch Bid for Smith Landscaping as presented.

Recommendation: Administration, in agreement with the Asset Management Committee, recommends approving the Auch bid for Smith Landscaping as presented in Appendix F. Roll Call Vote Needed.

b. Recommendation to Approve the Moore Trosper Bid from Young's Turf Farms in the amount of \$118,995.00 for the Practice Football Field Renovations.

Recommendation: Administration, in agreement with the Asset Management Committee, recommending approval of the Moore Trosper bid from Young's Turf Farms in the amount of \$118,995.00 for the Practice Football Field Renovations. [Appendix G] Roll Call Vote Needed.

7. 2/3 Curriculum and Technology Committee Report – Mr. Hinton

B. Student Representative's Report – Miss Aurora Furlong

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

D. Superintendent's Report – Mr. Matt Stuard

V. Call to the Public

VI. New Business/Presentation

A. Recommendation to Approve School of Choice 105 Open Enrollment and 105C Open Enrollment for 2025-2026.

Recommendation: Administration recommends Fowlerville Community Schools continue School of Choice 105 [Livingston County] and 105C [Counties surrounding Livingston County] open enrollment 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
 - A. Recommendation to Reconvene Open Session
 - B. Recommendation to Approve Closed Session Minutes
 - C. Motion(s) from Closed Session – If any
- XI. Information – See Agenda
- XII. Adjournment

FOWLerville COMMUNITY SCHOOLS
Board of Education Minutes
Organizational Meeting
January 7, 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.

The Oath of Office was administered by Superintendent, Matt Stuard for Fowlerville Board of Education members Mrs. Susan Charron, Mr. Robert Hinton, Mrs. Lindsey Redinger and Mrs. Amy Sova.

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

Members Absent: Mrs. Diana Dombrowski

Motion by Mr. Belcher, supported by Mrs. DeVries, to approve the consent agenda including Board minutes from December 13, 2024. The motion was adopted unanimously.

Motion by Mr. Belcher, supported by Mr. Hinton, recommending the enclosed School District Legal Reference Note be adopted as presented in Appendix A. The motion passed unanimously.

Motion by Mr. Belcher, supported by Mrs. DeVries, to nominate Mrs. Amy Sova for the office of President of the Fowlerville Board of Education for 2025; Mr. Robert Hinton for the office of Vice-President of the Fowlerville Board of Education for 2025; Mrs. Susan Charron for the office of Secretary of the Fowlerville Board of Education for 2025 and Mr. John Belcher for the office of Treasurer of the Fowlerville Board of Education for 2025.

The motion carried.

January is School Board Appreciation Month, district administrators, directors and supervisors were in attendance. Superintendent Matt Stuard thanked our Board members. Also thanking the Board were Mr. Nick Zajas, FHS Principal; Mrs. Dana Coon, JHS Principal; Mrs. Molly Moulton, H. T. Smith Elementary [Fowlerville Elementary School] Student Support Specialist; Mr. Jason Miller, Kreeger Principal; Mrs. Kim Hiveley, Director of Transportation, Custodial and Grounds; Mrs. Amy Verhelle-Smith, Food & Nutrition Director; Mr. Andy Comb, Interventionist Support Specialist; and Mrs. Adva Ringle, Assistant Superintendent.

Mr. Bob Hinton, Board member and VFW member acknowledged FJH student, Miss Abby Reed, and the project she created Operation Gratitude. He also presented a special certificate of appreciation to Miss Reed for her efforts.

Mr. Nick Zajas, FHS Principal, and Mrs. Tonya Montoya, FHS Teacher, presented the Multi-Tiered Support System (MTSS) district-wide recognition that was recently received along with the highlight on the work of the FHS Team. They also thanked the entire Fowlerville High School staff for their efforts toward this goal.

12/16 Curriculum & Technology Committee Report – Mr. Hinton

Miss Aurora Furlong reported on K-12 student activities.

Assistant Superintendent, Mrs. Adva Ringle, gave a presentation on i-Ready Diagnostic Data.

Mr. Matt Stuard, Superintendent, reported on the opening of Fowlerville Elementary School and the move with the building opening on Tuesday, January 21st.

During the Call to the Public no comments were offered.

New Business/Presentation – None

Old Business – None

Introduction of Other Matters by Members of the Board – Mr. Belcher offered words of appreciation to audience members for attending, Mr. Hinton welcomed new board member Lindsey Redinger, Mrs. Lindsey Redinger introduced herself. Mrs. Charron was grateful for the teachers settled contract and welcomed Mrs. Redinger, Mr. Stuard also warmly welcomed Mrs. Redinger.

Introduction of Other Matters by the Superintendent – None

Information – See Agenda

Motion by Mrs. Charron, supported by Mrs. Redinger, recommending adjournment of the meeting at 7:52 p.m. The motion carried.

Susan Charron, Board Secretary
Fowlerville Community Schools

**FOWLerville COMMUNITY SCHOOLS
CHECK REGISTER FOR THE MONTH OF DECEMBER 2024**

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
046757	12/3/2024	1,474.00	CONTROLNET, LLC
046758	12/3/2024	895.45	CORRIGAN PROPANE
046759	12/3/2024	500.00	DEAN JONG
046760	12/3/2024	250.00	GESKUS PHOTOGRAPHY INC.
046761	12/3/2024	2,200.00	GREEN-UP LAWN & SPRINKLERS, LLC
046762	12/3/2024	17,750.10	JOHNSON & WOOD, LLC
046763	12/3/2024	505.00	KOSIN'S GLASS
046764	12/3/2024	4,835.41	LANSING SANITARY SUPPLY, INC.
046765	12/3/2024	500.00	MASPA
046766	12/3/2024	10,500.00	MCKEARNEY ASPHALT & SEALING INC
046767	12/3/2024	731.00	MICHIGAN STATE UNIVERSITY FFA
046768	12/3/2024	250.00	OVID-ELSIE HIGH SCHOOL
046769	12/3/2024	4,074.47	PRAIRIE FARMS DAIRY
046770	12/3/2024	881.34	PRIORITY HEALTH
046771	12/3/2024	2,342.67	RANDY'S SERVICE STATION
046772	12/3/2024	249.00	SIGNATURE SIGNS LLC
046773	12/3/2024	4,720.00	THRUN LAW FIRM, P.C.
046774	12/3/2024	135.00	THE GROUNDS CREW LLC
046775	12/3/2024	194.00	RECREATION REFUND
046776	12/3/2024	21.50	FOOD SERVICE REFUND
046777	12/6/2024	247.50	ALETA'S FLOWER SHOP
046778	12/6/2024	2,289.23	GRANGER WASTE SERVICES, INC.
046779	12/6/2024	135.00	IPS DRUG TESTING SERVICES, L.L.C
046780	12/6/2024	1,200.00	JACK PEARL'S TEAM SPORTS
046781	12/6/2024	150.00	LAKEWOOD MIDDLE SCHOOL Attn: Brienne Gules, AD
046782	12/6/2024	168.51	MICHIGAN STATE DISBURSEMENT UNIT
046783	12/6/2024	2,807.36	BSN SPORTS LLC
046784	12/6/2024	150.00	STAYING ALIVE MEDICAL EDUCATION, INC.
046785	12/6/2024	134.24	VERIZON WIRELESS
046786	12/9/2024	910.00	JOHN ALLEN BELCHER II
046787	12/9/2024	945.00	JUSTIN PAUL BRASKA
046788	12/9/2024	805.00	SUSAN P CHARRON
046789	12/9/2024	420.00	DANIELLE M DEVRIES
046790	12/9/2024	735.00	DIANA MARIE DOMBROWSKI
046791	12/9/2024	630.00	ROBERT A. HINTON
046792	12/9/2024	840.00	AMY L SOVA
046793	12/10/2024	240.00	ARROWHEAD MEDICAL, LLC
046794	12/10/2024	363.71	CLEAR RATE COMMUNICATIONS, INC
046795	12/10/2024	7,581.72	CONSUMERS ENERGY PAYMENT CENTER
046796	12/10/2024	412.50	DATA DELIVERY SERVICES, LLC DDS GROUP
046797	12/10/2024	179.41	FIRST IMPRESSION PRINT & MARKETING
046798	12/10/2024	3,266.84	LANSING SANITARY SUPPLY, INC.
046799	12/10/2024	324.50	LYDEN OIL COMPANY
046800	12/10/2024	286.00	MOBILE TESTING SERVICES, L.L.C
046801	12/10/2024	2,004.11	MUSIC SALES DIGITAL SERVICES, LLC D.B.A. MUSICFIRST
046802	12/10/2024	100.19	PODS ENTERPRISES LLC
046803	12/10/2024	810.41	PRAIRIE FARMS DAIRY
046804	12/10/2024	80.00	RANDY'S SERVICE STATION
046805	12/10/2024	20.00	SPIRIT OF LIVINGSTON
046806	12/10/2024	7,182.00	SPORTS & APPAREL
046807	12/13/2024	444.32	ADVANCED LIGHTING & SOUND
046808	12/13/2024	431.22	CORRIGAN MECHANICAL CONTRACTORS
046809	12/13/2024	1,259.21	CORRIGAN PROPANE
046810	12/13/2024	2,704.40	HUTSON, INC. OF MICHIGAN
046811	12/13/2024	61.46	GRAMPY'S AUTO PARTS
046812	12/13/2024	1,593.32	HOBART SERVICE
046813	12/13/2024	3,073.89	JOHNSON & WOOD, LLC
046814	12/13/2024	2,946.76	LIVINGSTON COUNTY TREASURER

**FOWLerville COMMUNITY SCHOOLS
CHECK REGISTER FOR THE MONTH OF DECEMBER 2024**

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
046815	12/13/2024	2,108.32	PRAIRIE FARMS DAIRY
046816	12/13/2024	1,153.70	RANDY'S SERVICE STATION
046817	12/13/2024	74.88	UNITY SCHOOL BUS PARTS
046818	12/13/2024	488.31	VERIZON WIRELESS
046819	12/13/2024	35.00	MISCELLANEOUS VENDOR
046820	12/17/2024	1,632.00	ACE TRANSPORTATION INC
046821	12/17/2024	403.25	ALG PRECISION, LLC
046822	12/17/2024	200.00	CAPITAL AREA ACTIVITIES CONFERENCE C/O RANDY ALLEN, COMMISSIONER
046823	12/17/2024	18,866.47	DTE ENERGY
046824	12/17/2024	78,587.00	INTERKAL, LLC
046825	12/17/2024	17,731.11	JOHNSON & WOOD, LLC
046826	12/17/2024	169.88	KODET'S TRUE VALUE
046827	12/17/2024	3,664.53	LYDEN OIL COMPANY
046828	12/17/2024	1,845.00	MARCO TECHNOLOGIES, LLC
046829	12/17/2024	842.00	SPORTS & APPAREL
046830	12/17/2024	432.31	TOWN CENTER INC
046831	12/17/2024	299.90	UNITY SCHOOL BUS PARTS
046832	12/17/2024	4,830.00	ZACK DOUGLASS
046833	12/19/2024	11,731.51	EVERON LLC
046834	12/19/2024	6,176.65	DTE ENERGY
046835	12/19/2024	70,298.93	ISCG WORKPLACE INSPIRED
046836	12/19/2024	9,328.12	LANSING SANITARY SUPPLY, INC.
046837	12/19/2024	1,636.80	MOORE TROSPER CONSTRUCTION COMPANY
046838	12/19/2024	393,806.50	NBS COMMERCIAL INTERIORS Rep. Anne Marie Tremberth
046839	12/19/2024	28,800.00	THERMALNETICS, INC
046840	12/19/2024	1,278.94	CORRIGAN PROPANE
046841	12/19/2024	633.00	DELAU FIRE SERVICES
046842	12/19/2024	952.95	FOWLerville FEED & PET SUPPLIES
046843	12/19/2024	45.47	GRAMPY'S AUTO PARTS
046844	12/19/2024	5,348.40	JOHNSON & WOOD, LLC
046845	12/19/2024	5.48	KODET'S TRUE VALUE
046846	12/19/2024	4,970.81	LANSING SANITARY SUPPLY, INC.
046847	12/19/2024	1,216.85	LOWE'S
046848	12/19/2024	480.00	MICHIGAN MUSIC CONFERENCE
046849	12/19/2024	315.00	MICHIGAN SCHOOL BUSINESS OFFICIALS SUITE 200
046850	12/19/2024	168.51	MICHIGAN STATE DISBURSEMENT UNIT
046851	12/19/2024	1,395.50	PRAIRIE FARMS DAIRY
046852	12/19/2024	1,196.78	RANDY'S SERVICE STATION
046853	12/19/2024	750.00	SCHULTZ INC
046854	12/19/2024	66.60	SECRET, WARDLE, LYNCH, HAMPTON, TRUOX & MORLEY, PC
046855	12/19/2024	104.00	SIGN DESIGNS, INC.
046856	12/19/2024	1,204.47	VELO LAW OFFICE SCOTT A RENNER (P73003)
046857	12/30/2024	1,765.19	CAPITAL ONE WALMART COMMUNITY CARD
900912	12/3/2024	1,797.80	EDUSTAFF LLC
900913	12/4/2024	8,365.61	GORDON FOODS
900914	12/5/2024	9,895.50	GORDON FOODS
900915	12/5/2024	654.96	GORDON FOODS
900916	12/6/2024	104.99	GORDON FOODS
900917	12/6/2024	6,050.93	HEALTHQUITY INC.
900918	12/6/2024	14,151.36	US OMNI & TSACG COMPLIANCE SERVICES
900919	12/6/2024	452.85	BASIC PR SWEEPS
900920	12/9/2024	8,794.93	GORDON FOODS
900921	12/12/2024	11,520.65	GORDON FOODS
900922	12/13/2024	6,666.32	GORDON FOODS
900923	12/13/2024	74,778.51	EDUSTAFF LLC
900924	12/19/2024	8,840.77	GORDON FOODS
900925	12/20/2024	14,111.36	US OMNI & TSACG COMPLIANCE SERVICES
900926	12/20/2024	6,070.93	HEALTHQUITY INC.

**FOWLerville COMMUNITY SCHOOLS
CHECK REGISTER FOR THE MONTH OF DECEMBER 2024**

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
900927	12/20/2024	554.77	BASIC PR SWEEPS
900928	12/23/2024	6,859.58	GORDON FOODS
900929	12/23/2024	4,723.66	GORDON FOODS
900930	12/27/2024	96,124.74	EDUSTAFF LLC
900931	12/30/2024	275.96	BASIC PR SWEEPS
A00874	12/31/2024	1,354.76	ROAD EQUIPMENT PARTS CENTER
A00875	12/31/2024	22,638.00	SEG WORKERS' COMPENSATION FUND
A00876	12/6/2024	168.80	ADN ADMINISTRATORS, INC.
A00877	12/6/2024	14,688.78	CONSTELLATION NEWENERGY GAS DIVISION, LLC
A00878	12/6/2024	601.35	MAURER'S TEXTILE RENTAL SERVICES, INC
A00879	12/10/2024	10,677.00	BULL'S EYE BRANDS, INC. SMART MOUTH FOODS
A00880	12/10/2024	373.68	ENGINEERED PROTECTION SYSTEMS, INC. EPS SECURITY
A00881	12/13/2024	275,009.09	BRIGHTON AREA SCHOOLS
A00882	12/13/2024	1,127.83	ENGINEERED PROTECTION SYSTEMS, INC. EPS SECURITY
A00883	12/13/2024	5.85	NATIONAL VISION ADMINISTRATORS, LLC
A00884	12/13/2024	2,975.56	AMAZON CAPITAL SERVICES, INC.
A00885	12/17/2024	12,775.31	DIRECT ENERGY BUSINESS
A00886	12/19/2024	953,138.34	AUCH, GEORGE W. AUCH COMPANY
A00887	12/19/2024	27,600.00	ENGINEERED PROTECTION SYSTEMS, INC. EPS SECURITY
A00888	12/19/2024	21,999.25	INTEGRATED DESIGN SOLUTIONS, LLC ACCOUNTS RECEIVABLE
A00889	12/19/2024	6,323.03	DIRECT ENERGY BUSINESS
A00890	12/20/2024	1,000.00	QUADIENT FINANCE USA, INC.
A00891	12/30/2024	2,630.37	AMAZON CAPITAL SERVICES, INC.
P6400	12/31/2024	7,625.80	PCARD - JP MORGAN CHASE BANK
TOTAL		2,421,490.85	

**FOWLerville COMMUNITY SCHOOLS
CHECK REGISTER FOR THE MONTH OF JANUARY 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
045279	1/31/2025	(77.00)	RECREATION REFUND
046099	1/31/2025	(50.00)	RECREATION REFUND
046139	1/22/2025	(1,000.00)	QUADIENT FINANCE USA, INC.
046858	1/3/2025	8,665.00	BRYAN RUSH
046859	1/3/2025	1,206.87	CORRIGAN PROPANE
046860	1/3/2025	1,780.03	LANSING SANITARY SUPPLY, INC.
046861	1/3/2025	168.51	MICHIGAN STATE DISBURSEMENT UNIT
046862	1/3/2025	1,193.06	QUADIENT, INC.
046863	1/3/2025	738.07	RANDY'S SERVICE STATION
046864	1/3/2025	3,780.00	SPORTS & APPAREL
046865	1/3/2025	645.16	VELO LAW OFFICE SCOTT A RENNER (P73003)
046866	1/8/2025	2,280.00	ACE TRANSPORTATION INC
046867	1/8/2025	259.00	ALG PRECISION, LLC
046868	1/8/2025	1,600.00	AMY HODGSON
046869	1/8/2025	89.42	BASIC BENEFITS LLC
046870	1/8/2025	363.81	CLEAR RATE COMMUNICATIONS, INC
046871	1/8/2025	73.00	DES MOINES STAMP CO
046872	1/8/2025	500.00	FINDLAY CITY SCHOOLS
046873	1/8/2025	384.62	GRAMPY'S AUTO PARTS
046874	1/8/2025	2,205.12	GRANGER WASTE SERVICES, INC.
046875	1/8/2025	160.00	H & H PUBLICATIONS
046876	1/8/2025	7,178.25	MACMILLAN HOLDINGS, LLC HOLTZBRINCK PUBLISHERS, LLC dba MPS
046877	1/8/2025	16,292.52	JOHNSON & WOOD, LLC
046878	1/8/2025	156.14	KODET'S TRUE VALUE
046879	1/8/2025	2,693.08	LANSING SANITARY SUPPLY, INC.
046880	1/8/2025	16,666.67	MSU HEALTH CARE
046881	1/8/2025	1,375.00	NEOLA, INC
046882	1/8/2025	55.00	PACKERLAND RECORDS MANAGEMENT
046883	1/8/2025	8,990.50	THRUN LAW FIRM, P.C.
046884	1/8/2025	5,994.31	TRACE3, LLC
046885	1/8/2025	1,096.25	TOWN CENTER INC
046886	1/8/2025	500.00	TIMESAVER SERVICES CORP FOWLerville SALVAGE AND RECYCLING
046887	1/8/2025	1,044.48	VANDENBERG BULB CO., INC
046888	1/8/2025	701.40	VERIZON WIRELESS
046889	1/8/2025	134.16	VERIZON WIRELESS
046890	1/8/2025	74.20	FOOD SERVICE REFUND
046891	1/9/2025	15,995.89	CONSUMERS ENERGY PAYMENT CENTER
046892	1/9/2025	3,462.75	FINALFORMS
046893	1/9/2025	227.04	FIRST IMPRESSION PRINT & MARKETING
046894	1/9/2025	4,350.26	FOLLETT CONTENT SOLUTIONS, LLC
046895	1/9/2025	1,703.79	JOHNSON & WOOD, LLC
046896	1/9/2025	554.88	LIVINGSTON COUNTY TREASURER
046897	1/9/2025	465.00	MHSteCA Matthew Baleja
046898	1/9/2025	250.00	OVID-ELSIE HIGH SCHOOL
046899	1/9/2025	1,135.81	PRAIRIE FARMS DAIRY
046900	1/9/2025	1,225.00	RED CEDAR SPORTS ENTERTAINMENT LLC C/O JEFF ZDUNIC
046901	1/9/2025	210.00	RICHARD SISSON TRUCKING INC.
046902	1/9/2025	747.71	TOWN CENTER INC
046903	1/9/2025	298.93	SCHOOL SPECIALTY, LLC
046904	1/9/2025	397.30	MISCELLANEOUS VENDOR
046905	1/10/2025	1,840.00	ZACK DOUGLASS
046906	1/15/2025	572.55	BASIC BENEFITS LLC
046907	1/15/2025	200.00	CHELSEA PUBLIC SCHOOLS
046908	1/15/2025	20,372.36	CORRIGAN OIL II, INC
046909	1/15/2025	1,200.00	DELAU FIRE SERVICES
046910	1/15/2025	10,134.00	GENESEE ISD
046911	1/15/2025	114.28	GRAMPY'S AUTO PARTS
046912	1/15/2025	6,727.00	HOWELL PUBLIC SCHOOLS
046913	1/15/2025	546.00	JONES SCHOOL SUPPLY CO., INC.
046914	1/15/2025	2,067.44	LANSING SANITARY SUPPLY, INC.
046915	1/15/2025	532.17	LIVINGSTON COUNTY TREASURER
046916	1/15/2025	1,675.98	LIVINGSTON COUNTY ROAD COMMISSION
046917	1/15/2025	168.51	MICHIGAN STATE DISBURSEMENT UNIT

**FOWLerville COMMUNITY SCHOOLS
CHECK REGISTER FOR THE MONTH OF JANUARY 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
046918	1/15/2025	500.00	MIKE SATTERELLI
046919	1/15/2025	4,805.00	PINCKNEY COMMUNITY SCHOOLS
046920	1/15/2025	1,348.67	RANDY'S SERVICE STATION
046921	1/15/2025	818.30	STANDARDIZED FOOD SERVICE SYSTEMS, INC. DBA SMART SYSTEMS
046922	1/15/2025	2,500.00	THRUN LAW FIRM, P.C.
046923	1/15/2025	320.43	TRANSPORTATION ACCESSORIES CO, INC.
046924	1/15/2025	43.35	VELO LAW OFFICE SCOTT A RENNER (P73003)
046925	1/15/2025	222.34	WEST MICHIGAN INTERNATIONAL
046926	1/15/2025	1,000.00	SCHOLARSHIP AWARD
046927	1/15/2025	1,000.00	SCHOLARSHIP AWARD
046928	1/15/2025	1,000.00	SCHOLARSHIP AWARD
046929	1/15/2025	1,000.00	SCHOLARSHIP AWARD
046930	1/15/2025	1,000.00	SCHOLARSHIP AWARD
046931	1/22/2025	10.00	ALG PRECISION, LLC
046932	1/22/2025	1,529.12	CORRIGAN PROPANE
046933	1/22/2025	550.00	DELAU FIRE SERVICES
046934	1/22/2025	20,743.46	DTE ENERGY
046935	1/22/2025	300.00	GRAND BLANC HIGH SCHOOL
046936	1/22/2025	107.39	GRAMPY'S AUTO PARTS
046937	1/22/2025	3,445.54	JOHNSON & WOOD, LLC
046938	1/22/2025	560.83	KE ELECTRIC SUPPLY CORP
046939	1/22/2025	1,845.00	MARCO TECHNOLOGIES, LLC
046940	1/22/2025	73.96	MERIDIAN WINDS LLC
046941	1/22/2025	444.00	NOVA ENVIRONMENTAL, INC
046942	1/22/2025	1,032.79	RANDY'S SERVICE STATION
046943	1/22/2025	56.15	THE WATER STORE
046944	1/23/2025	3,025.93	EVERON LLC
046945	1/23/2025	1,605.05	MOORE TROSPER CONSTRUCTION COMPANY
046946	1/23/2025	300.00	SPALDING DeDECKER
046947	1/24/2025	549.04	McMASTER-CARR
046948	1/24/2025	2,161.12	PRAIRIE FARMS DAIRY
046949	1/24/2025	1,193.00	RANDY'S SERVICE STATION
046950	1/24/2025	516.50	REV ROBOTICS LLC
046951	1/24/2025	7,194.29	TOWN CENTER INC
046952	1/24/2025	429.36	UNITY SCHOOL BUS PARTS
046953	1/24/2025	672.98	CAPITAL ONE WALMART COMMUNITY CARD
046954	1/30/2025	310.00	AVENTRIC TECHNOLOGIES
046955	1/30/2025	1,469.18	CORRIGAN PROPANE
046956	1/30/2025	884.46	DELAU FIRE SERVICES
046957	1/30/2025	2,136.00	ELEVATOR SERVICE LLC
046958	1/30/2025	245.30	IMSE INSTITUTE FOR MULTI-SENSORY EDUCATION
046959	1/30/2025	3,334.19	JOHNSON & WOOD, LLC
046960	1/30/2025	6,642.72	LANSING SANITARY SUPPLY, INC.
046961	1/30/2025	1,050.00	MARCO TECHNOLOGIES, LLC
046962	1/30/2025	168.51	MICHIGAN STATE DISBURSEMENT UNIT
046963	1/30/2025	1,328.78	PRAIRIE FARMS DAIRY
046964	1/30/2025	729.56	STATE OF MICHIGAN MI DEPT OF EDUCATION
046965	1/30/2025	188.57	UNITY SCHOOL BUS PARTS
046966	1/30/2025	134.16	VERIZON WIRELESS
046967	1/30/2025	250.00	WILLIAMSTON GOLF BOOSTERS
900932	1/1/2025	83.32	BASIC PR SWEEPS
900933	1/3/2025	1,797.80	EDUSTAFF LLC
900934	1/3/2025	9,207.80	HEALTHY EQUITY INC.
900935	1/6/2025	15,555.20	US OMNI & TSACG COMPLIANCE SERVICES
900936	1/10/2025	36,875.36	EDUSTAFF LLC
900937	1/10/2025	111.03	BASIC PR SWEEPS
900938	1/14/2025	3,489.19	GORDON FOODS
900939	1/14/2025	6,145.73	GORDON FOODS
900940	1/16/2025	10,476.75	GORDON FOODS
900941	1/16/2025	2,294.73	GORDON FOODS
900942	1/16/2025	846.47	GORDON FOODS
900943	1/17/2025	345.60	BASIC PR SWEEPS
900944	1/21/2025	6,266.20	GORDON FOODS

**FOWLerville COMMUNITY SCHOOLS
CHECK REGISTER FOR THE MONTH OF JANUARY 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
900945	1/21/2025	9,207.80	HEALTHQUITY INC.
900946	1/21/2025	14,055.20	US OMNI & TSACG COMPLIANCE SERVICES
900947	1/24/2025	93,005.99	EDUSTAFF LLC
900948	1/24/2025	297.81	BASIC PR SWEEPS
900949	1/27/2025	2,284.34	GORDON FOODS
900950	1/27/2025	1,189.23	GORDON FOODS
900951	1/29/2025	7,898.48	GORDON FOODS
900952	1/29/2025	153.44	GORDON FOODS
900953	1/29/2025	119.81	GORDON FOODS
900954	1/31/2025	5,234.39	GORDON FOODS
900955	1/31/2025	1,770.13	EDUSTAFF LLC
900956	1/31/2025	9,257.80	HEALTHQUITY INC.
900957	1/31/2025	14,305.20	US OMNI & TSACG COMPLIANCE SERVICES
900958	1/31/2025	593.65	BASIC PR SWEEPS
A00892	1/3/2025	940.07	MISS DIG SYSTEM, INC MISS DIG 811
A00893	1/8/2025	14,632.93	ENGINEERED PROTECTION SYSTEMS, INC. EPS SECURITY
A00894	1/8/2025	23,449.22	CONSTELLATION NEWENERGY GAS DIVISION, LLC
A00895	1/8/2025	465.15	MAURER'S TEXTILE RENTAL SERVICES, INC
A00896	1/8/2025	27,010.80	VILLAGE OF FOWLerville
A00897	1/8/2025	2,190.05	AMAZON CAPITAL SERVICES, INC.
A00898	1/14/2025	250,921.70	BRIGHTON AREA SCHOOLS
A00899	1/15/2025	274.78	ANDYMARK, INC.
A00900	1/15/2025	7,755.00	BULL'S EYE BRANDS, INC. SMART MOUTH FOODS
A00901	1/15/2025	5.85	NATIONAL VISION ADMINISTRATORS, LLC
A00902	1/15/2025	166.32	VILLAGE OF FOWLerville
A00903	1/21/2025	1,551.44	AMAZON CAPITAL SERVICES, INC.
A00904	1/22/2025	6,106.10	DIRECT ENERGY BUSINESS
A00905	1/23/2025	674.64	AMAZON CAPITAL SERVICES, INC.
A00906	1/23/2025	62,323.87	AUCH, GEORGE W. AUCH COMPANY AUCH CONSTRUCTION
A00907	1/23/2025	14,775.90	INTEGRATED DESIGN SOLUTIONS, LLC ACCOUNTS RECEIVABLE
A00908	1/24/2025	2,009.88	BRIGHTON AREA SCHOOLS
A00909	1/24/2025	457.47	ANDYMARK, INC.
A00910	1/24/2025	720.00	CEV MULTIMEDIA, LLC
A00911	1/24/2025	15,961.42	DIRECT ENERGY BUSINESS
A00912	1/24/2025	1,979.66	DIGI INTERNATIONAL, INC. SMARTSENSE BY DIGI
A00913	1/28/2025	626.18	J.W. PEPPER & SONS INC
A00913	1/29/2025	(626.18)	J.W. PEPPER & SONS INC
A00914	1/30/2025	248.82	ANDYMARK, INC.
A00915	1/30/2025	12,911.49	CSM MECHANICAL LLC
A00916	1/30/2025	24,500.00	VILLAGE OF FOWLerville
A00917	1/31/2025	6,510.82	AMAZON CAPITAL SERVICES, INC.
P6469	1/31/2025	6,879.36	PCARD - JP MORGAN CHASE BANK
		986,157.50	TOTAL

Fowlerville Board of Education
Superintendent's Personnel Report
Regular Meeting – January 13, 2025

FOR ACTION Subject: **PERSONNEL RECOMMENDATIONS**

It is recommended that the following personnel recommendations be approved:

A. EMPLOYMENT:

John Slayton	Smith Noon Supervisor	12/16/24	Complete
Elishia Hose	Smith Noon Supervisor	12/16/2024	Complete
Kayli Sedam	Smith Noon Supervisor	12/16/2024	Complete
Kristine Moore	JH Noon Supervisor	1/6/2025	Complete
Tyler Brock	Varsity Boys Track Coach	01/06/25	Onboarding
Winter Heiser	JH Para	12/19/2024	Onboarding
MaKenzie Roy	Smith Para	12/19/2024	Onboarding

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

B. ADDITIONAL ASSIGNMENTS/TRANSFERS/PROMOTIONS/INACTIVATE:

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

Elsbeth Packer	Noon Supervisor to Para-Smith	1/6/2025	Complete
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C. RESIGNATIONS/RETIREMENTS/TERMINATIONS:

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

Erin Rosplochowski	Para at JH	4 Months	Pending
Carol Huff	Bus Driver	5 years	1/15/2025

D. LEAVE OF ABSENCE

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

SUTKA, COURTNEY	5th Grade Teacher	FMLA	8/19/2024 Returning 3/3/2025
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E. EMPLOYMENT – PROFESSIONAL STAFF

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

Rhonda Dowker	Homebound Teacher	12/17/2024	Complete
Olivia Fisher	Kinder Academy Teacher	Pending	Onboarding

Curriculum & Technology Committee Minutes

Fowlerville Community Schools

January 8, 2025

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

The meeting was called to order at 6:02 p.m. by Mr. Hinton in Computer Lab A at Fowlerville High School.

Members Present: Mrs. Lindsey Redinger, Mrs. Sue Charron, Mr. Bob Hinton
Staff Present: Ms. Alyce Simonson, Mr. James Stauble, Mrs. Adva Ringle, Mr. Andrew Comb

Motion by Mrs. Charron, supported by Mrs. Redinger, recommending approval of the minutes from the December 16, 2024 meeting. The motion

Call to the Public –

Technology Department Updates - Mr. Stauble updated the committee on:

- Door Access the Purchase Order has been sent to vendor
- Phone system - All phones are fully functional and in each room
- Moves Copier Vendor will be on site to help with the move.
- Security New server install Jan 27th through the 30th

MTSS B Data Updates - Mrs. Ringle updated the committee on:

- Collecting the data on student discipline. Mr. Hess provided the data at all of our buildings.

Data Summit Updates - Mrs. Ringle updated the committee on:

- The Winter Data Summit with our Administrators and Interventionists.
- Building based Data Summit for building principals (this will be co-run by Mrs. Raginia)

Report Card Committee Updates - Mrs. Ringle updated the committee on:

- We are making changes to the Elementary report cards

Ready Math Pilot Updates - Mrs. Ringle updated the committee on:

- Mrs. Ringle and Mrs Laesch visited almost almost all of pilot classrooms - more classrooms visits soon
- Rescheduled PD: Jan 23rd
 - Classroom visits & debrief
 - Watching our presenter teach
- A data drive revealed that non co-taught sections showed growth
Co-taught sections showed very low growth

- Staff are still learning to use the program, therefore no recommendation will be made at this time.

Listening Tour 2025 Update - Mrs. Ringle updated the committee regarding her Listening Tour

- Mrs. Ringle and Mr. Comb will be meeting with staff in all buildings on a set date.
- The new listening tour will be focused on:
 - Instruction
 - Curriculum
 - Classroom CULTure
 - Professional learning
 - Grading
 - Stakeholder communication and grade reporting

Other Updates - Mrs. Ringle updated the committee regarding potential new courses at the high school:

- These courses include AP Macroeconomics, Agricultural Biology, and Economics in Action.
- Each course is presented as a proposal with a proposed scope & sequence for the committee to read and consider.

Motion by Mrs. Charron, supported by Mrs. Redinger, recommending adjournment of the meeting at 6:15pm . The motion carried .

Personnel Committee Minutes Fowlerville Community Schools January 13, 2025

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

The meeting was called to order at 6:01p.m. by Mrs. Charron in the FHS Computer Lab A.

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

Staff Present: Mr. Matthew Stuard, and Ms. Trisha Reed

Others Present: None

Motion by Mr. Hinton, supported by Mrs. Sova to approve minutes from the December 9, 2024 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.

Hourly Employee Increases - Mrs. Reed presented the issue of non-bargaining support staff salary increases. These increases were initially discussed in a prior board meeting and have been referred back to the Personnel Committee for further review. Upon evaluating comparable districts in the area, it was determined that our hourly employees' compensation was on par with that of neighboring districts. After further discussion, it was decided to revisit the review of non-bargaining support staff salaries following the completion of negotiations with upcoming union groups.

Additionally, three hourly positions, which were not included in the original list, were identified as needing approval for an adjustment to the 7% increase. These positions were the WRAP driver, mail courier, and head custodians. The committee reached a consensus to approve the salary adjustments for these positions, while postponing the review of other hourly employees at this time.

Salary Schedule for grant funded positions - Mrs. Reed presented updates and additions to the salary schedules for administrative and central office support staff positions funded by grants. The proposed changes include the addition of a Literacy Coach position and a requested adjustment for the Assistant Technology Director role. The adjustment was necessary due to the expanded responsibilities the Assistant Technology Director will assume, specifically in supporting grant compliance and maintaining accurate record-keeping. A job comparison study revealed that the current compensation for this role was below market value, given the increased workload.

The committee unanimously agreed to approve both changes to the salary schedule. Additionally, they emphasized the importance of the district maintaining competitive salary structures to attract and retain highly qualified staff.

Teachers lanes and steps - Mrs. Reed provided an overview of the implementation process for the new contract language regarding the granting of steps for experience. She explained that granting steps will be based on several factors, with the primary consideration being whether an individual is filling a hard-to-fill position.

Mrs. Reed defined "hard-to-fill positions" as those roles that are particularly difficult to staff due to various factors, including a shortage of qualified candidates, highly specialized skill requirements, geographic location constraints, industry competition, or less favorable job conditions. Filling such positions typically requires additional time, resources, and targeted recruitment efforts. Organizations assess factors such as market trends, skill availability, and candidate pools to identify these roles.

She then updated the board on the current hard-to-fill positions within the district, which include elementary and secondary special education, secondary math, and secondary science positions.

Director of Finance update - Mrs. Reed provided an update to the board regarding the posted Director of Finance and Community Education position. She reported that, to date, seven applications have been received, and the posting will remain open until January 24, 2025. Mrs. Reed also discussed potential next steps, including the option to engage recruiting firms if the desired skills and experience are not found within the current applicant pool.

Mr. Stuard emphasized the critical importance of the Director of Finance and Community Education position within the district, highlighting the significant increase in workload associated with these roles over the years. He explained that the growing complexity of regulatory requirements, auditing processes, and compliance standards has become essential to securing funding and ensuring the smooth operation of the district.

Administrator Mentor - Mr. Stuard introduced the new Administrative Mentor position, which will be filled by Rhonda Barber as a contracted employee. Ms. Barber brings a wealth of experience to the role, including prior positions as a Curriculum Director and Elementary Principal. Most recently, she has served as a High-Impact Leadership Facilitator at Western Michigan University, a program that has collaborated with Kreeger Elementary, providing her with valuable experience within our district.

Mr. Stuard explained that new administrators, as well as those new to their roles, are required to complete three years of mentorship. With the exception of one administrator, all members of the current administrative team will require mentorship. Ms. Barber will mentor all administrators and is scheduled to begin her work within the district on January 16, 2025.

Other - Mrs. Reed informed the Board about an upcoming audit from the State of Michigan concerning our background check procedures. The audit will assess our processes, procedures, and overall use of the background check system. This random audit is scheduled to be completed by the end of January.

Mr. Stuard presented a proposed first amendment to the Superintendent's contract, outlining the need for a salary schedule comparable to other administrative positions due to changes in Office of Retirement Services' guidance. The proposal included a review of compensation packages from comparable districts and districts from within Ingham and Livingston counties. Discussion was held and Mr. Stuard informed the committee the amendment would be discussed with the Finance Committee.

Mrs. Reed proposed a new meeting time for the Personnel Committee. Meetings will continue to be held on Mondays, but the start time would be adjusted to 4:00 PM instead of 6:00 PM. The committee members were in agreement with this change.

Motion by Mr. Hinton, supported by Mrs. Sova to adjourn the meeting at 7:21p.m. The motion passed unanimously.

Fowlerville Non-Bargain Support Staff		Previous	Current w/7%	Propose	Howell	Brighton	Hardland	Pinckney	
Asst Rec Director	16.64	17.8							
Rec Workers (Student/Adults)	14	14.98	\$14.00						
Athletics- Non Student	10.5	12.48	\$14.00						
Students	10.5	10.61							
Maintenance (average)	22	23.54							
Mechanic (average)	25.06	26.81							
WRAP Driver	13.28	14.21	needs the 7%						
Career Counselor	18.5	19.8							
Tutor (average)	26.9	28.78							
Crossing Guard	13.03	13.94							
Noon Supervisor	13.03	13.94		14.29-15.54 under support staff group. 2.5 hours a day	14.00-EduStaff	13.80 In Para Group		12.50-EduStaff, 2-3 hours a day	
Security	20	21.4							
Mail Carrier	12	12.84	needs the 7%						
Custodians	17	18.19							
Head Custodians	19	20.33	Needs full 7%						
Flex Shift Custodian	18	19.26							
Category									
Assistant/Paraprofessionals									
Special Education	Student Days	14.81	15.15	16.02	16.37	16.77	17.13		
At Risk	Student Days	14.81	15.15	16.02	16.37	16.77	17.13		
Title I	Student Days	14.81	15.15	16.02	16.37	16.77	17.13		
Student Intervention & Program Assistant	Student Days	14.81	15.15	16.02	16.37	16.77	17.13		
Special Ed. Bus (IEPC)	Student Days	14.81	15.15	16.02	16.37	16.77	17.13		
Library/Media Clerk	Student Days	15.63	15.98	16.84	17.21	17.59	17.97		
VLE Paraprofessional	Student Days	15.63	15.98	16.84	17.21	17.59	17.97		

*Current-brought up to 19.26-not on proposed pay scale.

Board Approved 12.10.24, retroactive to 7/1/24 for the 2024/25 fiscal year.

ADMINISTRATIVE SALARY SCHEDULE

Steps @ 1.5%

Increase for 2024-25:

Position(s): Assistant Superintendent				260 DAYS	
Steps:	1	2	3	4	5
2024-25 \$	138,833	140,915	143,029	145,174	147,352
Position(s): Principal - High School				250 DAYS	
Steps:	1	2	3	4	5
2024-25 \$	125,000	126,875	128,778	130,710	132,670
Position(s): Asst Principal - High School				210 DAYS	
Steps:	1	2	3	4	5
2024-25 \$	100,000	101,500	103,023	104,568	106,136
Position(s): Athl Director - HS				220 DAYS	
Steps:	1	2	3	4	5
2024-25 \$	104,084	105,646	107,230	108,839	110,471
Position(s): Principal - JH				220 DAYS	
Steps:	1	2	3	4	5
2024-25 \$	107,119	108,726	110,357	112,012	113,692
Position(s): Asst Principal - JH				210 DAYS	
Steps:	1	2	3	4	5
2024-25 \$	98,125	99,597	101,091	102,608	104,147
Position(s): Principal Upper Elementary				210 DAYS	
Steps:	1	2	3	4	5
2024-25 \$	116,615	118,364	120,140	121,942	123,771
Position(s): Principal Lower Elementary				210 DAYS	
Steps:	1	2	3	4	5
2024-25 \$	102,500	104,038	105,598	107,182	108,790
Position(s): Student Behavior Specialist				210 DAYS	
Steps:	1	2	3	4	5
2024-25 \$	89,366	90,706	92,067	93,448	94,850
Position(s): Instructional Support Specialist				230 DAYS	
Steps:	1	2	3	4	5
2024-25 \$	115,000	116,725	118,476	120,253	122,057

Position(s): Literacy Coach				190 DAYS	
Steps:	1	2	3	4	5
2024-25 \$	80,544	81,752	82,978	84,223	85,486

Board Approved 12.10.24, retroactive to 7/1/24 for the 2024/25 fiscal year.

CENTRAL SUPPORT STAFF SALARY SCHEDULE

Steps @ 1.5%

Increase for 2024-25:

Position(s): Executive Asst to Superintendent		260 DAYS	
Steps:	1	2	3
2024-25 \$	70,606 \$	71,665 \$	72,740 \$
			73,832 \$
			74,939 \$

Position(s): Assistant Technology Director		260 DAYS	
Steps:	1	2	3
2024-25 \$	70,475 \$	71,533 \$	72,605 \$
			73,695 \$
			74,800 \$

Position(s): Payroll Specialist		260 DAYS	
Steps:	1	2	3
2024-25 \$	57,564 \$	58,427 \$	59,303 \$
			60,193 \$
			61,096 \$

Position(s): Payroll Support Specialist		260 DAYS	
Steps:	1	2	3
2024-25 \$	47,500 \$	48,213 \$	48,936 \$
			49,670 \$
			50,415 \$

Position(s): Accounts Payable Specialist		260 DAYS	
Steps:	1	2	3
2024-25 \$	56,908 \$	57,762 \$	58,628 \$
			59,508 \$
			60,400 \$

Position(s): Exec. Asst to HR and Curriculum		260 DAYS	
Steps:	1	2	3
2024-25 \$	48,150 \$	48,872 \$	49,605 \$
			50,349 \$
			51,105 \$

Position(s): Assistant Transportation Director		225 DAYS	
Steps:	1	2	3
2024-25 \$	40,950 \$	41,564 \$	42,188 \$
			42,821 \$
			43,463 \$

Finance Committee Minutes

Fowlerville Community Schools

January 17, 2025

The meeting was called to order at 7:01 a.m. by Mr. John Belcher in the Central Office Conference Room.

Members Present: Mrs. Amy Sova, Mrs. Diana Dombrowski, Mr. John Belcher
Staff Present: Mr. Matthew Stuard, Ms. Lauri Coe, Ms. Lisa Leonard
Others Present: None

Motion by Diana Dombrowski, supported by Amy Sova to approve minutes from the November 8, 2024 meeting. Motion passed unanimously.

Motion by Diana Dombrowski, supported by Amy Sova to approve minutes from the December 6, 2024 meeting. Motion passed unanimously.

Call to the Public – None

Little Glad Center Pay Rate – Discussion was held about increasing wages for Little Glad employees. The proposed increase had unanimous support from the committee including being paid retroactively to the start of the year. The proposal will be presented to the full Board for approval.

Consensus Revenue Estimating Conference (CREC) Update – Discussion was held around the January 10th CREC summaries.

Budget Amendment #2 – The amendment was reviewed and approved to move to the full Board. This amendment captures staff wage increases.

Director of Finance and Community Education Update – The committee was updated on the search for candidates.

Amendment #1 to the Superintendent's Contract – Discussion was held. The committee requested Mr. Stuard make revisions and email it to the committee for further consideration.

Other – Discussion occurred regarding quotes for repairs to the Alverson Performing Arts Center. More information will be presented to the Asset Management Committee in the future.

An update was provided by Mr. Stuard on the status of the new Community Recreation Agreement.

Motion by Diana Dombrowski, supported by Amy Sova recommending the adjournment of the meeting at 8:43 am. Motion passed unanimously.

Appendix A

FOWLERVILLE COMMUNITY SCHOOLS For Year Ending June 30, 2025 GENERAL FUND

	<u>2023-24</u> <u>AUDITED</u>	<u>2024-25</u> <u>ORIGINAL</u>	<u>2024-25</u> <u>NOVEMBER</u>	<u>2024-25</u> <u>FEBRUARY</u>	<u>CHANGE</u>
REVENUE					
Local	\$ 3,335,613	\$ 3,375,069	\$ 3,817,300	\$ 3,805,981	\$ (11,319)
State	\$ 28,710,757	\$ 28,447,716	\$ 27,388,419	\$ 27,430,801	\$ 42,382
Federal	\$ 1,008,041	\$ 1,539,664	\$ 1,467,865	\$ 1,418,687	\$ (49,178)
Incoming Transfers & Other	\$ 1,841,107	\$ 1,808,331	\$ 1,808,331	\$ 1,808,331	\$ -
TOTAL REVENUE	\$ 34,895,518	\$ 35,170,780	\$ 34,481,915	\$ 34,463,800	\$ (18,115)
EXPENDITURES					
INSTRUCTION					
Basic Programs	\$ 16,836,774	\$ 16,600,741	\$ 15,778,110	\$ 16,194,154	\$ 416,044
Added Needs	\$ 4,408,047	\$ 4,850,446	\$ 5,028,424	\$ 4,868,524	\$ (159,900)
Total Instruction	\$ 21,244,821	\$ 21,451,187	\$ 20,806,534	\$ 21,062,678	\$ 256,144
SUPPORT SERVICES					
Pupil Services	\$ 1,382,800	\$ 1,291,534	\$ 1,219,422	\$ 965,011	\$ (254,411)
Instructional Staff Services	\$ 809,876	\$ 832,347	\$ 633,767	\$ 991,198	\$ 357,431
General Administration	\$ 802,361	\$ 852,760	\$ 839,301	\$ 913,259	\$ 73,958
School Administration	\$ 2,036,724	\$ 2,041,409	\$ 1,999,913	\$ 1,866,660	\$ (133,253)
Business Office	\$ 466,277	\$ 488,950	\$ 541,150	\$ 538,630	\$ (2,520)
Operations and Maintenance	\$ 3,266,044	\$ 3,440,486	\$ 3,434,086	\$ 3,470,379	\$ 36,293
Transportation	\$ 1,972,783	\$ 1,750,850	\$ 1,728,975	\$ 1,769,513	\$ 40,538
Central Services	\$ 470,993	\$ 454,147	\$ 486,797	\$ 603,597	\$ 116,800
Athletic Activities	\$ 746,445	\$ 741,740	\$ 759,940	\$ 801,040	\$ 41,100
Community Services	\$ 39,463	\$ 3,023	\$ 14,475	\$ 17,652	\$ 3,177
Total Support Services	\$ 11,993,766	\$ 11,897,246	\$ 11,657,826	\$ 11,936,939	\$ 279,113
Outgoing Transfers/Transactions	\$ 1,253,841	\$ 1,617,514	\$ 1,885,467	\$ 2,051,316	\$ 165,849
TOTAL EXPENDITURES	\$ 34,492,428	\$ 34,965,947	\$ 34,349,827	\$ 35,050,933	\$ 701,106
Revenue Over (Under) Expenses	\$ 403,090	\$ 204,833	\$ 132,088	\$ (587,133)	\$ (719,221)
Beginning Fund Balance-July 1	\$ 3,361,574	\$ 3,495,287	\$ 3,764,664	\$ 3,764,664	
Ending Fund Balance - June 30	\$ 3,764,664	\$ 3,700,120	\$ 3,896,752	\$ 3,177,531	



Appendix B

2024-25 Board Proposals

12/2024

~~11/7/2025 Revision~~

Staff Salary Increase 7%- Proposed

Little Glad Early Childhood Center must be able to recruit and retain employees to remain a viable, high quality program.

- The 4% historic tuition increase closely covers the 7% increase for staff.
- Increased GSRP per pupil funding will support GSRP salary increases.

2024-2025	Salary Increase Total	7%	\$27,093
	Increased Tuition Revenue		\$26,527 (566.33)

Little Glad Current Wages	7% Increase	LESA	Howell	Brighton	Pinckney
Preschool Teachers \$18.69	\$20.00		\$18.25-\$20.55	\$17.20-\$21.57	School Year Only \$23.58
Program Assistants \$15.98	\$17.09		\$15.50-\$17.00	\$14.24- \$18.33	\$14.50
School Age (Split Shift) \$18.15	\$19.42		\$18.25		
Office Support \$15.98	\$17.09	\$18.04- \$22.83	\$18.25		
Kitchen Support \$16.52	\$17.67				
Business Supervisor \$21.39	\$22.88	\$20.78- \$26.30	\$23.04-\$24.89		
Assistant Director-School Age \$20.58	\$22.00		\$18.25		
Director \$26.25	\$28.09	\$28.15- \$33.62	\$28.36-\$30.28		
GSRP Teachers Step 1 \$28.72	\$30.87	\$34.22- \$38.32	\$24.18	\$26.90-\$32.13	\$22.94
Step 2 \$30.84	\$33.00				
\$16.52	\$17.67	\$16.85-\$20.12	GSRP Assistants \$16.47	\$15.25-\$19.39	\$23.50

It is requested that staff salary increases are retroactive to July 1, 2024.

Little Glad Board Proposal

**Asset Management Committee Minutes
Fowlerville Community Schools
January 21, 2025**

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

The meeting was called to order at 6:05 pm by Mrs. Danielle DeVries in Fowlerville High School Computer Lab A.

Members Present: Mrs. Lindsey Redinger Mr. John Belcher, and Mrs. Danielle DeVries
Staff Present: Mr. Matt Stuard, Mr. Marty Sabo, and Mrs. Kim Hively
Others Present: Matt Shock and Shawn Verlinden

Motion by Mr. Belcher, supported by Mrs. Redinger, to approve minutes from the December 2, 2024 meeting. The motion carried unanimously

Call to the Public - None

Bond Projects Update- Mr. Shock provided an overview of each Bond Project, all of which are progressing well. Mr. Verlinden reported positive financial variances for all projects, with only the Smith project over budget. He also noted that additional funds are available due to higher-than-expected interest rates and effective project management.

Fowlerville Elementary School Signage Proposal – Mr. Stuard reviewed the proposed dedication plaque and wayfinding signage for Fowlerville Elementary School. The committee approved the dedication plaque but requested that directional arrows and grade levels by building be added to the wayfinding signage to improve clarity for visitors and parents.

High School Fire Suppression Repairs – Mr. Sabo reviewed the recent assessment of the high school's fire suppression system and the quote for repairs. Multiple issues were identified that require immediate attention, including damaged sprinkler heads. The committee unanimously supported forwarding the quote from DeLau Fire Services in the amount of \$30,704.45 to the full Board for emergency approval, bypassing the bidding process due to the safety nature of the repairs.

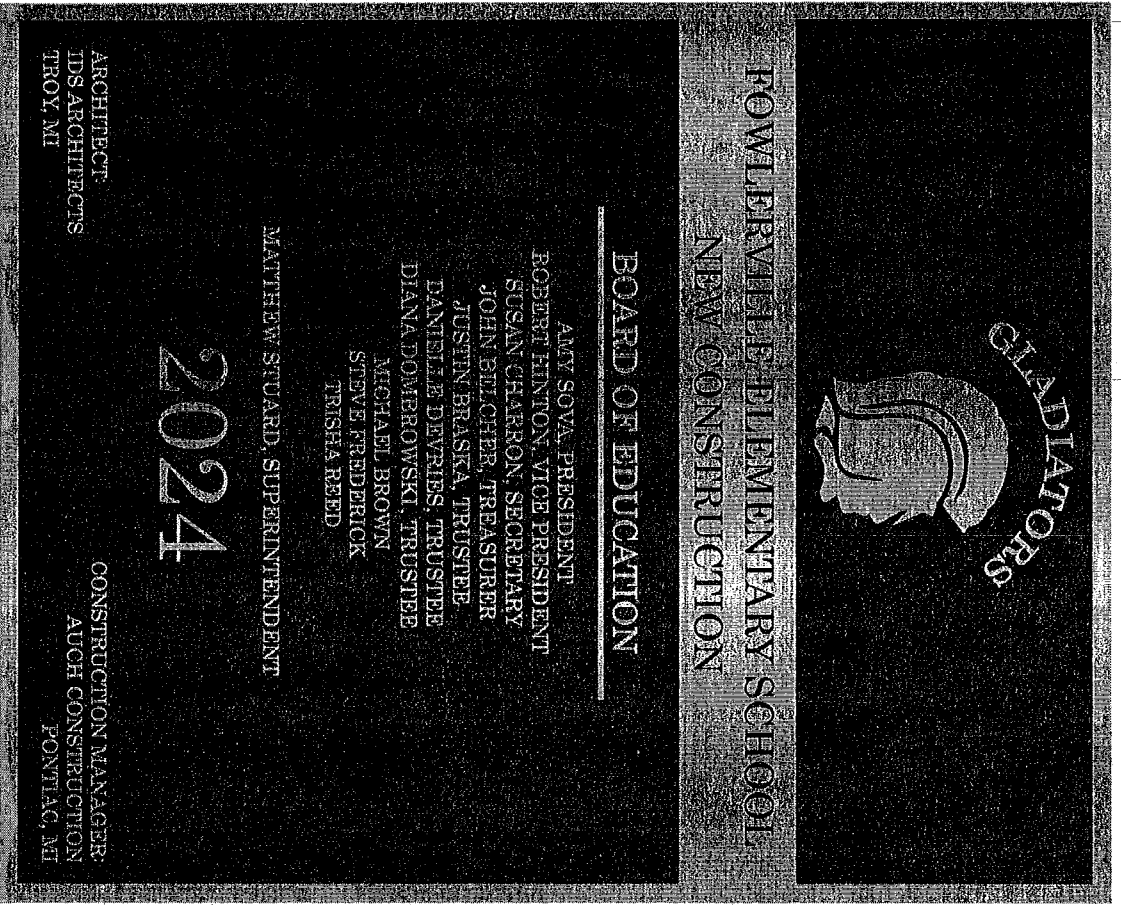
Alverson Lobby Facility Use Request – Mr. Stuard reviewed a request from Headland Solar, LLC to rent the Alverson Center lobby on February 20, 2025, at 5 p.m. to conduct an open house event for the public. He advised the committee that under Board Policy 7510 – Use of School Facilities, the board can deny the use of facilities to outside groups whose activities are not consistent with the educational mission, goals, and philosophy of the district or if the use may interfere with the daily student routine or any school-sponsored activity. There were concerns with the request and the committee recommended forwarding the request to the full board for further discussion.

Electric Bus Update – Mrs. Hively informed the committee that the District did not qualify for State funding for EV bus procurement. The committee discussed the challenges associated with using EV buses and the necessary infrastructure.

Other Business - The committee reviewed the snow plowing plan for Fowlerville Elementary School and discussed the updated traffic flow and safety measures.

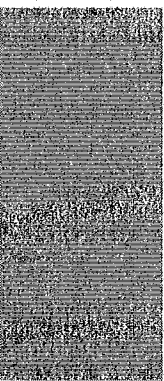
Motion by Mr. Belcher, supported by Mrs. Redinger, recommending adjournment of the meeting at 7:25 pm. The motion carried unanimously.

Appendix C



FLUSH MOUNT CONCEALED FASTENERS

Standard Surface Finish



Brushed Finish



Background Colors

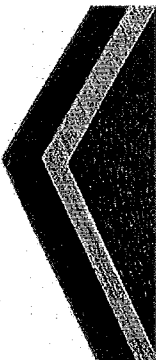


Clear Coat

Satin

Black

Standard Edge Finish



Edge Color

Plaque edge color is the same as the background color.

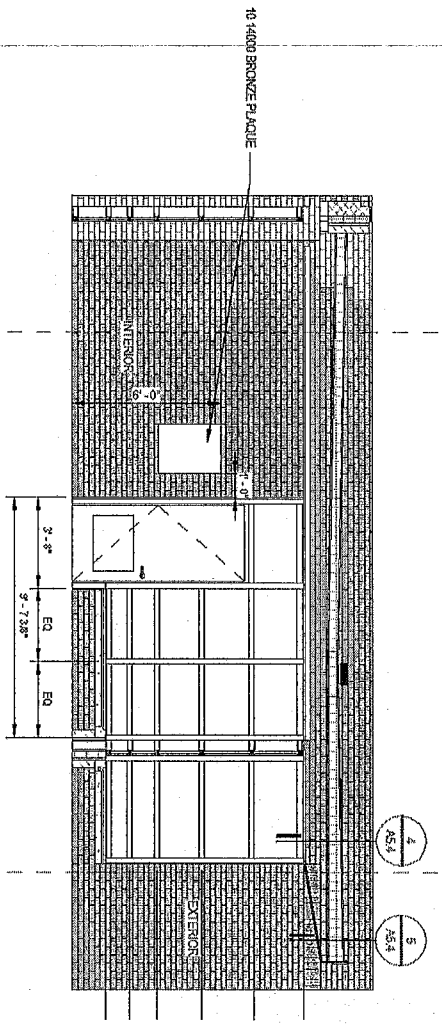
K-2 ELEMENTARY DEDICATION PLAQUE (24"X30" BRONZE PLAQUE)

POWLERSVILLE COMMUNITY SCHOOLS | NEW K-2

01.17.25

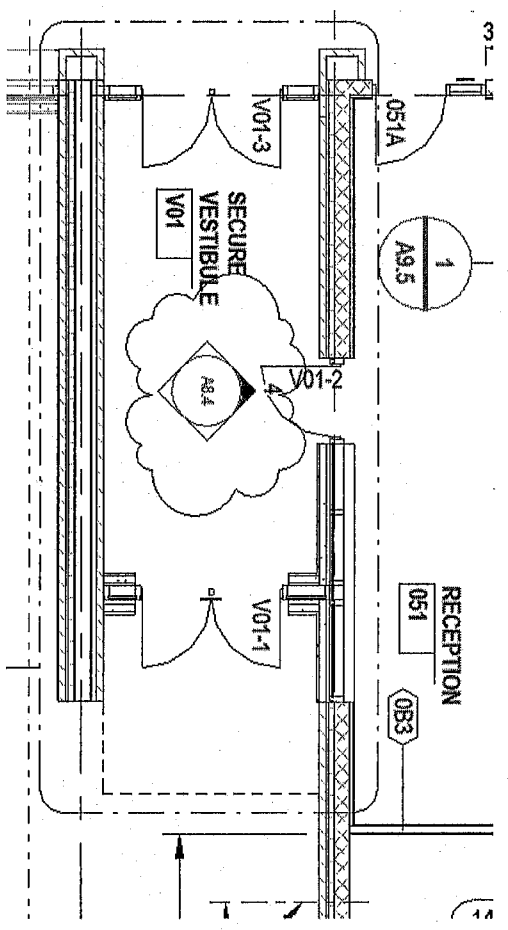
2

IDS



4
A2.1A

FRONT OFFICE - VESTIBULE
1/4" = 1'-0"



K-2 ELEMENTARY DEDICATION PLAQUE (24"X30" BRONZE PLAQUE)

Appendix D

LANSING:

823 Terminal Road
Lansing, MI 48906
Office (517) 321-1111
Fax (517) 321-9444



DELAU
Fire Services
"Your Complete Fire Protection
Company Since 1951"

ANN ARBOR:

(734) 213-5500

www.delaufire.com

December 27, 2024

Fowlerville Schools-High School
700 N. Grand
Fowlerville, MI 48836

Attention: Marty Sabo

Delau Fire Services is pleased to submit this proposal to repair the inspection findings on the automatic sprinkler system following a repair evaluation performed on December 23, 2024.

Install (24) missing, painted, or damaged concealed cover plates
Replace corroded piping in the theatre cat walk and stairwell
Install (5) missing escutcheon rings
Replace (6) sprinkler heads with paint damage in A-002, D-100, and Theatre
Replace (164) sprinkler heads on the recall list
Replace (8) dry sprinkler heads over 10 years old due for testing/replacement
Perform 5 year internal inspection on check valves

Proposal Price \$30,704.45

Note

- Lift rental will be required to complete repair. Lift rental is not included in the proposal price and will be billed at cost.
- Access to sprinkler piping in the gym to be provided by the customer

Thank you for the opportunity to submit this proposal with your organization. If you have any questions, please call me at 517-321-1111. Once signed, please fax a copy of this proposal to 517-321-9444 so we can schedule this work.

Sincerely,
Delau Fire Services
Shannon Beebe
Sprinkler Service Manager

ACCEPTANCE OF PROPOSAL

Signature _____

Date _____

This proposal is good for a period of 30 days

- Sales • Mobile Recharge Service • Surveys •
- Installations • Inspections • Automatic Dry Chemical and CO₂ Systems •
- All Purpose Fire Extinguishers • Fire Hose and Cabinets •
- Fire - Security - Industrial Supervision Systems •

LANISING:

823 Terminal Road
Lansing, MI 48906
Office (517) 321-1111
Fax (517) 321-9444



*"Your Complete Fire Protection
Company Since 1931"*

ANN ARBOR:
(734) 213-5500

www.delaufire.com

December 27, 2024

Fowlerville Schools-High School
700 N. Grand
Fowlerville, MI 48836

Attention: Marty Sabo

Delau Fire Services is pleased to submit this proposal to test fast-response sprinkler heads that are 20 years old through UL.

5.3.1.1.1.3 Sprinklers manufactured using fast-response elements that have been in service for 20 years shall be replaced or representative samples shall be tested and then retested at 10-year intervals.

5.3.1.2 A representative sample of sprinklers for testing per 5.3.1.1.1 shall consist of a minimum of not less than four sprinklers or 1 percent of the number of sprinklers per individual sprinkler sample, whichever is greater.

Replacement heads	\$25.00 ea
Sprinkler head testing	\$90.00 ea
Labor	\$100.00 per hr
Service Charge	\$100.00

Note

- If heads sent to UL for testing pass, next test cycle will be in 10 years
- If heads sent to UL for testing fail all sprinkler heads will be required to be replaced.

Thank you for the opportunity to submit this proposal with your organization. If you have any questions, please call me at 517-321-1111. Once signed, please fax a copy of this proposal to 517-321-9444 so we can schedule this work.

Sincerely,
Delau Fire Services


Shannon Beebe
Sprinkler Service Manager

ACCEPTANCE OF PROPOSAL

Signature _____ Date _____

This proposal is good for a period of 30 days

- Sales • Mobile Recharge Service • Surveys •
- Installations • Inspections • Automatic Dry Chemical and CO₂ Systems •
- All Purpose Fire Extinguishers • Fire Hose and Cabinets •
- Fire - Security - Industrial Supervision Systems •

**Policy Committee Minutes
Fowlerville Community Schools
January 27, 2025**

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

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

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

Motion by Mr. Belcher supported by Mrs. Dombrowski recommending approval of the minutes from the November 25, 2024 meeting. Motion carried unanimously.

Call to the Public – None

Updated Board Policies March 2023 to Present – The committee reviewed the Board Policies updated to date from March 2023 to the present.

The committee reviewed the following draft policies and unanimously agreed to forward them to the full Board for first reading –

- Policy 8210 – School Calendar
- Policy 8500 – Food Services
- Policy 8510 Wellness
- Policy 7540.02 Web Accessibility, Content, Apps, and Services
- Policy 8300 Continuity of Organizational Operations Plan
- Policy 8305 – Information Security
- Policy 8315 Information Management
- Policy 9700.01 Advertising and Commercial Activities

Other – None

Motion by Mr. Belcher supported by Mrs. Dombrowski recommending adjournment of the meeting at 6:18 pm. The motion carried unanimously.

Appendix E

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

8210 - SCHOOL CALENDAR

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

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

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

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

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

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

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

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

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

© Neola ~~2018~~2020

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

Book	Policy Manual
Section	For the Board 35-2
Title	Copy of FOOD SERVICES
Code	po8500
Status	

Adopted	June 13, 2017
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Last Revised	July 23, 2019
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8500 - FOOD SERVICES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Legal

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

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

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

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

42 U.S.C. 1758, 1760

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

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

Book	Policy Manual
Section	For the Board 35-2
Title	Copy of WELLNESS
Code	po8510
Status	

Adopted June 13, 2017

Last Revised July 23, 2019

8510 - WELLNESS

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

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

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

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

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

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

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

1. Physical Education

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

2. Physical Activity

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

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

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

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

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

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

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

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

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

Book	Policy Manual
Section	For the Board 37-2 Technology
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Revised Policy - Vol. 37, No. 2

7540.02 - WEB ACCESSIBILITY, CONTENT, APPS, AND SERVICES

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

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

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

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

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

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

[END OF OPTIONS]

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

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

1. Educate

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

2. Inform

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

3. Communicate

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C. Website Accessibility

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

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

1. Technical Standards

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

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

2. Web Accessibility Coordinator

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

[SELECT OPTION #1 OR #2]

[OPTION #1]

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

[OPTION #2]

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

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

James Stauble, staublej@fowlervilleschools.org

[END OF OPTIONS]

3. Third Party Content

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

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

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

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

4. Regular Audits

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

[OPTION]

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

[END OF OPTION]

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

5. Reporting Concerns or Possible Violations

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

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

D. Instructional Use of Apps and Web Services

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

[SELECT OPTION #1 or #2]

[OPTION #1]

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

[END OF OPTION #1]

[OPTION #2]

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

[END OF OPTION #2]

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

E. Training

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

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

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

Such communications constitute public records that will be archived.

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

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

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

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

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

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Book	Policy Manual
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Revised Policy - Vol. 37, No. 2

8300 - CONTINUITY OF ORGANIZATIONAL OPERATIONS PLAN

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

Scope of the Continuity Plan

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

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

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

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

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

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

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

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Book Policy Manual

Section For the Board 37-2 Technology

Title Vol. 37, No. 2 - Technology - February 2023 Revised INFORMATION SECURITY

Code po8305

Status

Revised Policy - Vol. 37, No. 2

8305 - INFORMATION SECURITY

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

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

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

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

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

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

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

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

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

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

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

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

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Book	Policy Manual
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Adopted	June 13, 2017

8315 - INFORMATION MANAGEMENT

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

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

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

Definitions

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

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

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

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

Initiation and Removal of a "Litigation Hold"

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

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

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

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

Adopted March 22, 2016

9700.01 - ADVERTISING AND COMMERCIAL ACTIVITIES

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

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

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

A. Product Sales:

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

B. Direct Advertising/Appropriation of Space:

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

C. Indirect Advertising:

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

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

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

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

General Advertising Guidelines

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

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

Accounting

Advertising revenues must be properly reported and accounted for.

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Appendix F



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

Contractor Recommendations
2/3/2025

COMPANY	SPECIFICATION SECTION	TRADE	BID AMOUNT	CONTRACT AMOUNT
DSP Constructors 45500 Grand River Novi, MI 48734 PH: 248-444-6342 FX: N/A E-mail: alfredo@dspconstructors.com Contact: Alfredo Campos	DIVISION 01 03 3000 31 1012 31 2000 32 1313 321317	Proposal 03 - Concrete Foundations and Flatwork CM Supplementary Conditions General Conditions General Requirements Cast-in-Place Concrete Fine Grading Earth Moving Cement Concrete Pavements, Curbs & Gutters Concrete Paving Joint Sealants BASE BID:	\$73,597.00	\$73,597.00
Todd's Services 7975 M 36 PO Box 608 Hamburg, MI 48189 PH: 810-533-8799 FX: N/A E-mail: pduffy@todssservices.com Contact: Patrick Duffy	DIVISION 01 32 9200 32 9400	Proposal 32 - Landscaping CM Supplementary Conditions General Conditions General Requirements Turfs and Grasses Lawn Maintenance and Warranty Standards BASE BID:	\$24,210.00	\$24,210.00

Smith Elementary - Total Trade Contract Award:	\$97,807.00
--	--------------------

Appendix G

MOORE TROSPER

4224 Keller Road
P.O. Box 217
Holt, Michigan 48842

Phone: (517) 694-6310
Fax: (517) 694-1173
info@mooretrospers.com

January 30, 2025

Matt Stuard, Superintendent
Fowlerville Community Schools
via email; stuardm@fowlervilleschools.org

RE: Fowlerville High School Practice Football Field Renovations

Dear Matt:

I have reviewed the four bids received for the high school practice football field renovation. Of the four bids received, I interviewed the two low bidders. Based on my interviews, neither of the two low bidders answered the RFP sufficiently and subsequently offered a follow up response to my questions. A copy of the questions and their responses are attached.

Neither H&B Landscaping nor Young's Turf Farms would offer a 3-year guarantee.

I further asked and had each clarify what they had in their bids for the "on-going expert advisory services". This resulted in H&B Landscaping raising their bid by \$12,250. Each bidder offered an explanation and clarified their proposal (see attached).

Updated Bid Results:

H&B Landscaping	\$105,610
Young's Turf Farms	\$118,995

I also called references. H&B Landscaping has not done a sports field of this magnitude. This is a concern!

Consequently, I would recommend hiring Young's Turf Farms to perform the work based on their response to the RFP, their connection to the community and my overall judgement on who would provide the best value to the school district.

Please contact me if you have any questions, concerns or comments.

Sincerely,
MOORE TROSPER CONSTRUCTION COMPANY



Brian Moore

CC: Ron Drzewicki, MTCC

Request for Proposal (RFP)

Fowlerville High School Practice Football Field Renovation

Issued by:

Fowlerville Community Schools

Contact: Marty Sabo

Phone: 517.223.6120

Email: sabom@fowlervilleschools.org

Date Issued: December 4, 2024

Proposal Submission Deadline: January 9, 2025

Work Completion Deadline: August 1, 2025, or Sooner

Usability Deadline: August 11, 2025, or Sooner

Project Overview

Fowlerville Community Schools is seeking proposals from qualified contractors to strip and remove the existing grass and weeds from the practice football field at Fowlerville High School and re-install new sod. The field is approximately 108,700 square feet in size and will be regraded with topsoil to ensure proper installation of Kentucky Bluegrass sod.

The selected contractor will also serve as an expert advisor for three years following the completion of the initial project to ensure the proper maintenance and care of the new sod.

The property has an existing irrigation system and is surrounded by a running track. The contractor shall exercise caution to avoid damage to the irrigation system and track during the installation. In the event of any damage caused to the irrigation system or track during the work, the contractor shall be responsible for repairing or replacing the damaged components at no cost to the owner. All repairs must meet the original specifications and be completed promptly to ensure functionality is restored.

Scope of Work

The contractor is responsible for the following:

1. Field Preparation:

- Strip and remove all existing grass, weeds, and debris from the practice football field.
- Properly dispose of removed material.

2. Soil Preparation:

- Supply and install a minimum of 2 inches of premium topsoil across the entire field.
- Ensure the topsoil is installed according to the existing grades and slopes of the field.
- Ensure the root zone is not compacted and is well-prepared for sod installation.

3. Sod Installation:

- Install 108,700 square feet of Kentucky Bluegrass sod, consisting of multiple varieties of Kentucky Bluegrass.
- Ensure sod is installed without netting.

4. Irrigation System:

- Assess the existing irrigation system.
- Offer recommendations based on the system's current condition and functionality.

5. Ongoing Expert Advisory Services:

- Provide expert advice to Fowlerville Community Schools' Grounds Department for three years following the completion of the project.
- Advise on watering, irrigation, fertilizing, spraying, and topdressing procedures.
- Work closely with the Grounds Department and any additional contractors hired for maintenance, ensuring the field's long-term health and proper care.

6. Exclusions:

- The contractor is not responsible for performing fertilizing, spraying, or topdressing. These tasks will be handled by the Fowlerville Schools Grounds Department or other hired contractors.

Key Requirements

- The contractor must have experience with large-scale sod installation and field renovation projects.
- The contractor must provide proof of insurance and necessary licenses.
- The contractor must guarantee the quality and health of the sod for a minimum of three years.
- The contractor must coordinate with the Fowlerville Community Schools Grounds Department throughout the project.
- The contractor must adhere to the project timeline, with work completed no later than August 1, 2025.
- The surface must be usable by August 11, 2025, or sooner.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. **Experience and Qualifications:** Relevant experience with sod installation and turf care for sports fields.
2. **Quality of Proposal:** Clarity, detail, and completeness of the proposal.
3. **Timeline:** Ability to complete the project by August 1, 2025, with use of the field by August 11, 2025.
4. **Cost:** The overall cost of the project, including sod, topsoil, labor, and expert advisory services.
5. **References:** References from previous clients or case studies of similar work.

Proposal Submission Requirements

Interested contractors should submit a proposal that includes the following:

1. **Company Overview:** Provide a brief description of your company, including history, services, and qualifications.
2. **Project Approach:** Detailed approach to completing the scope of work, including a timeline for each phase of the project (preparation, installation, advisory services).
3. **Protection:** Describe in detail the methods to be used to protect the track and irrigation system during the field renovation process.
4. **Cost Breakdown:** A detailed cost estimate for the project, including a breakdown of material costs (sod, topsoil), labor, and any additional fees.
5. **References:** At least two references from similar turf installation or sports field renovation projects.
6. **Insurance and Licenses:** Proof of liability insurance and any necessary licenses.
7. **Warranties and Guarantees:** Any warranties offered for the sod and installation work.

Submission Instructions

Please submit your proposal by mail by the submission deadline. Proposals should be directed to:

Marty Sabo

Fowlerville Community Schools

Phone: 517.223.6120

7677 Sharpe Rd. Suite A, Fowlerville, MI 48836

Email: sabom@fowlervilleschools.org

Additional Information

- A pre-bid meeting or site visit can be scheduled by contacting Marty Sabo at the provided contact information.
 - All questions regarding this RFP must be submitted in writing by December 18, 2024, to ensure timely responses.
 - The selected contractor will be required to enter into a formal contract with Fowlerville Community Schools before commencing any work.
-

Contractor Responsibilities

By submitting a proposal, contractors acknowledge that they are responsible for ensuring all work complies with applicable laws and regulations, as well as Fowlerville Community Schools' standards for safety and quality.

Timeline

- **RFP Release Date:** December 4, 2024
- **Deadline for Questions:** December 18, 2024
- **Proposal Submission Deadline:** January 9, 2025, at 12:00 PM
- **Bid Opening:** January 9, 2025, at 3:00 PM
- **Work Completion Deadline:** August 1, 2025, or Sooner
- **Usability Deadline:** August 11, 2025, or Sooner

January 27, 2025

Additional information for Fowlerville High School practice field

Thank you for your consideration for this project. Please see our options for the additional information requested regarding the Fowlerville High School practice football field project.

Option A. - Included in the current quote already sent to Fowlerville Schools

I, Lyle Young, will work directly and diligently with the appointed Fowlerville Schools maintenance individual to make sure the proper watering and maintenance is being done to confirm the job is successful. I will do my own check in's on the field as I feel they are needed. Check in's will happen monthly, sometimes more, depending on weather. Check in's will include walking the field and advising if any adjustments to water or maintenance are necessary. I will also confirm the proper fertilizing, spraying and topdress work is being completed. If I feel there are adjustments that need to be made, I will advise the appointed individual. I will always be available by phone as well. I take great pride in this project being in my hometown and am very committed to it being successful and will always be willing and available to check on the project if Fowlerville Schools feels necessary.

~~Option B.~~ - Scheduled visits with charge

I, Lyle Young, will check in and walk the field with the appointed Fowlerville Schools maintenance individual monthly once the job is completed. I will provide the same services listed in option a. I will advise if any adjustments are needed for water and or maintenance and confirm the proper fertilizing, spraying and topdress work is being completed. Since the job is to be completed by August 2025, I will do two check in's during the month of August. The first check in will be between the 10th - 15th of the month and the second check in will be between the 25th - 31st of the month. There will be one check in for the months of September and October. No check in's will be necessary for the months of November through March but one monthly check in will resume in April through June. I feel it is necessary for 2 monthly check in's for the months of July and August due to the hot summer weather.



517.223.4404



youngsturfarm@gmail.com
www.youngsturfarm.com



9395 Sherwood Road
Fowlerville, MI 48836



YOUNG'S TURF FARMS EST. 1979

For the months that one monthly check in is scheduled, I will come between the 10th – 15th. For the months with two monthly check in's, the first check in will be between the 10th – 15th and the second check in will be between the 25th – 31st of the month. Each monthly check in visit will be a charge of \$450. If I need to be called in for any additional check in's during the month there will be a \$250 charge per visit. I will always be available by phone as well. There is no additional charge for a phone call or text message.

Young's Turf Farm has been in business since 1979 and has never offered a guarantee or warranty. Sod is a specialty crop and there are little to no options for crop insurance. With proper watering, maintenance and care, Young's Turf Farm keeps 800 acres of sod alive each year. I am confident that Fowlerville High School practice football field renovation project will be successful as long as all of the proper watering, maintenance, fertilizing, spraying and topdress work is completed as advised. I am extremely dedicated to make this project successful and committed to keep a very close eye on the fields condition for the next three years.

Young's Turf Farm would like an agreement with Fowlerville Schools by March 15, 2025 so we can assure the job is towards to the front of our schedule and the field is ready for use by August 11, 2025.

If you have any questions, please call me directly at 517-404-7011.

We look forward to working with you!

Thank you!

Lyle Young



517.223.4404



youngsturfarm@gmail.com
www.youngsturfarm.com



9395 Sherwood Road
Fowlerville, MI 48836





\$ 118,995

December 6, 2024

Dear Fowlerville Community Schools,

I am writing to introduce Young's Turf Farm, a family owned and operated sod farm and sod installation company located in Fowlerville, Michigan. We are a leading provider in the sod industry and have been in business since 1979. Young's Turf is your premier source of Kentucky Bluegrass sod. We specialize in athletic field installations, big roll sod installation, golf course projects and large-scale jobs. Through quality control, technological advances, equipment upgrades, and our knowledgeable staff, we can provide our customers with the best full-scale sod solutions. We believe Young's Turf Farm would be a great fit for the Fowlerville High School practice football field project.

Young's Turf Farm will strip, remove and haul away the existing grass and weeds from the Fowlerville High School's practice football field and reinstall 108,700 square foot of Kentucky Blue Grass. The sod installed will be made up of 3 different varieties of Kentucky Blue Grass. We will install two inches of premium topsoil to the field following the existing grades and slopes to assure the root zone is not compacted. There will be no netting in the new sod that will be installed. As far as the timeline goes, we would estimate one week for existing sod to be stripped out and new topsoil installed. We would estimate one week for the new sod to be installed. Young's Turf Farm asks for full access to the football field for three weeks in case of any weather delays. We have no problem completing the job by August 1, 2025 so it is ready to be used by August 11, 2025.

We understand the practice field has an irrigation system and is surrounded by a track. Young's Turf would place equipment mats over the track so equipment can drive across without harming the track. Irrigation heads would be marked previous to existing grass removal to assure we do not hit heads during the renovation project.

Young's Turf Farm does not offer any warranties or guarantees due to sod being a live product. With proper maintenance there will be no issue keeping the sod alive. Lyle, owner of Young's Turf Farm, will keep a very close eye on the project to make sure the proper watering and maintenance is being done and the job is successful. Lyle will work closely with the appointed maintenance individual from Fowlerville Schools for three years to confirm watering and all other required maintenance such as fertilizing, spraying, and topdressing is being done properly after the job is completed. Lyle and the crew at Young's Turf Farm will not do any of the fertilizing, spray or topdress work but Lyle will advise the appointed Fowlerville Schools maintenance individual and other hired contractors on required or suggested work that he feels needs to be done based off of his knowledge in the sod industry for the three years after job completed. With this project being in our hometown, Lyle would be able to keep a very close eye on the project.



517.223.4404



youngsturfarm@gmail.com
www.youngsturfarm.com



9395 Sherwood Road
Fowlerville, MI 48836

owner
youngsturfarm@gmail.com





Cost breakdown of job:

- Removing and hauling away existing sod, netting and weeds is \$.30 / Sq Ft
108,700 Sq Ft x \$.30 = \$32,610.
- 690 yards of topsoil required for job: \$26,600.
- Installation of new sod is \$.55 / Sq Ft. 108,700 Sq Ft x \$.55 = \$59,785.

Total cost of job \$118,995.

Please call Lyle directly at 517-404-7011 if you have any questions!

We look forward to working with you!



517.223.4404



youngsturfarm@gmail.com
www.youngsturfarm.com



9395 Sherwood Road
Fowlerville, MI 48836



To whom this may Concern,

We utilized Youngs Turf Farm for a commercial project this fall at Brownstown Middle School.

Lyle and his team did a fantastic job installing 90,000 sq. ft of Big Roll Sod for this project!!

It was a three-way blend of Kentucky Blue Grass Blend grown on peat!!

I would highly recommend him and his team for all sod projects you have on your schedule.

His communication and serviceability is second to none.

Regards,

Dan Bywalec

President

734-838-6431 Direct

Celebrating 52 years, 1972-2024

www.db-landscaping.com

www.db-greener.com



To Whom It May Concern,

I am writing to recommend Lyle Young and Young's Sod Farm for the sports field renovation you have coming up this year. Working as the Golf Course Superintendent at Meadowbrook Country Club (Top 5 Golf Course in Michigan) and needing more manpower to finish a multimillion-dollar renovation, I contacted Lyle and Young's Sod Farm. Without hesitation, Lyle and I formed a professional working relationship from the start and success was had by both of our companies: Young's Sod Farm field prepped and installed numerous acres of bentgrass sod in just a few days.

Lyle had the professionalism and manpower to get the job completed ahead of schedule. He and his Team went above and beyond to meet our expectations as they were extremely detail oriented and communicated well.

Aside from Meadowbrook Country Club and acting as a board member for the state-wide Golf Course Superintendent's Association (MiGCSA), I know for certain that Young's Sod Farm is extremely well known throughout the area for its quality of preparing and installing turfgrass on golf courses as well as sports fields.

In summary, I would not hesitate to hire Lyle Young and Young's Sod Farm for your upcoming project. Should you have any questions, please do not hesitate to contact me at 989-413-7818.

Sincerely,

Jared Milner
Golf Course Superintendent



YOUNTUR-01

M KOHLER

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/27/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
David Chapman Agency, Inc.
P.O. Box 30109
Lansing, MI 48909

CONTACT NAME: Marci Kohler
PHONE (AG, No, Ext): (517) 319-8239
FAX (AG, No): (517) 321-9443
E-MAIL ADDRESS: mkohler@davidchapmanagency.com

INSURED
Young's Turf Farm LLC
9395 Sherwood Road
Fowlerville, MI 48836

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Home Owners Insurance Company	26638
INSURER B: Auto Owners Insurance Company	18988
INSURER C: Midwest Employers Casualty Company	23612
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION WAIVED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A X	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR		06289331	7/14/2024	7/14/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
B	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS HIRED AUTOS ONLY NON-OWNED AUTOS ONLY		5059198202	7/14/2024	7/14/2025	COMBINED SINGLE LIMIT (Ea occurrence) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B X	UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION \$ 10,000		5059198203	7/14/2024	7/14/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	YOUNG-H	7/1/2024	8/30/2025	X PER STATUTE OTH-ER E L. EACH ACCIDENT \$ 1,000,000 E L. DISEASE - EA EMPLOYEE \$ 1,000,000 E L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER CANCELLATION

For information purposes on above date of issue only.

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE