

<u>Board of Education</u> Tom Buffett President, 2025-2026	<b>Okemos Public Schools</b> <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.*

**6:30 PM**

**MEETING AGENDA  
Monday, January 12, 2026**

**Community Conference Rm**

**CALL TO ORDER**

Tom Buffett, Jason Burns, Katie Cavanaugh, Shulawn Doxie, Andrew Phelps, Leeni Shrestha and Jillian Winn

**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.

**ADJOURN TO EXECUTIVE SESSION - Contract Negotiations**

Pursuant to Section 8 (c) of the Open Meetings Act, the board of education may adjourn to Executive Session for the purpose of discussing contract negotiations.

That the board adjourn to Executive Session pursuant to Section 8(c) of the Open Meetings Act for the purpose of discussing contract negotiations (Roll Call).

**RECONVENE**

Tom Buffett, Jason Burns, Katie Cavanaugh, Shulawn Doxie, Andrew Phelps, Leeni Shrestha, and Jillian Winn.

**RECOGNITION (2 Min)**

Administration will acknowledge School Board Appreciation Month.

**Mission Minute/Around The Pack (5 Min)**

An opportunity for individual board members to highlight events, activities, and other items of interest.

**HIGH SCHOOL STUDENT REPORTS/REQUESTS (5 Min)**

The high school student representative will highlight events and issues of interest and take questions from the board.

**ORGANIZATIONAL MEETING**

1. Call to Order
2. Selection of Temporary Chair
3. Selection of Temporary Secretary
4. Determination of rules to be followed for conducting the organizational meeting (Robert’s Rules)

5. Election of President (President Assumes Chair) (Accept nominations, close nominations, vote)
6. Election of Vice-President
7. Election of Secretary
8. Election of Treasurer
9. Appointment of a Parliamentarian

### **Confirmation of Date, Time, and Place for Regular Meetings**

The board of education established the 2025-2026 school year meeting schedule during its meeting on July 16, 2025 and published the dates on the district website.

That the board confirm the dates for regular meetings of the board of education for the remainder of the 2025-2026 school year to generally be the second and fourth Monday of each month, adjusted for Mondays with no school; the time of each meeting to begin at 7:00 p.m., with no new discussion after 10:00 p.m.; and the place of meetings to be the Community Conference Room at Central School.

### **Determination of Rules to be Followed in Conducting Meetings**

The board of education currently conducts meetings in accordance with its established policies.

That the board continue to manage board meetings according to its established policies, which are informed by Robert's Rules of Order.

### **ORGANIZATIONAL MEETING CONT.**

12. Determine any changes in representatives to the Board Policy Committee, Advocacy Committee, Ingham County School Officers Association or Okemos Education Foundation (last updated in July, 2024)

13. Reconvene for regular meeting

### **DISCUSSION MOVED FORWARD: Baseball Turf Field Donation (15 Min)**

Superintendent Hood will share a donation agreement for Boys Varsity Baseball with the Board for consideration in alignment with Policy 3303 Gifts and Donations.

### **DISCUSSION MOVED FORWARD: Hiawatha Playground (10 Min)**

Operations Director Brian Lieber and Hiawatha Principal Joe Corr will present information regarding needed updates to the Hiawatha playground, funded through the 2022 Bond, for consideration by the Board of Education.

### **PRESENTATION: 2025 Year in Review (10 Min)**

President Buffett will present a brief State of the District overview summarizing Board initiatives and highlighting some strengths and challenges for the district as we head into 2026.

### **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 request follow-up on other matters of concern.  
Board sub-committees may present their reports or deliver updates.

### **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 6 for immediate implementation and appropriate action.

Item 1: Approval of the Minutes of the Regular Meeting of December 8, 2025; Item 2: Approval of the Minutes of the Executive Session Meeting on December 8, 2025; Item 3: Approval of the Minutes of the Special Meeting of December 16, 2025; Item 4: Approval of the Minutes of the Special Meeting of January 8, 2026; Item 5: Approval of the Minutes of the Executive Session Meeting on January 8, 2026; and Item 6: Acknowledge receipt of the December financial statement and approve payment of bills for December.

### **OTHER ACTION ITEMS**

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

### **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.

### **OHS New Course Recommendations (10 Min)**

Assistant Superintendent Stacy Bailey and the board will discuss a high school course proposal, which has been approved by the district's advisory committee: AP Music Theory, AP Business with Personal Finance, AP Microeconomics, Strength and Reset, Trigonometry Through Design

### **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)**

Board Retreat Reminder (Poll)

### **ADJOURN**

## DONATION AGREEMENT

This Donation Agreement (“Agreement”) is made as of \_\_\_\_\_, 202\_\_ (“Effective Date”), by and between Dr. George Poletes, individually, and Lisette Poletes, individually, whose address is in Okemos, Michigan, (collectively the “Donors”) and Okemos Public Schools, a Michigan general powers school district organized and operating under the provisions of the Revised School Code, MCL 380.1, *et seq.*, as amended, whose address is 4406 Okemos Road, Okemos, Michigan 48864 (the “District”) (individually, a “Party” and collectively, the “Parties”).

**WHEREAS**, the District desires to construct, as part of its 2022 bond construction program, a new baseball and softball field complex that may include some or all of artificial turf, bleachers, a press box, a concession stand, restrooms, scoreboards, dugouts, bullpens, batting cages, a main entrance canopy, expanded parking, fencing, and sidewalk improvements (“Athletic Complex Project”); and

**WHEREAS**, Donors desire to donate funds to the District to support the Athletic Complex Project and to benefit the District and its students in accordance with the terms and conditions set forth herein; and

**WHEREAS**, the District is willing to accept the donation from Donors, as permitted by Michigan law and District Board Policy 3303, and to use, budget, and rely upon the donation in support of the Athletic Complex Project.

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

1. Donation of Funds. Subject to Paragraph 7, below, the Donors hereby agree to transfer amounts to the District as listed below (collectively the “Donated Funds”) in support of the Athletic Complex Project:

<b>Payment Date</b>	<b>Donation Amount</b>
First Payment – On or before April 2, 2026	\$ 125,000
Second Payment – April 2, 2027	\$ 125,000
Third Payment – April 2, 2028	\$ 125,000
Fourth Payment – April 2, 2029	\$ 125,000
Fifth Payment – April 2, 2030	\$ 125,000
Sixth Payment – April 2, 2031	\$ 125,000
Total	\$ 750,000

The Donated Funds may be transferred by Donors in any format as determined by the Donors. If the Donated Funds are provided in a format that does not comply with MCL 380.1223, the Executive Director of Finance or her designee may take such steps as are necessary to liquidate such Donated Funds in order to ensure compliance therewith. The Donated Funds may be transferred to the District by the Donors, a Donor Advised Fund, trust, or entity, in Donor’s sole discretion.

2. Use of Donated Funds. The Donated Funds are considered a specific intent donation and must be used for financing a portion of the cost to construct the Athletic Complex Project, including, but not limited to expenses related to design, permitting, construction, equipping, and other expenses that the District may incur related to the Athletic Complex Project. The District will honor that specific intent, subject to its legal limitations. Donors acknowledge and agree that the District will be the decision-maker for all decisions related to the Athletic Complex Project, including its design, materials, and construction, and that nothing herein shall create for the Donors the right or ability to approve any particular plans, specifications, schedule, labor, or usage plans related to the Athletic Complex Project.

3. Reliance. The Parties acknowledge that the District will materially rely on full and timely payment of the Donated Funds for completing the Athletic Complex Project and for prioritizing other capital improvement and operational decisions. Without limiting the breadth of the foregoing, the Donors acknowledge that the District would make different capital improvement and operational decisions but for the Donated Funds, and that the failure to timely receive the Donated Funds could result in significant and actionable damage to the District. Provided, however, in no event will Donors, their agents, representatives or heirs be liable for any damages in excess of any unpaid Donated Funds pursuant to the schedule set forth in Paragraph 1 (“Schedule”). Example: If Donors pay \$500,000 pursuant to the Schedule, the maximum amount of damages would be \$250,000 (\$750,000-\$500,000). Additionally, the Donors, their agents, representatives and heirs shall not be liable for any consequential or unforeseeable damages.

4. Commemoration. By April 1, 2027, and conditioned upon Donors making the first payment of \$125,000, the District will install a plaque near the baseball field recognizing the Donors. The Parties will mutually agree on the materials, size, and location of such plaque, but in no event shall the plaque be smaller than 2 feet x 2 feet. The language on the plaque commemorating the Donors and/or the Donors’ family shall be within Donors’ reasonable discretion.

5. Board Ratification. This Agreement is subject to ratification by the District’s Board of Education on or before January 26, 2025.

6. Tax Consequences. The Parties acknowledge that the District is a tax-exempt organization that may receive charitable contributions under Internal Revenue Service Code Section 170(c)(1) and is not a tax-exempt organization under Section 501(c)(3). The District makes no representations as to tax deductions. For information on tax deductions related to the Donated Funds, the Donors are encouraged to consult with a tax professional and/or their legal counsel. The District shall reasonably cooperate, sign and provide the Donors with reasonable and customary tax forms substantiating the Donated Funds.

7. Conditional Donation. The Parties agree that the entire Athletic Complex Project will not be completed by April 1, 2027. However, the District intends to have artificial turf installed on one new baseball field, such that the field is playable by the Okemos High School Varsity baseball team by April 1, 2027 (“Playable Field”). If a Playable Field is not completed by April 1, 2027, it is acknowledged and understood that the total amount of the Donated Funds shall be reduced to \$125,000, and the Parties will be released from any further obligation set forth in this Agreement. If a Playable

Field is completed by April 1, 2027, the Donors will pay the total amount of the Donated Funds as set forth in Paragraph 1, above.

8. Miscellaneous.

8.1 *Voluntariness; Consultation; Waiver.* The Parties, by their signatures, acknowledge that they are of sound mind to execute this Agreement. The Parties further acknowledge that they have entered into this Agreement of their own free will and accord and have had an opportunity to consult with legal counsel of their choice, and that their acceptance of this Agreement has been fairly and knowingly made and is not made as a result of duress, coercion, or mistake. The failure of the District to insist upon strict performance of any covenants or conditions of this Agreement or to exercise any option herein conferred in any one or more instances shall not be construed as a waiver or relinquishment of any such covenants, conditions, or options, but the same shall be and remain in full force and effect. No covenant, term or condition of this Agreement shall be deemed to have been waived by the District or Donor, unless such waiver be in writing by the District or Donor.

8.2 *Necessary Documentation.* The Parties agree to execute any and all documents necessary or required to complete the donation, upon the other Party's reasonable request.

8.3 *Governing Law.* This Agreement will be governed, construed, and enforced in accordance with the laws of the State of Michigan.

8.4 *Counterparts; Electronic Transmission.* This Agreement may be executed in counterpart originals, each of which when duly executed and delivered will be deemed an original and all of which when taken together will constitute one instrument. This Agreement may be executed by facsimile or electronic PDF signatures and delivered by electronic mail or facsimile.

8.5 *Entire Agreement.* This Agreement sets forth all covenants, promises, agreements, conditions, and understandings between the Parties concerning the Donated Funds, and supersedes any and all other covenants, promises, agreements, conditions, or understandings, either oral or written, between the Parties regarding the Donated Funds.

***[SIGNATURES APPEAR ON FOLLOWING PAGE]***

**IN WITNESS WHEREOF**, the Parties have caused this Donation Agreement to be signed on the day and year indicated below.

**DONORS:**

**GEORGE POLETES, an individual**

\_\_\_\_\_

Dated: \_\_\_\_\_

**LISETTE POLETES, an individual,**

\_\_\_\_\_

Dated: \_\_\_\_\_

**DISTRICT:**

**OKEMOS PUBLIC SCHOOLS,  
a Michigan general powers school district**

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

Its: Superintendent of Schools

Dated: \_\_\_\_\_

## **Series 3000: Operations, Finance, and Property**

### **3300 Facilities, Real, and Personal Property**

#### **3303 Gifts and Donations**

The Board recognizes and appreciates the generosity and support it receives in the form of gifts, donations, and voluntary contributions (“Donations”) from individuals, companies, parent/guardian support groups, the community, and other donors.

The District requests that substantial Donations be accompanied by Form 3303-F Gifts and Donations. All Donations made for a particular purpose must be accompanied by Form 3303-F.

##### **A. Accepting Donations**

1. Donations must be lawful and support an educational purpose.
2. Donations accepted by the District will become public funds or public property unless an exception is provided under applicable law.
3. The Board authorizes the Superintendent or designee to accept Donations of personal property on behalf of the Board with an estimated fair market value under the bid limit established annually on October 1 by MDE. The Board retains authority, in its discretion, to accept Donations of personal property with a fair market value exceeding the current MDE bid limit amount referenced above.
4. The Board must approve all Donations of real property, regardless of value.
5. Donations accepted by the District will be used for any specific purpose identified by the donor provided the purpose is lawful and consistent with the District’s interests and objectives. A donor may identify the specific purpose of the Donation and any other lawful conditions using the District 3303-F.
6. Except as required by law, the District does not have an obligation to replace a Donation that is lost, destroyed, or becomes obsolete.

##### **B. Soliciting Donations**

1. The District may solicit donations in accordance with law, which may include pursuing an exemption from registration under the Charitable Organizations and Solicitations Act.
2. Any individual wishing to solicit donations on behalf of the District must obtain prior written approval from the Superintendent or designee before representing any affiliation with the District. Unless otherwise agreed by the Superintendent or designee, the individual will be responsible for all costs and liability related to the solicitation and all received donations will become the District’s property.

C. Scholarships are governed by Policy 3207.

D. A donor is solely responsible for any tax consequences related to a Donation.

Legal authority: MCL 123.905; MCL 400.271, et seq.

Date adopted: July 1, 2024

Date revised:

# OKEMOS PUBLIC SCHOOLS

## 2022 Bond Program Update

January 12, 2026



## Agenda

- Okemos Representatives
  - Brian Lieber - Director of Operations
  - Ken Hintze - Athletic Director
  - Joe Corr - Hiawatha Elementary Principal
- HIA Playground Design & Bid Results
- NEW HS Athletics Donation
- Future Bond Updates





## Hiawatha Playground Improvements

- Equipment past useful life
- Replacement parts not readily available
- Decommissioned for safety standards
- Design input from staff and parent/teacher organization





# HIAWATHA PLAYGROUND





# HIAWATHA PLAYGROUND





# HIAWATHA PLAYGROUND





# HIAWATHA PLAYGROUND





# HIAWATHA PLAYGROUND



\*PLAYGROUND SUPERVISION REQUIRED

**MIDSTATES**  
RECREATION  
WWW.MIDSTATESRECREATION.COM

EQUIPMENT SIZE:  
SEE DWG

USE ZONE:  
SEE DWG

AREA:  
SEE DWG

PERIMETER:  
SEE DWG

FALL HEIGHT:  
8 FT.

USER CAPACITY:  
110+

AGE GROUP:  
5-12

ADA SCHEDULE	Total Elevated Play Activities: 11		
	Total Ground-Level Play Activities: 4		
	Accessible Elevated Activities	Accessible Ground-Level Activities	Accessible Ground-Level Play Types
Required	6	4	3
Provided	8	4	3

- ✓ ASTM F1487-21
- ✓ CPSC #325



PROJECT NO:  
25-6741B

DRAWN BY:  
CH

DATE:  
11-24-2025

SCALE:  
1/16"=1'-0"

Paper Size  
**B**

## HIAWATHA PLAYGROUND OPTION 1

HIAWATHA, MICHIGAN



## Hiawatha Playground Improvements Next Steps

- Quote from MidStates Recreation
  - Cooperative Purchasing Bid - \$280,805.33
  - Turnkey solution
- TENTATIVE Installation Timeline
  - BOE Approval - January 2026
  - Final Design Approvals - Jan/Feb 2026
  - Demolition - April 2026
  - Install Complete - April/May 2026
- **Recommend quote is reviewed - BOARD REVIEW**
- **Request for quote approval - 1/26/26 - BOARD ACTION**



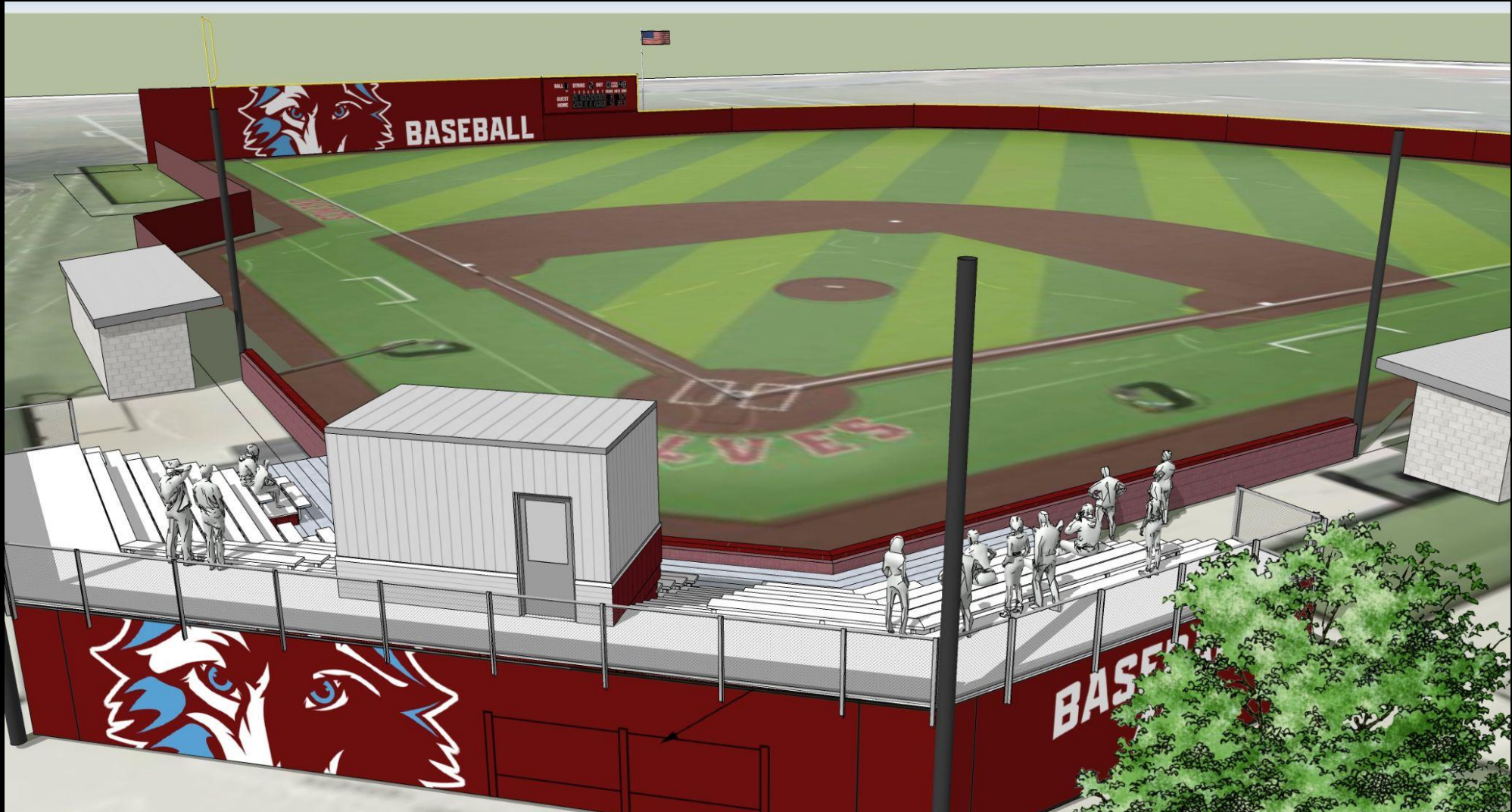


# HS ATHLETICS - BASEBALL/SOFTBALL COMPLEX





# HS ATHLETICS - BASEBALL/SOFTBALL COMPLEX





# 2025/26 BOE Bond Update Tentative Schedule

<b>Date</b>	<b>Bid Package</b>	<b>BOE Agenda</b>
1/26/26	HIA Playground	Bid Approval - BOARD ACTION
2/23/26	BP7 New Cornell (bids open 1/29)	Bid Results Letter - NO PRESENTATION
3/9/26	BP7 New Cornell BP5 Baseball/Softball TURF Bond Overview Transition	Bid Approval - BOARD ACTION TURF Bid Results - BOARD REVIEW
3/23/25	BP5 Baseball/Softball TURF	TURF Bid Approval - BOARD ACTION
5/11/26	BP5b Baseball/Softball COMPLEX	BP5b Bid Results - BOARD REVIEW
5/18/26	BP5b Baseball/Softball COMPLEX	BP5b Bid Approval - BOARD ACTION



QUESTIONS

# QUESTIONS



## HS Athletics Baseball/Softball Complex

- Scope covered by budget and donation - **Ready by 4/1/27**
  - Baseball & Softball Competition Fields
    - Artificial turf, backstop, fence and net, dugouts and storage, bullpens and batting cages, scoreboard
- Additional scope (budget dependent) - **Completed after 2027 season**
  - Concessions and restrooms building, bleachers and pressbox, entry plaza enhancements, site fence
- Future scope
  - Parking lot expansion and improvements, practice field improvements/drainage



## Baseball/Softball Bidding Timeline

- Artificial Turf ONLY Early Bid Package
  - 3/9/26 - **Bid Results to BOE for Review**
  - 3/23/26 - **Request BOE Approval**
- Remaining Scope - backstop, fence and net, dugouts and storage, bullpens and batting cages, scoreboard & Additional Scope (budget dependent) - restrooms, concessions, pressbox/bleachers, plaza/entry
  - 3/9/26 - Design Update
  - 3/23/26 - **Bid Results to BOE for Review**
  - 4/13/26 - **Request BOE Approval**



1279 Hazelton-Etna Road SW  
 Pataskala, OH 43062  
 614-855-3790  
 www.midstatesrecreation.com

## QUOTATION

<b>Sold To</b>	Okemos Public Schools Accounts Receivable 4406 Okemos Road Okemos, MI, 48864 United States	<b>Ship To</b>	Hiawatha Elementary 1900 Jolly Rd Okemos, MI, 48864 United States
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Date	Quote #	Terms	Rep	Project	Ship Contact
2025-12-02	QTN-19464 <b>Valid Until</b> 01-02-2026	Net 10	Lincoln Russell	2025 10 Hiawatha Playground - Mi Okemos Public Schools	

Item Code	Description	Qty	Rate	Amount
Drawing #	Drawing # 25-6741B	1.0 Unit	\$ 109,179.00	\$ 109,179.00
ZZXX1030	PLAYHILLS ALPINE TRAIL	1.0 Unit	\$ 19,849.00	\$ 19,849.00
ZZXX1034	PLAYHILLS RIDGE TRAIL	1.0 Unit	\$ 20,218.00	\$ 20,218.00
ZZXX0983	AERIAL GRID NET	1.0 Unit	\$ 6,365.00	\$ 6,365.00
ZZXX0932	3.5in OD STEEL ARCH SWING 2-UNIT ADD-A-BAY	3.0 Unit	\$ 1,694.00	\$ 5,082.00
ZZXX0260	BELT SEAT W/SILVER SHIELD CHAIN FOR 8ft TOP RAIL	7.0 Unit	\$ 187.00	\$ 1,309.00
ZZXX0930	3.5in OD 2-UNIT STEEL ARCH SWING- 8ft TOP RAIL	1.0 Unit	\$ 2,822.00	\$ 2,822.00
ZZXX0892	Accessible Swing Seat - 8' top rail	1.0 Unit	\$ 1,631.00	\$ 1,631.00
Freight	Shipping Charges are estimated and are subject to actual shipping charges incurred at time of shipment.	1.0 Unit	\$ 4,086.67	\$ 4,086.67
Installation Charges	Installation Charges - For all play equipment. Excludes border timbers.	1.0 Unit	\$ 73,066.67	\$ 73,066.67
Wood Fiber	(111cy) Playground Engineered Wood Fiber Safety Surfacing - ASTM Compliant. For around new main structure.	1.0 Each	\$ 5,180.00	\$ 5,180.00
Wood Fiber	(40cy) Playground Engineered Wood Fiber Safety Surfacing - ASTM Compliant. For new swing area.	1.0 Each	\$ 1,866.67	\$ 1,866.67
APS-Border 12"	12" Playground Border with Spike. 53 border timbers.	1.0 Unit	\$ 1,554.67	\$ 1,554.67
APS-ADA Half Ramp	ADA Half Ramp System for use with 8" or 12" borders	1.0 Unit	\$ 513.33	\$ 513.33
Installation Charges	Installation and shipping of border timbers and ramp.	1.0 Unit	\$ 1,440.00	\$ 1,440.00



## QUOTATION

Item Code	Description	Qty	Rate	Amount
Demolition	Demo & disposal of existing equipment in main area & swings. Assumes done at the same time as equipment installation. (does not include excavation)	1.0 Unit	\$ 5,600.00	\$ 5,600.00
Excavation	Excavation of EWF in main area and swing area. Assumes no fabric under EWF. If fabric is found, additional charges will apply. Includes removing spoils from site. Up to 5,082 SF, up to 12" deep.	1.0 Unit	\$ 33,933.33	\$ 33,933.33
Demolition	Demo & disposal of existing equipment secondary area. Assumes done at the same time as equipment installation. (Does not Include excavation)	1.0 Unit	\$ 2,800.00	\$ 2,800.00
Excavation	Excavation of EWF in secondary area. Assumes no fabric under EWF. If fabric is found, additional charges will apply. Includes removing spoils from site. Up to 2,500 SF, Up to 12" deep.	1.0 Unit	\$ 16,800.00	\$ 16,800.00
Dumpster	Dumpster	1.0 Unit	\$ 800.00	\$ 800.00
Sourcewell Member ID	Sourcewell Customer Discount - Okemos Member ID # 170513	1.0 Unit	\$ -33,291.01	\$ -33,291.01

<b>Subtotal</b>	\$ 280,805.33
<b>Michigan Sales Tax</b>	\$ 0.00
<b>Total</b>	<b>\$ 280,805.33</b>

We will try to save as much of the EWF (mulch) from swing area but there is no guarantee this can be done. Did include some additional EWF in the quote for this reason.

- Assumes easy access to the site with equipment and materials.
- Additional charges may apply for excessive debris found in work area.
- Prevailing wage not figured
- Permits not included
- Inspections not included
- Not responsible for crossing sidewalk
- Customer to locate private utilities
- No Drainage
- Not responsible for broken or damaged parts on existing equipment
- No Site restoration included.
- Includes no surfacing installation.

### Acceptance of Proposal

(Please be sure you have read, signed, and initialed and understand the terms and conditions) The items, prices, and conditions listed herein are satisfactory and are hereby accepted.

Signature (Approval) \_\_\_\_\_

Printed Name \_\_\_\_\_



## QUOTATION

Title \_\_\_\_\_  
Date \_\_\_\_\_

### TERMS AND CONDITIONS

#### QUOTE CONDITIONS AND ACCEPTANCE:

**This quote is only valid for 30 days.**

\*\*\* \_\_\_\_\_ (Pls Initial) It is the Buyer's responsibility to verify quantities and description of items quoted. Once your order has been placed, any changes including additions, deletions, or color changes, could result in price increases, additional fees and could cause delays.

#### **EXCLUSIONS: Unless specified, this quote excludes all of the following but not limited to:**

- Required Permits/Inspections, Background Checks, Davis Bacon, Prevailing Wage or Certified Payroll
- Performance/Payment Bonds
- Site Restoration
- Site work, saw cutting/core drilling, and landscaping.
- Removal of existing equipment
- Unloading; Receiving of inventory or equipment; Storage of equipment.
- Equipment assembly and/or installation
- Safety surfacing; Borders or drainage requirements
- Landscaping Repairs DUE to poor access or in climatic weather

#### **FREIGHT AND DELIVERY: (if applicable)**

Shipping is FOB Origin (means the buyer accepts the title of the goods at the shipment point and assumes all risk once the seller ships the product). All equipment will arrive unassembled.

\*\*\* \_\_\_\_\_ (Pls Initial) Buyer is responsible to meet and provide adequate personnel/equipment to unload truck  
A Check List, detailing all items shipped, will be included with the shipment. Unless taking delivery is specifically included in quote.

Buyer is responsible for ensuring the Sales Order Breakdown and Item Numbers on all boxes and pieces match the Check List.

\*\*\* \_\_\_\_\_ (Pls Initial) Shortages or damages must be noted on the driver's delivery receipt. Shortages or damages not noted become the buyers financial responsibility.

Please notify Midstates Recreation immediately of any damages.

Shortages and Concealed Damage must be reported to Midstates Recreation within 10 days of delivery.

A reconsignment fee will be charged for any changes made to delivery address after order has been placed.

#### **TAXES:**

All orders are subject to applicable sales tax unless a tax exemption form is on file at the time the order is placed.

#### **PAYMENT TERMS:**

An approved Credit Application is required for new customers or customers that haven't been active in the last 18 months. Terms are check with order, or 50% down payment with approved credit (terms do vary based on references). Balance of product & freight will be invoiced upon shipment, due Net 10 days. 100 % prepayment required on Replacement Parts. A 3% charge will be added to all credit card orders over \$ 3,000.

**For all non-taxpayer-funded entities: A 1.5% monthly service charge will be assessed on all balances over 30 days.**



1279 Hazelton-Etna Road SW  
Pataskala, OH 43062  
614-855-3790  
www.midstatesrecreation.com

## QUOTATION

**RESTOCKING:** Items canceled, returned or refused will be subject to a minimum 25% restocking fee. All return freight charges are the responsibility of the Buyer.

**MAINTENANCE/WARRANTY:**

Manufacturer's standard product warranties apply and cover equipment replacement and freight costs only; labor is not included.

Midstates Recreation offers no additional warranties.

Maintenance of the equipment and safety surfacing is the responsibility of the customer.

Any unauthorized alterations or modifications to the equipment (including layout) will void your warranty.

**Site Preparation & Third-Party Work Disclaimer:**

If excavation, grading, or material placement is performed by a party other than Midstates Recreation, **all work must be coordinated with Midstates Recreation** to ensure alignment with project requirements. We are not responsible for any delays, performance issues, or additional costs resulting from improper compaction, grading, or site preparation by others. Any deficiencies in third-party work that impact our ability to install as specified may require correction at the owner's expense.

**INSTALLATION: (if applicable)**

**Spoils are to remain onsite.**

**Permits/inspections are the owner's responsibility and associated costs.**

Customer must locate all underground private utilities before your scheduled installation a third-party private utility service can be provided at an additional cost if necessary. Additional charges may apply if obstruction(s) are encountered beneath the surface. Not responsible for damaged/broken parts on existing playground equipment. Not responsible for crossing sidewalks.

### Acceptance of Terms & Conditions

Acceptance of this proposal, made by an authorized agent of your company, indicates agreement to the above terms and conditions.

Customer Signature Updated:	Printed Name and Title	Date

January 8, 2026

Dear Colleagues,

Attached please find a DRAFT of the revised Board Operating Procedures (BOPs). When we first took on the task of developing BOPs, we knew it would be a learning process and after our first year of having them, we realized that some areas were need of refinement and some were in need of more substantive change. The BOPs are intended to help clarify and guide our work together, and be the most effective board we can be. Please help improve this document!

Everything in the BOPs is discussable and I encourage you to read the entire document. That said, the following are the parts of the BOPs where we made substantive changes:

- IA2. Commitments
- IC1. Development and Review of Board Policy
- IE1-8. Superintendent as Sole Employee (changes made throughout)
- IIA3. Procedures for Filling a Board Vacancy
- VD3. Board Member Preparation for Meetings
- VD4. Meeting Norms

The above areas are highlighted in yellow. Thank you ahead of time for your thoughtful attention.



# **Operating Procedures**

**BOARD OF EDUCATION**





# **OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES**

## **Mission**

Together, educating with excellence, empowering every learner for life.

## **Vision**

Every learner. Every day. Stronger Together.  
Educating Students to Care and Positively Impact their Community.

## **Value Statements**

Together we value:

- Every learner's individuality, experience, and growth
- Communities that are safe, empathetic, and engaged
- A culture of innovation, integrity, and excellence for all

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## I. ROLES AND RESPONSIBILITIES

### A. Responsibility and Ethics

#### 1. Governance Resolution

In effective school districts, the Superintendent and the Board function as a Team. A structured approach to developing a shared vision for the district and setting meaningful goals is enhanced by a system of standard operating procedures. The School Board is the corporate policy making body for the District and the Superintendent is responsible for implementation. Therefore, the Okemos Board of Education and Superintendent function as a Team to provide open communication to the staff and community. The Okemos Board of Education commits to the following governance standards.

- a. The Board of Education, in cooperation with the superintendent and stakeholders, establishes and commits to a vision for the school district that emphasizes high expectations for achievement of all students and high expectations for performance for all district employees.
- b. The Board of Education governs in a manner that is dignified and worthy of trust.
- c. The Board of Education is accountable to the school district community.
- d. The Board of Education holds the Superintendent accountable for creating the outcomes identified in the strategic plan.

The Okemos Board of Education adopts these operating procedures to effectively guide our work on behalf of the students we are elected to serve.

#### 2. Commitments

In our work together and out in the community, Trustees should make the following commitments:

- a. Focus on issues and what is best for students, not people or personalities.
- b. Hold the space for difference. Promote dialogue (multiple perspectives) rather than simple discussions (yes or no decisions).
- c. Seek to understand—stay curious.
- d. Presume positive intention.
- e. Prepare for meetings and send questions ahead of time, when possible.
- f. Respond to emails and/or requests for information in a timely manner.
- g. Be impeccable with your word.

**3. Oath of Office**

I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State and that I will faithfully discharge the duties of the office of Member of the Board of Education of the Okemos Public Schools, Michigan, according to the best of my ability. (see [Board Policy 2402](#))

**4. Code of Ethics (see [Board Policy 2302](#))****B. Monitoring and Oversight (see [Board Policy 2101](#))****1. Development of Strategic Plan**

The Board and the Superintendent shall develop a collaborative process to develop and revise, as needed, a strategic plan that includes the district vision, mission statement, value statements, and District goals. The Board will review, discuss, and approve how the success of the strategic plan will be monitored and evaluated.

**2. Board's Review of the District's Progress Toward Goals & Accomplishments**

- a. The Board will review progress towards the district goals at least on a semi-annual basis.
- b. Each Board member will be given access to a copy of the district's progress towards goals by the administration prior to the review meeting.

**3. Board's Review of District Programs and Operations**

On an annual basis, the Board will review:

- a. Instructional Programs [to be developed]
- b. Enrollment Trends and Projections
- c. Human Resources
- d. Facilities/Operations
- e. Safety and Security
- f. Athletics [to be developed]
- g. Student Culture [to be developed]

On a biannual basis, the board will review

- a. Technology
- b. Food Services
- c. Community Education
- d. Transportation

The focus and substance of the reports will be collaboratively developed with the Superintendent.

**C. Policy Review, Development, and Adoption (see [Board Policy 1301](#))****1. Development and Review of Board Policy**

- a. The Board has retained a third-party vendor specializing in school policy to provide new and updated Board policies.
- b. New Board policies can be developed in response to District or administration needs or changes in federal or state regulations.
- c. The Board shall ensure policies are evaluated for legal compliance.
- d. Every year the Board Policy Committee, in consultation with the Superintendent, will identify policies for systematic review and alignment with Okemos goals and priorities..
- e. Administrative Guidelines are developed by the administration and reviewed by the Board. These procedures shall be available to the Board thirty days prior to implementation, whenever possible.
- f. Board Policies shall be available for public review comment at least 30 days prior to Board action on implementation of the policy.

**2. Adoption of Policies**

- a. Unless a specific motion is made to waive the posting period, the Board will present and discuss district policies 30 days before implementation.
- b. After the 30-day posting period, the Board may formally adopt or approve policies.

**3. Development and Review of Board Operating Procedures**

In the event of a conflict between Board Policy and Operating Procedures, Board Policy will guide understanding and decision making.

- a. Board Operating Procedures will be developed and revised in response to Board needs.
- b. Board Operating procedures will be revised via consensus of the Board.
- c. Board Operating procedures shall be reviewed yearly as part of the Board retreat.

**D. Budget Review and Development****1. Development and Adoption of the District Budget (Full Cycle)**

- a. The Board shall be involved in the development of the district budget.
- b. The Board shall meet with the administration as needed during the year to review the school budget and recommend changes to meet the district goals within the expected revenues and expenses.
- c. The administration shall engage the Board in an annual budgeting process in the second semester of each year. Pursuant to State law, the budget shall be approved prior to June 30.

- d. The Executive Director of Finance shall report to the Board regularly as to the budget status and any recommended changes.

## **E. Superintendent As Sole Employee**

### **1. Evaluation of the Superintendent (see [Board Policy 4603](#))**

The Superintendent is the sole employee of the Board of Trustees. As such the Board is responsible for hiring, supporting, supervising, and evaluating the Superintendent.

- a. The Board shall evaluate the Superintendent's performance annually in June.
- b. In May, the Superintendent shall give the Board a self-evaluation including supporting documentation.
- c. The Superintendent may choose to have their review during a closed or open session of the Board.
- d. The Board will approve the Superintendent evaluation in open session.
- e. The Board may review and recommend contract provisions, if needed, for the Superintendent, on an annual basis in conjunction with the budgeting process.

### **2. Employment of the Superintendent (see [Board Policy 4602](#))**

Whenever the position of Superintendent shall be vacant, the Board shall appoint a Superintendent of Schools as chief executive officer and fix their salary and term of office which shall be no more than five (5) years. It may be aided in this task by:

- An ad hoc committee of Board members
- The services of professional consultants
- The counsel of the outgoing Superintendent
- The participation of members of the community

Recruitment procedures may be prepared in advance of the search and may include:

- Preparation of a written job specification for the position of Superintendent
- Preparation of written specification of qualification in addition to proper State certification
- Preparation of informative material describing this District and its education goals
- Solicitation of applications from a wide geographical area
- Consideration of all applicants fairly without discrimination on the basis of race, color, gender, age religion, national origin or ancestry, marital status, disability, height, weight, and/or any other legally protected characteristic unrelated to the position of Superintendent
- The Board will develop a process that includes different stakeholder groups (e.g., staff, students, parents, community members)

- The requirement that each selected candidate for the position be interviewed by Board members in a format that encourages them to express their educational and leadership philosophies
- Where feasible, the opportunity for selected candidates to visit the schools of the district

All interviews of applicants by the Board shall be done in open meetings, including those conducted on-line or in hybrid formats. At the time of application, the Board President or designee shall see that each applicant has been informed that Michigan law may not permit the Board to protect their application from disclosure, and any interview must be open to the public.

Any candidate's intentional misstatement of fact material to their qualification for employment or the determination of their salary shall be considered by this Board to constitute grounds for their dismissal.

The person selected for the position of Superintendent may be required to undergo a physical examination reasonably related to the duties they will be required to perform, the cost of which shall be borne by the district. (*See M.C.L. 15.601, et seq., 380.1229, 380.1230, 380.1246, 380.1536*)

### **3. Board Member Concerns about the Superintendent's Professional Performance**

The Board values the Superintendent role in the community and how the district is represented. If this representation is less than favorable and witnessed by a Board member, the Board member shall:

- a. Communicate their concerns directly to the Superintendent.
- b. Communicate with the Board President to address questions and/or concerns.

### **4. Incapacity of the Superintendent (see [Board Policy 4604](#))**

### **5. Appointment of Interim Superintendent: Planned**

- a. The Board will meet to determine the process and schedule/timeline to be followed to replace the Superintendent.
- b. Until the new Superintendent assumes the position or the Superintendent returns, the Board shall regularly update staff and other key stakeholders as needed.

### **6. Appointment of Interim Superintendent: Unplanned**

In the event of an emergency, the Assistant Superintendent for Curriculum & Instruction shall be considered the Interim Superintendent until the Board can determine a more permanent course of action.

Circumstances that constitute an emergency include:

- Death of the Superintendent
- Superintendent becomes temporarily or permanently incapacitated
- Superintendent's employment is terminated
- Superintendent leaves unexpectedly

The Board will meet within 10 business days to determine the process and schedule/timeline to identify next steps. The Board will

- a. Regularly update staff and other key stakeholders as needed. This may include written communications to key staff, parents, and students explaining the event and anticipated actions.
- b. Establish contract terms.
- c. Identify potential impacts and allocate resources as needed.

### **7. Establishing a Contract with the Superintendent**

The Superintendent must be employed pursuant to a signed contract. Such contract shall include:

- a. The term for which employment is contracted, including beginning and ending dates.
- b. That tenure in a position shall not be granted.
- c. The salary which the Superintendent shall be paid and the intervals at which they shall be paid.
- d. The benefits to which they are entitled.
- e. Such other matters as may be necessary to a full and complete understanding of the employment contract.

### **8. Departure of the Superintendent**

Upon the permanent departure of the Superintendent, the Board President shall direct the Interim Superintendent to:

- a. Secure cash and checks
- b. Secure employee files
- c. Secure contracts
- d. Secure key fob and other building keys
- e. Change security codes, passwords and combinations.
- f. Change locks.
- g. Safeguard personal property of the departing Superintendent.
- h. Cancel or change credit cards and authorization.
- i. Change signature cards.

If appropriate based on the circumstances, the Director of Human Resources shall work with and direct others to work with the appropriate authorities on any questions or concerns regarding any potential legal issues.

### **9. Hiring of Personnel Other Than the Superintendent**

The Board does not directly hire any personnel other than the Superintendent.

- a. In accordance with Michigan State Law, the Board, based upon the recommendations from the Superintendent, will have final approval of applicable personnel recommendations. The Superintendent will select professional staff and support staff.

Board members can request information such as the number of applicants, the number of interviews conducted, and the number of finalists, as well as feedback on the process gathered from the interview committee after the position is filled.

## **II. ELECTIONS AND DEVELOPMENT**

### **A. Becoming A Trustee**

#### **1. Candidates**

Potential candidates are encouraged to:

- Attend board meetings
- Review Okemos Public Schools website for information about the district and current initiatives
- Review MASB Get On Board - Candidate's Guide to School Board Elections

#### **2. New Members**

Newly elected members will be oriented to the work of the Board by the Board President, in collaboration with the Executive Committee with the assistance of the Superintendent.

- a. Orientation to the Board/Board roles and responsibilities including a discussion about "who decides" particular types of issues.
- b. Explanation of the Open Meetings Act, and the Freedom of Information Act (FOIA)
- c. Orientation to Board/Superintendent Roles and Relationship
- d. Explanation of the current evaluation cycle for the Superintendent, including goals and agreed upon progress measures. Additionally, Board Members will be notified of legally required Superintendent Evaluation Training.

- e. Access and use of Board Policies, especially the 2000 series, and Board Operating Procedures

Newly elected members will be oriented to the work of the District by the Board Executive Committee with the assistance of the Superintendent. This orientation may include:

- Explanation of the District's Administrative Guidelines manual.
- Instructional Programs
- Enrollment Trends and Projections
- Human Resources
- Facilities/Operations
- Safety and Security
- Athletics, Clubs & Extracurriculars
- Student Culture
- Technology
- Food Services
- Community Education
- Transportation
- Current District Budget, including a description of the district's student enrollment trends and projections.

### **3. Procedures for Filling a Board Vacancy (see [Board Policy 2404](#))**

As soon as a vacancy occurs, the Board has 30 calendar days to fill that vacancy. This procedure applies to filling a vacancy created by one of the circumstances cited in Section 301 of the Election Code (resignation, death, loss of residency, etc.).

#### Identifying Potential Trustees

- a. A Special meeting date will be set to interview and appoint a new Board member.
- b. The vacancy will be announced via the district website, social media pages, and appropriate media outlets and the announcement will supply all potential candidates with the information needed (application, resume, etc.) in order to be considered for the vacant seat.
- c. All Board members will review candidate information prior to the Special meeting.
- d. The Board President, with input from other Board members, will create a list of questions to be answered by all applicants during the interview process.
- e. A meeting may be held to select candidates to interview
- f. Based on the candidate information that was reviewed, and the number of applicants, the Board may limit the number of interviews conducted.

Candidate Interviews

- a. Applicants who are not being interviewed will be sequestered in a room outside of the Board room. Applicants who are sequestered are not to use any electronic devices. This ensures that no one has an advantage by getting the questions from a friend or family member who may be in the audience. Any candidate that uses an electronic device while they are sequestered will forfeit their application.
- b. Once interviewed, applicants may stay in the Boardroom to hear the answers of the other applicants.
- c. The Board will ask applicants questions from the same list of questions collaboratively created by the Board President.
- d. Each applicant will have up to 30 minutes to answer the questions asked by Board members. An applicant who answers one question to a fuller extent may not be able to answer all the questions if their allotted time has elapsed. In addition, applicants can only answer the questions asked by Board members, even if time remains.
- e. The Board may decide to have each applicant draw a number to determine the order of the interview.

After each applicant has been interviewed, the Board will narrow the list of candidates and discuss who they think is the best candidate to fill the vacancy:

- a. All Trustees select their top 2 or 3 candidates to move forward in the process (Trustees should all identify the same number of candidates).
- b. Based on the above, Trustees will discuss the top 2 or 3 candidates. If consensus is not reached, a straw poll can be conducted to identify the top 2 or 3 candidates.
- c. The Board will then discuss the top 2 or 3 candidates, highlighting points of strengths and wonderings about each.
- d. After discussing candidates, a Board member may make a motion to name a candidate as the new Board member. A roll call vote on the motion is taken (no secret ballots).
- e. If the candidate earns a minimum of 4 votes, they will be appointed as the new Board member and sworn in.
- f. If the nominated candidate does not receive 4 votes, we then proceed back to discussing and nominating candidates, until a candidate receives 4 votes.
- g. The Superintendent is not to be involved in discussion, voting, or making of the selection.

**4. Compensation (see [Board Policy 2306](#))****5. Reimbursement of Expenses (see [Board Policy 2305](#))**

## **B. Board Member Learning and Development**

### **1. Certification/Continuing Education**

- a. New Board members are required to participate in MASB Superintendent evaluation training prior to evaluating the Superintendent.
- b. All Board members are strongly encouraged to participate in additional professional development activity such as county and state level conferences and workshops offered through educational or legal organizations and additional MASB classes and offerings.
- c. In order to serve in a Board Officer position on the Executive Committee, Board members must take MASB CBA 101 or commit to doing so within six months of assuming the role.

### **2. Board Retreat**

An annual Board retreat, scheduled during the January organizational meeting, will generally occur in the Summer when school is not in session.

The Executive Committee, in consultation with the Superintendent and with input from the Board, shall plan the retreat. This may include:

- Surveying Trustees to identify discussion topics for the retreat
- Using the retreat survey and the Board's self-assessment to develop a draft agenda
- Sharing draft agenda with the Board, prior to it being finalized, for additional input
- Standing agenda items include: Calendar, Board Operating Procedures, Board Development, Priorities for Coming Year, Year in Review (?)
- Engaging an external facilitator (if using)
- Distribute a survey to Trustees after the retreat to inform future retreat planning
- Develop a summary report that includes next steps and timeline, if pertinent

### **3. Procedures for Board Travel and Training Opportunities**

- a. Board members should arrange travel, accommodations, and classes through the Superintendent's office.
- b. All Board members are to comply with the Board Policy on travel expenditures and submitting travel/training expenses.
- c. Board members should report on their conference attendance at the next Board meeting.

#### 4. Board Members Site Visits / District Events

All Board members are encouraged to attend [District events](#). District events that Board members traditionally attend include:

- New School Year Staff Kick-Off
- New Teacher Orientation
- Homecoming Football Parade and Game
- Annual Music Patrons Spaghetti Dinner
- High School Senior Awards Ceremony
- High School Graduation

All Board members must notify the principal or designee and Superintendent in advance of site visits to campuses when they are not attending a scheduled or normal parental activity, during school hours.

Board members will check in at the office.

Site visits are intended to help Board members learn about the relationship between district policy, leadership, \ budgetary investments, and school operations. Board members will not engage in any activity related to the employee evaluation

#### 5. Self-Assessment

The Board self-assessment is done annually in June to help inform the discussion for the annual retreat.

The Executive Committee will develop the assessment.

### III. COMMUNICATION AND FUNCTION

#### A. Internal and External Communication (see [Board Policy 2101](#))

##### 1. Board Member Communication with Each Other

- a. All Board members shall have an understanding of and comply with the Open Meetings Act.
- b. Electronic Communications
  - In order to avoid potential OMA violations, all communication regarding Board business intended for the entire Board shall go through the Superintendent's Executive Assistant. Board members will not "Reply All" to electronic communications sent to all Trustees.

## **2. Board Member Responses to Employee Contacts**

As the Board recognizes that, as elected officials, employees will periodically make requests, strict adherence to this procedure is required.

- a. Explain to the employee that any information shared will be dealt with appropriately.
- b. Listen with empathy and understanding
- c. Refer them to use every tool available as an employee and encourage them to follow the chain of command.

## **3. Board Member Communication with the Media**

- a. The Superintendent or their designee is the spokesperson for the district.
- b. The Board President shall be the official spokesperson for the entire Board to the media/press.
- c. All Board members who receive calls from the media should direct them to the Board President or designee.
- d. Board members who receive calls that they believe requires their response will confer with the Board President before making any formal response.

## **4. Board Member Communication with the Community**

- a. The Board communicates formally with the community through public hearings, regular Board meetings, and community forums.
- b. As the Board recognizes that as elected officials there will be requests and contact from the public, strict adherence to the following is required:
  - Listen with empathy and understanding.
  - Encourage community members to communicate through official channels.
  - Explain to the community member that any information shared will be dealt with according to District policy.
  - Refer to the [Point of Contact Chart](#) and inform the Board President and Superintendent where appropriate.
  - This does not apply to casual conversations with community members.
- c. If community members persist and do not seem satisfied with the Trustee's referral to the appropriate personnel
  - The Board member should inform the Board President and the Superintendent about the issue.
  - Should the complaint rise to the Superintendent, information regarding the issue will be included in the yellow sheets as appropriate.
  - Any community email inquiries should be shared through the Superintendent's Office with other Board members.

### **5. Concerns About Another Board Member's Performance**

- a. If a Board member has a concern about another board member's performance, they should first discuss it with the other member.
- b. If concerns are unresolved, then they should discuss it with the Board President or other Board officers.
- c. The Superintendent is not to be involved.

### **6. Administration Communications with Board Members**

The Superintendent will exercise her or his best judgment and discretion to determine when information should be shared with Board Members based on the specific situation.

There are three types of communication with Board members:

- Not urgent or not in the media – Updates in the Yellow Sheets
  - Very important, but not a crisis – Email to each Board member
  - Crisis/Emergency situation – Phone call to each Board member
- a. In the case of an emergency or crisis, when safe to do so, the Superintendent or their designee will provide the following six pieces of information: What, Where, When, Who, Action taken and a public statement for the Board members.
  - b. Phone calls will be placed in the following order: President, Vice-President, Secretary, Treasurer, and Trustees.
  - c. The Superintendent or their designee will provide updates as appropriate.

### **7. Community Electronic Communication with the Board**

The Board will have a contact link or form on the district website to allow community members to email their issues to the entire Board.

- a. The Board will have a contact link or form on the district website to allow community members to email their issues to the entire Board.
- b. The website and/or form will state in a conspicuous place the following: "the school Board members are trustees primarily charged with the vision, budget, goals, and policy for the district. Any operational or staffing issues should go through the building principal first, then to the administration."
- c. Any community email inquiries should be shared through the Superintendent's Office with other Board members.
- d. An automated email response will acknowledge the receipt of the citizen's inquiry containing the text:

*"Thank you for your inquiry to the Okemos Board of Education. It will be shared with all the Board members. Please remember that individual Board members cannot address*

*your inquiry individually and that Board members are charged with the visions, budget, goals, and policies for all children in the district.*

*As a reminder, community members are highly encouraged to utilize the Point of Contact Flowchart to have issues addressed and resolved at the most efficient and appropriate level. Classroom issues should always be first addressed with the classroom teacher.”*

- e. Individual Board members that receive an email to their school email address should forward the email to the Board President and the Superintendent, but may respond with discretion to the individual of the appropriate chain of command and /or notification that the information has been passed along in order to facilitate an appropriate response.

### **8. Community Member Request for Privacy in Communications**

- a. The Board encourages openness in all community communications.
- b. Any community member who requests privacy in communications should not expect a response.
- c. Any inquiry/response may be subject to public disclosure per FOIA.

### **9. Board Member Protocol with Administration and District Personnel**

- a. Board members hold no individual authority to direct the Superintendent.
- b. No single Board member should endeavor to deliver direction or make requests to District personnel without the express permission of the Superintendent. The Superintendent is held responsible through his evaluation for the effectiveness of all staff.
- c. Communications are, at times, necessary to gather information, express gratitude, or ask for clarifications. These are completely appropriate and would not undermine the authority of the Superintendent.
- d. Board members should not involve themselves in issues that may arise during casual conversations but may wish to convey such issues to the Superintendent via email or phone in order that they may respond or at a minimum be aware of the issue. If the issue involves Board policy, the Board President should also be informed.
- e. Concerns about an administrator’s actions/decisions should be shared with the Superintendent and the Board President and can be communicated via email. Additional dialogue with administration may be warranted as determined by the Superintendent.

## B. Leadership and Organization

### 1. Selection and Operation of Board Committees (see [Board Policy 2505](#))

- a. Committee members are appointed by the Board President with the exception of the Executive Committee.
- b. Committee members will share meeting dates and working agendas with the Superintendent and Board President.
- c. Responsibilities of each standing committee:

**Executive Committee** The purpose of this committee (President, Vice President, and Secretary) is to develop board meeting agendas and to develop and maintain the board planning calendar that should include:

- Agenda planning
- Calendar planning
- Retreat planning
- Board self-assessment
- New Board Orientation
- Provide Committee Reports
- Set Executive Committee Meeting dates

**Policy Committee** The purpose of this committee is to review and recommend revisions to Board policies and Board Operating Procedures. Provide Committee Reports.

**Advocacy Committee** The purpose of this committee is to review new legislation, its impact on the district, and recommend resolutions for adoption. Additionally, it shall promote appropriate board engagement in advocacy activities and engage the community to identify areas where they may wish to advocate for issues that would serve to advance the educational opportunities of Okemos students. Provide Committee Reports.

- d. Ad Hoc committees may be assigned for a specific need or purpose but will be time limited. They will meet on an as needed basis.
- e. Minutes and notes of committee meetings will be posted in BoardBook as appropriate.

### 2. Election of Officers (see [Board Policy 2405](#))

### 3. Role and Authority of Officers (see [Board Policy 2406](#))

### 4. Board Officer Transition Process

- a. The current officers shall relate their duties and responsibilities of the position to their replacement officers.
- b. The new officers shall review written descriptions of the position before taking office.

## IV MEETINGS

### A. Open Meetings Act (see [Board Policy 2501](#))

All regular and special meetings of the Board at which the Board is authorized to perform business shall be conducted in public. No act shall be valid unless approved at a meeting of the Board by a majority vote of the members elected or appointed to and serving on the Board and a proper record made of the vote. Meetings of the Board shall be public, and no person shall be excluded therefrom. *M.C.L. 380.1201*

- a. Any time four or more Board members are gathered together to discuss school business, it is considered a meeting (quorum).
- b. In addition to the following procedures, at all times Board members shall adhere to the Board Code of Ethics.

### B. Regular Meetings (see [Board Policy 2501](#))

#### 1. Developing the Board Meeting Agenda

The Board's Executive Committee and Superintendent shall prepare a written agenda prior to each regular and special meeting.

- a. The Board President and the Superintendent shall submit to each Board member a written agenda prior to each regular meeting and each special meeting, unless otherwise directed by the Board. The agenda shall list the various matters to come before the Board and shall serve as a guide for the order of procedure for the meeting.
- b. The agenda of the regular monthly meeting or special meetings shall be accompanied by a report from the Superintendent on information relating to the district with such recommendations as they shall make.
- c. Each agenda may contain the following statement:  
*"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."*
- d. The agenda for each regular meeting shall be posted to BoardBook, or if BoardBook is unavailable, mailed or delivered to each Board member so as to provide proper time for the member to study the agenda. Generally, the agenda and available materials should be received no later than one week prior to the

meeting so as to provide time for the study of the agenda by the member. Every effort will be made to ensure that reports and/or revised reports are posted or delivered before noon of the day of the meeting, and the Superintendent will inform the Board if any presentation materials are modified less than three hours before the start of the meeting. The agenda for a special meeting shall be delivered at least twenty-four (24) hours before the meeting, consistent with provisions calling for special meetings.

- e. It is the preference of the Board that action items are not added within 24 hours of meetings
- f. Discussion items may be added if there are time constraints that need to be accounted for.
- g. Action items should not be added unless timing is critical.
- h. The Board shall transact business according to the agenda prepared by the Superintendent and Board Executive Committee and submitted to all Board members in advance of the meeting. The order of business may be altered, and items added at any meeting by a majority vote of the members present.

## **2. Consent Agenda**

The Board of Education may use a consent agenda to keep routine matters within a reasonable time frame.

- a. When the agenda is prepared, the Board President and the Superintendent shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of the consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.
- b. Consent items typically include, but are not limited to:
  - Minutes of prior meeting(s)
  - Bills for payment
  - Items that require annual adoption, such as bank signatories, memberships in associations, etc.
  - Other items deemed appropriate.
- c. A member of the Board may request any item to be removed from the consent resolution and defer it for a specific action and more discussion. No vote of the Board will be required to remove an item from the consent agenda. A single member's request shall cause it to be relocated as an action item eligible for discussion. Any item on the consent agenda may be removed and discussed as a non-action item or be deferred for further study and discussion at a subsequent

Board meeting if the Superintendent or any Board member thinks the item requires further discussion.

**3. Regular Board Meeting Agenda Items**

- a. Meeting Location
- b. Opening Items:
- c. Call to Order
- d. Welcome and Meeting Format
- e. Presentations
- f. Citizens Address Agenda and Non-Agenda Items
- g. High School Student Reports/Requests
- h. Superintendent Reports/Requests
- i. Board Reports/Requests
- j. Consent Agenda
- k. Other Action Items
- l. Discussion Items
- m. Comments from the Public
- n. Other Matters
- o. Adjournment

**4. Annual Calendar of the Board Agenda Items**

The Executive Committee will develop the annual calendar. In addition to monthly agenda items listed above, the items below may be presented as scheduled in the following annual outline:

Month	Agenda Items
July	<ul style="list-style-type: none"> <li>● Superintendent Evaluation</li> <li>● Superintendent Objectives</li> </ul>
August	<ul style="list-style-type: none"> <li>● Identify Board Priorities for Upcoming School Year</li> </ul>
September	<ul style="list-style-type: none"> <li>● MASB Delegate Appointment(s)</li> <li>● Winter Tax Levy</li> </ul>
October	<ul style="list-style-type: none"> <li>● Resolution of the Board – National Principals’ Month</li> </ul>
November	<ul style="list-style-type: none"> <li>● Audit Report – Action</li> <li>● Summer Tax Collection – Info &amp; Disc, then Action</li> <li>● NEA, Administrative, Executive Council Contract Renewal</li> </ul>
December	

January	<ul style="list-style-type: none"> <li>● Organizational Meeting Items</li> <li>● Overview of FOIA, FERPA, and Open Meeting Act Read Code of Ethics</li> <li>● Installation of new Board members (Every other year)</li> <li>● Election of Officers Committee Assignments</li> <li>● Resolution of the Board – National School Board Month</li> </ul>
February	<ul style="list-style-type: none"> <li>● Michigan School Scorecard Report</li> </ul>
March	<ul style="list-style-type: none"> <li>● Administrative Contracts</li> </ul>
April	<ul style="list-style-type: none"> <li>● Approval of Summer School Plans</li> </ul>
May	<ul style="list-style-type: none"> <li>● Staff Appreciation Week Proclamation</li> <li>● Ingham School Budget – Info &amp; Disc., then Action Ingham Schools Biennial Election Resolution</li> <li>● Association Membership Info &amp; Disc.: MASB, NSBA, OCSBA, MHSAA membership renewal</li> </ul>
June	<ul style="list-style-type: none"> <li>● Board of Education Meeting Dates – Info &amp; disc., then Action District Budget – Info &amp; Disc., then Action</li> <li>● Association Membership – Action</li> <li>● Fiscal organization meeting: MASB, NSBA, OCSBA, MHSAA membership renewal[1]</li> <li>● Student Accident, Catastrophic Insurance renewal</li> <li>● Pass balanced budget for subsequent school year</li> <li>● Board Self-Assessment</li> </ul>

**5. Broadcasting and Taping**

- a. All meetings for the conduct of the affairs of and the transaction of business by the Board, including work sessions, community meetings, and retreats shall be open to the public.
- b. All regular meetings shall be recorded and archived. Special meetings may be streamed and/or recorded at the discretion of the Executive Committee in consultation with the Superintendent.

**C. Special Meetings**

**1. Annual Organizational Meeting (see [Board Policy 2506](#))**

At the first regular meeting in January of each calendar year, the Board will hold an organizational meeting.

**2. Work Sessions**

The Board will meet in work sessions to delve deeply into topics selected by the Executive Committee, in conjunction with the Superintendent and consultation with Trustees. Work sessions will be reflected in the Annual Planning Calendar but additional work sessions can be scheduled by the Executive Committee as needed. Although

regular board business can be conducted at work sessions, the majority of time will be spent on the identified topic.

### **3. Discussion of Employee/Student Issues**

The Board will not encourage or actively participate with negative comments on individual employees or students in a public session.

### **4. Staff Grievances and Student/Employee Discipline Hearings (see [Board Policy 5206A](#))**

### **5. Closed Sessions**

Per section 8 of the Open Meeting Act, the Board will only meet in Closed Session in specific circumstances. These are as follows:

- a. Complaints and Disciplinary Action of school district employee or school board member (a)
- b. Teacher Tenure Proceedings (a)
- c. Periodic Personnel Evaluations, typically for Superintendent (a)
- d. Student Discipline (b)
- e. Collective Bargaining Strategy (c)
- f. Purchase or Lease of Property (d)
- g. Pending Litigation (e)
- h. Applications for Employment and Appointment to Public Office (f)
- i. Exempt Material (h)
- j. Security Planning and Threats (k)

The letters in parentheses refer to the specific reasons outlined in Section 15.268, Section 8 of the Open Meetings Act.

### **6. Board Member Responses to Inquiries about Closed Sessions**

- a. Board members are to refer any inquiries about Executive Sessions to the Superintendent and/or the Board President.
- b. Any information from an Executive Session is confidential and shall not be discussed outside of the Closed Session.

### **7. Participation by People Other Than Board Members in Closed Session**

Participants are limited to:

- a. The person requesting the Executive Session, their council, a union representative, their parent(s) or guardian(s) where applicable.
- b. Representatives of the administration that have pertinent information.
- c. Additional individuals invited by the Board.

## D. Meeting Protocols

### 1. Guidelines for Board Members (see [Board Policy 2502](#))

Board members wishing to have something placed on the agenda will:

- a. Make the request to the Board President.
- b. The request will be reviewed by both the Executive Committee and the Superintendent.
- c. The Board President, in consultation with Executive Committee members, shall do one of more of the following:
  - Notify the Board member when it will be placed on the agenda or when it may already be scheduled for discussion.,
  - Refer it to appropriate committee for initial discussion or recommendation, or
  - Place on agenda to be discussed at the table no later than two months from the initial request, add to the Board Planning Calendar, and notify all Board members during the Board Members Reports and Request portion of the agenda.

Board members wishing to remove something from the agenda will:

- Make the request to the Board President.
- The request will be reviewed by both the Executive Committee and the Superintendent.
- The Board President will make the final decision on the request.

### 2. Meeting Procedures

See Appendix I

### 3. Board Member Preparation for Meetings

- a. Board members will come to Board meetings prepared to discuss and/or take action on all agenda items. Board members are expected to study the material posted online in BoardBook.
  - Requests for additional information may be made before a meeting and addressed through the Superintendent prior to or at the Board meeting.
- b. Board member questions on agenda items:
  - Should be sent to the Superintendent and Board President. Whenever possible, all board members should be included in any response to questions.
  - Should be submitted a minimum of 48 hours prior to a scheduled board meeting where items are to be discussed, whenever possible. (*MASB*)

- c. The Superintendent shall provide updated presentation materials in BoardBook at least 3 hours prior to the start of the Board meeting.

#### **4. Meeting Norms**

We, as a Board, must function as a team and at all times treat each other and the people we serve with the utmost courtesy, dignity, respect, and professionalism. To support our efforts in these areas, during meetings Trustees will strive to adhere to the following meeting norms:

- Hold space for difference and promote dialogue that reflects multiple perspectives rather than simple yes/no decisions.\* Seek solutions, reasonable compromises, or consensus when differences of opinion arise.
- Direct comments solely to the business under deliberation. Focus on issues and what is best for students, not people or personalities.\*
- Be mindful of air time. Pause to allow other Trustees to ask questions before asking additional questions. Speak as briefly and clearly as possible.
- Speak only after acknowledgment from the Board President/Chair, unless an open forum is called.
- Set electronic devices to non-audible mode during Board meetings, except in emergency situations.
- Presume positive intent.\*

#### **Commitment**

By adhering to these norms, Trustees affirm their shared responsibility to conduct Board business in a respectful, professional, and collaborative manner.

#### **5. Discussion of Motions**

- a. The Board President or Presiding Officer shall offer the opportunity for Board Members to discuss all motions. All discussions shall be directed solely to the business currently under deliberation.
- b. The Board President or Presiding Officer has the responsibility to keep the discussion to the motion at hand and shall halt discussions that do not apply to the business currently before the Board.
- c. A Board member prior to giving their comments shall ask for and receive recognition by the presiding officer.

#### **6. Board Member Participation in Discussion, Debate, and Voting (see [Board Policy 2503, 2301](#))**

**7. Public Comment (see [Board Policy 2504](#))****8. Persons Addressing the Board**

- a. Audience participation at board meetings is limited to the portion of the meeting designated as Public Comments. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless recognized by the presiding officer. The board will designate a portion of the agenda for Public Comments.
- b. A person may address the Board on an agenda or non-agenda item by completing a note card located inside the Boardroom and giving the card to the Administrative Secretary/ or designee prior to the Public Comments period. Each speaker will be given a time limit of no more than 3 minutes. Delegations of more than five persons addressing the same issue shall be encouraged to appoint one person to present their views before the Board. The Board Secretary shall make an effort to group public topics together. Online Participants who wish to give Public Comment shall provide their name and address to the district's facilitator.

**9. Board Response to Persons Addressing the Board**

- a. Board members will listen to comments during Public Comments.
- b. Board members cannot respond or enter into discussion with the audience during the meeting as:
  - Items on the agenda will be discussed as appropriate and scheduled on the agenda.
  - Items not on the agenda do not permit Board members to respond or discuss except to make factual statements or refer to Board Policy.
  - All public comments may be followed up by the Superintendent or designee within three business days.
- c. With consensus of the Board, the Board President shall direct administration to investigate item(s) and report back to the Board and/or the individual citizen and/or to contact the citizen to have further dialogue.

APPENDIX A

Parliamentary Procedures At-a-Glance							
Desired Action	What to Say	May You Interrupt the Speaker	Do You Need a Second	Is it Debatable	Can It Be Amended	What Vote is Needed	Can It Be Reconsidered
Adjourn meeting	I move that we adjourn.	NO	YES	NO	NO	MAJORITY	NO
Call an intermission	I move that we recess for ...	NO	YES	NO	YES	MAJORITY	NO
Complain about heat, noise, etc.	I rise to a question of privilege.	YES	NO	NO	NO	NO VOTE	YES
To set aside for consideration of another issue of greater importance	I move to table the motion.	NO	YES	NO	NO	MAJORITY	NO
End debate and amendments	I move the previous question.	NO	YES	NO	NO	2/3 VOTE	YES
Limit debate	I move to limit debate to 3 min. per person	NO	YES	NO	YES	2/3 VOTE	YES
Postpone discussion for a certain time	I move to postpone the discussion until ...	NO	YES	YES	YES	MAJORITY	YES
Give closer study of something	I move to refer the matter to committee.	NO	YES	YES	YES	MAJORITY	YES
Amend a motion	I move to amend the motion by ...	NO	YES	YES	YES	MAJORITY	YES
Discard a motion	I move to postpone the motion indefinitely.	NO	YES	YES	NO	MAJORITY	YES
Introduce business	I move that ...	NO	YES	YES	YES	MAJORITY	YES
THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDENCE ... THOSE BELOW THERE IS NO ORDER OF PRECEDENCE							
Test of rules of conduct	I rise to a point of order.	YES	NO	NO	NO	MAJORITY	NO
Vote on ruling of chair	I appeal the chair's decision.	YES	YES	YES	NO	MAJORITY	NO
Suspend rules temporarily	I move to suspend the rules so that ...	NO	YES	NO	NO	2/3 VOTE	NO
Avoid considering an improper matter	I object to consideration of this motion.	YES	NO	NO	NO	2/3 VOTE	YES
Verify a voice vote	I call for a DIVISION or "DIVISION."	YES	NO	NO	NO	NO VOTE	NO
Request information	Point of information.	YES	NO	NO	NO	NO VOTE	NO
Take up a matter previously tabled	I move to take from the table. ...	NO	YES	NO	NO	MAJORITY	NO
Reconsider a hasty decision	I move to reconsider the vote on ...	YES	YES	YES if motion to which it applies is debatable	NO	MAJORITY	NO
Change an action previously taken or ordered	I move to amend something previously adopted, namely ...	NO	YES	YES	YES	2/3 VOTE or MAJORITY with Notice	YES

**Okemos Public Schools  
Board Expenditures at 12/31/25**

	<b>2025-26</b>		
<b>Description</b>	<b>Budget</b>	<b>Actual</b>	<b>Available</b>
Legal Services	185,000	102,113	82,887
Audit Services	44,500	38,850	5,650
Contracted Services	20,000	7,300	12,700
Travel and Conferences	4,200	1,637	2,563
	<u>253,700</u>	<u>149,900</u>	<u>103,800</u>



**Okemos Public Schools  
General Fund Budget vs. Actual  
Year to Date as of December 31, 2025**

	<b>2025-26</b>		
	<b>Revised Budget</b>	<b>Actual YTD</b>	<b>% Budget Rec'd/Used</b>
<b>Revenues</b>			
Local	14,361,099	6,405,183	44.6%
State	51,250,444	16,713,082	32.6%
Federal	359,134	101,416	28.2%
Transfers - ISD	5,156,000	705,812	13.7%
Other Financing Sources	238,240	170,684	71.6%
<b>Total</b>	<b>71,364,917</b>	<b>24,096,177</b>	<b>33.8%</b>
<b>Expenditures</b>			
Elementary Instruction	9,927,880	3,626,994	36.5%
Middle School Instruction	9,056,047	3,215,002	35.5%
High School Instruction	9,373,454	3,383,037	36.1%
Montessori (PPK-8)	3,676,548	1,375,398	37.4%
Summer Programs	34,650	-	0.0%
Special Education	10,744,876	3,871,634	36.0%
Compensatory Education	2,005,552	734,957	36.6%
Gifted Programs	149,821	49,904	33.3%
Guidance Services	1,614,769	586,815	36.3%
Other Pupil Services	613,671	339,070	55.3%
Improvement of Instruction	1,863,014	768,935	41.3%
Educational Media Services	599,758	247,211	41.2%
Direction of Special Education	333,166	144,409	43.3%
Other Instructional Staff Services	162,763	61,116	37.5%
Board of Education	253,700	149,900	59.1%
Executive Administration	655,762	293,577	44.8%
School Administration	3,941,897	1,654,412	42.0%
Fiscal Services	725,815	380,091	52.4%
Internal Services	130,810	57,866	44.2%
Other Business Services	218,600	178,109	81.5%
Communication Services	199,104	92,661	46.5%
Staff/Personnel Services	346,901	146,568	42.3%
Technology Services	1,710,768	850,173	49.7%
Operations & Maintenance	6,402,012	3,472,956	54.2%
Pupil Transportation	1,486,181	677,502	45.6%
Athletics	970,985	434,618	44.8%
Community Education	3,543,897	1,444,429	40.8%
Other Financing Uses	66,244	47,098	0.0%
<b>Total</b>	<b>70,808,645</b>	<b>28,285,083</b>	<b>39.9%</b>
	<b>556,272</b>	<b>(4,188,906)</b>	