

Board of Education Mary Gebara President, 2022-2023	Okemos Public Schools <a href="mailto:board@okemosk12.net">board@okemosk12.net</a> <a href="http://okemosk12.net">http://okemosk12.net</a>	4406 Okemos Road Okemos, Michigan 48864 Phone: 517-706-5010
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*This agenda is for general informational purposes only. Based on board policy, the board of education may revise this agenda and may take up other issues at the meeting.*

**7:00 PM**

**MEETING AGENDA  
Monday, September 11, 2023**

**Community Conference Rm**

**CALL TO ORDER**

Tom Buffett, Katie Cavanaugh, Shulawn Doxie, Mary Gebara, Melanie Lynn, Andrew Phelps and Jayme Taylor

**WELCOME AND MEETING FORMAT (2 Min)**

Welcome to this regular meeting of the Okemos Board of Education held in public for the purpose of conducting the business of the school board.

There are two opportunities for public comment: Citizens who wish to address agenda or non-agenda items will have an opportunity at the beginning of the meeting, as well as near the end of the meeting. In-person individuals who wish to address the board must complete a blue form, located with the agendas near the room entrance, and present it to the board's secretary prior to the start of the agenda item. Virtual participants must submit their name and address in a message through the chat box located in Zoom's meeting controls prior to the start of the agenda item.

At the appropriate point in the agenda, the board president will call upon individuals who have submitted a blue card or chat message and that individual's microphone will be un-muted for their comments.

**DISCUSSION MOVED FORWARD - Social Media Litigation**

Attorney William Shinoff of the Frantz Law Group will provide information regarding a proposed nationwide lawsuit by schools against META and other social media platforms. The board will discuss/consider joining the litigation.

**DISCUSSION MOVED FORWARD-MHSAA Co-op Agreements**

Athletic Director Ken Hintze will present information regarding two potential MHSAA co-ops. A Ski Team co-op in collaboration with Davison Public Schools, and a Gymnastics co-op combined with Haslett Public Schools. The board will review agreements developed by the Michigan High School Athletic Association as a "co-op" solution.

**CITIZENS ADDRESS AGENDA AND NON-AGENDA ITEMS**

At this time in the meeting, citizens have an opportunity to address the board regarding items of interest that that may or may not be part of the evening's agenda. Citizens are required to limit comments to three minutes, except when this requirement is waived by the board president during the meeting. A designated timekeeper will communicate to the individual who is addressing the board at three minutes. The board highly values public comment and input; however, the board meeting format is designed to facilitate the evening's agenda and, therefore, restricts board members from engaging in conversation with speakers or immediately responding to questions. Questions and concerns may be addressed by the board later in the agenda and may be assigned for follow-up by the board or superintendent at a later date.

**SUPERINTENDENT REPORTS/REQUESTS (10 Min)**

The superintendent will highlight events and issues of interest and take questions from the board.

**BOARD REPORTS/REQUESTS (10 Min)**

The board will acknowledge receipt of correspondence.

Individual board members may highlight other events and issues of interest and request follow-up on other matters of concern.

## **ACTION ITEMS**

Within Action Items, there is a Consent Agenda to expedite the business of the board which groups a number of items together to be dealt with by one action of the board. However, items in the consent agenda may be extracted by individual board member request for further discussion or clarification.

## **CONSENT AGENDA (5 Min)**

*In an effort to expedite the business of the board of education, but in no way meant to diminish the importance of each item, a Consent Agenda has been developed.*

That the board approve items 1 through 3 for immediate implementation and appropriate action.

Item 1: Approval of the minutes of the Special Meeting of August 2, 2023: Item 2: Approval of the minutes of the Special Meeting of August 15, 2023: Item 3: Approval of the minutes of the Executive Session meeting of August 15, 2023.

## **OTHER ACTION ITEMS**

The Other Action Items require additional discussion prior to board action.

### **Employment - Certified**

The hiring of all certified employees must be approved by the board of education; employment of support staff shall be in accordance with school district policy.

That the board approve the employment of Lauren Hitze, Special Education teacher at OHS at Step 5, Division II; Cullen Lynch, 6th Grade Teacher at Kinawa at Step 1, Division I; and Palai Yang, 2nd Grade Teacher at Bennett Woods Elementary at Step 1, Division I; of the teacher salary schedule, effective September 11, 2023 in accordance with sections 1230 (2) and 1230 a (2) of the Revised School Code conditioned upon receipt of acceptable criminal history checks and criminal records checks.

### **Certification of Winter Tax**

*Tax bills are sent out by Meridian and Alaiedon townships and the City of Lansing twice a year: half for summer taxes and the balance for the winter tax. Williamstown Township collects school taxes during the winter only.*

That the board certify the following winter tax rates for collection on behalf of Okemos Public Schools from Meridian Township, Alaiedon Township, and the City of Lansing of 9 mills non-homestead, 3.5 mills debt, and .4925 sinking fund mills; and from Williamstown Township of 18 mills non-homestead, 7 mills debt, and .9850 sinking fund mills. (Roll Call Vote).

### **Board Policy First Reading**

The board's policy committee has been engaged in the implementation process of Thrun's board policies. The committee is submitting several policies that have been reviewed and/or revised: 2301 Conflict of Interest; 2302 Board Code of Ethics; 2304 Gifting; 2306 Board Member Compensation; 3305 Sale or Lease of District Property; 5307 Homeless Students; 5705 Emergency Anaphylaxis; 5711 Toilet Training; and 5713 Immunizations and Communicable Diseases. The committee is recommending a July 1st effective date for these policies. Policies given first reading by the board are posted on the district website for thirty days for public review. Policies not given first reading are returned to the committee for further review and editing.

That the board waive the reading and adopt first reading of board policies 2301 Conflict of Interest; 2302 Board Code of Ethics; 2304 Gifting; 2306 Board Member Compensation; 3305 Sale or Lease of District Property; 5307 Homeless Students; 5705 Emergency Anaphylaxis; 5711 Toilet Training; and 5713 Immunizations and Communicable Diseases.

## **DISCUSSION ITEMS**

Discussion items are intended to provide an opportunity for review of material and interaction concerning the individual items. Action is not taken during the board meeting. Discussion items may be acted upon by the Board of Education at a later date. The board president may move a discussion item forward in the meeting agenda to facilitate timely discussion and/or community input on that discussion item.

### **MASB Delegates**

The board will discuss the MASB Fall conference for the purpose of determining the representatives to the delegate assembly and who will attend.

### **COMMENTS FROM THE PUBLIC**

At this time in the meeting, citizens have an opportunity to address the board regarding any item(s) of interest. Individual comments at this time will be limited to three minutes but may be extended at the discretion of the board president. A designated timekeeper will communicate to the individual who is addressing the board at three minutes. The board highly values public comment; however, our meeting format does not allow the board to engage in conversation with speakers. Questions or concerns may be assigned for follow-up by the board or the administration at a later date.

### **OTHER MATTERS (5 Min)**

- Closed Session beginning at 6 p.m. before the September 25th meeting.
- Possible Work Session regarding legislative updates.

### **ADJOURN**



## HIGH SCHOOL COOPERATIVE AGREEMENT REGULATIONS, PROCEDURES AND ADVANCE PREPARATION MATERIAL TO ASSIST SCHOOLS

### I. *MHSAA HANDBOOK* REGULATION I (2023-24)

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**SECTION 1(E)**— In any sport, two or more member high schools whose combined enrollment does not exceed 1,000 students may conduct, with the approval of the Executive Committee, a Cooperative Program in the specific sports for which application has been made and approval has been granted.

1. The Executive Committee may approve a cooperative program agreement at the subvarsity level only in any sport for two or more member high schools, regardless of student enrollment. There must be a demonstrated history of inadequate numbers of participants and will not be approved based on financial concerns. Students who participate in these programs would have varsity eligibility only with their school of actual enrollment should they be brought up to a varsity team during the regular season or MHSAA Tournament. A student who participates in a subvarsity cooperative program and transfers into another school involved in that program may not be subject of a waiver request under Regulation I, Section 9(C.) Deadlines for high school cooperative programs and the two-year minimum length for operating do not apply. The usual approvals from the boards of education, league or four future opponents, if there is no league, and the MHSAA Executive Committee are required.
2. The Executive Committee may approve a cooperative program agreement regardless of the combined student enrollment maximum in the sports of baseball, bowling, girls competitive cheer, cross country, golf, soccer, girls softball, tennis and wrestling for two or more schools of the same public school district (same governing board). There must be a demonstrated history of low participation numbers and will not be approved based on financial concerns. This allowance does not apply to public school academies. Approval by the Executive Committee is on a case-by-case basis and as with all cooperative program applications, requires league or conference approval. Deadlines for high school cooperative programs apply.

### **SECTION 1(F)**—

1. Two or more member high schools whose combined enrollment does not exceed 3,500 students may conduct, with the approval of the Executive Committee, a Cooperative Program in the following specific sports (sponsored by 250 or fewer schools) for which application has been made and approval has been granted: girls gymnastics, boys lacrosse, girls lacrosse, boys alpine skiing, girls alpine skiing, boys swimming & diving, girls swimming & diving, boys tennis and girls tennis.
2. Two or more member high schools whose combined enrollment does not exceed 5,500 students may conduct, with the approval of the Executive Committee, a Cooperative Program in ice hockey.
3. For the 10 sports listed in No. 1 and 2, if none of the schools involved in a proposed Cooperative Program sponsored the sport at any level on an interscholastic basis during the previous school year, then the 3,500 or 5,500 (ice hockey only) maximum enrollment may be waived by the Executive Committee. However, the cooperative agreement may not exist beyond four school years.
4. The Executive Committee may approve a cooperative program in excess of the 3,500 or 5,500 (ice hockey only) student enrollment maximum for up to four years in sports sponsored by 250 or fewer schools if, during the previous year, the school or the cooperative program in which a school was a part dropped the sport because of a demonstrated lack of participation. The cooperative agreement in excess of 3,500 or 5,500 (ice hockey only) students may not exist beyond four school years.

## MHSAA HANDBOOK REGULATION I, SECTION 1, INTERPRETATIONS

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12.
  - a. Cooperative Programs are arrangements made for a minimum of two years but may be voided at any time by resolutions of any cooperating board of education. If the agreement is voided before completion of the second year of the cooperative program, the school or schools that terminated the agreement may not enter into another cooperative program in the sports involved in the initial agreement until another two-year period has transpired. Deadlines for dissolution of cooperative programs are May 1 for fall sports, Aug. 15 for winter sports and Oct. 15 for spring sports. When programs are dissolved after the above deadlines, it may not be possible to reflect changes to tournament divisions or assignments.
  - b. Cooperative agreements established under Section 1(E) (combined enrollments not exceeding 1,000 students) which eventually rise above 1,000 students as established each February will be dissolved prior to the start of the school year in which the new enrollment is effective.
  - c. If the combined enrollment of a Cooperative Program exceeds the original Division in the second year of an agreement, the schools will play in the higher Division of MHSAA tournaments in the sports for which there are cooperative teams.
  - d. A new MHSAA member school which would not be eligible for MHSAA tournaments until its second full year of MHSAA membership may participate in MHSAA tournaments sooner if that school becomes part of a Cooperative Program with a tournament-eligible member school.
  - e. Should the MHSAA Membership Resolution for a school which is a part of a cooperative agreement not be submitted on or before the fourth Friday after Labor Day, students of that school may not participate in any MHSAA tournament, including those sports for which the school is part of a cooperative program.
  - f. Agreements which include a Class A or B school, or three or more schools, must submit a renewal form every two years prior to May 1. This renewal form will be emailed to the primary school in March and will require league approval and statistics on participation levels and win/loss records. Agreements involving only two Class C or D schools will not be required to submit renewal forms and will continue as established until the MHSAA is notified that a program is dissolving or a league has determined it will no longer support the agreement. After the initial two years of operation, a league in which a cooperative team participates (regardless of classification) may, by vote of its membership, void an agreement at the time of the renewal process by notification to all schools and the MHSAA prior to April 1 of the previous school year. Adding new schools to an agreement requires a new application process involving all approvals and procedures. Programs being started in newly sponsored sports as under Section 1 (F) (over the 3,500-student limit for four years) will complete the two year renewal process and will automatically be dissolved after the fourth year.
13.
  - a. Cooperative Programs formed by schools of any class in sports sponsored by 250 or fewer schools will be assigned tournament classification corresponding to the total enrollment of the cooperating schools.
  - b. When removing a sport from those listed in Section 1(F), existing Cooperative Programs in those sports are grandfathered; however, each renewal is to be subject to Executive Committee review and approval.
  - c. For classification purposes, cooperative programs established under Section 1(F) (newly sponsored sports in excess of 3,500/5,500 students allowed to operate for four years) must report their plans to the MHSAA by Feb. 1 of the final school year of operation as to how the schools and team(s) will be operating under 3,500/5,500 students in subsequent years.
  - d. Cooperative programs whose schools' combined enrollment as declared on the Enrollment Declaration Form in February exceeds 3,500/5,500 students or the enrollment limit of Section 1(E) will not be allowed to operate in the coming school year.
14. Deadlines for newly forming Cooperative Programs are **May 1** for fall sports, **Aug. 15** for winter sports and **Oct. 15** for spring season sports. When one or more of the schools making application for a Cooperative Program is established and opened after the fall and winter deadlines, application may be made until MHSAA tournament assignments are made for the sport(s) involved or **Oct. 15**, whichever occurs first.

## II. PROCEDURES

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- A. Application for a cooperative relationship must be made on MHSAA forms by the administration of the cooperating MHSAA member schools and **must** be received (even if partially completed) by the deadline stated above. Subvarsity only and middle school applications do not have the established deadline but must have board, league and Executive Committee approval prior to operating. The application must be accompanied by the following:
1. A resolution of authorization by each board of education of the cooperating schools describing the purpose for sponsoring the cooperative program, the Advance Preparation Materials and shall indicate which school or district will be responsible for overseeing its administration locally.
  2. A resolution of support from each league or conference in which the cooperating schools belong, if any. If the applying schools do not belong to a league, then support from at least four future opponents must be submitted.
- B. One school must be designated as the primary host school on the application and will be considered the official team name. All signatures must be provided, as well as enrollment figures, as submitted on the most recent Enrollment Declaration Form.
- C. Applications for cooperative programs will be submitted to the MHSAA Executive Committee for approval. Among the criteria to be considered are:
1. Lack of numbers of students to support a program.
  2. Lack of qualified staff to coach.
  3. Lack of facilities.
  4. Evidence of a desire to increase opportunities for participation in new programs, not win/loss records of existing programs.
- D. **Cooperative program agreements will be effective for two years.** No other cooperative agreement in the same sports may be made with another school until the original two-year agreement period lapses. The agreements may be voided by informing the MHSAA in writing or using the Cooperative Program Dissolution Form. Deadlines for dissolution of cooperative programs are May 1 for fall sports, Aug. 15 for winter sports and Oct. 15 for spring sports. When programs are dissolved after the above deadlines, it may not be possible to reflect changes to tournament divisions or classifications.
- E. **Renewing (extending) cooperative program agreements:** Agreements which include a Class A or B school, or three or more schools, must submit the renewal form every two years prior to May 1. This renewal form will be emailed to the primary school each March and will require league approval and statistics on participation levels and win/loss records. Agreements involving only two Class C or D schools will not be required to submit renewal forms and will continue as established until the MHSAA is notified that a program is dissolving. Adding new schools to an agreement requires a new application process involving all approvals and procedures.
- NOTE: The MHSAA Representative Council reaffirms its preference that Class A and B schools sponsor separate teams rather than continue to renew cooperative programs over a period of years without careful evaluation. Schools should review participation numbers annually and consider the feasibility of separate teams in order to maximize opportunities for students at each school involved in the cooperative program.

## III. ADVANCE PREPARATION MATERIALS: QUESTIONS FOR SCHOOLS TO CONSIDER

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Schools should consider the following before initiating the application for cooperative programs.

- A. If you have an existing program, will students from another school replace students from your community and deny the sons and daughters of your local taxpayers the opportunity to participate in that activity?

- B. If two or more schools are cooperating to create a program where none has existed,
1. Who will pay for and maintain/laundry uniforms and equipment, facility maintenance?
  2. Who will pay for travel to practices, to contests?
  3. Who will select, supervise, and pay coaches?
  4. If applicable, whose cheerleaders will cheer?
  5. Whose training rules, letter award guidelines, etc., will be followed?
  6. Whose local academic and other regulations will be followed?
  7. Can daily class schedules be coordinated?
  8. How will gate receipts be handled?
  9. Where will practices and games be held, and who will pay those expenses?
  10. Who will host and supervise events?
  11. Is athletic accident insurance coverage provided, and who pays for it? Have liability insurers been notified?
  12. Whose school identity, mascot, colors, etc., will be used?
- C. Will an existing sport suffer because of the creation of a cooperative program in another sport that season?

#### **IV. GUIDELINES FOR SCHOOLS TO CONSIDER**

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- A. All issues should be addressed in writing in advance of the application and submitted with the application for possible future reference. Over time, many schools have sought a written historical record of the original arrangement.
- B. A "Cooperative Program Board of Control" should be appointed to oversee the cooperative program. It should consist of at least an administrator and the athletic director of each cooperating school. It should convene to initiate the program and to resolve disputes which may arise throughout the life of the program.
- C. Though not required, cooperating school districts should be adjacent. Travel distance between schools should be reasonable.
- D. Cooperative arrangements should be sought only in sports where opportunities are limited and it is not anticipated that students will be "cut" from the squad.
- E. Cooperative agreements are not intended for a single participant for a year or two but for a significant group of students for several years.
- F. While there is no limit to the number of schools joining a cooperative agreement, programs comprised of several schools tend to resemble non-school sports and may blur the philosophy of school sports.



## SENIOR HIGH APPLICATION TO FORM AND SUPPORT A COOPERATIVE TEAM

(Page 1 of 2 – Complete All Sections and All Signatures. Board of Education Resolution on Page 2)

1. It is requested that the Michigan High School Athletic Association, Inc. receive and accept this application to form a cooperative team in the sport(s) of \_\_\_ boys \_\_\_ girls \_\_\_\_\_  
 \_\_\_ boys \_\_\_ girls \_\_\_\_\_  
 \_\_\_ boys \_\_\_ girls \_\_\_\_\_

2. The sponsors of this proposed cooperative team are members in good standing of the Michigan High School Athletic Association, Inc. and are identified as:

		Enrollment	Class
(Primary)_____	High School of _____ City	_____	_____
(Secondary)_____	High School of _____ City	_____	_____
(Secondary)_____	High School of _____ City	_____	_____
(Secondary)_____	High School of _____ City	_____	_____
(Secondary)_____	High School of _____ City	_____	_____
(Secondary)_____	High School of _____ City	_____	_____

3. This agreement is being formed under the following *MHSAA Handbook* Regulation: **(Check one only)**

- Combined enrollment under 1,000 (Sect. 1[E])                      Subvarsity ONLY (Sect. 1[E-1])
- Multi-School District in named sports – four-year experiment (Sect. 1 [E-2])
- Combined enrollment under 3,500 in specific sports (gym, lax, swim, ski, tennis) (Sect. 1[F-1])
- Combined enrollment under 5,500 in ice hockey (Sect. 1[F-2])
- Four-year startup program in above five sports in excess of 3,500 – first time sponsoring (Sect. 1[F-3])
- \_\_\_ Four-year lifeline in above five sports if school or coop dropped the sport previously (Sect. 1[F-4])

4. Indicate all levels of teams that you intend to sponsor in the coop: Sport: \_\_\_\_\_ V\_\_\_ JV\_\_\_ Fresh  
 Sport: \_\_\_\_\_ V\_\_\_ JV\_\_\_ Fresh\_\_\_  
 Sport: \_\_\_\_\_ V\_\_\_ JV\_\_\_ Fresh\_\_\_  
 Sport: \_\_\_\_\_ V\_\_\_ JV\_\_\_ Fresh\_\_\_

5. Did any of the schools sponsor the sport(s) last year? If so, indicate the school(s) and sport(s):  
 Schools \_\_\_\_\_ Sports \_\_\_\_\_

6. The schools in this application have a current agreement in another sport: Yes        or No  
 If yes, in what sport(s) is an agreement currently operating?

7. This cooperative agreement shall commence \_\_\_\_\_ and continue for a minimum of two years.
8. Written support from the applicable league, **or from four future opponents if there is no league**, is attached. Name of league or conference (if applicable): \_\_\_\_\_
9. The applicants seeking cooperative team approval certify by **their signatures on page two (2)** that all approvals, required study, planning and review have been completed.

10. Will this team be known or named something other than a school name? Yes or No

If Yes, what will the name be? \_\_\_\_\_

(Note: Generally, the MHSAA uses the primary school as the designated title of the team.)

Each Board of Education should review the advance preparation material included with this Resolution.

**COOPERATIVE PROGRAM BOARD OF CONTROL**  
**(Submit with Application and Letter of League Support)**

We, the undersigned, agree to the conditions and content of this Resolution and will work cooperatively for the success of the program and benefit of our children.

Representing \_\_\_\_\_ School

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Board of Education Signature

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Athletic Director Signature

\_\_\_\_\_  
Date

Representing \_\_\_\_\_ School

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Board of Education Signature

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Athletic Director Signature

\_\_\_\_\_  
Date

Representing \_\_\_\_\_ School

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Board of Education Signature

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Athletic Director Signature

\_\_\_\_\_  
Date

Representing \_\_\_\_\_ School

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Board of Education Signature

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Athletic Director Signature

\_\_\_\_\_  
Date

Representing \_\_\_\_\_ School

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Board of Education Signature

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Athletic Director Signature

\_\_\_\_\_  
Date

Representing \_\_\_\_\_ School

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Board of Education Signature

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Athletic Director Signature

\_\_\_\_\_  
Date

Arrangements detailed in the "Advance Preparation Materials: Questions and Guidelines for Schools to Consider," plus those unique to the cooperating schools on a separate sheet, should be addressed by the boards of education when considering this Resolution. The MHSAA will file the advance preparation material if the school submits it with the application.

Name of Person Completing this Application: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

# SCHOOLS CANNOT DO IT ALONE



Join us for an evening with Jamie Vollmer, business executive turned public school advocate and author. He speaks across the country sharing the story of public education and explaining why it's the greatest return on investment we will ever see from our tax dollars.

**REGISTER NOW**



**MONDAY**

OCTOBER 2, 2023



**RECEPTION**

5:30-6:30 PM

**KEYNOTE**

6:30-7:30 PM

**HOLT HIGH SCHOOL AUDITORIUM**

**NO COST TO ATTEND**



JAMIE VOLLMER

THANK YOU TO OUR SPONSORS:



Or Contact Heidi Pierce: 517.676.1051 at [heidi.pierce@inghamisd.org](mailto:heidi.pierce@inghamisd.org) to reserve your seat.

**INGHAM INTERMEDIATE SCHOOL DISTRICT  
TAXABLE VALUATIONS**

Please Note:

These figures are the ad valorem tax roll.  
They include amounts that will be diverted  
due to TIFA/DDA/LDFA.

**DISTRICT: OKEMOS PUBLIC SCHOOLS**

The Non-Homestead numbers below are for Headlee calculation **only!**  
Different Non-Homestead numbers may be used for property tax bills.

<u>ASSESSMENT UNIT</u>	<u>2022 TAXABLE</u>	<u>2022 LOSSES</u>	<u>2023 ADDITIONS</u>	<u>TOTAL 2023 TAXABLE</u>
<b>Alaiedon Township</b>	90,139,402	1,999,577	1,627,700	91,481,232
Non-Homestead	63,196,964	98,977	423,200	64,355,430
<b>Meridian Township</b>	1,305,506,090	9,622,419	19,017,764	1,385,030,344
Non-Homestead	431,097,212	1,895,129	7,383,379	459,857,149
<b>Williamstown Township</b>	23,098,804	4,700	124,474	24,684,610
Non-Homestead	1,574,714	4,700	43,900	1,754,799
<b>City of Lansing - Ingham</b>	74,133,028	685,735	4,009,900	80,745,702
Non-Homestead	21,343,169	4,400	1,690,500	23,509,807
<b>TOTAL All Property</b>	<u>1,492,877,324</u>	<u>12,312,431</u>	<u>24,779,838</u>	<u>1,581,941,888</u>
<b>Total Non-Homestead</b>	<u>517,212,059</u>	<u>2,003,206</u>	<u>9,540,979</u>	<u>549,477,185</u>

	<u>All Property</u>		<u>Non-Homestead Property</u>	
Percentage of Overall Increase	5.9660%		6.2383%	
Increase on Existing	5.1735%		4.7995%	
2023 Base Tax Rate Fraction	0.9508	Truth in Taxation	0.9542	Truth in Taxation
2023 Millage Reduction Fraction	1.0259	Headlee	1.0296	Headlee
		<b>(Cap = 1.0000)</b>		<b>(Cap = 1.0000)</b>

## 2023 SUMMARY OF ESTIMATED WINTER DEBT LEVY \*

### OKEMOS PUBLIC SCHOOL

#### UNITS THAT COLLECT BOTH SUMMER & WINTER

Assessing Unit	2023 Total Taxable Valuation	OKEMOS DEBT LEVY (One-half year rate)			Total Winter Debt
		2019	('21 SLRF) 2021	2023	
		1.6800	0.5400	1.2800	3.5000
Alaiedon Township	91,481,232	\$153,688.47	\$49,399.87	\$117,095.98	\$320,184.32
Meridian Township	1,385,030,344	\$2,326,850.98	\$747,916.39	\$1,772,838.84	\$4,847,606.21
City of Lansing - Ingham	80,745,702	\$135,652.78	\$43,602.68	\$103,354.50	\$282,609.96

#### UNIT THAT COLLECTS ONLY IN WINTER

Assessing Unit	2023 Total Taxable Valuation	OKEMOS DEBT LEVY (Full year rate)			Total Winter Debt
		2019	('21 SLRF) 2021	2023	
		3.3600	1.0800	2.5600	7.0000
Williamstown Township	24,684,610	\$82,940.29	\$26,659.38	\$63,192.60	\$172,792.27
<b>TOTAL WINTER DEBT</b>	<u>1,581,941,888</u>	<u>\$2,699,132.52</u>	<u>\$867,578.32</u>	<u>\$2,056,481.92</u>	<u>\$5,623,192.76</u>

\* Note: This property tax levy information is for Debt ONLY. Refer to L-4029 for operational levy.

## 2023 SUMMARY OF WINTER SINKING FUND LEVY

### OKEMOS PUBLIC SCHOOLS

#### UNITS THAT COLLECT BOTH SUMMER & WINTER

<u>Assessing Unit</u>	<u>2023 Total Taxable Valuation</u>	<u>OKEMOS SINKING FUND (One-half year rate)</u>  2021
Alaiedon Township	91,481,232	0.4925 \$45,054.51
Meridian Township	1,385,030,344	\$682,127.44
City of Lansing - Ingham	80,745,702	39,767.26

#### UNIT THAT COLLECTS ONLY IN WINTER

<u>Assessing Unit</u>	<u>2023 Total Taxable Valuation</u>	<u>OKEMOS SINKING FUND (FULL year rate)</u>  2021
Williamstown Township	24,684,610	0.9850 \$24,314.34
<b>TOTAL WINTER SINKING FUND</b>	<b>1,581,941,888</b>	<b>\$791,263.55</b>

**2023 Tax Rate Request (This form must be completed and submitted on or before September 30, 2023)**

**MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

**Carefully read the instructions on page 2.**

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes <b>Ingham County - Alaedon Township</b>	2023 Taxable Value for ALL Properties in the Unit as of 5-22-23. <b>91,481,232</b>
Local Government Unit Requesting Millage Levy <b>Okemos Public Schools</b>	For LOCAL School Districts: 2023 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. <b>"Not yet known"</b>

**This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2023 tax roll.**

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election, Charter, etc.	(5)** 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2023 Current Year "Headlee" Millage Reduction Fraction	(7) 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Extra Voted	Operating NON-HOME	05/2021	17.8795	17.8795	1.0000	17.8795	1.0000	17.8795	8.9397	8.9398	12/2031
Extra Voted	Operating NON-HOME	05/2021	1.9866	1.9866	1.0000	1.9866	1.0000	1.9866	0.0603	0.0602	12/2031
Extra Voted	Sinking Fund ALL	05/2021	0.9861	0.9850	1.0000	0.9850	1.0000	0.9850	0.4925	0.4925	12/2031
Extra Voted	Debt-ALL	2019 05/2019	N/A	N/A	1.0000	N/A	1.0000	3.3600	1.6800	1.6800	N/A
Extra Voted	Debt-ALL	'21 Ref (SLRF) 08/2021	N/A	N/A	1.0000	N/A	1.0000	1.0800	0.5400	0.5400	N/A
Extra Voted	Debt-ALL	2023 11/2022	N/A	N/A	1.0000	N/A	1.0000	2.5600	1.2800	1.2800	N/A

Prepared by <b>Andrew Dravland</b>	Telephone Number <b>517-244-4515</b>	Title of Preparer <b>Director of Business Operations, Ingham ISD</b>	Date <b>08/10/23</b>
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**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President			

\* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

\*\* **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2023 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	<b>Rate ***</b>
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	0.0000
For Commercial Personal	3.0000
For all Other	9.0000

\*\*\* **FOR DECEMBER 1 LEVY**

**2023 Tax Rate Request (This form must be completed and submitted on or before September 30, 2023)**

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes Ingham County - City of Lansing	2023 Taxable Value for ALL Properties in the Unit as of 5-22-23. 80,745,702
Local Government Unit Requesting Millage Levy Okemos Public Schools	For LOCAL School Districts: 2023 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. "Not yet known"

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2023 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election, Charter, etc.	(5)** 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2023 Current Year "Headlee" Millage Reduction Fraction	(7) 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Extra Voted	Operating NON-HOME	05/2021	17.8795	17.8795	1.0000	17.8795	1.0000	17.8795	8.9397	8.9398	12/2031
Extra Voted	Operating NON-HOME	05/2021	1.9866	1.9866	1.0000	1.9866	1.0000	1.9866	0.0603	0.0602	12/2031
Extra Voted	Sinking Fund ALL	05/2021	0.9861	0.9850	1.0000	0.9850	1.0000	0.9850	0.4925	0.4925	12/2031
Extra Voted	Debt-ALL	2019 05/2019	N/A	N/A	1.0000	N/A	1.0000	3.3600	1.6800	1.6800	N/A
Extra Voted	Debt-ALL	'21 Ref (SLRF) 08/2021	N/A	N/A	1.0000	N/A	1.0000	1.0800	0.5400	0.5400	N/A
Extra Voted	Debt-ALL	2023 11/2022	N/A	N/A	1.0000	N/A	1.0000	2.5600	1.2800	1.2800	N/A

Prepared by Andrew Dravland	Telephone Number 517-244-4515	Title of Preparer Director of Business Operations, Ingham ISD	Date 08/10/23
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**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President			

\* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

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Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2023 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate ***
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	0.0000
For Commercial Personal	3.0000
For all Other	9.0000

\*\*\* FOR DECEMBER 1 LEVY

**2023 Tax Rate Request (This form must be completed and submitted on or before September 30, 2023)**

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

**Carefully read the instructions on page 2.**

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County(ies) Where the Local Government Unit Levies Taxes <b>Ingham County - Meridian Township</b>	2023 Taxable Value for ALL Properties in the Unit as of 5-22-23. <b>1,385,030,344</b>
Local Government Unit Requesting Millage Levy <b>Okemos Public Schools</b>	For LOCAL School Districts: 2023 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. <b>"Not yet known"</b>

**This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2023 tax roll.**

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election, Charter, etc.	(5)** 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2023 Current Year "Headlee" Millage Reduction Fraction	(7) 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Extra Voted	Operating NON-HOME	05/2021	17.8795	17.8795	1.0000	17.8795	1.0000	17.8795	8.9397	8.9398	12/2031
Extra Voted	Operating NON-HOME	05/2021	1.9866	1.9866	1.0000	1.9866	1.0000	1.9866	0.0603	0.0602	12/2031
Extra Voted	Sinking Fund ALL	05/2021	0.9861	0.9850	1.0000	0.9850	1.0000	0.9850	0.4925	0.4925	12/2031
Extra Voted	Debt-ALL	2019 05/2019	N/A	N/A	1.0000	N/A	1.0000	3.3600	1.6800	1.6800	N/A
Extra Voted	Debt-ALL	'21 Ref (SLRF) 08/2021	N/A	N/A	1.0000	N/A	1.0000	1.0800	0.5400	0.5400	N/A
Extra Voted	Debt-ALL	2023 11/2022	N/A	N/A	1.0000	N/A	1.0000	2.5600	1.2800	1.2800	N/A

Prepared by <b>Andrew Dravland</b>	Telephone Number <b>517-244-4515</b>	Title of Preparer <b>Director of Business Operations, Ingham ISD</b>	Date <b>08/10/23</b>
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**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President			

\* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

\*\* **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2023 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	<b>Rate ***</b>
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	0.0000
For Commercial Personal	3.0000
For all Other	9.0000

\*\*\* FOR DECEMBER 1 LEVY

**2023 Tax Rate Request (This form must be completed and submitted on or before September 30, 2023)**

**MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

**Carefully read the instructions on page 2.**

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County(ies) Where the Local Government Unit Levies Taxes <b>Ingham County - Williamstown Township</b>	2023 Taxable Value for ALL Properties in the Unit as of 5-22-23. <b>24,684,610</b>
Local Government Unit Requesting Millage Levy <b>Okemos Public Schools</b>	For LOCAL School Districts: 2023 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. <b>"Not yet known"</b>

**This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2023 tax roll.**

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Extra Voted	Operating NON-HOME	05/2021	1.9866	1.9866	1.0000	1.9866	1.0000	1.9866		0.1205	12/2031
Extra Voted	Sinking Fund ALL	05/2021	0.9861	0.9850	1.0000	0.9850	1.0000	0.9850		0.9850	12/2031
Extra Voted	Debt-ALL	2019 05/2019	N/A	N/A	1.0000	N/A	1.0000	3.3600		3.3600	N/A
Extra Voted	Debt-ALL	'21 Ref (SLRF) 08/2021	N/A	N/A	1.0000	N/A	1.0000	1.0800		1.0800	N/A
Extra Voted	Debt-ALL	2023 11/2022	N/A	N/A	1.0000	N/A	1.0000	2.5600		2.5600	N/A

Prepared by <b>Andrew Dravland</b>	Telephone Number <b>517-244-4515</b>	Title of Preparer <b>Director of Business Operations, Ingham ISD</b>	Date <b>08/10/23</b>
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<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President			

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Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2023 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	<b>Rate ***</b>
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	0.0000
For Commercial Personal	6.0000
For all Other	18.0000

**\*\*\* FOR DECEMBER 1 LEVY**

## Series 2000: Bylaws

### **2300 Board Member Conduct**

#### **2301 Conflict of Interest**

Board members take an oath of public office requiring that they faithfully discharge their duties to the best of their abilities. Board members must act in the District's best interests and avoid any actual or perceived conflict of interest in the performance of their public duties. Board members will not misuse their public office to solicit, accept, obtain, or produce a substantial direct or indirect benefit for themselves or a family member.

A. "Family member" as used in this Policy means that term as defined in Revised School Code Section 1203.

B. Statutory Conflict of Interest

1. When a Board member believes or has reason to believe that the Board member has a conflict of interest, as described in Revised School Code Section 1203, as to a contract or other financial transaction that requires Board approval, the Board member will: (a) abstain from voting on the contract or other financial transaction, and (b) disclose the specific conflict of interest. If a majority of Board members are required to abstain from voting under this section, the special quorum and voting rules prescribed in Revised School Code Section 1203 will apply.
2. A Board member is presumed to have a conflict of interest if the Board member or the Board member's family member has a financial interest or a competing financial interest in the contract or other financial transaction or is a District employee.

C. Contracts of Public Servants with Public Entities

1. Affected Contracts Defined

For purposes of this Policy, an affected contract means a contract between the District and any of the following:

- a. a Board member;
- b. any firm, meaning a co-partnership or other unincorporated association, of which a Board member is a partner, member, or employee;
- c. any private corporation in which a Board member is a stockholder owning more than 1% of the total outstanding stock of any class if the stock is not listed on a stock exchange, or stock with a present total market value in excess of \$25,000 if the stock is listed on a stock exchange, or of which a Board member is a director, officer, or employee; or

- d. any trust of which a Board member is a beneficiary or trustee.
2. Board members will comply with the disclosure and voting requirements of the Contracts of Public Servants with Public Entities Act for affected contracts.
3. A Board member will not do either of the following concerning an affected contract in which that Board member has a direct or indirect financial interest:
  - a. take any part in the negotiation, renegotiation, amendment, or approval of the affected contract; or
  - b. represent either party in the transaction.
4. Disclosure Requirements

Board members will comply with the following disclosure requirements concerning an affected contract. Disclosures will be recorded in the Board's minutes.

- a. Nominal Benefit or Emergency

If the Board member files a sworn affidavit with the Board attesting that the Board member will directly benefit from the affected contract in an amount less than \$250 and less than 5% of the public cost of the affected contract, or if the affected contract is for emergency repairs or services, the disclosure will be made as follows:

- i. the disclosure may be made less than 7 calendar days before the meeting at which a vote will be taken on the affected contract; and
- ii. the sworn affidavit or grounds to determine the need for an emergency repair or service will be recorded in the Board minutes.

- b. Benefit Equals or Exceeds \$250 But Does Not Exceed \$5,000

If a Board member will directly benefit from the affected contract in an amount equal to or exceeding \$250 (but not more than \$5,000) or equal to or more than 5% of the public cost of the affected contract, and if the affected contract is not for emergency repairs or services, the disclosure will be made in either of the following ways:

- i. at least 7 calendar days before the meeting at which a vote will be taken on the affected contract, the Board member will promptly disclose in writing the financial interest in the affected contract to the President (or other presiding officer), or to the Secretary if the President is the Board member that will directly benefit from the affected contract. The disclosure will be made public in the same manner as a public meeting notice; or

ii. the Board member will disclose the financial interest at a public meeting of the Board; provided that the vote on the affected contract will be taken at a subsequent Board meeting held at least 7 calendar days after the meeting at which the disclosure is made.

c. Benefit Exceeds \$5,000

If the amount of the direct benefit to the Board member is more than \$5,000, disclosure must be made at a public meeting of the Board and the vote on the affected contract will be taken at a subsequent public Board meeting held at least 7 calendar days after the meeting at which the disclosure is first made.

5. Abstention Requirements

A Board member must abstain from voting on an affected contract in which the Board member has a financial interest.

D. Incompatible Public Office

A Board member will not hold 2 or more incompatible public offices, as defined by Michigan law.

Legal Authority: Const 1963, art 4, §10; MCL 15.181 et seq., 15.321 et seq.; MCL 380.1203; MCL 388.1769b; OAG, No 4555 (April 12, 1967)

Date adopted:

Date revised:

## Series 2000: Bylaws

### 2300 Board Member Conduct

#### 2302 Board Code of Ethics

Each Board member has a fiduciary duty to act in the District's best interests and to faithfully discharge the office of a Board member in compliance with applicable law and Policy to the best of that person's ability.

A. Each Board member will:

1. remember that a Board member's primary concern must be the educational welfare of students attending the District's schools;
2. regularly attend Board meetings and be informed about issues to be considered at those meetings;
3. make decisions only after consideration at legally held Board meetings;
4. focus on governance, not management, taking care to distinguish the Board's responsibility to focus on the District's mission, values, vision, policy development, strategic planning, and budgeting from the administration's responsibility for implementation of Policies and goals, routine operational decisions, and administration of daily operations;
5. employ or contract with and retain those persons best qualified to serve as District employees and insist on a regular and impartial evaluation of all employees in compliance with applicable law;
6. render all decisions based on an objective evaluation of available information, exercising independent judgment;
7. encourage constructive dialogue among Board members and among the Board and students, staff, parents/guardians, and the school community;
8. learn about current educational issues by individual study and through participation in seminars and programs, such as those sponsored by the Michigan Association of School Boards and the National School Boards Association;
9. work constructively and collaboratively with other Board members to establish effective Policies and procedures;
10. work constructively and collaboratively with the Superintendent, staff members, students, parents, and community stakeholders;
11. recognize the Superintendent as the District's chief executive officer;

12. refer complaints to the Superintendent (other than those involving the Superintendent), designee, or designated administrator(s), as appropriate (see Policies 4101, 4102, 4103, and 4104);
13. safeguard confidential information, including social security numbers, criminal history record information, information pertaining to unprofessional conduct checks, and personally identifiable student information under the Family Educational Rights and Privacy Act (FERPA) and Revised School Code Section 1136;
14. avoid an actual or perceived conflict of interest;
15. comply with the Open Meetings Act;
16. be mindful of a Board member's fiduciary obligations to the District, including duties of loyalty and care, placing the District's interests above a Board member's personal interests; and
17. use District employee resources, property, and funds judiciously and solely in accordance with prescribed constitutional, statutory, and regulatory procedures and not for personal gain or benefit.

B. A Board member will *not*:

1. represent the Board member's personal opinions as those of the Board;
2. act in isolation, operating as if a "Board-of-one";
3. disrupt or impede the established District administrative structure;
4. use the Board position for actual or perceived personal or political gain;
5. discuss confidential Board business except as authorized by law;
6. disclose closed session deliberations or proceedings other than as permitted by law; or
7. refer a student for an abortion or assist a student in obtaining an abortion. This prohibition does not apply to a Board member who is the parent or legal guardian of that student.

C. Violations of the Board Code of Ethics will be handled in compliance with Policy 2303.

Legal Authority: 20 USC 1232g; 34 CFR Part 99; Const 1963, art 11, §1; MCL 15.261 et seq., 15.341 et seq.; MCL 168.310(1); MCL 380.11a, 380.601a, 380.1136; MCL 388.1766

Date adopted:

Date revised:

## Series 2000: Bylaws

### 2300 Board Member Conduct

#### 2304 Gifting

##### A. Gifts to Individual Board Members

A Board member will not solicit or accept anything of value that may influence or reasonably be perceived to influence the manner in which a Board member performs official duties.

##### B. Board Acceptance of Gifts

1. The Board shall not accept a gift, donation, or contribution on the District's behalf in a manner or for a purpose that does not comply with Policy 3303.
2. The Board must publicly disclose a gift, donation, or contribution from any vendor or contractor that has submitted a bid in response to a request for proposals the District currently has under consideration.

Legal Authority: 25 USC 2701 et seq.; MCL 380.11a(14), 380.601a, 380.634(2), 380.1814

Date adopted:

Date revised:

## Series 2000: Bylaws

### 2300 Board Member Conduct

#### *2306 Board Member Compensation*

Board members will not receive compensation to attend Board meetings, or subcommittee meetings or for the performance of an authorized duty as a Board member.

Legal Authority: MCL 380.11a

Date adopted:

Date revised:

## Series 3000: Operations, Finance, and Property

### 3300 Facilities, Real, and Personal Property

#### 3305 *Sale or Lease of District Property*

The District may, in accordance with applicable law, sell, lease, or otherwise convey (each, a “transfer”) its property, whether real or personal. Subject to Board parameters and legal review, the Superintendent may obtain, negotiate, or modify transfer documents for any Board-authorized transfer of District property.]

- A. The District may consider both solicited and unsolicited offers to transfer its property. The District may market its property through any lawful process, including employing a real estate broker, publicly listing the property for a specific price, soliciting bids, or holding an auction.
- B. The Superintendent or designee will contact the District’s financial advisor or legal counsel to investigate any tax consequences from the transfer of District property financed with tax-exempt obligations.
- C. Prior to entering into any agreement to transfer property, the District shall notify the community publicly at least 60 calendar days prior to any Board action on any transfer agreement. Notice of the potential transfer agreement shall be placed prominently on the District’s web site.
- D. The District may only transfer its property in exchange for fair value, which value may be non-monetary. An appraisal may be obtained but is not required.
- E. The District may not impose a deed or use restriction that is prohibited by law.
- F. The transfer of District real property is exempt from transfer tax.

Legal authority: Const 1963, art 9, § 18; MCL 123.1045; MCL 207.505, 207.526

Date adopted:

Date revised:

## gSeries 5000: Students, Curriculum, and Academic Matters

### 5300 Student Enrollment, Attendance, and Records

#### 5307 Homeless Students

##### A. General Policy

The District will provide a free public education to homeless children and youth who are in the District and afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless. It is the intent of this Policy to remove barriers to the enrollment and retention of homeless students in the District.

##### B. Homeless Liaison

The homeless liaison will coordinate services to ensure that homeless children and youth enroll in school and have the opportunity to succeed. The liaison will also coordinate and collaborate with state homeless coordinators, community agencies, and District personnel responsible for the provision of education and related services to homeless children and youth, including unaccompanied youth. A student or parent/guardian in a homeless situation who requires assistance should contact the District's homeless liaison:

Director of Human Resources  
4406 N Okemos Road  
517 706 5006]  
[hr@okemosk12.net](mailto:hr@okemosk12.net)

The liaison's responsibilities include ensuring that:

1. homeless children and youth are identified by District personnel through outreach and coordination activities with other entities and agencies;
2. homeless children and youth are enrolled in, and have a full and equal opportunity to succeed in, the District's schools;
3. homeless families and homeless children and youth have access to and receive educational services for which the families and students are eligible, including Head Start, early intervention services under Part C of the Individuals with Disabilities Education Act, and other preschool programs administered by the District;
4. homeless families and students receive referrals to health care, dental services, mental health and substance abuse services, housing services, and other appropriate services;

5. parents/guardians of homeless children and youth, and unaccompanied youth, are informed of the educational and related opportunities available to their students and are provided with meaningful opportunities to participate in their student's education;
6. public notice of the educational rights of homeless children and youth is disseminated in locations frequented by parents/guardians of homeless children and youth, and unaccompanied youth, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents/guardians of homeless children and youth, and unaccompanied youth;
7. enrollment disputes involving homeless children and youth are resolved as quickly as possible after receiving notice of the dispute and in accordance with any applicable state or District procedures;
8. parents/guardians of homeless children and youth, and unaccompanied youth, are fully informed of all transportation services, including transportation to the school of origin, and are assisted in accessing transportation to the school that is selected;
9. District personnel providing services to homeless children and youth receive professional development and other support to assist in meeting the educational and related needs of homeless students;
10. unaccompanied youths who are enrolled in school have: (a) opportunities to meet the same challenging state academic standards as children and youth who are not homeless; (b) appropriate secondary education and support services, including receiving appropriate credit for full or partial coursework satisfactorily completed while attending a prior school; (c) access to counselor services and supports to prepare for and improve college readiness; and (d) notice of their status as independent students under the Higher Education Act of 1965 and that they may obtain assistance from the liaison to receive verification of that status for Free Application for Federal Student Aid (FAFSA) purposes; and
11. performance of any other duties identified in this Policy and applicable federal laws or state guidelines governing the homeless liaison's duties.

The homeless liaison will participate in relevant professional development and other technical assistance activities as part of the liaison's duties and may work with other District personnel to accomplish the responsibilities described in this Policy.

### C. Definitions

1. "Homeless children and youth" means persons who lack a fixed, regular, and adequate nighttime residence and includes children and youth who:

- a. are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
  - b. have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
  - c. are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
  - d. are migratory children who qualify as homeless because they are living in circumstances described above.
2. "Child" and "youth" refers to persons who, if they were children of residents of the District, would be entitled to a free education.
  3. The term "unaccompanied youth" means a homeless child or youth not in the physical custody of a parent/guardian.
  4. "School of origin" means the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

#### D. District's Obligation

In the best interest of a homeless child or youth, the District generally will:

1. continue the child's or youth's education in the school of origin for the duration of homelessness in any case in which a family becomes homeless between academic years or during an academic year and for the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or
2. enroll the child or youth in any public school that students who are not homeless who live in the attendance area in which the child or youth is actually living are eligible to attend.

#### E. School Stability

In determining the best interest of a homeless student, the District will presume that keeping a homeless child or youth in the student's school of origin is in the student's best interest unless it is contrary to the request of the student's parent/guardian, or in the case of an unaccompanied youth, the youth. In determining the school placement of a homeless child or youth, the District will also consider factors related to the impact of mobility on the homeless child or youth's achievement, education, health, and safety, giving priority to the parent's/guardian's or the unaccompanied youth's request. In the case of an

unaccompanied youth, the District will assist in placement or enrollment decisions and will give priority to the unaccompanied youth's views.

If, after consideration of the presumption and factors above, the District determines that it is not in the student's best interest to attend the school of origin or the school requested by the parent/guardian or unaccompanied youth, the District will provide written explanation of the reasons for its determination in a manner and form understandable to the parent/guardian or unaccompanied youth, including information about the right to appeal.

#### F. Immediate Enrollment

The District will immediately enroll homeless children and youth, including unaccompanied youth, even if they are unable to produce records normally required for enrollment such as previous academic records, immunization records, residency documents, birth certificates, or other documentation or the child or youth has missed application or enrollment deadlines. The District will immediately contact the school last attended by the student to obtain relevant academic and other records. The District's homeless liaison will assist in obtaining any necessary immunizations or screenings or immunization or other required health records.

#### G. Comparable Services

The District will provide homeless children and youth services that are comparable to those offered to students who are not homeless, including transportation services, Title I services, programs and services for students with disabilities under IDEA and Section 504, career and technical education, programs for gifted and talented students, programs for English learners, and school nutrition programs.

#### H. Transportation

Transportation will be provided to homeless students to the extent required by law and will be comparable to that provided to students who are not homeless. At the request of the parent/guardian (or for an unaccompanied youth, the liaison), transportation will be provided to and from the school of origin as follows:

1. If the homeless child or youth continues to live in the area served by the District, the child's or youth's transportation to and from the school of origin will be provided or arranged by the District.
2. If the homeless child's or youth's living arrangements in the area served by the District terminate and the child or youth begins living in an area served by another school district, the District and the other school district in which the homeless child or youth is living must agree on a method to apportion the responsibility and costs for providing the homeless student with transportation to and from the District. If the districts are unable to agree, the responsibility and cost for transportation will be shared equally.

I. Records

The District will maintain and respond to requests for enrollment records for homeless children or youth consistent with Policy 5309 and state and federal record laws. Any information about a homeless child's or youth's living situation will be treated as a confidential education record and not directory information.

J. Dispute Resolution

If a dispute arises about a homeless student's eligibility, school selection, or enrollment, the homeless student, including an unaccompanied youth, must be immediately enrolled and served in the school in which enrollment is sought, pending final resolution of the dispute.

A complainant should contact the District's homeless liaison who will follow MDE-approved District dispute resolution processes or MDE dispute resolution/complaint procedures to quickly resolve the dispute.

Legal authority: 42 USC 11431 et seq.

Date adopted:

Date revised:

## Series 5000: Students, Curriculum, and Academic Matters

### 5700 Student Health and Safety

#### 5705 *Emergency Anaphylaxis*

Anaphylaxis is a severe and life-threatening allergic reaction. Anaphylaxis may occur within minutes or longer after exposure to an allergen. The most common causes of anaphylaxis are food, insect bites or stings, medications, and latex.

The symptoms of anaphylaxis may vary from person to person and may change over time. Reported symptoms include skin reactions, a feeling of warmth, constriction of the airway, a swollen tongue or throat, wheezing, trouble breathing, weak or rapid pulse, nausea, vomiting, diarrhea, dizziness, or fainting.

#### A. Emergency Preparedness

1. The Superintendent or designee must obtain a prescription in the name of the Board for auto-injectable epinephrine as authorized and required by this Policy and applicable law.

Each school operated by the District must maintain at least 2 epinephrine auto-injector devices at all times, regardless of whether any student or employee has been diagnosed with allergies.

2. The epinephrine auto-injectors maintained by the school may only be used by:
  - a. a licensed registered professional nurse who is employed or contracted by the District; or
  - b. an authorized employee trained in the appropriate use of an epinephrine auto-injector.
3. The Superintendent or designee will determine, after consulting a licensed registered professional nurse or other health care provider, the appropriate dose(s) of auto-injectable epinephrine (e.g., Junior or Adult) to be maintained at each school.
4. Epinephrine auto-injectors maintained by the District will be stored according to the manufacturer's directions, at the appropriate temperature, and in a clearly labeled and unlocked container easily accessible to authorized personnel.
5. A licensed registered professional nurse who is employed or contracted by the District, or an authorized school employee who is trained in the appropriate use of an epinephrine auto-injector under this Policy, may possess and administer epinephrine by auto-injector to:
  - a. a student who has a prescription on file at the school; or

- b. any person on school grounds who is believed to be having an anaphylactic reaction.
6. The Superintendent or designee will:
  - a. ensure that each school building with an instructional and administrative staff of at least 10 has at least 2 employees who have been trained in the appropriate use of an epinephrine auto-injector; and
  - b. ensure that each school building with an instructional and administrative staff of fewer than 10 has at least 1 employee who has been trained in the appropriate use of an epinephrine auto-injector.
7. For purposes of this Policy, "trained in the appropriate use of an epinephrine auto-injector" means completing training in compliance with the Training Guidelines for Designated Staff on Allergies, Anaphylaxis, and Emergency Responses issued by MDE, conducted under the supervision of, and evaluated by, a licensed registered professional nurse.

The Superintendent or designee must maintain documentation of training completed by each employee authorized to administer an epinephrine auto-injector.

#### B. Notice and Reporting

The Superintendent or designee will:

1. promptly notify the parent/guardian of a student to whom epinephrine has been administered and document all actual and attempted notices; and
2. at least annually report to MDE, as prescribed by MDE, all epinephrine administration to students at school.

#### C. Student Possession and Use

This Policy does not alter the rights of students authorized by law to self-possess or self-administer medication, including epinephrine, or any rights of students with disabilities under state or federal law.

Legal authority: MCL 380.1178, 380.1179, 380.1179a; MCL 333.17744a

Date adopted:

Date revised:

## Series 5000: Students, Curriculum, and Academic Matters

### 5700 Student Health and Safety

#### 5711 Toilet Training

Except when toilet training is part of the instructional program, students are expected to be fully toilet trained before the first day of school, unless otherwise specifically addressed in the student's IEP or Section 504 Plan.

The student's parent/guardian is responsible for ensuring that the student is toilet trained. The parent/guardian is also responsible for providing clean clothes for a student who may have toileting accidents.

No student will be punished or humiliated for soiling or wetting clothing or not using the toilet.

The building principal or designee should consider whether repeated toileting accidents are related to a disability.

Except when toilet training is part of the instructional program, staff will not assist a student with toileting unless directed to do so by the student's IEP or Section 504 Plan.

Date adopted:

Date revised:

## Series 5000: Students, Curriculum, and Academic Matters

### 5700 Student Health and Safety

#### 5713 Immunizations and Communicable Diseases

##### A. Enrollment, Immunization Certification, and Exemptions

1. Subject to the exemptions stated below, for a student entering the District for the first time or entering 7th grade, a parent/guardian must provide the building principal or designee with a certificate indicating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency.

The student's parent/guardian must provide the certificate at the time of registration, or no later than the first day of school.

A parent/guardian of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7<sup>th</sup> grade.

2. A student is exempt from the above requirements if:
  - a. a physician certifies that a specific immunization is or may be inappropriate or detrimental to the student's health; or
  - b. a student's parent/guardian, or a person acting *in loco parentis*, certifies to the building principal or designee that the child cannot be immunized as required because of religious convictions or other objection to immunization. Only waiver forms authorized, executed, and certified as required by applicable law and administrative rules will be accepted.
3. The District will not permit a student to attend school unless the parent/guardian provides evidence of immunizations or exemptions consistent with this Policy and state law.

##### B. Emergency Exclusion Due to Outbreak

The District, in conjunction with local health department officials, may exclude students who:

- are suspected of having a communicable disease until a physician or local health official determines the student is no longer a risk; or

- lack documentation of immunity or are otherwise considered susceptible to the disease until the local health department officials determine the risk of spreading the disease has passed.

#### C. District Reporting Requirements

The District will report student immunization information as required by and consistent with state and federal law.

#### D. Homeless Children and Youth

Nothing in this Policy diminishes the rights of homeless children and youth under Policy 5307.

Legal authority: MCL 333.9206, 333.9208, 333.9215; MCL 380.1177; MCL 388.1767;  
Mich Admin Code R 325.176

Date adopted:

Date revised: