

Board of Education Mary Gebara President, 2021-2022	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.*

**6:30 PM**

**MEETING AGENDA  
Monday, August 8, 2022**

**Community Conference Rm**

**CALL TO ORDER**

Dean Bolton, Katie Cavanaugh, Mary Gebara, Melanie Lynn, Vincent Lyon-Callo, Andrew Phelps and Jayme Taylor

**WELCOME AND MEETING FORMAT**

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**

Dean Bolton, Katie Cavanaugh, Mary Gebara, Melanie Lynn, Vincent Lyon-Callo, Andrew Phelps and Jayme Taylor

**DISCUSSION MOVED FORWARD - K-12th Grade Student-Parent Handbooks**

Nicole Beard will present the proposed changes to the elementary student-parent handbook. Assistant Principal Sara Roland will present the proposed Kinawa 5-6 revisions. Assistant Principal Andre Ridley will present the proposed revisions to the Chippewa Middle School student handbook. High School Assistant Principal Allison Cironi will present the proposed revisions to the Okemos High School student handbook.

**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**

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

## **BOARD REPORTS/REQUESTS**

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**

*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: Minutes of the special meeting of June 22, 2022; Item 2: Minutes of the special meeting of July 11, 2022; Item 3: Minutes of the Executive Session Meeting of July 11, 2022.

## **OTHER ACTION ITEMS**

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

### **Board Policy Service**

The board reviewed information regarding Thrun's board policy subscription service at its July 11th meeting.

That the board authorize the superintendent to complete the order form and enter into a subscription with Thun Law for their board policy service.

### **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 Colin Eidelson, Social Worker/Counselor for the District at Step 9, Division II; Leah Fox, Special Education Resource Teacher at Kinawa at Step 4, Division I; Natalie Kinsella, Social Worker/Counselor for the District at Step 9, Division II; Jigna Patel, 3rd Grade Teacher at Hiawatha Elementary at Step 1, Division I.

### **Lunch Prices**

*The price of school lunch and breakfast programs shall be approved by the Board of Education in accordance with school district policy.*

That the board approve the 2022-23 school meal prices of \$3.25 for K-4 Lunch; \$3.50 for 5-12 lunch; and to keep \$2.00 for breakfast K-12.

### **Special Election & Matters To Be Voted Upon**

*The district is considering a special school election for Tuesday, November 8, 2022 for the purpose of a bond proposal. At this election, the board is placing a facilities/technology/security/transportation and capital outlay bond request on the election ballot.*

That the board waive the reading and adopt the resolution calling for a special school election Tuesday, November 8, 2022; setting the matters to be voted upon as follows: Shall Okemos Public Schools, Ingham County, Michigan, borrow the sum of not to exceed Two Hundred Seventy-Five

Million Dollars (\$275,000,000) and issue its general obligation unlimited tax bonds therefor, in one or more series, for the purpose of: erecting, furnishing and equipping a new elementary school building; erecting, furnishing and equipping a new middle school building as an addition to Chippewa Middle School; erecting, furnishing and equipping additions to school buildings; remodeling, equipping and re-equipping and furnishing and refurnishing school buildings; acquiring, installing, equipping and re-equipping school buildings for instructional technology; purchasing school buses; and preparing, developing, improving and equipping playgrounds, play fields, athletic fields and facilities and sites (Roll Call).

### **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.

### **Facility & Grounds Purchase**

Operations Director Mark Fargo will present information regarding the purchase of a tractor and pull-behind mower, including bid information and timelines.

### **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**

Reminders:

Superintendent Evaluation Check-in is scheduled for August 17th at 6:00 p.m.

Board Work Session regarding the new assessment tool is scheduled for August 24th at 6:30 p.m.

### **ADJOURN**

## **Elementary Handbook Changes for 2022-2023**

- Page 8: Dress Code
- Page 10: Parent/Guardian – Teacher Conferences
- Page 26-27: Early Release

## **DRESS CODE**

### **Dress Code Philosophy**

The dress code for students attending Okemos Public Schools supports equitable educational access and is intentionally written in a manner that does not reinforce stereotypes or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

### **We Believe . . .**

- Students should be able to dress comfortably for school and engage in the educational environment without fear of discipline or body shaming

School staff should support a positive school environment that focuses on the development of the whole child without the additional and often uncomfortable burden of dress code enforcement

- The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s)
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression

### **Dress and Grooming**

The Okemos Public Schools encourage grooming and neatness in appearance. This adds to a positive educational environment and shows pride and respect for school. The following apply:

1. Student appearance and clothes should be neat and clean.
2. Personal body care such as brushing teeth daily, showering, and washing hair regularly contributes to both the hygiene and grooming of a student.
3. The overall appearance of a student should not disrupt the educational process.
4. Racist messaging, images, or symbols (ex. swastika, Confederate flag, etc.) are prohibited on all clothing and accessories.

### **Enrichment Activities**

Thousands of people will use our buildings and grounds after school for Community Education programs this year. As residents, you and your children can enroll in year-round recreation, enrichment, or educational programs. A brochure describing all Community Education offerings is mailed to each home two times a year. The types of classes depend upon the number of interested instructors and students. The brochure can be found online at

- Get to know school principals and staff members. Attend school open houses, parent/guardian-teacher conferences, and other events. Learn what is going on in the classroom and what is expected from the students.
- Let the principal or staff member know when you are pleased about something, as well as when you are concerned or unsure.
- If an issue arises, communicate with the staff member or administrator closest to the situation. Contact a central office administrator only if the matter is still unresolved.
- Communicate with the appropriate person by email or phone call. Be sure to provide sufficient details so that teachers and administrators can deal with each situation effectively.
- Be aware that answers or solutions may not come right away. Sometimes follow-up activities are required to obtain all the information and to study the implications before a question or concern can be answered or a suitable adjustment made.
- School officials cannot guarantee that each question will be answered or a situation adjusted to everyone's satisfaction. However, sincere attempts will be made to find an answer or solution that is fair and reasonable.

### **Parent/Guardian-Teacher Conferences**

Fall and spring conferences are held for parents/guardians and teachers to discuss the learning progress of your student. The purpose of these conferences are to strengthen the collaboration between school and home. We strongly encourage all parents/guardians to attend.

~~Parents/Guardians may schedule afternoon or evening conference times. You can get the most out of each conference by taking the following steps:~~

- ~~● Listen to the teacher's remarks and try to ask any follow up questions or give suggestions at that time.~~
- ~~● End the conference with a summary of what has been said and of your future plans.~~
- ~~● After returning home, go over the report in detail with your child.~~

### **Parent/Guardian Involvement**

All elementary schools provide many opportunities for parent/guardian involvement. You are invited to share your time and support in these worthwhile opportunities. Each elementary school has an active parent/guardian organization that works with building administrators and staff to provide support in a variety of ways. This includes providing funding for educational materials, hosting school events, and volunteering in various ways to support the school.

Early On program provided at the Ingham Intermediate School District. We service over 400 students each year in our various special education programs.

The special education staff includes resource teachers who service all buildings, speech pathologists, social workers, school psychologists and special education programs for early childhood, behavior and learning. All of these programs operate under state and federal guidelines for special education.

If any parent/guardian has a question regarding special education or suspects their child has a disability, please call the special education office at 706-4829, any building administrator, or go to the Okemos website and click on Special Education.

### **Protective Service Referrals**

If school personnel suspect that a child is being abused or neglected, they are required by law to make a referral to protective services.

### **Bad Weather or Emergency Closing**

The Okemos Public Schools is prepared to use one of four plans.

1. The complete closing of schools for the day.
2. Keeping schools open without bus transportation.
3. A delay in the running of busses and the opening of schools.
4. Early or late dismissal.

The selected plan will be called into area radio and television stations. A message from the Superintendent will also be sent to parents/guardians through a recorded phone message and posted on the district website.

### **Early Release**

The required professional development time for our teachers has been restructured into two-hour blocks. This restructuring time will allow our teachers to meet in "professional learning communities" to focus on improving teaching quality contributing to student learning. Lunch will be offered on early release days as will transportation.

The dates for 2022-23 are:

September 14, October 26, November TBD, December TBD, January TBD, February TBD, March TBD, April TBD, May TBD

The School Start and End Times for early release are:

Grades K-4 8:50 AM – 1:50 PM

Grades 5-6 8:45 AM – 1:35 PM

Grades 7-8 8:00 AM – 12:50 PM

Grades 9-12 7:45 AM – 12:35 PM

### **Teacher Professional Development**

The Board of Education grants elementary teachers time each school year to evaluate current programs, improve instructional techniques and complete record keeping. All of these activities enhance the daily programs and services provided to students. Parents/Guardians will be notified of such inservice periods well in advance through school newsletters. Lunches are canceled and bus transportation schedules are adjusted on half days. Many of the school district's improvements have been planned or introduced through in-service programs.

### **Non-Discrimination Policy**

The Okemos Public Schools and the State Board of Education comply with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the United States Department of Education. It is the policy of these governmental agencies that no person on the basis of race, gender, sexual orientation, height, weight, color, religion, political affiliation, national origin or ancestry, age, sex, marital status, veteran status or disability (handicap) shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in any programs or activity for which it is responsible or for which it receives financial assistance from the United States Department of Education.

If any person believes that the Okemos Public Schools, or any part of the school organization, has inadequately applied the principles and/or regulations of Title VI (prohibits discrimination based on race), Title IX (prohibits discrimination based on sex), or Section 504 (prohibits discrimination based on handicap), your child may bring forward a complaint to the Local Title IX and/or Section 504 Coordinator at the following addresses:

Title IX Coordinator:

Mr. Stephen Keskes

Okemos Public Schools 4406 N. Okemos Road Okemos, MI 48864

Phone 517-706-5006

504 Coordinator:

Mrs. Heather Pricco

Kinawa 5/6 School

# Memo to the Okemos Public Schools Board of Education: Proposed Changes to the Kinawa <sup>5</sup>/<sub>6</sub> Student and Parent Handbook 2022-2023

Deletions to language in the handbook are indicated using strikethrough. Updates and additions indicated in bold, italicized and underlined.

## #1: DISRUPTIVE CONDUCT (p. 22):

**14. Disruptive Conduct** (ie. chanting, inappropriate verbal or physical actions, etc.) that interferes with the educational process, the normal operation and functioning of the school, and/or school or school-related activities. This includes, but is not limited to classroom behavior, hallway behavior, cafeteria behavior, behavior at recess, **and conduct such as recording fights, unauthorized tampering with school property and equipment, unacceptable public displays of affection, food fights and inappropriate unsportsmanlike behavior or misconduct, at sporting and school events, whether at home or away** ~~unsportsmanlike behavior at any athletic event, whether home or away.~~

## #2: PROPERTY DAMAGE (p. 20):

8. Students are required to respect the property of others. Theft and damage to property will not be tolerated. **Property damage includes school property or property of school personnel, or other students; vandalism. Damaging or hacking into computer systems. This includes, but is not limited to, replacing the device's operating system (re-imaging), or installing any of the following: hacking tools such as network scanners, spyware, chat groups, advanced port scanner, unauthorized software or games/gaming websites, Virtual Private Networks (VPNs). (See Acceptable Use Policy).**

## #3: INSUBORDINATION (p. 23):

**20. Insubordination.** Refusal to obey established and well-defined rules and regulations; refusal to obey reasonable directions or instructions of school personnel; refusal to identify self to school personnel; refusal to leave school property at the request of authorized personnel; **refusal to store backpacks and containers larger than 8x4x3 inches in assigned locker**; and/or any failure to cooperate with school personnel in the reasonable exercise of their duties.

## #4. SKIPPING (p. 53):

### SKIPPING CLASS

Skipping is an unexcused absence from class. A student will be considered as skipping class if they are in attendance at school but do not:

- arrive to a scheduled class;
- arrive after 10 minutes of class has passed; or
- leave class before the end of class without permission.

### Response to Skipping Class:

- **Administration and/or counselor will meet with the student to address the cause for the student skipping.**
- **A restorative reflection sheet will be completed and presented to the classroom teacher by the student.**

Disciplinary actions for skipping class are as follows:

- ~~1<sup>st</sup> class skip~~ one detention
- ~~2<sup>nd</sup> class skip~~ two detentions
- ~~3<sup>rd</sup> class skip~~ all day in-school suspension.

Skipping an entire school day will result in an all day in-school suspension.

## **#5: ATTENDANCE POLICY (p.14):**

### **ATTENDANCE**

**Regular school attendance is an important component of learning for students. Good attendance benefits students academically as well as socially. Group learning assists students to communicate, to gain perspectives and to accept responsibility – all important components of adulthood. Class attendance is necessary for learning and academic achievement, as well as for developing the habits of punctuality, dependability and self-discipline. Days missed from school cannot be completely recovered as the classroom experience is unique and cannot be fully replicated. We must work as a team - parents, students, teachers, and administrators - to ensure that absences are limited to necessities such as illness, family emergencies, funerals, or school-related absences.**

#### **Absences – Call 706-4706**

The parent/guardian must call the guidance office and give the following information when a student is absent. You may leave a message on 706-4706 24/7.

1. Student's first and last name, teacher and grade
2. Reason for absence

If the school does not receive a call by 9:30 a.m. The parent/guardian will receive an automated phone message stating their child has been marked absent. Leaving your child's classroom teacher a message regarding their absence is not sufficient for reporting an absence. Please call the guidance office, 706-4706.

If a phone is not available, the student must bring a note from home explaining the absence when the student returns to school.

To promote a positive learning environment, we expect all families to have their students in school and on-time in the morning. The administration may require a note from a doctor for excusing prolonged absences.

Parents should excuse 1st hour absences only for appointments and emergencies. Oversleeping may be considered an absence. Twelve absences may result in referral to the Ingham County Truancy Court.

#### **Arriving Late (Sign In Procedure)**

When a student arrives at school after 8:45 a.m the student must go to the guidance office to sign in. The student must be marked tardy unless a parent or guardian signs the student in, sends a note or calls the guidance office excusing the tardy.

#### **Leaving Early (Sign Out Procedures)**

In order for a student to leave school early a parent/guardian must sign out the student in the guidance office. You must give the guidance office at least 5 minutes to locate your child upon arrival to check them out. Kinawa has over 700 students so it is not possible to call ahead and have your child waiting.

#### **Missed Assignments/Work**

If your child has been absent from school for more than two days, call the guidance office before 9 a.m. on the third day to arrange for assignment pick-up. Twenty-four hour notice, to gather assignments, is necessary since staff is teaching during the school day. Assignments can be picked up in the guidance office after school.

## ***Extended Absence Policy***

Students leaving school for more than one week will not be provided with assignments. Parents may request textbooks; however, the responsibility for learning lies with the parents.

### ***Planned Absences, Personal Convenience Absences, Trips/Vacations***

***Students are expected to be in classes while school is in session. There are generous vacation periods built into the school calendar, so absences of this type taken during school time are discouraged. Parents must notify the main office at least two days in advance for the absence to be excused. Students and families will be responsible for making necessary arrangements for missed coursework with their teachers and must notify teachers in advance of the absence.***

## **#6: TARDY POLICY (p.55):**

**Consequences for tardies are: STEPS TO IMPROVE REPORTING TO CLASS ON TIME:**

**We will work closely with the student and parent/guardians to identify reasons why the student is struggling to report to class on time. Parents/guardians will be notified of tardies via our auto call system. Below are steps we will follow when the tardies become excessive:**

- **Third Tardy** - Students notified with a warning note. Parents notified via email by the student supervisor that the next tardy will result in a **lunch** detention may be assigned at the 5th tardy. Will explain policy, highlighting:
  - Opportunity to teach to help—can brainstorm strategies with students
  - Instruction is delayed for all when students enter late
  - Policy encourages kids to develop patterns then resets them to zero as a reward
  - Any special circumstances must be documented (medical need, etc.)
- **Fourth and Fifth Tardy** – Parents notified via email. Student serves a lunch detention and tardies “reset” back to zero. ~~If the student can attend with no tardies for five consecutive days, tardies reset and the student will be considered as having zero for purposes of the policy.~~
- **Sixth Tardy**—Parents are notified. Two detentions served at lunch or before or after school.
- **All tardies will “reset” at the end of each six-week period.**

**Additional consequences will be implemented that may include:**

- Hall restrictions (no hall passes, limited passing time)
- Lunch detentions
- A behavior plan developed by the counselor, behavior contract
- Storage of materials in class
- Loss of locker until tardiness is fixed
- Parent meeting
- Others to be determined by administration

Again, ~~if a student can attend for 5 consecutive days without a tardy, they will be~~ **at the end of each six-week period, tardies will** reset to zero for purposes of the policy. Administrative discretion will be utilized if a student is abusing the policy.

## **#7. ADDITION - DEPARTURE FROM SCHOOL (p.15):**

### **Departure from School:**

**For safety purposes, students who remain on school grounds after 3:45 p.m. must be in areas supervised by school personnel. Areas where supervision may take place include, but are not limited to: participation in athletics, conferencing with a teacher in the teacher's room, or being pre-registered to participate in an adult-supervised after-school program. Additionally, students are expected to leave school premises after any school-sponsored event (After-School Learning Program, clubs, etc) in a timely manner.**

## **#8. PERSONAL ELECTRONIC DEVICES (p. 42):**

### ***Use of Personal Electronic Devices***

Personal Electronic Devices (PEDs) are defined as any student owned laptop, smartphone, cell phone, tablet, music player, personal digital assistant or any other device with inbound/outbound communication capabilities.

PEDs can be valuable tools/resources for staff and students. The intent is to allow teacher directed usage of PEDs for educational, time management and communication purposes, while also providing opportunities to educate stakeholders on appropriate use of electronic devices in an educational setting.

This policy allows students to bring their own device to school and use it within the educational setting **at the teacher's discretion**. Use of PEDs will remain a privilege when used responsibly and properly, and can be revoked at any time per administrative discretion.

Cell phones ~~and pagers~~, and other communication devices are to be turned off and placed in the locker upon entering the building. They are not to be used during the school day unless a teacher has given permission for use in their classroom.

***If a staff member hears the phone or a student is seen using the phone, the staff member will confiscate the device and turn it into the office.***

Texting, videotaping, recording or taking pictures with cell phones or other electronic devices is prohibited, however they may be used after school for purposes of contacting parents for pick up. ***Laser pointers are not permitted on school property.***

Failure to adhere to these rules will involve progressive discipline that may include parent contact, detention, suspension, and the confiscation of the device.

**Additional Notes:** The handbook was reviewed for gender-neutral language and corrections were made as necessary. Changes to personnel, event dates, and grammar (without altering context) were also updated.

# Memo to the Okemos Public Schools Board of Education: Proposed Changes to the Chippewa Middle School Student and Parent/Guardian Handbook 2022-2023

Deletions to language in the handbook are indicated using strikethrough. Updates and additions indicated in bold, italicized and underlined.

## #1. SKIPPING: Pg. 5

### ***SKIPPING (unexcused absence from class)***

Any student who is in school but does not arrive to a scheduled class, arrives after 10 minutes of class has started, or leaves class before the end of class without permission, will be considered skipping. ***Administration and/or counselor will meet with the student to find the root cause of why the student is skipping. A restorative reflection sheet will be completed during the student's personal time and presented to the classroom teacher by the student.*** ~~Students will have disciplinary action for skipping as follows:~~

~~1st class skip -- after school detention~~

~~2nd class skip -- after school detention~~

~~3rd class skip - all day in-school suspension~~

## #2. ARRIVAL AND DEPARTURE FROM SCHOOL: Pg. 5

### ~~Arrival and Departure from School:~~

***For safety purposes,*** students who remain on school grounds after 3:00 p.m. must be in areas supervised by school personnel. Areas where supervision may take place include, but are not limited to: participation in athletics, conferencing with a teacher in the teacher's room, or being pre-registered to participate in an adult-supervised after-school program. Additionally, students are expected to leave school premises after any school-sponsored event (athletic events, dances, etc) in a timely manner.

## #3. TARDINESS; Pg. 6

~~Consequences for tardies are:~~ ***STEPS TO IMPROVE REPORTING TO CLASS ON TIME:***

***We will work closely with the student and parent/guardians to identify reasons why the student is struggling to report to class on time. Parents/guardians will be notified of tardies via our auto call system. Below are steps we will follow when the tardies become excessive:***

**Fourth Tardy** – Parents/guardians are notified, students warned that a fifth tardy will result in a lunch detention via written communication.

**Fifth Tardy** – Parents/guardians are notified. A lunch detention will be served.

**Sixth Tardy and Beyond** – parents/guardians are notified. A forty-minute detention will be served either before or after school. Additional natural consequences will be implemented, and may include any or all of the following: 1) Student is placed on hall restriction (no hall passes); 2) Student is assigned lunch detention; 3) A Behavior Improvement Plan (BIP) for the student is developed.

~~The student shall receive an after school detention unless another intervention or consequence is deemed appropriate by the administrator.~~

#### **#4. COMMUNICATION DEVICES: Pg. 13**

Personal Electronic Devices (PEDs) are defined as any student owned laptop, cell phone, tablet, personal digital assistant or any other device with inbound/outbound communication capabilities. *We believe to be an attentive and an engaged learner, students do not need use of personal electronic equipment used for entertainment during the school day.* ~~are limited to before and after school use only. These devices must be kept in the locker and turned off during the hours of 7:55 - 2:45.~~ *Students can carry their cell phones during the school day in the off position. If a staff member hears the phone or a student is seen using the phone, the staff member will confiscate the device and turn it into the office. A staff member may pre-approve the use of the device within their classroom setting.*

~~Students who violate this policy will have their device confiscated and stored in the main office.~~

1st Offense: The student can pick up the device at the end of the school day from the office.

~~2nd - 4th Offense~~ *2nd and 3rd Offense:* Administration will communicate with parent/guardian; student will be assigned an after school detention; student's parent/guardian will need to pick up the phone at the end of the school day from the office.

~~5th~~ *4th* Offense – Student's right to possess the cell phone or PED at school will be revoked. The device will be checked in and out of the office for an assigned period of time.

Texting, videotaping, recording or taking pictures with cell phones or other electronic devices is prohibited. *Students who violate this policy will have their device confiscated with appropriate administration action.*

Laser pointers are not permitted on school property.

#### **#5: DISRUPTIVE CONDUCT: Pg. 13**

*Disruptive Conduct (ie. chanting, inappropriate verbal or physical actions, etc.) that interferes with the educational process, the normal operation and functioning of the school, and/or school or school-related activities. This includes, but is not limited to classroom behavior, hallway behavior, cafeteria behavior, behavior at recess, and conduct such as recording fights, unauthorized tampering with school property and equipment, unacceptable public displays of affection, food fights and inappropriate unsportsmanlike behavior or misconduct, at sporting and school events, whether at home or away*

#### **#6 ATHLETIC REGISTRATION FEE: Pg. 38**

Each student will be required to pay an annual one-time registration fee (Middle School \$210 ~~-\$160.00~~ and family cap of \$460).

**Memo to the Okemos Public Schools Board of Education:  
Proposed Changes to the Okemos High School Student/Parent  
Handbook 2022-2023  
(Updated 6/17/22)**

Deletions to language in the handbook are indicated using strikethrough. Updates and additions indicated in bold, italicized and underlined.

**#1: Page 73:**

Disruptive Behavior: Behaviors or actions that constitute or result in disruption to the school program, including, but not limited to, in the classroom, hallway, and cafeteria. This includes **recording fights**, unauthorized tampering with school property and equipment. This also includes unacceptable public displays of affection, food fights and inappropriate unsportsmanlike behavior or misconduct, at sporting and school events, whether at home or away.

Conference and Detention, Saturday School or Short-Term Suspension (1-10 days). Possible Long-Term Suspension (11- 59 days) in serious cases.

**#2: Page 77:**

Damage to Property: Including school property or property of school personnel, or other students; vandalism. Damaging or hacking into computer systems. ~~(See offense #31 and Acceptable Use Policy, below)~~ **This includes, but is not limited to, replacing the device's operating system (re-imaging), or installing any of the following: hacking tools such as network scanners, spyware, chat groups, advanced port scanner, unauthorized software or games/gaming websites, Virtual Private Networks (VPNs). (See Acceptable Use Policy).**

Conference and Saturday School, Short-Term Suspension (1-10 days) or Long-Term Suspension (11- 59 days). Possible expulsion in serious cases. Inform local police in serious cases. Students will be required to pay all costs of replacement or repair.

**#3: Page 73:**

Insubordination: Failure to comply with handbook or school regulations; reasonable directions or instructions of school personnel; refusal to identify self to school personnel. This includes being in an unauthorized area; refusal to leave school grounds at the request of authorized personnel; **refusal to store backpacks and containers larger than 8x4x3 inches in assigned locker**; and/or any failure to cooperate with school personnel in the reasonable exercise of their duties.

Conference and Detention, Saturday School or Short-Term Suspension (1-10 days). Possible Long-Term Suspension (11- 59 days) in serious cases. Possible contact with local police

#### **#4: Page 96: Dances:**

All dances must be scheduled at least two weeks in advance.

- Homecoming dance hours are from 8:30 p.m. until 11:00 p.m.
- Winter Ball is from 8:30 p.m. until 11:00 p.m.
- The Junior/Senior prom hours are from 8:30 p.m. until midnight 6:30 p.m.-10:30 p.m. to accommodate dinner and dancing. Students must arrive prior to dinner within the designed arrival window established by administration.

Each junior and senior may only purchase two prom tickets (for themselves and one guest). Freshmen and sophomores are not allowed to buy prom tickets. Freshmen and sophomores may only attend prom if invited as the guest of a junior or senior.

**No bags or containers larger than 8x4x3 inches will be permitted into dances or post prom. Students are not permitted to bring outside beverages or food into dances unless given prior approval by an administrator.**

#### **#5: Page 56: Attendance:**

### **ATTENDANCE**

Regular school attendance is an important component of learning for students. Good attendance benefits students academically as well as socially. Group learning assists students to communicate, to gain perspectives and to accept responsibility – all important components of adulthood. Class attendance is necessary for learning and academic achievement, as well as for developing the habits of punctuality, dependability and self-discipline. **Days missed from school cannot be completely recovered as the classroom experience is unique and cannot be fully replicated. We must work as a team-parents, students, teachers, and administrators to ensure that absences are limited to necessities such as illness, family emergencies, funerals, or school-related absences.**

#### **Absence Reporting By Parents/Guardians**

#### **Attendance Procedures and Expectations**

When a student must be absent, parents or guardians must call the attendance office (706-4916) to excuse the absence. **Any absence due to illness, funeral, religious observance, medical absences, or other important business that cannot be accommodated outside the school day, MUST BE VERIFIED BY A CALL FROM THE PARENT/LEGAL GUARDIAN WITHIN 24 HOURS OF THE ABSENCE. The parent/legal guardian may call the school at any time; voice mail is available after hours. If a call is not received by 3:00 PM the day of the absence, the absence will be unexcused. If a call is not received by 3:00PM the day following the absence, the absence will remain unexcused.** This notice must be made on the day of the absence or by 3:30 p.m. of the following day. The attendance secretary will answer calls during business hours - 7:30 a.m. to 3:30 p.m. An answering machine will receive phone calls after 3:30 p.m.

Illness that occurs during the school day must be reported to the attendance office by the student and every effort will be made at that time to contact the parent/guardians to report the

illness. No student may leave campus during the school day without following the Permit To Leave School policy stated below. **Okemos High School is a closed campus for the entire school day, including lunch hours.** Students leaving school for illness may not return to school grounds/activities for the remainder of the day without permission from an administrator or designee.

"Parent or guardian" means the mother, father, their designee, or the legally designated guardian of the student. **Although 18-year-old students are recognized as adults, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students.** Eighteen-year-old students are not eligible to excuse their own absences.

"Designee" would indicate an adult, at least 21 years old, whom a parent or legal guardian might leave in charge of the child's attendance if the parent or guardian is out of town. The school must be notified of this arrangement prior to the parent's absence  
Attendance Rules and Regulations

A student is absent from class if the student is not present in the classroom ten minutes after the bell marking the beginning of class has rung.

#### Excused Absence

The following are examples of absences for which a parent or guardian may excuse students by calling the attendance office:

1. Illness/Appointment
- 2. An appointment that cannot be scheduled outside of school hours**
3. Emergency
4. Religious Observance
5. Planned Absences (See Planned Absence Procedures in this policy)
6. Death in the Family
7. 1 or 2 days where parent/guardians or sibling is being deployed or is returning from military service.

The following are excused absences for which no parental call is necessary:

1. Field Trip or School-Related Activity
2. Suspension from School

Students who have excused absences, or are on suspension, will be allowed full make-up privileges - homework assignments, quizzes, and chapter, unit, quarter and final exams.

#### Unexcused Absence

Unexcused absences occur when a parental phone call excusing the absence has not been received. Students who have unexcused absences will only be allowed to make up quarter and final exams. Make-up privileges may be appealed to an administrator.

The Administration will not excuse students when the students are in the building or on school grounds during class time but not in their assigned classroom. Absences from class to study for another class are not excusable.

### **Conversion of a Letter Grade to Credit/No Credit based on Excessive Absences**

**A student may accumulate fourteen (14) total absences in a class in a semester without grade sanction. This total includes unexcused as well as excused absences for personal or family illness. However, the following excused absences are exempt from the cumulative count and will not be added into the total number of absences for a class:**

- A. Death of a relative or attendance at a funeral.**
- B. Observance or celebration of an established religious holiday or attendance at religious instruction.**
- C. School-related and sanctioned events, field trips, competitions and activities.**
- D. School-imposed suspensions.**
- E. Extended Absence Due To Serious Medical Reasons and/or Homebound Schooling with accompanying medical documentation and approval of the Administration.**

**Parents/legal guardians will be notified by an automated calling system when their students have been absent to class. This is done in an effort to keep parents/legal guardians informed about their student's attendance and as a reminder to call in about any excused absences. Please contact the main office with questions about these absences.**

**Parent/guardian and student will be informed of ten(10) total absences in a class by email. Upon receipt of the fifteenth (15) absences from class per the criteria listed above, the student's grade for the course will be converted from a letter grade to credit/no credit. The student will receive a S grade if they successfully complete the course. The student will receive a U grade indicating loss of credit due to excessive absences.**

#### **Appeals process:**

**1. If the parents or guardians wish to appeal the grade conversion, they must meet with an administrator within seven school days after receiving notification from the school to review the excessive absences.**

**2. The administration reserves the right to all final decisions regarding attendance appeals.**

#### **1. First Unexcused Absence In A Class In A Semester:**

The school informs the parent/guardian by an automated call-out system:

#### **2. Second Unexcused Absence In A Class In A Semester:**

The school informs the parent/guardian by an automated call-out system and by email/mail:

#### **3. Third Unexcused Absence In A Class In A Semester:**

~~The school informs the parent/guardian by an automated call-out system. After the time for excusing the absence has lapsed, the parent/guardian will be notified by email/mail, and a personal phone call from the attendance secretary.~~

#### ~~4. Fourth Unexcused Absence In A Class In A Semester:~~

~~The school informs the parent/guardian by a personal phone call and mail. The counselor is also informed. Upon receipt of the fourth unexcused absence, the student may be assigned disciplinary consequences (attendance contract, detention, Saturday school, and/or suspension) and/or lose credit in class for the semester. Students losing credit will receive a failing grade, "W", which impacts the grade point average, and will be reassigned to a guided study hour for the balance of the semester. In some instances, with the permission of the teacher, a student will be allowed to remain in class as an audit (noncredit) student for the rest of the semester. In extreme cases, where credit has been lost in several classes, a student may be placed on a reduced schedule.~~

#### Total Absences

~~A student may accumulate fourteen total absences in a class in a semester before sanctions attach. This total includes both excused and unexcused absences. However, the following excused absences are exempt from the cumulative count and will not be added into the total number of absences from a class:~~

~~A. School-Related Activities~~

~~B. Religious Observance~~

~~C. Extended Absence Due To Serious Medical Reasons with Approval of the Administration~~

~~D. Suspension~~

~~Parent/guardian and student will be informed of ten (10) total absences in a class by mail or email. Upon receipt of the fifteenth (15) absence from class, excused or unexcused, the student and parent/guardian will have contact with an assistant principal to review the excessive absences. This meeting may also include the student's counselor. If the absences are determined to be inappropriate, a student may be assigned disciplinary consequences (attendance contract, detention, Saturday school, and/or suspension) and/or lose credit in the class and be reassigned to a guided study hour with a designation of "S" on the transcript if the student is passing in the class at the time of reassignment but lost credit in the class due to excessive absences. This grade will not affect the grade point average. If a student is failing the class at the time of reassignment to the guided study hour, the student will be given a grade of "W", an attendance failure grade, which will impact the grade point average. If the absences are deemed appropriate, the assistant principal may recommend that the student remain in class in good standing. The counselor may develop strategies with the student to help improve school attendance.~~

#### Permit to Leave School/Closed Campus

Okemos High School is a closed campus for the entire school day, including lunch. Once students arrive on campus, they may leave only for an emergency or an appointment that cannot be made for after school hours.

**Students leaving campus must sign out with the attendance secretary after parental contact has been made by phone.** The attendance secretary will, at that time, make every

effort to contact the parent/guardian. If parents/guardians are unavailable by phone and the student must leave school, another responsible adult specified on the emergency card will be contacted. If the persons named on the emergency card are unavailable and the administration believes the student should leave school, the school will call a responsible adult suggested by the student for permission to leave school.

Failure to sign out before leaving campus may result in a **detention**, Saturday school and/or suspension under the Student Code of Conduct. ~~A zero-hour student who must leave campus before the attendance office is open, must sign out through the student's zero-hour teacher, using the classroom telephone to secure parent/guardian permission.~~

~~To promote the security and safety of the students and the building and to avoid congestion on the west side of the building, parents/guardians may drop off and pick up students at the student parking lot on the east side of the building.~~

### **Planned Absences, Personal Convenience Absences, Trips/Vacations**

**Students are expected to be in classes while school is in session. There are generous vacation periods built into the school calendar, so absences of this type taken during school time are discouraged. Parents must notify the main office at least two days in advance for the absence to be excused. Students will be responsible for making necessary arrangements for missed coursework with their teachers and must notify teachers in advance of the absence. Students must request homework prior to departure and arrange time to make up missed tests or quizzes (if appropriate) at a time that is acceptable with the teacher. On the first day back to school from this type of absence, the work that was due on the day(s) of the absence(s) must be turned in.**

### **Planned Absence Procedures**

The planned absence procedure and form is required for an anticipated absence of three or more days ~~including school-related trips~~. Excused absences for travel will be granted only for family travel up to five (5) school days. Parents/guardians seeking exceptions to this rule must appeal to the administration.

~~Also, medical and dental appointments can be made sufficiently ahead of time to allow advance planning.~~

To arrange a planned absence of three (3) or more days:

1. Students must obtain a planned absence form from the attendance office.
2. Students must present the planned absence form to each teacher. The teachers will sign the form, and list the assignments with completion dates, as determined by the teacher for the student.
3. The student must take the completed form home for parental/guardian signature.
4. After the form is completed by all parties, the completed form must be submitted to the attendance clerk in the attendance office before the planned absence commences.

### **Extended Travel – Travel Abroad**

Generally speaking, there will be no credit granted for travel abroad. Absences for travel are addressed in the OHS Attendance Policy and are not allowed in excess of five (5) school days.

Extended absences for travel may require that the student become inactive and continue the student's studies through an approved correspondence program, i.e. institutions accredited by AdvancEd or Commission on International and Trans-Regional Accreditation (CITA) and with the permission of the principal. OHS counselors can assist students and parents/guardians in selecting correspondence courses.

### Additional Information

When parents/guardians are out of town, they are asked to notify the school of the person responsible for their student in their absence. The school may contact parents/guardians for verification of student absence upon the parent's return.

Parents/guardians are expected to contact the school each day, or portion, that their student is absent. The secretary will inquire as to the reason for the absence.

Where there is excessive absence, a physician's note may be required. The school may ask the county **district** nurse to make a home visit, to determine if any help may be needed.

For prolonged illness or absence due to contagious disease, the principal may require a physician's certificate for re-admission to school.

Parents/guardians wishing to obtain assignments for their student during an absence, may contact the guidance office (706-4920) or contact the teacher directly by telephone or by email. Teachers' telephone extension numbers are ~~sent home in September~~ and listed on the OHS webpage ([www.okemosk12.net](http://www.okemosk12.net)).

~~The attendance procedure operates on a semester basis, with a clean record assigned to every student at the beginning of each semester. In most departments, students will be permitted to continue and/or re-enroll in the next semester in courses for which they received an attendance failure grade as their final grade or for which they lost credit due to excessive absences or tardies.~~

When a student receives an attendance **grade conversion** failure, the **grade conversion** ~~failing grade~~ will remain on the transcript in addition to any grade earned when retaking the course.

If students are waiting for a teacher after the class period has begun, they must remain in the classroom, or at the door (if the classroom is locked). If a student leaves, the student will receive an unexcused absence.

### Tardy Rules and Regulations

Students tardy to class delay and/or disrupt the learning process, show disrespect for fellow students and teachers and generally demonstrate a disregard for their commitments.

A. Passing time will be seven (7) minutes.

B. A student is deemed tardy to class if that student is not in the classroom by the time the bell has rung marking the beginning of class. A student will be considered absent when the student arrives to class more than ten minutes after the class period has begun.

C. A student is arriving to class after the bell has rung marking the beginning of class who has a written note or pass from a staff member or an administrator excusing the tardy will not be deemed tardy. Only written notes from a staff member or an administrator will be accepted.

D. A student may not have more than eight (8) tardies in a semester per class. When a student obtains a sixth tardy in a semester, per class, ~~he or she~~ **the student** will be assigned a detention. When a student has the ninth (9) tardy, ~~he or she~~ **the student** may be assigned disciplinary consequences (attendance contract, detention, Saturday school, and/or suspension) and/or **conversion of a letter grade to credit/no credit based on excessive tardies**. ~~lose credit in that class and be reassigned to a guided study hour for the remainder of the semester. If a student is passing the class at the time the student is reassigned to guided study hour, the student will receive the designation of "U" which will indicate that credit was lost due to tardiness. The designation "U", will not affect the grade point average. If a student is failing the class at the time the student is reassigned to the guided study hour because of tardiness, the student will receive a "W", an attendance failure grade, which will impact the grade point average.~~

~~E. In some instances, with the teacher's permission, a student who has lost credit due to excessive tardiness will be allowed to audit the class for the rest of the semester. When auditing because of tardiness, a detention will be given for every subsequent tardy. In extreme cases, where credit has been lost in several classes, a student may be placed on a reduced schedule.~~

F. Attempts will be made to notify parents/guardians by the **automated phone calling system** ~~computerized phone master~~ of each tardy. Further, parents or guardians will be informed by ~~mail or~~ email when a student receives the ~~third (3) and sixth (6)~~ tardy in a class. When a student receives the ninth (9) tardy, parents/guardians will be informed by **email** letter and by a personal phone call of the student's **additional disciplinary consequences as outlined in section D above**. ~~reassignment to the guided study hour.~~

G. The following tardies are exempt from the cumulative count and will not be added into the total tardies in a semester:

1. School-Related Activities
2. Religious Observance
3. Tardiness Due To Injury, Disability, or Illness/Appointment

H. Teachers may include a participation grade in their grading system, and may consider attendance in the participation portion of the grade. ~~However, prior to a student's ninth tardy, a student will not receive a failing grade as a result of his or her tardiness.~~

I. Tardies will not be counted toward absences.

~~J. When students reach their ninth tardy in guided study hour, they will be assigned an after school detention for that tardy and all subsequent tardies.~~

K ~~J~~. The appeal process for tardiness shall be the same as that for absence.

## Appeals

~~Appeals of a failing grade being assigned for a marking period or semester due to the accumulation of absences (excused or unexcused; tardiness) must be filed within five (5) school days from the date on the notice letter to appeal. If the appeal process is activated, the student will remain in class until the appeal process has been exhausted.~~

#### Building Administrator

~~A conference will be scheduled with parents/guardians as soon as possible following the appeal. A decision will be rendered within two (2) school days of the conference.~~

#### Superintendent / Designee Level

~~Appeal to the Superintendent shall be filed within two (2) days of the principal's denial. A conference will be scheduled with parents/guardians as soon as possible following the request for appeal. A decision will be rendered within two (2) school days of the conference.~~

~~The Superintendent's decision will be considered final. The student or parent/guardian may appeal to a committee of the Board of Education only in cases where it is alleged the Superintendent decision was contrary to the attendance policy or a procedural error.~~

#### Board Level

~~An appeal to the Board of Education will be made in writing within two (2) school days after the Superintendent's decision. A three (3) member appeal committee of the Board of Education will be appointed by the Board President. A decision will be rendered by the appeals committee within five (5) school days of the committee hearing. Any unexcused absence, attendance failure grade, or loss of credit assigned for a marking period or semester that is not appealed within the stipulated timelines will stand as designated.~~

**Additional Notes:** The handbook was reviewed for gender-neutral language and corrections were made as necessary. Changes to personnel and event dates were also updated.

District Title IX  
Process and Policy  
Handbook

Title IX refers to behavior that constitutes sexual harassment. What is Sexual Harassment? Conduct on the basis of sex that satisfies one or more of the following: Employee quid pro quo; Sexual assault, dating violence, domestic violence, stalking); and Hostile environment.

If a student or staff member is suspected or accused of sexual harassment, a formal complaint will need to be filled out by the parents, staff member, or student if over the age of 18. A student or staff member may not be disciplined for sexual harassment unless the Title IX procedure is followed.

Those who complain of sexual harassment are called complainants. Complainants will be offered supportive measures to ensure they have access to the educational environment. Supportive measures might include, but are not limited to the following: additional counseling support, change of class schedule, change of passing time, no contact directives, and other measures to ensure equitable access to their education.

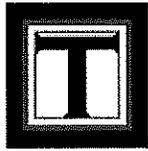
The Title IX complaint process presumes there is no responsibility on any party until the investigation is complete. There is a level of transparency with the Title IX process that is different from our traditional handling of student behavior complaints. The following flow charts are designed to add clarity to the differences.

<b>Traditional Discipline Procedure using Student Handbook</b>	<b>Title IX Process</b>
<ol style="list-style-type: none"> <li>1. Complaint is received by an administrator.</li> <li>2. An administrator collects information via student/adult witness interviews, written statements, video footage if available, and other means of information. Information that includes identifiable student information is redacted if requested by either party.</li> <li>3. The administrator draws a conclusion based on what they believe is factual using a preponderance of evidence.</li> <li>4. There may be no discipline if there is not a preponderance of evidence. There may be consequences after the administrator reviews 7 factors, issues a consequence and/or restorative measures.</li> </ol>	<ol style="list-style-type: none"> <li>1. Complaint is received by an administrator.</li> <li>2. The administrator offers supportive measures to the complainant.</li> <li>3. The Administrator shares the information with the caregivers and with the Title IX Compliance Officer</li> <li>4. The Title IX Compliance Officer shares the information they have received with the guardians of the complainant and reviews the process with parents.</li> <li>5. Parents choose to fill out the title IX formal complaint form, and submits it or chooses an alternative resolution.</li> <li>6. If a formal complaint is submitted, the Title IX Coordinator assigns an unbiased trained investigator who makes both the complainant and the respondent aware of the complaint and that they have a right to representation when they are being interviewed..</li> <li>7. The investigator collects information via student/adult witness interviews, written statements, video footage if available, and</li> </ol>

District Title IX  
Process and Policy  
Handbook

	<p>other means of information. The complainant and respondent have a right to representation at this meeting.</p> <p>8. The investigator shares all of the relevant information found to to compile a report to both the complainant and respondent, including witness statements.</p> <p>9. The Complainant and Respondent have 10 days to respond to the information provided.</p> <p>10. Having reviewed responses, the investigator compiles a report and gives said report to the decision maker.</p> <p>11. The decision maker has 10 days to render a finding of responsibility based on the report.</p> <p>12. If found responsible, the decision maker states this and shares supporting rationale, and an appropriate consequence.</p> <p>13. If found not responsible, the decision maker states this and shares supporting rationale.</p> <p>14. Both parties have 7 days to appeal the decision to an assigned trained appeals officer, who may rule either way.</p> <p>15. If found responsible, a consequence is given to the respondent.</p> <p>16. If found not responsible, no consequence is given to the respondent.</p> <p>17. The appeals officer's decision is final. Restorative meeting/s may or may not be facilitated.</p>
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For more information on the Okemos Public Schools' Title IX policy, please visit our website at [www.okemosk12.net](http://www.okemosk12.net).



Thrun Law Firm’s comprehensive Policy Manual is available for purchase and distribution. Although not required for Policy Manual implementation, the related Administrative Guidelines and Forms are available.

**2021-2022 School Year Pricing Information**

<i>Retainer Clients</i>		<i>Non-Retainer Clients</i>	
Policy Manual	\$7,000	Policy Manual	\$9,500
Administrative Guidelines/Forms	\$4,000	Administrative Guidelines/Forms	\$6,500
Annual Updates (2021-22 SY)	up to \$2,500/ SY	Annual Updates (2021-22 SY)	up to \$4,000/ SY

Prices in future school years are subject to change.

**Annual Updates**

Thrun Law Firm will update the Policy Manual, Administrative Guidelines, and Forms annually and on an “as needed” basis. The annual update fee may be less than \$2,500 (for retainer clients) or \$4,000 (for non-retainer clients) if few or no updates are necessary in a given school year. Update fees are subject to automatic annual renewal and are invoiced in May or June for the current school year. Annual updates will cover July 1 to June 30 of each year.

**Implementation**

After receiving a completed order form, Thrun Law Firm will provide the named contact person with confirming correspondence and instructions on how to access the Policy Manual, along with an implementation checklist. The district will be billed once the order form has been processed.

**Online Platform**

The Policy Manual does not require districts to subscribe to an online platform from any particular vendor. Districts may inquire with their current online platform to determine if the current platform is compatible for posting the Policy Manual. Thrun Law Firm is not endorsing or recommending any particular platform to host board policies.

Districts may inquire with MASB about the BoardBook meeting management product, which offers a new online document system called BoardBook Manuals to host policies on a searchable, web-based platform. Please contact Stacy Washington at [swashington@masb.org](mailto:swashington@masb.org) or 517-327-5936 for additional information about BoardBook Manuals.

Districts may also inquire with eBoardsolutions, which is another company that develops board management software, including online document hosting. The contact person is Charlie Rigby at [crigby@eboardsolutions.com](mailto:crigby@eboardsolutions.com) or (770) 822-3626.

**Policy Implementation Meetings**

The Thrun Policy Manual is not ready for immediate adoption by your Board until it is first reviewed and customized by your district. As a part of the policy service fees, Thrun Law Firm will conduct regular policy information meetings via Zoom to review the policies and discuss options identified within the policies. The dates for those meetings are emailed to subscribing districts and published in Thrun Law Firm’s monthly *School Law Notes*.

**Policy Modification**

The policies provided in the Policy Manual have been reviewed and vetted by our attorneys. If your district would like to substantially modify a policy or draft a new policy, we would be happy to assist. Modifications are not included in the Policy Manual purchase price and will be billed at the respective attorney’s hourly rate.

**Payment**

Thrun Law Firm will deliver an invoice upon receipt of this order form and payment is due within 30 days.

-----  
By signing this document, I acknowledge that I am making this purchase on behalf of the District/ISD, which will be invoiced for the products checked below and I will be subject to the attached Thrun Policy Service Terms and Conditions, which are incorporated by reference as if fully set forth herein.

Contact Person:\* \_\_\_\_\_

Title: \_\_\_\_\_

E-mail: \_\_\_\_\_

District: \_\_\_\_\_

ISD: \_\_\_\_\_

Policy Manual  Yes  No (Check One)

Administrative Guidelines/Forms  Yes  No (Check One)

Annual Updates  Yes  No (Check One)

Signature: \_\_\_\_\_

\*The Contact Person must register an account on the Thrun Law Firm website. If the Contact Person does not have an account, please create an account at <http://www.thrunlaw.com/user/register>. If the Contact Person is already a registered user on the Thrun Law Firm website, he or she does not need to create a new account.

When completed, please return this form to Barb Feldkamp at [bfeldkamp@thrunlaw.com](mailto:bfeldkamp@thrunlaw.com).

## **OKEMOS PUBLIC SCHOOLS**

**Emily Swirsky, Director**

**Department of Food & Nutrition Services**

August 4th, 2020

Mr. John Hood, Superintendent  
4406 Okemos Road  
Okemos, MI 48864

Dear John:

Every year USDA requires every school district in the United States to complete the Paid Lunch Equity Tool for the next school year to adjust lunch prices. The goal of the tool is to have equity between the price of a paid lunch and the free reimbursement rate. The result of the Paid Lunch Equity Tool for the 2022-2023 school year states “SY 2021-22 Weighted Average Price equal to or above the target price of \$3.31 are compliant for SY 2022-2023. \$3.31 is the difference between Free and Paid reimbursement rates for SY 2021-2022.”

The lunch price at the K-4 level is currently \$2.85 and \$3.10 at the 5-12 level. The 2022-2023 reimbursements have not officially been released by MDE as of Aug 4th, 2022 but are expected to be: paid \$.79, reduced \$3.95 and free \$4.35. The recommended prices for 2022-2023 are as follows: \$3.25 for K-4 Lunch and \$3.50 for 5-12 lunch. The Food Price and Inflation History Forecast provided by GFS predicts an overall inflation rate on all foods at 8.5-9.5% above last year's costs. Additionally, some of our most commonly used food items will see as much as a 15.5% increase. In addition, economic factors have led to increases in wages, equipment costs, shipping and services used to make serving meals possible.

There is not a Paid Equity Tool for Breakfast prices. Prior to the pandemic breakfast was priced at \$2.00. The expected reimbursement rates for breakfasts are as follows: \$2.26 for free, \$1.96 for reduced and \$.50 for paid. The proposed price for breakfast is to maintain at \$2.00.

In summary, I would recommend an increase in lunch prices and no increase in the breakfast price. Please let me know the formal action of the Board of Education. We will be preparing publications with the meal prices in late August. Resources used are attached.

4406 N. Okemos Road Okemos, Michigan 48864 517-706-5012 Fax 517-349-6235  
emily.swirsky@okemosschools.net

Thank you for the consideration of the meal price adjustments.

Sincerely,

Emily Swirsky

Cc: E. Lentz

4406 N. Okemos Road Okemos, Michigan 48864 517-706-5012 Fax 517-349-6235  
emily.swirsky@okemosschools.net

**Food Price Inflation History and Forecast**

Listed below is a chart reporting historical food price inflation and forecasted inflation. The Bureau of Labor Statistics and the Economic Research Service of the USDA provide this information. For future updates, you may access this information online at this web address: <http://www.ers.usda.gov/data-products/food-price-outlook.aspx>.

These inflation projections in no way imply a guarantee of price, price increase or decrease. Weather conditions, supply and demand situations, import/export activity and other situations may change the actual inflation results you may experience.

Gordon Food Service® hopes this information assists you in effectively operating your business.

Changes in food price indexes						
Projected Food Price Changes						
Source: USDA / The Food Institute						
Item	Relative importance <sup>1</sup>	Month-to-month May 2022 to June 2022	Year-over-year June 2021 to June 2022	Year-to-date avg. 2021 to avg. 2022	Forecast range <sup>2</sup> 2022	Forecast range <sup>2</sup> 2023
Consumer Price Indexes	Percent	Percent change	Percent change	Percent change	Percent change	Percent change
<b>All food</b>	100.0	1.0	10.4	7.1	<b>8.5 to 9.5 (+)</b>	2.5 to 3.5
Food away from home	38.0	0.9	7.7	5.3	<b>6.5 to 7.5 (+)</b>	3.0 to 4.0
Food at home	62.0	1.0	12.2	8.2	<b>10.0 to 11.0 (+)</b>	2.0 to 3.0
Meats, poultry, and fish	13.2	0.4	10.4	8.2	<b>9.0 to 10.0 (+)</b>	2.0 to 3.0
Meats	8.4	0.0	8.2	7.5	7.5 to 8.5	2.0 to 3.0
Beef and Veal	3.9	-0.6	4.1	6.0	6.0 to 7.0	2.0 to 3.0
Pork	2.7	0.1	9.0	7.6	7.0 to 8.0	1.0 to 2.0
Other meats	1.8	1.0	16.7	10.8	<b>12.0 to 13.0 (+)</b>	2.0 to 3.0
Poultry	2.7	1.5	17.3	10.7	<b>14.5 to 15.5 (+)</b>	3.0 to 4.0
Fish and seafood	2.2	0.5	11.0	8.0	<b>9.5 to 10.5 (+)</b>	2.0 to 3.0
Eggs	1.0	0.3	33.1	18.5	19.5 to 20.5	-0.5 to 0.5
Dairy products	5.8	1.4	13.5	7.8	<b>12.0 to 13.0 (+)</b>	1.5 to 2.5
Fats and oils	1.8	2.0	19.5	12.1	<b>16.5 to 17.5 (+)</b>	2.0 to 3.0
Fruits and vegetables	10.6	-0.3	8.1	7.0	6.5 to 7.5	0.0 to 1.0
Fresh fruits & vegetables	8.1	-0.7	7.0	6.6	6.5 to 7.5	-0.5 to 0.5
Fresh fruits	4.4	-1.9	7.3	8.4	8.5 to 9.5	-0.5 to 0.5
Fresh vegetables	3.7	0.7	6.5	4.6	4.0 to 5.0	-0.5 to 0.5
Processed fruits & vegetables	2.5	1.1	11.6	8.1	<b>8.5 to 9.5 (+)</b>	2.0 to 3.0
Sugar and sweets	2.1	1.1	9.4	6.8	<b>7.5 to 8.5 (+)</b>	2.0 to 3.0
Cereals and bakery products	7.9	2.0	13.8	8.5	<b>12.0 to 13.0 (+)</b>	5.0 to 6.0
Nonalcoholic beverages	7.1	0.9	11.9	7.5	<b>7.5 to 8.5 (+)</b>	2.0 to 3.0
Other foods	12.5	2.0	14.6	8.8	<b>12.0 to 13.0 (+)</b>	2.0 to 3.0

**Note:** Red(-) indicates an adjustment downward, Green(+) indicates an adjustment upward, and black indicates no change from last quarter's forecast. Source of historical data: Bureau of Labor Statistics Forecasts by the Economic Research Service

Please note that USDA/The Food Institute forecasts price changes for Food Away from Home (Foodservice) as a total segment value only, individual product category forecasts for this segment are not available. Food product category forecasted price changes are for Food At Home (Retail/Grocery).

**Month This Year over Month Last Year Price Increases (Not Seasonally Adjusted Figures):**

**All Consumer Goods: +9.06%**

Overall Consumer Price Index (CPI) for all consumer goods and services

**Food Away From Home Prices: +7.66%**

What consumers pay for food when eating away from home

**Food at Home Prices: +12.23%**

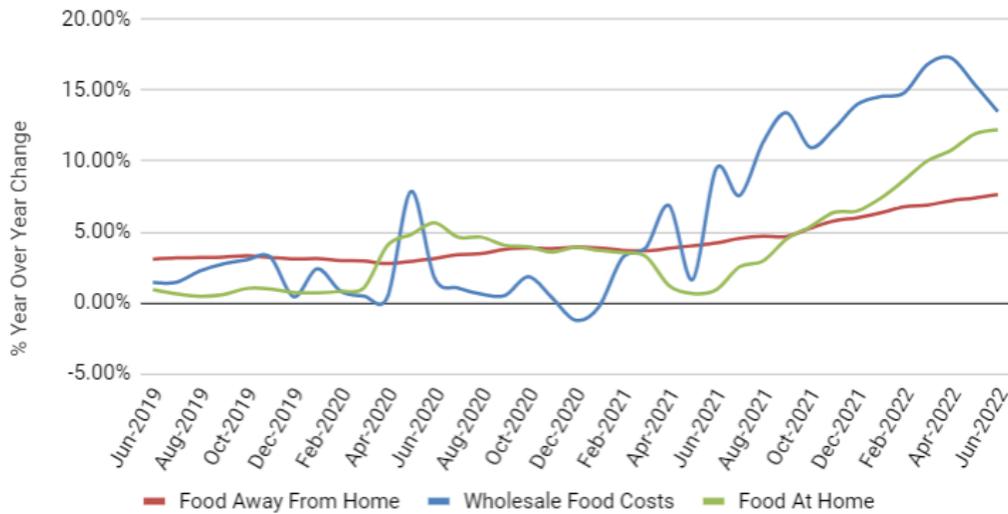
What consumers pay for food purchased at grocery stores for home consumption

**Wholesale Food Costs: +13.50%**

Producer Price Index (PPI) – a blend of manufacturer selling prices and distributor/grocery store costs

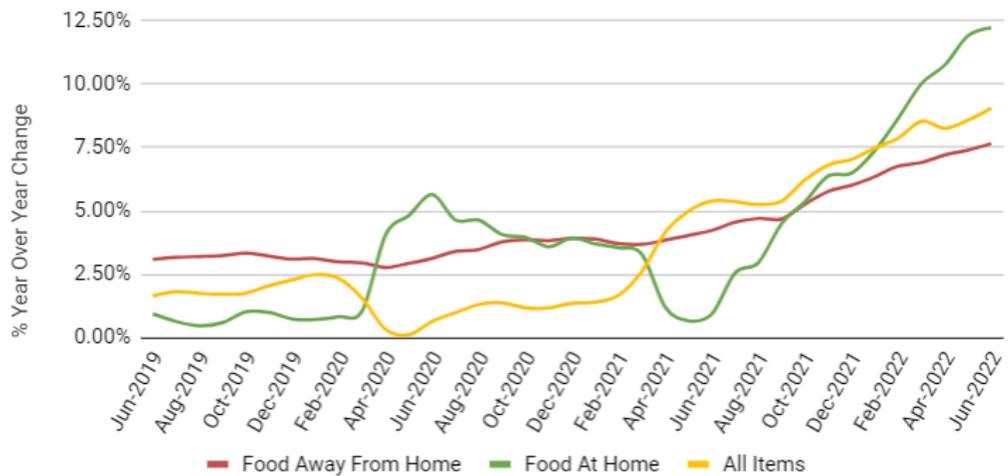
**Year over Year Growth – Prices and Costs:**

Consumer Food Price Inflation vs. Wholesale Food Costs (PPI)



**Year over Year Growth – Consumer Inflation Price Inflation (CPI):**

Foodservice Prices vs. Retail-Grocery Prices



## SY 2022-23 Price Adjustment Calculator

[Go to Instructions](#)

SY 2022-23 Weighted Average Price Requirement	
Requirement price to the nearest cent	Optional price requirement <b>ROUNDED DOWN</b> to nearest 5 cent
\$ -	\$ -
<i>Note: Above prices are based on adjusting SY 2021-22 price requirement by the 2% rate increase plus the Consumer Price Index (4.04%)</i>	

SY 2021-22 Weighted Average Price Calculator			
Enter the paid prices and number of paid lunches sold at each price for <b>October 2021</b> .			
Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2021-22 Weighted Average Price
1.	12,268	\$ 2.85	\$ 34,963.80
2.	12,461	\$ 3.10	\$ 38,629.10
3.	329	\$ 3.90	\$ 1,283.10
4.		\$ -	
5.		\$ -	
6.		\$ -	
7.		\$ -	
8.		\$ -	
9.		\$ -	
10.		\$ -	
<b>TOTAL</b>	<b>25,058</b>	<b>\$ 74,876.00</b>	<b>\$ 2.99</b>
<i>Note: SY 2021-22 Weighted Average Price equal to or above the target price of \$3.31 are compliant for SY 2022-23. \$3.31 is the difference between the Free and Paid reimbursement rates for SY 2021-22.</i>			

<b>Total Price Increase for SY 2022-23</b>
\$ -

<b>Required price increase for SY 2022-23 (with 10 cent cap)</b>
No price increase necessary

<b>Remaining increase carried forward to SY 2023-24</b>
\$ -

<b>Remaining credit carried forward to SY 2023-24</b>
\$ 2.99

[Go to SY 2022-23 Report](#)

## Step 3 (Optional)

Pricing Estimation Calculator				
Below is a tool allowing users to manipulate prices to achieve the required new weighted average price.				
Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	Weighted Average Price	
1.	12,268	\$ 3.25	\$ 39,871.00	
2.	12,461	\$ 3.50	\$ 43,613.50	
3.	329	\$ 5.15	\$ 1,694.35	
4.		\$ -		
5.		\$ -		
6.		\$ -		
7.		\$ -		
8.		\$ -		
9.		\$ -		
10.		\$ -		
<b>TOTAL</b>	<b>25,058</b>	<b>\$ 85,178.85</b>	<b>\$</b>	<b>3.40</b>

Note: This tool is created to allow the user to only enter the number of paid lunches and the related prices. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current functionality. February 2022

Okemos Public Schools, Ingham County, Michigan (the “District”)

A special meeting of the board of education of the District (the “Board”) was held in the Community Conference Room, within the boundaries of the District, on the 8th day of August, 2022, at 7 o’clock in the p.m. (the “Meeting”).

The Meeting was called to order by Mary Gebara, President.

Present: Members

Absent: Members

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

**WHEREAS:**

1. In the opinion of this Board it is necessary and expedient to ask voters whether to approve a bond project consisting of erecting, furnishing and equipping a new elementary school building; erecting, furnishing and equipping a new middle school building as an addition to Chippewa Middle School; erecting, furnishing and equipping additions to school buildings; remodeling, equipping and re-equipping and furnishing and refurbishing school buildings; acquiring, installing, equipping and re-equipping school buildings for instructional technology; purchasing school buses; and preparing, developing, improving and equipping playgrounds, play fields, athletic fields and facilities and sites.

2. This Board estimates the necessary cost of the project to be Two Hundred Seventy-Six Million Five Hundred Seventy-Two Thousand Two Hundred Seven Dollars (\$276,572,207).

3. It will be necessary for the District to borrow the sum of Two Hundred Seventy-Five Million Dollars (\$275,000,000) and issue the bonds of the District therefor, the remaining funds to be derived from the investment of the bond proceeds.

4. This Board intends to submit a proposition at a special election to be held on Tuesday, November 8, 2022.

5. On or before 4:00 p.m. on Tuesday, August 16, 2022, the Board shall certify any ballot proposition to be submitted to the voters at such election to the election coordinator or coordinators designated to conduct elections within the District (the “Election Coordinator”).

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

1. A special election of the school electors of the District be called and held on Tuesday, November 8, 2022.

2. The proposition to be voted on at the special election shall be stated on the ballots in substantially the form as set forth in Exhibit A.

3. The Election Coordinator is requested to:

- a. Utilize Lansing State Journal, a newspaper published or of general circulation within the District, for publication of notices in accordance with the election law requirements.
  - b. Utilize ballot proposition summary information, as prepared by legal counsel, in the forms of the notices of last day of registration and election in substantially the form as set forth in Exhibit B attached hereto.
  - c. Provide a proof copy of the ballot to the District and its legal counsel in sufficient time to allow the ballot to be proofread prior to printing.
4. This Board estimates the period of usefulness of the improvements for which bonds of the District in the amount of Two Hundred Seventy-Five Million Dollars (\$275,000,000) are to be issued to be not less than thirty (30) years.
5. The Secretary of this Board is hereby authorized and directed to file a copy of this resolution with the Election Coordinator and with any Election Clerk or clerks designated to conduct elections within the District by 4:00 p.m., on Tuesday, August 16, 2022.
6. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

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Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Okemos Public Schools, Ingham County, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board’s minutes. The undersigned further certifies that notice of the Meeting was given to the public pursuant to the provisions of the “Open Meetings Act” (Act 267, Public Acts of Michigan, 1976, as amended).

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Secretary, Board of Education

JJS/keh

## EXHIBIT A

### OKEMOS PUBLIC SCHOOLS BONDING PROPOSAL

Shall Okemos Public Schools, Ingham County, Michigan, borrow the sum of not to exceed Two Hundred Seventy-Five Million Dollars (\$275,000,000) and issue its general obligation unlimited tax bonds therefor, in one or more series, for the purpose of:

erecting, furnishing and equipping a new elementary school building; erecting, furnishing and equipping a new middle school building as an addition to Chippewa Middle School; erecting, furnishing and equipping additions to school buildings; remodeling, equipping and re-equipping and furnishing and refurnishing school buildings; acquiring, installing, equipping and re-equipping school buildings for instructional technology; purchasing school buses; and preparing, developing, improving and equipping playgrounds, play fields, athletic fields and facilities and sites?

The following is for informational purposes only:

The estimated millage that will be levied for the proposed bonds in 2023 is 2.49 mills (\$2.49 on each \$1,000 of taxable valuation) for a 0 mill net increase over the prior year's levy. The maximum number of years the bonds of any series may be outstanding, exclusive of any refunding, is thirty (30) years. The estimated simple average annual millage anticipated to be required to retire this bond debt is 6.21 mills (\$6.21 on each \$1,000 of taxable valuation).

The school district does not expect to borrow from the State to pay debt service on the bonds. The total amount of qualified bonds currently outstanding is \$23,095,000. The total amount of qualified loans currently outstanding is \$0. The estimated computed millage rate may change based on changes in certain circumstances.

(Pursuant to State law, expenditure of bond proceeds must be audited and the proceeds cannot be used for repair or maintenance costs, teacher, administrator or employee salaries, or other operating expenses.)

**EXHIBIT B**

**SUMMARY OF BALLOT PROPOSITION TO BE INSERTED IN THE  
NOTICES OF LAST DAY OF REGISTRATION AND ELECTION:**

**OKEMOS PUBLIC SCHOOLS  
GENERAL OBLIGATION UNLIMITED TAX BOND PROPOSAL  
FOR BUILDING AND SITE PURPOSES IN THE AMOUNT OF  
NOT TO EXCEED \$275,000,000**

Full text of the ballot proposition may be obtained at the administrative offices of Okemos Public Schools, 4406 North Okemos Road, Okemos, Michigan 48864-1792, telephone: (517) 706-5000.

**PLEASE TAKE FURTHER NOTICE THAT THE BONDS OF THE SCHOOL DISTRICT, IF APPROVED BY A MAJORITY VOTE OF THE ELECTORS AT THIS ELECTION, WILL BE GENERAL OBLIGATION UNLIMITED TAX BONDS PAYABLE FROM GENERAL AD VALOREM TAXES.**

**OKEMOS PUBLIC SCHOOLS  
INGHAM COUNTY, MICHIGAN**

**CALENDAR FOR BOND ELECTION ON  
TUESDAY, NOVEMBER 8, 2022**

1. **Thursday, June 23, 2022** - Deadline for receipt by Thrun Law Firm, P.C. of draft Preliminary Qualification Application documents for subsequent filing with the Michigan Department of Treasury.
2. **Wednesday, June 29, 2022 at 1:30 p.m.** - Conference call (call-in number 517.374.4536, passcode 412246), with the Michigan Department of Treasury; Matt Slagle of Tower Pinkster Titus Associates, Inc. , the project architects; Amy Scoby of The Christman Company, the district's construction management firm; Nate Watson of PFM Financial Advisors LLC, the financial consultant; and Thrun Law Firm, P.C. to finalize the Preliminary Qualification Application.
3. **Monday, July 11, 2022** - Board of Education meeting to approve the Preliminary Qualification Application.
4. **Day following Board meeting** - Return two originally signed Preliminary Qualification Applications to Thrun Law Firm, P.C. via overnight delivery for subsequent filing with the Department of Treasury.
5. Thrun Law Firm, P.C. will request preliminary qualification approval not later than **Friday, August 5, 2022.**
6. **Monday, August 8, 2022** - Board of Education meeting to adopt the resolution calling the election.
7. **On or before 4:00 p.m. on Tuesday, August 16, 2022** - Forward ballot wording and resolution to Election Coordinator. **Failure to timely file a certified copy of ballot language may jeopardize the School District's ability to place the question(s) on the ballot.**
8. **On or before Monday, September 19, 2022** - Absent voter ballots must be available to be sent to voters serving in the military or living overseas. Absent voter ballots must be available by **Saturday, September 24, 2022** to be sent to members of the general public.
9. **On or before Monday, October 10, 2022** - Registration notice must be published by the Election Coordinator once in a newspaper of general circulation in the School District.
10. **On or before Monday, October 24, 2022** - Last day for voters to register by mail. Voters may register **in person** through **Tuesday, November 8, 2022** (election day) with the required documentation.
11. **On or before Tuesday, November 1, 2022** - Election notice must be published by the Election Coordinator once in a newspaper of general circulation in the School District.
12. Election clerk offices must be open for at least 8 hours on the last Saturday (**November 5, 2022**) and/or Sunday (**November 6, 2022**) before the election to issue and receive absent voter ballots. The election clerk must post notice of those date(s) and time(s) at least 30 days before the election.
13. **Tuesday, November 8, 2022** - The polls of election will open at 7:00 a.m. and close at 8:00 p.m.

## CAMPAIGN FINANCE ACT – FREQUENTLY ASKED QUESTIONS

Section 57 of the Michigan Campaign Finance Act, Public Act 388 of 1976, MCL 169.257, governs the activities of public bodies (e.g., school districts, public school academies, and intermediate school districts), elected or appointed public officials, and individuals acting for or employed by public bodies by limiting the ways in which public funds or public resources may be used to support or oppose a candidate or ballot question. Below are common questions concerning Section 57 and Michigan Election Law.

**The answers are of a general nature. This information is not intended to provide legal advice or an opinion about specific matters, facts, or situations. Future legal developments may affect these topics. The reader is encouraged to contact legal counsel to discuss specific matters or issues as they arise.**

### GENERAL OVERVIEW

The Michigan Secretary of State's ("SOS") Compliance and Rules Division is responsible for the interpretation, application, and enforcement of Section 57. Investigations usually occur after a complaint is filed. Penalties may include a warning letter, substantial fines imposed on individuals or the public body, and/or misdemeanor charges.

#### 1. SCHOOL DISTRICT ACTIVITIES/EXPENDITURE OF PUBLIC FUNDS

##### 1.1. Are school districts authorized to spend public funds or use public resources to advocate passage or defeat of a proposition?

**No.** Section 57 expressly prohibits a public body or individual acting for a public body from using or authorizing the use of funds, personnel, office space, computer hardware or software, property, stationery, postage, vehicles, equipment, supplies, or other public resources that constitute a "contribution" or "expenditure" as defined by Michigan law or to provide volunteer personal services to support or oppose a candidate or ballot question.

##### 1.2. What is a "contribution" or "expenditure" under Michigan Election Law?

"Contribution" means a payment, gift, subscription, assessment, expenditure, contract, payment for services, dues, advance, forbearance, loan, donation of money or anything of ascertainable monetary value, or a transfer of anything of ascertainable monetary value to a person, *made for the purpose of influencing* the nomination or election of a candidate, for the qualification, passage, or defeat of a ballot question, or for the qualification of a new political party.

"Expenditure" means a payment, donation, loan, or promise of payment of money or anything of ascertainable monetary value for goods, materials, services, or facilities in assistance of, or in opposition to, the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

##### 1.3. What are some examples of expenditures?

- A contribution of anything of ascertainable monetary value *for purposes of influencing* the qualification, passage, or defeat of a ballot question.
- Voter registration or get-out-the-vote activities unless the activity is non-partisan voter registration or non-partisan get-out-the-vote activities made by a 501(c)(3) organization or by the SOS or other registration officials.

##### 1.4. What is meant by "for the purposes of influencing" the passage or defeat of a ballot question? Aren't all activities influential in some way?

Relying on the U.S. Supreme Court's interpretation of federal campaign finance laws, the SOS defines the term "influencing" by using an "express advocacy" standard. When applying the "express advocacy" test to communications produced with public funds or public resources, the SOS reviews the communication within the four corners and, in certain circumstances, will look behind the creation or production of the communication to determine if there has been a violation. The SOS has concluded that the following terms violate the express advocacy test:

- “Vote For” or “Vote Against”
- “Elect” or “Defeat”
- “Support the Continuation of”
- “Support” or “Oppose”
- “Vote Yes” or “Vote No”

**1.5. What types of activities are permitted under Section 57?**

Section 57(1)(a)-(f) outline *exceptions* to the general rule prohibiting public funds or public resources from being used to influence a ballot question or candidate. The SOS has interpreted these permitted activities as being limited in nature. Below are those exceptions.

- (a) The expression of views by an elected or appointed public official who has policy-making responsibilities.
- (b) The production or dissemination of factual information concerning issues relevant to the function of the public body.
- (c) The production or dissemination of debates, interviews, commentary, or information by a broadcasting station, newspaper, magazine, or other periodical or publication in the regular course of broadcasting or publication.
- (d) The use of a public facility owned or leased by, or on behalf of, a public body if any candidate or committee has an equal opportunity to use the public facility.
- (e) The use of a public facility owned or leased by, or on behalf of, a public body if that facility is primarily used as a family dwelling and is not used to conduct a fundraising event.
- (f) An elected or appointed public official or an employee of a public body who, when not acting for a public body but is on his or her own personal time, is expressing his or her personal views, is expending his or her own personal funds, or is providing his or her own personal volunteer services.

Additional information pertaining to permitted activities can be found under **“School Employee Activities”** and **“School District’s Relationship with Advocacy Committees”** below.

**1.6. May the board adopt a resolution expressing its support for a ballot proposition and encourage its voters to vote “yes”?**

**Yes.** A governing body may adopt a resolution supporting a proposition under Section 57(1)(a) above. However, the SOS determined that the governing body may only publicize that board action through the ordinary means that it publicizes other board actions, such as recording the action in its meeting minutes, posting the minutes on its website, or publishing copies of the meeting minutes *in its customary fashion*. Using public resources to distribute or publicize the resolution beyond its customary fashion of disseminating the resolution would result in a violation.

**1.7. What about the Superintendent? He or she is an appointed public official. Is the Superintendent authorized to express his or her viewpoint during the school day and/or use public resources to disseminate that viewpoint?**

This is a tricky issue, and the answer depends upon the specific circumstances. When a Superintendent is on his or her free time and not serving in any official capacity, the Superintendent may express any viewpoint about the proposition, so long as he or she does not use public resources to do so. However, when acting in an official capacity, the standard in Section 57 depends upon whether the Superintendent has policy-making responsibilities. Whether the Superintendent has such responsibilities depends upon the Superintendent’s job description, relevant board policies and practices, and day-to-day functions. The Superintendent may always, however, communicate factual information about a ballot question that is relevant to the district. Relying upon the SOS’s Interpretative Statement referenced above, we believe it is highly likely that the SOS would conclude that public resources may not be used to broadly disseminate the Superintendent’s viewpoint

regardless of whether the Superintendent is a true policy maker. Accordingly, when in doubt, we recommend that the Superintendent, when acting in his or her official capacity, convey compelling factual information and allow the elected board members to advocate for the proposition.

**1.8. Is the school district authorized to use its general fund monies or other public resources to disseminate flyers or other publications to its community about an upcoming proposition?**

**Yes**, but with limitations. The school district is authorized to use its resources to produce and disseminate *factual information* concerning issues *relevant to the function of the public body*. School districts should avoid language that could be construed as opinion or not factual in nature and should avoid any language that could be interpreted as “express advocacy.” Although the SOS has not issued an interpretative statement on this distinction, Thrun Law Firm recommends that material contain only factual information to stay within the clear parameters of this exemption to avoid a potential complaint.

Of course, information can be both compelling *and* factual. Examples of permitted, compelling factual statements follow:

Example 1: “Alexander Elementary School’s roof was last replaced in 1990. According to the school district’s architect, the structural integrity of the roof is failing and failure to replace the roof will continue to cause significant deterioration of the interior walls, windows, and fascia. Unless the roof is replaced, the building’s integrity will eventually fail. The proposed roof system has a useful life of 20+ years and will also result in projected energy savings.”

Example 2: “The current entryways to all of our school buildings lack any type of security access points or systems that provide physical security for our buildings. The proposed security system will cover the three “D’s” of physical security: Discern, Delay and Disrupt. Discern means... .”

Example 3: “The Board of Education’s academic goal is to implement one-to-one technology in the school district by July 1, 2023.” “One-to-one technology means... .” “Classroom and instructional technology will allow students to... .” “Current research regarding the types of future work skills necessary for today’s students require... .” “The technology in this bond issue will provide opportunities for students to develop those skills because... .”

**1.9. May flyers and other information be sent home in students’ backpacks or distributed at school-sponsored events?**

**Yes**, if the school district’s flyers contain only factual information. If the materials are from a third party other than the school district (i.e., “vote yes” committee or an individual), check board policy regarding distribution of literature at school or school-sponsored events to determine if a third party’s distribution of materials is compliant. If the policy is silent or ambiguous, contact legal counsel for advice.

**1.10. We regularly publish a monthly newsletter to our community. May the newsletter include a column from the Superintendent or board president asking voters to support the proposition?**

Again, this is a tricky issue which has not been addressed by the SOS in any recent Interpretative Statement. The exception in Section 57(1)(c) allows the production or dissemination of debates, interviews, commentary, or information by a periodical or publication in the regular course of broadcasting or publication. On its face, exception Section 57(1)(c) seems to apply; however, it is unclear how the SOS may rule if a complaint is filed given the SOS’s recent interpretation of Section 57(1)(a) prohibiting the use of public resources to widely disseminate a viewpoint. Until clear direction is given by the SOS, we recommend that a school district consider a column that does not expressly advocate support or contain a “vote yes” message but, instead, provides compelling factual information and encourages residents to vote.

**1.11. Are there identification requirements for literature, brochures, or other materials that the school district produces and disseminates?**

**Yes**, in certain circumstances. According to the SOS’s Ballot Question Manual, Appendix J, the phrase “paid for by” followed by the name, address and zip code must be included in certain materials listed below **if circulated within 60 days before a November even-year election or 30 days before a primary election in**

**which the question appears on the ballot.** Example: “Paid for by ABC Schools, 100 Learners Avenue, Small City, Michigan 50001.” The types of materials are:

- Radio, television, mass mailing (U.S. mail or facsimile of more than 500 pieces of identical or substantially similar communications within any 30-day period), or pre-recorded telephone messages
- Printed matter such as yard signs, brochures, billboards, posters, business cards, or stationery
- Paid advertisements – the advertisement must contain an identifier that is clear to the reader or listener and that includes this specific wording: “This advertisement was paid for by ABC Schools, 100 Learners Avenue, Small City, Michigan 50001”.

The Ballot Question Manual also provides other points to consider:

- Electronic media such as web sites, Facebook, Twitter, etc., are not specifically exempt from the identifier requirements.
- An individual is not subject to the identification requirement provision as it relates to printed matter only if the individual is acting independently and not acting as an agent for the school district or a “vote yes” or “vote no” organization.
- The identification or disclaimer on printed material must be in a place and in a print clearly visible to and readable by an observer.

**1.12. We have a home basketball game the weekend before the election date. Is the school district allowed to have a booth at the game with factual information about the proposition and run by parent volunteers?**

**Yes.** If a “vote yes” or “vote no” group requests a similar booth, the school district must review its board policies regarding distribution of political literature at school-sponsored events. We recommend that you seek legal counsel if the policy is unclear or requires discretionary judgment by the Superintendent. Any decision may inadvertently impact the school district’s ability in the future to have a limited open forum or closed forum at school.

**1.13. I am a high school Government teacher. May I have the students debate the merits of the proposition in class as an academic exercise?**

**Yes,** provided both sides of the issue are represented and the intent is not to disseminate the debate for purposes of advocating support for or opposition to the proposition. Otherwise, teachers may not involve students in any campaign activities for or against a proposition during a regularly scheduled school day or use the school district’s resources for campaign activities with students.

**1.14. Our school district owns a radio and public television station that broadcasts news content and commentary on a regular basis. Is the station permitted to broadcast a debate about the merits of the proposition?**

**Yes.** In our opinion, this activity falls squarely within exemption 1(c) of Section 57 and would pass muster with the SOS provided that the activity is in the regular course of broadcasting.

**2. SCHOOL EMPLOYEE ACTIVITIES**

**2.1. As a school employee, may I participate in political activities outside of the school day? I would like to volunteer for a “vote yes” committee on my own free time.**

**Yes.** Section 57(1)(f) provides that elected or appointed public officials and school employees may be involved in campaign activities for or against propositions provided that they are not acting for the public body but are on their own personal time, expressing their own views, expending their own personal funds, or providing their own personal volunteer services.<sup>1</sup> The SOS’s Ballot Question Manual, Appendix I states, in part:

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<sup>1</sup> The Political Activities by Public Employees Act (Act 169 of 1976) also prohibits public employees from actively engaging in political activities on behalf of a candidate or issue in connection with partisan or nonpartisan elections during those hours when that person is being compensated for the performance of that person’s duties as a public employee.

The inclusion of Section 57 in the [Campaign Finance Act] does not restrict the constitutionally protected right to associate or to engage in political speech. It is intended to prevent those who control public resources from using those resources to influence the outcome of an election. It is up to the people and not public bodies to decide elections. This means that a public body is prohibited in participating in elections for State and Local Ballot Questions... . The prohibition includes, but is not limited to the use of personnel, office space, computer hardware or software, property, stationery, postage, vehicles, equipment, supplies; provide volunteer personal services or other public resources... .

- A public body is prohibited from displaying political signs, brochures, pamphlets, etc., in any governmental building or government property.
- Public officeholders and other public bodies are prohibited from using their office email and phones for campaign purposes.

**2.2. May I wear a button or t-shirt to school or a school-sponsored event (while on duty) that states “Vote Yes” or “Vote No”?**

**No.** This would most likely be a violation of Section 57. However, you may wear a button or t-shirt that states “Vote on [insert Election Date here].”

**2.3. We have end-of-school-year activities scheduled next week. May I provide informational literature prepared by the school district to parents during the conferences and remind parents of the election date?**

**Yes,** provided that the materials are factual information only and not advocating a particular position on the proposition.

**2.4. May I help with the school district’s factual information campaign during the school day?**

**Yes,** provided that it does not conflict with your other identified job duties or spill over into express advocacy activities.

**3. SCHOOL DISTRICT’S RELATIONSHIP WITH ADVOCACY COMMITTEES**

**3.1. We have a group of enthusiastic parents who want to form a “Support our Cherished Children or Be Shunned” committee to advocate a “yes” vote on the proposition. Is the school district authorized to provide administrative support to the committee?**

If the committee will advocate support for the proposition, no school resources, personnel, or other administrative assistance may be given to the committee whatsoever. However, school employees (including administrators and board members) may volunteer on the committee outside of the school day when not serving in their official capacity, donate personal funds to the committee, or provide personal services to the committee. It is important to clearly delineate when employees are serving in their official capacity or when they are serving in their personal capacity. The committee should have no more access to public facilities than any other community group. These separate committees may also have reporting and other obligations under Michigan law.

**3.2. Am I limited in my communications with members of a ballot question advocacy committee during the school day?**

Campaign strategy and volunteer work for an advocacy committee may not occur while the individual is on duty during a normal work day. For example, a school employee should not communicate with a ballot question committee about campaign strategy, identify “yes” (or “no”) voters, draft advocacy committee literature, use the school district’s laptops, tablets, phone systems, or other public resources owned or purchased by the school district in support of, or opposition to, a ballot question. These types of activities should occur outside of the school day using one’s own property and communication devices.

**3.3. As a Superintendent, I am responsible for responding to questions from the community. If a member of a “vote yes” committee contacts me seeking information about the bond issue, may I respond to the question?**

**Yes.** The Superintendent may respond to questions from the community regarding information pertaining to a proposition regardless of the source of the question.

**3.4. May a “vote yes” or “vote no” committee use our facilities to meet for campaign strategy purposes?**

**Yes.** Section 57(1)(d) allows any candidate or committee to use a public facility owned or leased by a public body provided that any committee has an equal opportunity to use the public facility. Thrun Law Firm recommends that the school district comply with its “Facility Use” board policy and apply any policy requirements equally to a committee regardless of its position on the proposition. The committee, however, is not allowed to use the facility’s resources (phones, copy machine, bulk postage meter, etc.) while meeting.

**3.5. The “vote yes” committee would like to use our photocopier machine to copy its literature and offered to reimburse us for the expense. Is this permitted?**

The SOS has indicated in its Interpretative Statements that reimbursing for a “contribution” does not cure the initial violation. Therefore, Thrun Law Firm discourages these arrangements given the potential for a violation.

**3.6. Our community relations director developed the school district’s factual information literature that the “vote yes” committee would like to use for its advocacy literature. May we share it?**

In our opinion, the SOS may conclude that this is an unlawful contribution to the committee given that public resources (the paid community relations director) were used in the development of the literature. We discourage sharing resources of this nature. Of course, the community relations director is authorized to volunteer on the “vote yes” committee on his or her own personal time.

**3.7. The “vote no” and “vote yes” committees both submitted a request under the Freedom of Information Act (FOIA) to receive copies of our student/parent building directories to identify potential voters. Are we required to release the building directories under FOIA or does the Family Educational Rights and Privacy Act (FERPA) apply?**

The student/parent building directories should not automatically be released when a school district receives a FOIA request. FERPA applies in this situation. The school must examine its FERPA policy and annual notifications to determine if this information is defined as “directory information.” If it is not so defined, or if parents have opted out of the disclosure of directory information, the requests should be denied. Importantly, a district should treat FOIA requests from both “vote yes” and “vote no” committees similarly.

The decision to release the student/parent building directory must also be reviewed in the context of Section 13(2) of FOIA which requires a local or intermediate school district or a public school academy to exempt from disclosure directory information, as defined by FERPA, if requested for the purpose of surveys, marketing, or solicitation, unless that public body determines that the use is consistent with the educational mission of the public body and beneficial to the affected students. Before disclosing the directory information, a local or intermediate school district or a public school academy may require the requester to execute an affidavit stating that directory information provided under this subsection shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

**3.8. We have an upcoming town hall meeting sponsored by the school district to provide information about the proposition and to answer questions. May the “vote yes” committee set up a table to distribute its literature advocating for the proposition?**

The answer depends entirely upon the board of education’s policy regarding the dissemination of political literature during school sponsored events. Before permission is given to any candidates, advocacy committees or other political action groups to hand out literature at school sponsored events, the school district must analyze the request under its existing board policies and seek legal counsel, if necessary, to interpret and apply the policies in accordance with state and federal laws. Equal treatment is mandatory. It is essential that requests from both a “vote yes” and a “vote no” committee be handled similarly.

## 4. ELECTION ACTIVITIES

### 4.1. Are school districts allowed to register people to vote or handle absentee ballot applications?

Caution should be exercised in these two areas as Michigan election law is strict about who may register individuals to vote or handle *completed* absentee ballot applications. If the school district is interested in providing information to its residents about how to register to vote or obtain absentee ballot applications, we recommend that the school district work closely with its election coordinator (usually the county clerk, city clerk, or township clerk) to coordinate efforts and to confirm the accuracy of information shared in your community.

### 4.2. Our buildings are used as polling place locations on election day. Supporters and opponents of the proposition have asked to hand out literature in the parking lot during election day. Are they allowed to do this?

Michigan Election Law permits individuals to solicit votes and engage in campaigning *outside* of 100 feet of any doorway used by voters to enter the building in which a polling place location is located. Persons shall not post, display, or distribute in a polling place or within 100 feet of the entrance to the building in which a polling place is located any material that makes reference to an election, candidate, or ballot question.

School district literature pertaining to the ballot question must also be removed from the polling place location on the day of the election. However, the school marquee may remind voters to vote on the election date – provided the marquee is not within 100 feet of the doorway used by voters to enter the building.

### 4.3. On election day, may the Superintendent or other school officials visit the polling place and thank people for voting?

**No.** School officials and the Superintendent may only be in the polling place to vote or act as a poll watcher. During that time, they may not reference the proposition or thank people for voting. If this is important to the school district, the Superintendent or other school officials may stay outside of the polling place but must follow the 100-foot rule.

### 4.4. I want to be a poll watcher and/or challenger on election day. Is this permitted?

State law is specific about who can be a challenger and/or a poll watcher on election day. Information about how to become a challenger and/or poll watcher is available at: [www.michigan.gov/sos](http://www.michigan.gov/sos). Click on “Elections” and then “Publications and Forms” then “Election Challengers Publications”. The brochure is titled “The Appointment, Rights and Duties of Election Challengers and Poll Watchers”.

We recommend that if a school employee desires to work as a challenger or poll watcher, he or she use permitted time off (i.e., vacation day or personal time) to perform this function.

### 4.5. On the day of the election, may we provide free admission to the high school's theater performance of Mr. Smith Goes to Washington if the person is wearing an “I Voted” sticker?

This is not advisable. Section 931 of the Michigan Election law, MCL 168.931, prohibits any person from providing, directly or indirectly, anything of valuable consideration to induce or influence the manner of voting by a person, as a reward for refraining to vote or as an inducement or an attempted inducement to vote. Providing anything of valuable consideration to reward or induce a person to vote may be a violation of Section 931 and could be a misdemeanor.

## CAUTION

**This FAQ reflects general legal standards and are not intended as legal advice for specific situations. Future legal developments may affect these topics. This document may not be reproduced or redistributed, in whole or in part, without the written permission of the Thrun Law Firm, P.C.**

**SUMMARY OF CAMPAIGN FINANCE LAW  
PA 388 OF 1976**

<b>Permissible</b>	<b>Impermissible</b>
<ul style="list-style-type: none"> <li>• Campaign committee for either side may meet on school premises (if permissible under district’s use of school facilities policy).</li> <li>• Expression of views by an elected or appointed public official who has policy-making responsibilities, but limited in the use of public resources to disseminate that view. See attached FAQ for limitations.</li> <li>• The production or dissemination of <i>factual</i> information concerning the ballot question (this may include PTA, school district or foundation newsletters).</li> <li>• Production or dissemination of debates, interviews, commentary, or information by a broadcasting station, newspaper, magazine, or other periodical or publication in the regular course of broadcasting or publication.</li> <li>• An elected or appointed public official or an employee of a public body who, when not acting for a public body but is on his or her own personal time, is expressing his or her own personal views, is expending his or her own personal funds, or is providing his or her own personal volunteer services.</li> </ul>	<ul style="list-style-type: none"> <li>• Tax dollars advocating “yes” or “no” vote or influencing passage or defeat of ballot question.</li> <li>• While on employee time or using public resources, working on passage or defeat of ballot question, assisting advocacy group with campaign strategy, identifying “yes” or “no” voters, planning a “vote yes” or “vote no” campaign.</li> <li>• Use of school district funds, personnel, office space, property, stationery, postage, vehicles, equipment, supplies, or other public resources to make a contribution or expenditure to advocate passage or defeat of ballot question.</li> <li>• No expression of viewpoint by school district employees or officials during school hours except for elected or appointed public official who has policy-making responsibility. See attached FAQ for limitations.</li> <li>• Posting or disseminating information in school buildings advocating the passage or defeat of the ballot question by school district employees or officials.</li> </ul>

*A knowing violation of the Campaign Finance Law is a misdemeanor punishable, if the person is an individual, by a fine of not more than \$1,000 or imprisonment for not more than one (1) year, or both, or if the person is not an individual by (1) a fine of not more than \$20,000 or (2) a fine equal to the amount of the improper contribution or expenditure (whichever is greater). In addition, if the Secretary of State determines that a violation of the Act occurred, the Secretary of State may impose a civil fine equal to triple the amount of the contribution or expenditure.*

Date: July 20th, 2022  
To: Board of Education  
From: Mark Fargo, Director of Operations  
Re: Tractor and pull behind mower purchase

Purchase Information

Cost: 67,900.00  
Vendor: Capital Equipment  
Source of Funds: General Funds

Description of Need

As you have heard me talk about in past meetings we are in great need of a large area **mower** for the district. This will save time and money as one person can now do the job of two for the large fields at the schools. The current **tractor** we have has aged to the point that it does not have the power to pull the large mower. That along with the new tractor will have a cab on it so it can be used in the winter for snow removal as well. The old tractor will be used to load salt for the winter salt truck so we can help prolong the life of the new tractor.

Recommendation

I checked on a John Deere and a Kubota and both were comparable in price. I am more familiar with Kubota as this is what I ran on grounds at my previous school, also we have a couple pieces of equipment that the Kubota will be able to run already John Deere we would have to buy some adapters.

We are using our Sourcewell contact #170513 as a prebid co-op service to cover our bidding requirements for the state

I am recommending to the Board for consideration of the approval of \$67,900.00 in replacement cost utilizing general funds on this already bid and negotiated contract.



# Capital EQUIPMENT

Quote Page 1 of  
Quote Number: 388813  
Effective Date: 07/04/2022  
Valid Through: 07/31/2022

## Ship To

Okemos Public Schools  
Mark Fargo  
MI  
Mobile: (616) 262-9724  
mark.fargo@okemosk12.net

## Kubota Dealer

CAPITAL EQUIPMENT &  
SUPPLY  
12263 S. US HWY. 27  
DEWITT, MI 48820  
Anthony Spinelli  
Phone: (517) 669-5533  
Email:  
anthonys@ceddealer.com

## Bill To

Okemos Public Schools  
Mark Fargo  
MI  
Mobile: (616) 262-9724  
mark.fargo@okemosk12.net

## Equipment Detail



Description	Manufacturer	Model #	Qty	MSRP	Price Each	Total
4WD HST TRACTOR W/CAB	Kubota	MX6000HSTC	1	\$44,468.00	\$34,100.00	\$34,100.00
DOUBLE ACTING VALVE	Kubota	L8303	1	\$277.00	\$150.00	\$150.00
LOADER VALVE FOR CAB MODELS	Kubota	MX2132	1	\$881.00	\$795.00	\$795.00
FRONT LOADER MX SERIES W/O VALVE	Kubota	LA1065A	1	\$5,015.00	\$4,500.00	\$4,500.00
REAR WORK LIGHT CAB/E30	Kubota	L8333	1	\$151.00	\$115.00	\$115.00
1ST POS LEVER KIT MX5400/MX6000 CAB	Kubota	MX6891	1	\$581.00	\$445.00	\$445.00
72" QUICK ATTACH HEAVY DUTY ROUND BACK BUCKET	Kubota	L2296	1	\$1,270.00	\$895.00	\$895.00
BOLT ON CUTTING EDGE(73" w/11 Holes)	Kubota	TL1748	1	\$269.00	\$195.00	\$195.00
R-TIRE 44x18-20 R3 Titan MultiTrac 8stud		ALR6802	2	-Included	-Included	-Included
F-TIRE 29x12.50-15 R3 Titan Turf PNF		ALR8708	2	-Included	-Included	-Included
TIRE BALLAST	RIM GUARD	RIM GUARD	1	\$500.00	\$600.00	\$600.00
SIDE MIRROR KIT MX5400/MX6000 CAB	Kubota	MX6801	1	\$150.00	\$150.00	\$150.00
SEAT ARM REST KIT	Kubota	ZG1341	1	\$64.00	\$60.00	\$60.00
REAR WIPER KIT / E36 CAB	Kubota	L8364	1	\$165.00	\$160.00	\$160.00
7PIN CONNECTOR KT MX5400/MX6000 CAB	Kubota	MX6890	1	\$160.00	\$150.00	\$150.00
RADIO AM FM	JENSEN	77700-04755	1	\$400.00	\$300.00	\$300.00

## Equipment Detail

Description	Manufacturer	Model #	Qty	MSRP	Price Each	Total
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2022 SOURCEWELL PURCHASING COOPERATIVE PROGRAM DISCOUNT APPLIED ID# 170513

### Kubota Disclaimer

Sales quote can only be provided by a participating Kubota dealer. Only Kubota and Kubota performance-matched Allied equipment are eligible. Inclusion of ineligible equipment may result in a higher blended APR. Stand Alone Kubota or Allied implements and attachments/accessories are subject to stand alone programs. Financing is available through Kubota Credit Corporation, U.S.A.; subject to credit approval. Program eligibility requirements are subject to change without notice and may be withdrawn without notice. Some exceptions



# Capital EQUIPMENT

Quote Page 2 of  
Quote Number: 388813  
Effective Date: 07/04/2022  
Valid Through: 07/31/2022

ALL FLEX MOWER 4214	LAND PRIDE	AFM4214	1	\$26,295.00	\$23,495.00	\$23,495.00
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## Cash Details

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Equipment Total	\$66,110.00
MX-2YR Orange Protection Program	\$1,325.00
LA1065-2YR Orange Protection Program	\$450.00
Additional Charges	\$0.00
<b>Cash Sale Price</b>	<b>\$67,885.00</b>

apply. See dealer or go to [KubotaUSA.com](http://KubotaUSA.com) for more information.



## M Series

MX6000HSTC

UTILITY CAB TRACTOR, 4WD, HST TRANSMISSION  
\*\*\* EQUIPMENT IN STANDARD MACHINE \*\*\*

### DIESEL ENGINE

Model # V2403  
Direct injection  
4 Cyl. 148.6 cu. in.  
^ 59.5 Net Eng. HP  
^ 51.7 PTO HP  
@ 2700 Eng. rpm  
EPA Tier 4 Emmission Cert.  
Turbo Common Rail Electronic Fuel Injection  
12V - 650 CCA Battery  
Charging Output 60 Amps

### HYDRAULICS

Open Center - Gear Pump  
4.9 gpm Power Steering  
9.5 gpm Remote/3 Pt. Hitch  
14.4 gpm Total Hyd. Flow  
Cat I/II 3-point Hitch  
At lift Point 2870 lbs.  
24" Behind 2310 lbs.  
Telescoping Lower Links  
Telescoping Stabilizers

^ Manufacturer Estimate

### FRONT AXLE

Hydrostatic Power Steering  
4WD: Cast Iron, Bevel Gear

### TRANSMISSION

3 Range Low/Med/High  
Cruise Control Standard  
Mech. Wet Disc Brakes  
Left Side Brake Pedals  
Rear Differential Lock

### INSTRUMENTS

Tachometer/Hour Meter  
Fuel Gauge Meter  
Warning Symbols  
Coolant Temperature Meter

### FLUID CAPACITY

Fuel Tank 11.9 gal  
Cooling System 6.9 qts  
Crankcase with filter 7.4 qts  
Transmission and  
Hydraulics 11.6 gal

### POWER TAKE OFF

Live-Independent Hydraulic  
540 rpm Rear PTO  
@ 2700 Eng. rpm  
SAE Std 1 3/8" Six Spline

### SAFETY EQUIPMENT

2-Post Foldable ROPS w/  
Retractable Seat Belt  
Flip-Up PTO Shield  
Safety Start Switches  
Parking Brakes  
Electric Key Shut Off  
Turn Signals  
SMV Sign

### OPERATORS PLATFORM

Semi-Flat Deck w/Hanging Pedals  
High Back Seat with Adjustable  
Suspension  
Tilt Steering  
Interior Light  
Interior Rearview Mirror  
Front Wiper with Washer  
A/C & Heater  
Speakers & Radio Pre-Wired  
Left Hand Step  
Horn  
Left & Right Hand Door  
Rubber Floor Mat  
Stationary PTO Switch  
Cup Holder  
Color Coded Controls