

**TENTATIVE**  
**WATERFORD SCHOOL DISTRICT**  
**Regular Meeting of the Board of Education**  
**Thursday, February 6, 2019 - 6:30 PM**  
**A G E N D A**

1. Opening – Audience participation is scheduled at the beginning and end of the agenda. Only those who want to speak on an action item and have completed a public comment card will be called upon at the beginning of the meeting. Those who have comments on non-action items and have completed a public comment card will be called upon before the conclusion of the meeting. The President of the Board is responsible for recognizing all speakers. Board packets are available on the website, [www.waterford.k12.mi.us](http://www.waterford.k12.mi.us).
2. Pledge of Allegiance
3. Roll Call
4. Approval of the Agenda
5. Information Item
  - a. Head Start Policies
6. Audience Comments on Action Items
7. Approval of Minutes
  - a. January 16, 2020, Organizational/Regular Meeting
  - b. January 31, 2020, Study Session
8. New Business
  - a. Superintendent's Recommendations
    - (1) Recommendation 74-19-20 Relative to Resignations/Retirements/Leave of Absence Expirations
    - (2) Recommendation 75-19-20 Relative to Teaching Contract Changes/Appointments
    - (3) Recommendation 76-19-20 Relative Reinstatement of Student H
    - (4) Recommendation 77-19-20 Relative to Reinstatement of Student I
    - (5) Recommendation 78-19-20 Relative to Resolution Submitting Bond Proposition to Electors
9. Audience Comments on Non-Action Items
10. Superintendent's Report
11. Discussion Items
  - a. Future
    - (1) Regular Meeting, February 20
  - b. Board of Education Reports
12. Closed Session  
By Roll Call Vote, the Board of Education will move to Closed Session in accordance with Section 8(d) of the Open Meetings Act to consider the purchase of real property.
13. Adjournment

WATERFORD SCHOOL DISTRICT  
Board of Education  
501 N Cass Lake Road  
Waterford, Michigan 48328

ITEM NO.:	5.a. Information Item
TOPIC:	Head Start Approved Policies/Minutes: Policy Committee Meeting Minutes September, October, November and December 2019, Head Start Code of Operations, ERSEA and Standards of Conduct

The Head Start program is required by the federal government to have a Policy Committee. This Committee meets monthly for the purpose of developing and approving policies for the Head Start program. Policies developed and approved by this Committee require Board of Education review and, for select policies, approval.

The Waterford School District's Board of Education has received for review the Waterford Head Start Policy Committee's meeting minutes from September, October, November and December 2019, Head Start Policy Committee's Code of Operations, Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) policies Personnel Policy and Standards of Conduct.

A recommendation to approve the Personnel Policy will be presented on February 20, 2020.

Resource Person: Lisa McFee, Assistant Superintendent of Teaching and Learning Services

Board of Education Meeting: \_\_\_\_\_ February 6, 2020



## WATERFORD HEAD START ATTENDANCE

### Relates to Head Start Performance Standard(s) 1302.16

#### Purpose:

Attendance is critical to the success of children enrolled in a high quality early childhood education program. In order to fully benefit from Head Start, children must arrive on time and attend regularly. Attendance in early childhood is the most accurate predictor of a child's attendance through fifth grade, with children that miss more than 10% of school in preschool going on to miss at least 10% of their instructional time through grade school. Research has shown that children who have regular attendance in a high-quality early childhood program are better able to develop the social emotional skills necessary to adapt to and excel in school.

Waterford Head Start promotes regular attendance and will work with families to overcome barriers to attending school.

This policy contains the procedures and process overview for the above.

#### PROCEDURE:

A: Promoting regular attendance.

A program must track attendance for each child.

- The Agency data management system, FacsPro, is used to track attendance.
  - The staff procedure for entering attendance is as follows:
    1. Attendance for all center based programs must be entered at which time occurs first: the point of first meal service for all centers receiving CACFP reimbursement, or, by 10:00AM on the current day.
    2. Attendance should be taken using the following codes:
      - P – Present
      - E – Excused. If Excused is chosen, the 'Reason' field must be filled in with the explanation of the child's absence. An absence is only considered excused if a child's parent calls an informs the program of the absence prior to the start of the school day.
      - U – Unexcused
      - C – Center Closed. This should be used only on days that school was scheduled such as snow days or building emergencies. Normal off-school days should be left blank.
      - T- Tardy. This should be used when a child is more than 30 minutes late. For centers that are required to take Point of Service Attendance, the original attendance mark may be changed to tardy after first meal service.
- 1) The program will ensure children are safe when they do not arrive at school. If any child is unexpectedly absent within one hour of the program start time, the following staff procedure will be followed:
- a. Secretary and Family Advocates (FA) will view Attendance Reports for their assigned classrooms one hour after the class start time.
  - b. If a child has an unexcused absence (U) the Secretary/ FA will call the child's parent to ensure safety. The FA will make one phone call to the child's parent(s). The attendance promotion policy outlined below will be followed if the child is determined to have an unexcused absence.
  - c. Secretary/FAs will discuss with parent/guardian the importance of on-time arrival, or advance

notification of a child's absence.

d. All parent contact, by Nurse, Teacher, FA, Secretary will be documented in FacsPro casenotes.

- 2) The program will work with families to promote regular attendance. The following staff procedure will be followed for center based programs:
- Parents/Guardians will be informed of the Head Start Attendance Policy at the initial Head Start orientation and contact numbers for the center base staff to contact if their child will not be attending class.
  - Teachers will notify Secretary/ Family Advocates when a child is absent unexcused. Secretary/Family Advocates and teaching staff will review the classroom attendance in Facspro on a weekly basis to ensure proper attendance records and determine patterns of absenteeism. If an attendance issue/pattern of absence is identified, the family advocate and teacher will discuss the best approach for contacting the family to discuss any issues/barriers the family may be facing.
  - If absences are excused, no special action is required. At which time, the Family Advocate will continue to keep in contact with the family and provide resources as appropriate. These absences will be entered as 'excused' absences in the attendance screen of Facspro. Staff will work together to make every effort to ensure that children maintain consistent attendance.
  - Parents will be notified of the program's attendance policy, the importance of regular attendance and made aware that excessive or chronic absenteeism will result in their child being placed on their center's waitlist.
  - When a child has two unexcused absences within a two week-period the following steps will be started.
    1. The Secretary/FA/teacher will attempt to contact the family by phone, email or through emergency contact information expressing concern and offering assistance.
      - The First Notice of Attendance Concern will be sent to the family, offering assistance and urging the family to contact the program within three school days.
      - If contact is made with the family, the Family Advocate will remind family of the attendance policy, discuss the importance of regular attendance, remind the family to always notify the center when an absence occurs, discuss possible family support procedures.
    2. Within the next two weeks, if the child has had more than two additional unexcused absences the child is considered chronically absent and the following steps will occur:
      - The Family Advocate will again contact the family, inform them of the unexcused absences and revisit the attendance policy, make sure family support is in place, discuss support options, discuss the policy on excessive or chronic absenteeism which may result in the child being placed back on their center's waitlist.
      - If after three additional school days, despite continued attempts by the Family Advocate/Teacher, no contact has been made with the family, the Second Notice of Attendance Concern will be sent to the family, offering assistance, urging the family to contact the program within three days or conduct a home visit as necessary.
    3. When a child has excessive absences or is considered chronically absent the following steps will take place
      - The Family Advocate will ensure all action that have been taken and reason for excessive or chronic absences is documented in FacsPro and the child's file.
      - The Family Advocate will contact the family to inform them their child is being placed on their center's waitlist.

- The Family Advocate will send a final letter to the family informing them their child has been placed on their center's waitlist
- Once all of these steps have been followed and all attempts to contact the family or improve attendance have been unsuccessful, the child will be removed from the class list and placed on the waitlist. All contacts by family advocate/teacher must be documented in Facspro case notes.
- If a letter is returned due to a change in address at any point during this process, the letter is then placed in the child's file, a notation is made in the case notes and the child is placed on the center's waiting list.
- SPECIAL NOTE: For those children who have been accepted and are expected to attend, but have yet to attend, the above outlined procedure should also be followed with one variation: If a child has yet to attend, their absences should be recorded as 'unexcused' regardless of whether contact has been made with a parent and/or a parent has indicated an illness or well-documented circumstances. Until a child has attended for at least one day, all absences will be recorded as 'unexcused' in the Facspro attendance screen.

2(b) Managing systemic program attendance issues: If a program's monthly average daily attendance rate falls below 85 percent, the program must analyze the cases of absenteeism to identify any systemic issues that contribute to the program's absentee rate. The program must use this data to make necessary changes in a timely manner as part of ongoing oversight and correction. The staff procedure is as follows:

- Each month the Associate Director for Family Engagement will send a report to the Associate Director of School Readiness of all classrooms with attendance below the required 85%. The Associate Director of School Readiness, along with appropriate staff members, will analyze available data and determine if any correlation exists between child attendance and teacher attendance, COR scores, CLASS observations, and the prevalent reasons for children's absences.
- Family Advocates will be made aware of commonly existing barriers and will work with identified families to overcome challenges preventing on-time, regular attendance.
- All interactions with specific families will be documented in FacsPro case notes.

### 3) Supporting attendance of homeless children

1. If the program determines the child is eligible under the McKinney Vento Homeless Assistance Act, as defined in 1302.12, the child will be allowed to maintain enrollment in the program for up to 90 days with immunizations or other eligibility records, the exception being a physical exam as required by State of Michigan Child Care Licensing.
  - a. Homeless children needing a physical will be referred to OLHSA's in-house health center or another clinic nearest their current residence.
2. If a family experiencing homelessness has irregular attendance due to transportation challenges, the program will work with the family of overcoming this barrier. Family Advocates will work with parents to contact the Waterford School District to determine what assistance is available through state funding, DHS Pathways workers, churches, etc...



## WATERFORD HEAD START DETERMINING, VERIFYING AND DOCUMENTING ELIGIBILITY

**Relates to Head Start Performance Standard(s) 1302.12**

### **Purpose:**

Describes the requirements and procedures for the eligibility determinations, recruitment, selection, enrollment and attendance of children.

This policy contains the procedures and process overview for all of the above.

### **PROCEDURE:**

#### DETERMINING, VERIFYING AND DOCUMENTING ELIGIBILITY

Eligibility is based on the child's age and family income. All criteria is verified by the program before eligibility is determined. In regards to income eligibility, the program's first priority is to enroll families at or below 100% of the Federal Poverty Level, families receiving public assistance, children in foster care or children from homeless families.

#### Eligibility

Staff will conduct an in-person interview with all families interested in enrolling their child(ren) in Early Head Start or Head Start. Staff will verify income eligibility based on one of the following, and will place a copy of the verification documents used in the child's paper file:

- Family income is equal to or below 100% of the Federal Poverty Line (FPL)
- Family income is between 101%-130% of the FPL (requires approval)
- Family income is above 131% of the FPL (requires approval)
- Family is currently receiving public assistance (SSI or TANF/FIP/cash assistance)
- Child is in foster care
- Family is homeless, as defined by the McKinney Vento Homeless Assistance Act

Income is commonly verified with tax forms or pay stubs documenting 12 months of income, but additional documents may be collected based on availability or accessibility.

#### Age Eligibility

Staff will verify, and place a paper copy of any verification documents in the child's paper file, a child's birthday and/or current age to determine eligibility. Staff will make every effort to collect a birth certificate, hospital verification of birth, Affidavit of Parentage or other such document. In the case of foster care, homelessness or if obtaining this document will place undue hardship on the child's family, then program staff will document in FacsPro their attempts at verification and will determine eligibility without supporting documents.

#### Additional Allowances

Staff are required to submit an Over Income Referral Form to the Associate Director for Family Engagement when a family income is above 100% of the FPL. The program will allow up to 10% of the programs funded enrollment to be children with family income above 100% of FPL. The usage and availability of these slots is approved and tracked by the AD for Family Engagement.

If, during a program year the program has enrolled all of its available 10% of over-income slots, and remains under enrolled, the program may choose to exercise their option to enroll an additional 35% of children from families with

income between 101% and 130% of FPL. These families must meet the guidelines for selection that have been established by the program and will generally have a documented need for Head Start, such as children with disabilities, teen parents, incarceration or concerns about abuse or neglect. The usage and availability will also be tracked by the AD for Family Engagement. At no time should program staff accept or enroll the additional 35% of children without advanced written permission from the Associate Director for Family Engagement.

#### Duration of Eligibility

If a child is determined to be eligible and participates in the Head Start program, the child will remain eligible through the conclusion of the following program year. The program may elect not to re-enroll a child when there has been a significant change in the family's income or risk factors.

If a child is determined eligible and participates in the Early Head Start program, the child will remain eligible through their third birthday, or when the child becomes eligible for Head Start.

A program must re-verify the eligibility of a child moving from Early Head Start to Head Start. The program has ensured that children transitioning from Early Head Start to Head Start are prioritized using the program's Family Risk Criteria.

A child that has been determined eligible but does not participate in either Early Head Start or Head Start will not retain their eligibility into the following program year. The child's eligibility must be re-verified. Children that remained on the program's active waitlist but did not receive services will be prioritized for enrollment using the Family Risk Criteria.

#### Records

The program will keep eligibility documentation for each child that include:

- Copies of any documents or signed statements that are necessary to verify eligibility
- A statement that program staff have made reasonable efforts to verify information through an in-person interview, describing all efforts made to verify eligibility through the applying family or a third party source.
- A signed release form for each separate third party source the program must contact to verify eligibility
- A Head Start Eligibility Verification Form, signed by the verifying staff member
- 

These documents must be kept on file no less than one year after the child has stopped receiving services.

#### Training on Eligibility

The program will train all governing body, policy council, program management and staff who determine eligibility on the program's procedures and any applicable federal regulations related to child and family eligibility. The program will, at a minimum, contain:

- Methods on how to collect complete and accurate eligibility information.
- Strategies for treating all families with dignity and respect and for dealing with potential issues of domestic violence, stigma and privacy
- Describe agency and program policy and procedures that take action against staff, families or any participant who attempt to provide or provide intentionally false eligibility information or documentation

This training will be provided to each new staff member within 90 days of employment and to governing body and policy council members within 180 days of the beginning of either's term.

Prior to each new program year, during the program's all-staff orientation, this training will be provided to all staff.

New staff members who make eligibility determination will be provided with an in-depth training session on individual forms and directions within 30 days of hire. This training will be provided to all staff who make eligibility determinations either yearly or as procedures are updated. Programs must keep documentation of these trainings for a period of three years.



## WATERFORD HEAD START ENROLLMENT

### Relates to Head Start Performance Standard(s) 1302.15

#### Purpose:

To ensure the program maintains its funded enrollment, including through the use of reserved slots, and fills slots as soon as possible after vacancies are identified.

#### POLICY:

- A) The program will maintain its funded enrollment throughout the program year
  - a. All funded enrollment slots must be filled.
  - b. The program will make every effort, as vacancies are identified, to fill slots within 30 days using the procedure outlined in 1302.13 Recruitment of Children
  
- B) The program will make efforts to ensure continuity of enrollment by maintaining the participation of eligible children for the following program year:
  - a. Parents of currently enrolled children that will remain age eligible for the next program year will be contacted for re-enrollment and complete this process beginning in March of the current program year.
  - b. The program will work to ensure any child identified as homeless, or in foster care, maintains their enrollment in the program should the family move to a different service area provided that there is an opening available in the receiving program. The program will work with the child's parents to transition them to a program in a different service area, if that is what best fits the family's need.
  - c. The program will work with currently enrolled families that move outside of the service area to transition to another program. In order to maintain continuity of enrollment, the child may remain in the program if there are no available slots in their receiving program.
  - d. The program will comply with the immunization requirements as outlined in Michigan State Child Care Licensing.
  
- C) Voluntary Parent Participation:
  - a. Parent participation is welcomed and encouraged, as outlined in 1302.34 Parent Family Engagement in Education and 1302.50 Family Engagement, it will not be considered as a requirement of any child's enrollment.



**WATERFORD HEAD START  
POLICY COMMITTEE MEETING MINUTES**

**DATE:** September 13, 2019

**TIME:** 1:00 p.m.

**CALLED TO ORDER AT:** 1:04pm

**PRESENT:** Refer to sign in sheet

**Training:** Robert Rules of Order

**Elections:** Policy Committee

**Motion made by Sandy Lewis to nominate Kristina Hill as Policy Committee Chairperson**

**Seconded by:** Rhonda Woods

**Nominated:** (Yes/No)

**Motion to made to Nominate \_\_\_\_\_ Vice Chairperson (will take place in October).**

**Motion made by Rhonda Woods to nominate Jessica Aguilera as Secretary**

**Seconded by:** Robin Meinecke

**Approved:** (Yes/No)

**Policy Committee Minutes June 14, 2019**

**Motion to approve made by:** Robin Meinecke

**Seconded by:** Jessica Aguilera

**Approved:** (Yes/No)

**Reports:**

**A. Monthly Report (There is not a report generated yet)**

**Motion to approve made by:**

**Seconded by:**

**Approved:** ~~Yes/No~~

**B. Budget report for August 2019**

**Motion to approve made by:** Sandy Lewis

**Seconded by:** Rhonda Woods

**Approved:** (Yes/No)

**D. Policy Council Minutes June 17, 2019**

**Motion to receive made by:** Jessica Aguilera

**Seconded by:** Rhonda Woods

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Received:  Yes /  No

- E. Policy Council Minutes August 19, 2019  
Motion to receive made by: Robin Meinecke  
Seconded by: Jessica Aguilera**

- F. Board of Education Report June 6, 2019  
Motion to receive made by: Jessica Aguilera  
Seconded by: Rhonda Woods  
Received:  Yes /  No**

- G. Board of Education Report September 5, 2019  
Motion to receive made by: Jessica Aguilera  
Seconded by: Sandy Lewis  
Received:  Yes /  No**

**Old Business: There is none.**

**New Business:**

- A. OHS monitoring report(Summary Report) federal review, Spring 2019**

**Motion to review made by: Rhonda Woods**

**Seconded by: Jessica Aguilera**

**Received:  Yes /  No**

- B. Code of Operations**

**Motion to approve with editorial changes made by: Sandy Lewis**

**Seconded by: Robin Meinecke**

**Approved:  Yes /  No**

- C. Head Start Grant(Budget) 2019 (Not provided or available yet)**

**Motion to approve made by:**

**Seconded by:**

**Approved:  Yes /  No**

**Next meeting will be on 10/11 at 1pm.**

**Announcements: Special Thank You to Bree for serving as our Secretary and member this year. You will be missed.**

**Officer positions available next year: Chairperson, Vice Chairperson and Secretary**

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**Motion to Adjourn made by: Rhonda Woods  
Seconded by: Rob Petrusha  
Time: 1:50pm**

**Minutes Signed by:  
Gretchen Goodkin Becker, Acting Secretary until new Secretary  
trained and seated**

*Gretchen  
Goodkin  
Becker*



**WATERFORD HEAD START  
POLICY COMMITTEE MEETING MINUTES**

**DATE: October 11, 2019**

**TIME: 1:00 p.m.**

**CALLED TO ORDER AT: 1:04pm**

**PRESENT: Refer to sign in sheet**

**Training: None.**

**Policy Committee Minutes September 13, 2019**

**Motion to approve made by: Kristina Hill**

**Seconded by: Robin Meinecke**

**Approved: Yes/No**

**Reports:**

**A. Monthly Report September 2019**

**Motion to approve made by: Rob Petrusha**

**Seconded by: Robin Meinecke**

**Approved: Yes/No**

**B. Budget report September 2019**

**Motion to approve made by: Kristina Hill**

**Seconded by: Robin Meinecke**

**Approved: Yes/No**

**C. Policy Council Minutes (none available)**

**Motion to receive made by: Kristina Hill**

**Seconded by: Rob Petrusha**

**Received: Yes/No**

**D. Board of Education report October 3, 2019**

**Motion to receive made by: Kristina Hill**

**Seconded by: Rob Petrusha**

**Received: Yes/No**

**Old Business: There is none.**

**New Business:**

**A. Program Information Report 2018-2019**

**Motion to table made by: Rhonda Woods**

**Seconded by: Rob Petrusha**

**Tabled: Yes/No**

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**B. Recruitment Selection and Enrollment  
Motion to table made by: Kristina Hill  
Seconded by: Rhonda Woods  
Tabled: Yes/No**

**Next meeting will be on 11/8 at 1pm.**

**Announcements: Parent Activity Day...11/1. What are your kids learning in preschool?**

**Motion to Adjourn made by: Kristina Hill  
Seconded by: Rob Petrusha**

**Adjourned: Yes/No**

**Time: 1:30pm**

**Minutes Signed by:**

*Hatched  
Becker  
Acting  
Secretary  
for Jessica  
Aguilar*

Start  
1:08

**WATERFORD HEAD START  
POLICY COMMITTEE MEETING AGENDA**

**DATE:** November 8, 2019

**TIME:** 1:00 p.m.

**CALLED TO ORDER AT:**

**PRESENT:** Refer to sign in sheet

**Policy Committee Minutes October 11, 2019**

**Motion to approve made by:**

**Seconded by:**

**Approved: Yes/No**

End  
2:50

**Reports:**

**A. Monthly Report October 2019**

**Motion to approve made by:** Christina Hill

**Seconded by:** Robin Meinecke

**Approved:** Yes/No

**B. Budget report October 2019**

**Motion to approve made by:** Rob Petruska

**Seconded by:** Christina Hill

**Approved:** Yes/No

**C. Policy Council Minutes October 18, 2019**

**Motion to receive made by:** Robin Meinecke

**Seconded by:** Rob Petruska

**Received:** Yes/No

**D. Board of Education Report October 17, 2019**

**Motion to receive made by:** Rob Petruska

**Seconded by:** Christina Hill

**Received:** Yes/No



**Old Business:**

**A. Program Information Report**

**Motion to review made by:** Rob Petruska

**Seconded by:** Robin Meinecke

**Reviewed:** Yes/No

**B. Eligibility, Recruitment, Selection, Enrollment, Attendance**

**Motion to approve made by:** Christina Hill

**Seconded by:** Jessica Aguilera

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Approved:  Yes /  No

**New Business:**

**A. Personnel Policies**

Motion to table made by: Christina HTM

Seconded by: Rob Petruska

Tabled:  Yes /  No

**B. Standards of Conduct**

Motion to table made by: Jessica Aguilera

Tabled:  Yes /  No

Second - Christina HTM

**C. Discussion only: Picture Day thoughts...**

**Next meeting will be on 12/10/19 at 1pm.**

**Announcements: Thanksgiving Break Wednesday 11/27-11/29.**

**Looking ahead Holiday break is from 12/23-1/3. Kids return to school 1/6.**

**Conferences will be offered on several days in November on 11/ 21, 11/22 and 11/26.**

**Motion to Adjourn made by:**

**Seconded by:**

**Time:**

**Minutes Signed by:**

Jessica Aguilera



**Waterford Head Start  
Policy Committee Meeting Minutes**

**Date: December 13, 2019**

**Time: 1:12pm**

**Policy Committee Minutes: November 8, 2019**

**Motion to approve made by: Rob Petrusha**

**Seconded by: Robin Meinecke**

**Approved: Yes**

**Reports:**

**A. Monthly Report November 2019**

**Motion to approve made by: Rob Petrusha**

**Seconded by: Robin Meinecke**

**Approved: Yes/No**

**B. Budget Report November 2019**

**Motion to approve made by: Sandy Lewis**

**Seconded by: Corrina Moore**

**Approved: Yes/No**

**C. Policy Council Minutes November 15, 2019**

**Motion to receive made by: Corrina Moore**

**Seconded by: Sandy Lewis**

**Received: Yes/No**

**D. Board of Education Report December 5, 2019**

**Motion to receive made by: Sandy Lewis**

**Seconded by: Lindsay Kellam**

**Received: Yes/No**

**Old Business:**

**A. Personnel Policies**

**Motion to approve made by: Lindsay Kellam**

**Seconded by: Sandy Lewis**

**Approved: Yes/No**

**B. Standards of Conduct**

**Motion to approve made by: Lindsay Kellam**

**Seconded by: Corrina Moore**

**Approved: Yes/No**

**New Business:**

**A. Community Complaints Policy**

**Motion to table made by: Robin Meinecke**

**Seconded by: Sandy Lewis**

**Tabled: Yes/No**

**B. Conflict of Interest**

**Motion to table made by Lindsay Kellam**

**Seconded by: Robin Meinecke**

**Tabled: Yes/No**

**Next meeting will be on 1/10/20**

**Announcements: Optimist toy delivery happened yesterday. Please take your child's toy home with you if you signed up for one.**

**December 19 is the last day of school before the holiday break. Everyone returns to school on 1/6/20.**

**Motion to Adjourn made by: Corrina Moore**

**Seconded by: Rob Petrusa**

**Time: 1:30pm**

**Minutes Signed by:**

*J. Fletcher Beckler* Acting  
Secretary for  
*Jessica Aguilera*



## **WATERFORD HEAD START PERSONNEL POLICIES**

**Relates to Head Start Performance Standard(s) 1302.90 Personnel policies (a)(b)(c)(d)**

### **Overall Purpose of Policies:**

*The purpose of this policy is to establish written personnel policies and procedures that are approved by the governing body and policy council and govern the recruitment, selection, and evaluation of current and potential employees.*

#### **(a) Establishing personnel policies and procedures**

1. Policy Committee will be involved in interviews of potential candidates for employment with Head Start.
2. Positions must be openly advertised so that all interested parties have an opportunity to apply (both Staff and Director positions).
3. Work with the Policy Committee to implement the recruitment, selection and approval process of candidates.
4. Encourage current and past parents to apply for jobs for which they are qualified.
5. Offer feedback regarding interview candidates to assist in hiring process.
6. With input from Policy Committee, management staff will take direct responsibility and make the final decision hiring candidates.

#### **(b) Background checks and selection process Procedure:**

1. Upon receiving an application for an open position, Head Start Director/Early Childhood Specialist will evaluate the application and/or resume, and transcripts to see if the applicant is qualified for the position.
2. If the applicant is qualified for the open position, the Director/Early Childhood Specialist will contact the applicant to schedule an interview.
3. If the Director/Early Childhood Specialist, Policy Committee Member and other Committee Members are satisfied with the results of the interview, then she can offer the candidate the job. When possible, the Director will interview a minimum of 3 qualified candidates.
4. If a candidate is selected for employment, HR will verify references, conduct a sex offender registry check and obtain one of the following:
  - (i) State or tribal criminal history records, including fingerprint checks, or
  - (ii) FBI criminal history records including fingerprint checks.

HR will review information found in each employment application and complete a background check to assess the relevancy of any issue uncovered by the

background check. This would include any arrest, pending criminal charges, or conviction and must use Child Care and Development Fund disqualification factors described in 42 USC 9858©(1)(d) and 42 USC 9858(h)(1) to determine whether the prospective employee can be hired or the current employee must be terminated.

A person is only hired for employment, after all background checks have been completed:

- (i) Whichever check listed in paragraph (b)(4) of this section was not obtained prior to the date of hire; and
- (ii) Child abuse and neglect state registry is checked.  
Results are reviewed by HR to ensure that newly hired employees, consultants, or contractors do not have unsupervised access to children until the complete background check process described in paragraphs (b)(1) through (4)(ii) in this section is complete.

Waterford School District's HR department conducts the complete background check for each employee, consultant, or contractor at least once every five years which must include each of the four checks listed in paragraphs (b)(1)-(4) of this section, and review and make employment decisions based on the information as described in paragraph (b)(3) of this section.

Current and former program parents are always encouraged to apply for employment vacancies for which they are qualified.

**\*\*\* The State of Michigan is working on a process where we have a candidate's information sent to them and they will conduct all fingerprint checks, both state and FBI, as well as child abuse and neglect, and sex offender registry. OLHSA will not need to conduct additional fingerprint checks once this process is in place.**

**(c) Standards of Conduct**

**(1) Waterford Head Start ensures that all staff, consultants, contractors, and volunteers are trained and follow all applicable codes of conduct related to their position. Codes of conduct follow all State of Michigan licensing requirements, Head Start requirements, High/Scope conflict resolution guidelines, and NAEYC Ethical code of conduct requirements.**

**(i)(ii) All staff are trained in positive guidance strategies. This may include High/Scope conflict resolution and Trauma Smart.**

**(a) During new employee orientation, staff is introduced to the NAEYC code of ethical conduct. Staff are given an overview of the code of ethical conduct, concentrating on Principle 1.1 – "Above all, we shall not harm children. We shall not participate in practices that are emotionally damaging, physically harmful, disrespectful, degrading, dangerous,**

exploitative, or intimidating to children. *This principle has precedence over all others in this code.*"

- (b) Additionally, staff are trained on "What is inappropriate behavior towards children?" This document is very specific, detailing what inappropriate behavior towards children looks like. Every new staff member is trained and signs this document. The Stepanski employee handbook outlines staff conduct, including penalties for not adhering to policy.
  - (c) The classroom climate is formally evaluated using the CLASS tool twice during the school year. The CLASS tool includes a measurement of positive climate and negative climate. If a classroom's score indicates a need for support in either of these areas, the appropriate management personnel is contacted to provide support.
  - (d) Second Step is used to also support the children with Social Emotional coping skills.
  - (iii) Staff promote and exemplify respect for all people, and do not engage in stereotyping or bias of any kind. Staff receive training in this area on a yearly basis at minimum. The Stepanski employee handbooks outline Head Start/licensing policy, including penalties for not adhering to policy.
  - (iv) Staff also receive training on the confidentiality policy as defined by OLHSA standards, as well as subpart C of part 1303 and applicable federal, state, and local laws. The Stepanski employee handbooks outline Stepanski/Licensing policy, including penalties for not adhering to policies.
  - (v) Waterford Head Start staff, consultants, contractors, and volunteers are trained on the crucial importance of no child ever being left unattended at any time, for any reason. The Stepanski Early Childhood Employee handbook outlines, including penalties for not adhering to policy.
- (d) Missing Student Policy and Disciplinary Action
- (1) Teachers will follow the missing student policy approved by the Policy Committee.
  - (2) If it is deemed that a teacher, teacher assistant or staff member violated the missing student Policy, then a meeting will be arranged with the Center Director. The Director and staff member(s) will together fill out an action plan to avoid having an incident occur again. Both the Center Director and the staff member(s) involved will sign the action plan.
  - (3) The Action Plan will be submitted to OLHSA. OLHSA will then determine if any further action is needed.



Waterford Head Start Policy Committee  
Code of Operations

2019-2020

Article I: Name of the Organization:

The name of this group shall be called the Waterford Head Start Policy Committee.

Article II: Group Purpose :

The purpose of this group shall be to assist in providing a comprehensive Child Development Program for families enrolled in the Waterford Head Start program and to ensure that, as an integral part of this program, the child's family and community will be involved in accordance with the Head Start philosophy.

Article III: Goals:

The goals of the group shall be:

- To establish a method of hearing and resolving community complaints
- To serve as a link between public and private organizations
- To have the opportunity to initiate suggestions for program participation
- To establish goals of the Head Start program and develop ways to meet them
- To assist in recruiting volunteer services from parents, community residents and organizations
- To assist in the mobilization of community resources to meet identified needs

Article IV Meetings:

Section 1: Date and Time:

The Waterford Head Start Policy Committee will be held monthly until January and then every other month starting in February. Meetings will take place on the first Friday of the month.

Section 2: Special Meetings

Notice of special meetings must be in writing or by telephone at least 5 days prior to such meetings

## Article V Membership:

### Section 1: Eligibility

At least 51% of this committee shall be parents of the Waterford Head Start children presently enrolled in the program. The remainder of the membership can be representatives from the community.

Staff members will attend the meeting of the committee to receive and/or give information, upon the request of the committee.

### Section 2: Selection of Members

Selection of members will be by voluntary nomination with final approval by a vote of the both the Parent Committee and by the acceptance of the Policy Committee. General responsibilities will be the responsibility of the Head Start Director.

All representatives of the community must be approved by elected parent members of this committee.

For the 2019-2020 school year 6 parents, 2 community members (School Board Member is Community Rep and has voting capacity) will make up this committee.

### Section 3: Length of Membership

All parents of children currently enrolled in the Waterford Head Start program may serve on the committee from September until a new Board is seated in October. Members can serve up to 5 years on the Board both in a parent capacity and community member.

However, with approval of the Parent Committee, they may continue as a Community Representative. Membership, both parents and Community Representatives, must be limited to no more than five years.



#### Section 4: Voting Rights of Members

All members are entitled to one vote, including Community Representatives.

Email votes will be considered as a valid means of voting to approve an item(Policy, Bylaws or Budget) in the event that a quorum or meeting is not possible in the timeframe that an item needs to be approved.

#### Section 5: Quorum

Attendance of a minimum of 3 members of the committee shall constitute a quorum.

#### Section 6: Size of the Membership

The Policy Committee will decide the size of the membership of the group, minimum and maximum with the group requiring 51% or higher participation of parents with a child enrolled in the program.

### Article VI: Officers

#### Section 1: Officer's Positions

- a. Chairperson
- b. Vice Chairperson
- c. Secretary
- d. Policy Council Representative(if available)

#### Section 2: Election of Officers/Terms/Vacancies

The committee membership shall elect their officers annually before November 30<sup>th</sup>. This election will be made up of all persons who have an interest in running for office. Persons may nominate themselves or be nominated by other members. All officer positions are to be held until new officers are elected the next program year.

Any position that becomes vacant should be made known to the total membership and election shall take place as soon as possible. To be elected, you must be present. Any officer missing

three consecutive meetings will result in termination from the group.

### Section 3: Duties of Officers

*Chairperson:* Conduct all meetings, plan meeting topics and agendas with the help of support staff, Director and program requirements. The Chairperson works very closely with the Family Advocate.

*Vice Chairperson:* In the absence of the Chairperson assumes his/her responsibilities. Any position that becomes vacant be made known to the total membership and election shall take place as soon as possible. Elected officers missing three consecutive meetings will result in termination.

The Policy Committee may make interim appointments to fill vacancies.

*Secretary:* Attends monthly meetings. Makes sure sign in sheets are completed at each meeting, takes minutes of all meetings.

*Policy Council Representatives:* Attends monthly meetings and Policy Council meetings, serves as link between the two committees.

### Article VII: Amendments

Changes in this Code of Operations may be made by a favorable vote of 2/3 of members present at a regular meeting or by email approval.

Updated/Approved 09/13/2019 Waterford Head Start Policy Committee



## WATERFORD HEAD START RECRUITMENT OF CHILDREN

### Relates to Head Start Performance Standard(s) 1302.13

#### Purpose:

In order to reach those most in need of services, a program must develop and implement a recruitment process designed to inform all families with eligible children within the recruitment area of the availability of program services and assist them in applying for admission to the program. A program must include efforts to recruit children with disabilities, in foster care or from homeless families into the recruitment plan.

This policy contains the procedures and process overview for the above.

#### PROCEDURE:

The program's recruitment process is designed to ensure each program option opens and remains at full enrollment for the entirety of the program year. The number of applications taken must exceed the program's funded enrollment slots. Staff will actively recruit children who are 3-5 years old and maintain an active waitlist throughout the year.

Recruitment will prioritize eligible families and children with diagnosed disabilities. Proactive recruitment will take place year round, and referrals will be accepted from community partners at any time.

#### A) Active recruitment of new children may include:

1. Staff will work with foster care agencies and agencies that assist the homeless (shelters).
2. Staff will attend Stepanski's Open House and network with families to ensure they are aware of the Head Start program. They will discuss eligibility, program specifics and how to apply.
3. Staff will see families on a walk in basis in the Head Start office that are eligible for HS.
4. Word of Mouth and recruitment efforts will be made to include: doctor's offices, service agencies and community agencies throughout the program year.
  - a. Within the school district efforts will be made to recruit children and families by advertising the program with: Stepanski Childcare, WSD/WPSSD preschool programs, WSD elementary schools, Blackboard connect, etc.
5. Staff will inform staff at local pediatrician offices about the Head Start Program.
6. Staff will network and build relationships with staff at local human services agencies to boost referrals to HS
  - a. Agencies such as homeless providers, DHS offices, MichiganWorks! Locations and those that service eligible families will be prioritized.
7. OLHSA and/or community school districts will host enrollment fairs, preschool expos, health fairs and free community events and will market those events to eligible children and families.
8. Enrollment information will be provided in the Head Start and Stepanski School Newsletters.

#### B. Active recruitment of re-enrolling children will include:

1. Staff will review all current files and determine children that are eligible for additional years of services with HS.
2. Returning families will receive a phone call or letter requesting that they visit the Head Start office to update their Family Partnership Agreement, Health records, nutritional assessments, emergency cards, etc... Families will meet with Recruiters/Family Advocates at their center to complete this process.

#### C. Referrals

Once a community partner has made a referral for a potentially eligible family, a staff member responsible for enrollment will contact that family within two weeks (and document the call especially if voicemail is full, phone is out of order, phone is not accepting messages, etc). Families will be provided with assistance in filling out a HS application.

#### D. Waitlist

A waitlist is established after all funded slots have been filled. Recruitment of children to join the active waitlist is ongoing. Waitlist can be accessed using the FacsPro database.

#### E. Documentation

Staff responsible for recruitment will report on their community efforts to ensure eligible families are aware of the services available. Sharing and documenting recruitment efforts will be kept in the Head Start Office.



## WATERFORD HEAD START SELECTION

### Relates to Head Start Performance Standard(s) 1302.14

#### **Purpose:**

To ensure children with the highest level of need receive the services of the program, selection criteria will be established that weighs the prioritization of applicants and their relevant risk factors.

This policy contains the procedures and process overview for the above.

#### **PROCEDURE:**

- A) Selection is based on the income or category of eligibility of each family, and the extent to which a child or family meets the program's established Family Risk Criteria. Staff members are trained and must use the Family Risk Criteria to rank children and ensure children are properly prioritized based on their risk criteria points.
  - a. Family Risk Criteria points are assessed during an intake interview and include points based on the child's family income, homelessness, whether the child is in foster care, the child's age and whether the child is eligible for special education services.
  - b. Family Risk Criteria points are also used to identify family and community needs identified in the community needs assessment.
  - c. Families with the highest number of points are enrolled into the program first.
  - d. When a vacancy occurs during the program year, the staff member responsible for placement should notify the family that has the highest risk score by reviewing the waitlist and prioritizing that child for enrollment.
  - e. A child considered the most at risk may not be placed in a classroom in the following exceptions only, and the child with the next highest number of risk criteria points should be selected:
    - i. The child's family declines classroom placement at the time the vacancy occurs.
    - ii. The child cannot be placed into a classroom with the vacancy due to childcare licensing restrictions.
- B) Children eligible for services under IDEA:
  - a. The program will ensure at least 10% of its total funded enrollment is filled by children eligible for services under IDEA.
  - b. The program will prioritize children eligible for services under IDEA using the Family Risk Criteria described in Section A of this policy.
  - c. If the program does not meet this 10% requirement, a waiver request will be submitted.
- C) Waiting Lists
  - a. The program will accept applications from interested families at any time, ensuring an active, ranked waitlist using the Family Risk Criteria described in Section A of this policy.



**WATERFORD HEAD START  
STANDARDS OF CONDUCT AGREEMENT**

As a staff member, consultant, contractor or volunteer in the Waterford Head Start Program,  
I, \_\_\_\_\_, agree to abide by the Standards of Conduct outlined in  
the Head Start Performance Standards 1302.90 (1) as listed below:

1. I will implement positive strategies to support children’s well-being and prevent and address challenging behavior;
2. I will not maltreat or endanger the health or safety of children, including:
  - (A) Use corporal punishment;
  - (B) Use isolation to discipline a child;
  - (C) Bind or tie a child to restrict movement or tape a child’s mouth;
  - (D) Use or withhold food as a punishment or reward;
  - (E) Use toilet learning/training methods that punish, demean, or humiliate a child;
  - (F) Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;
  - (G) Physically abuse a child;
  - (H) Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child’s family
3. I will respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition;
4. I will comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members ;;
5. I will ensure no child is left alone or unsupervised while under my care.

Furthermore, I understand that any violation of this policy will result in immediate dismissal.

**I have read and understand the above. I have been given the opportunity to ask questions.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

## WATERFORD BOARD OF EDUCATION – MINUTES

Regular Meeting  
January 16, 2020

### OPENING

The Regular Meeting of the Waterford School District Board of Education, held at the Waterford Township Hall Auditorium, 5200 Civic Center Drive, Waterford, Michigan, was called to order by President Piggott at 6:00 PM.

### PLEDGE

The audience joined the Board of Education in the Pledge of Allegiance.

### ROLL CALL

Present: Members Halls, Torres, Ristich, Sutherland, Petrusha, Josselyn and Piggott  
Absent: None  
Others: Scott Lindberg, Bill Holbrook, Darin Holley, Janet McLeod, Nadine Milostan, Carly Stone, Mary Craite, Angie Smith, Alex Velez, Chris & Joe Carr, Sally Hart, Grant Smith, Riley Vermilya, Carol Finkelstein, Ann Kaschner, Joe Humphrey, Matt McClure, David Ristich, Lisa Kane, Kelly Moraco, Megan Roberts and others not registered.

### APPROVAL OF THE AGENDA

Moved by Member Torres and supported by Member Piggott that the Board of Education move the election of officers under New Business to allow audience members to speak on the matter.

Members made comments regarding this motion.

Ayes: Members Torres, Piggott and Josselyn  
Nays: Members Halls, Ristich, Petrusha and Sutherland  
Motion fails. (3-4)

### ORGANIZATION

#### a. Election of Officers

##### (1) PRESIDENT

Member Josselyn nominated Member Torres.

Member Petrusha nominated Member Ristich.

All those in favor of Member Torres:  
Members Josselyn, Torres and Piggott

All those in favor of Member Ristich:  
Members Halls, Petrusha, Ristich and Sutherland

Member Ristich will serve as President for 2020.

## ORGANIZATION

### a. Election of Officers

#### (2) VICE PRESIDENT

Member Josselyn nominated Member Piggott.

The nomination was supported by Members Sutherland, Torres, Piggott, Josselyn, Halls and Ristich.

Member Piggott will serve as Vice President for 2020.

#### (3) SECRETARY

Member Sutherland nominated Member Halls.

The nomination was supported unanimously.

Member Halls will serve as Secretary for 2020.

#### (4) TREASURER

Member Halls nominated Member Sutherland.

The nomination was supported unanimously.

Member Sutherland will serve as Treasurer for 2020.

### b. Appointments

Oakland Schools

Representative: Sutherland

Alternate: Halls

OCSBA Legislative Forum

Representative: Torres

Alternate: Ristich

Waterford Township Recreation Board

Representative: Petrusha

Alternate: Sutherland

Hess Hathaway Advisory Board

Representative: Torres

Alternate: Petrusha

Waterford Youth Assistance

Representative: Josselyn

Alternate: Torres

Head Start Policy Committee

Representative: Petrusha

Alternate: Sutherland

Drayton Plains Nature Center Advisory Board

Representative: Ristich

Alternate: Halls



## ORGANIZATION

### c. 2020-2021 Meeting Schedule

The Board of Education unanimously supported the 2020-2021 Regular Meeting Schedule, per the list below, on the first and third Thursday of each month, with exceptions. Board meetings will be held at 6:30 PM at the Waterford Township Hall Auditorium, 5200 Civic Center Drive, Waterford, Michigan, unless posted otherwise.

<u>2020-2021</u>	
<del>*July 2, 2020</del>	July 16, 2020
<del>*August 6, 2020</del>	August 20, 2020
September 3, 2020	September 17, 2020
October 1, 2020	October 15, 2020
November 5, 2020	November 19, 2020
December 3, 2020	December 17, 2020
<del>*January 7, 2021</del>	January 21, 2021
February 4, 2021	February 18, 2021
March 4, 2021	March 18, 2021
<del>*April 1, 2021</del>	April 15, 2021
May 6, 2021	May 20, 2021
June 3, 2021	June 17, 2021

*\*No Meeting Scheduled*

## WATERFORD HERO

We are honored to recognize Waterford Hero Jan Lawrence for 40 dedicated years of service in the Waterford School District. Jan is not only an employee of the District, she is a Waterford parent and a product of Waterford Schools herself. As a child, Jan moved to Waterford when her father accepted a principal position. Jan attended Crary Middle School and Waterford Township High School. She later married her husband, a Waterford Kettering grad, and they raised their children right here in Waterford, graduating from Mott High School.

When her son entered first grade, Jan began to volunteer in the school library. She loved seeing the kids' excitement for choosing a book for themselves and being trusted to take it home and bring it back. Jan accepted her first position as a librarian at Burt Elementary, where she worked until 2014. She now works at the Stepanski Early Childhood Center and Schoolcraft Elementary. She loves reading to students, teaching kids about authors and empowering them to find their own book by understanding the library.

Jan has served the students of Waterford School District admirably for 40 years. During that time, she has contributed to the educational success of countless children and inspired a love of reading for so many. For that, we are grateful and extend our congratulations on being named a Waterford Hero!

## INFORMATION ITEMS

### a. Waterford Goodfellows Partnership

Kelly Allen, Director of Communications & Community Relations, introduced representatives from the Waterford Goodfellows to talk about the many ways we work together to benefit the Waterford community.

### b. District Website Design & Development

Waterford School District Administration is seeking proposals for a District Website Design and Development as related to the education sector. Scope of work is to develop a new website for the district to include all site planning, interface design, and production. The site must include a technology solution

## **INFORMATION ITEMS**

b. District Website Design & Development (continued)

that allows staff to easily and cost effectively update content and modify site design after the initial launch. The site will be locally hosted on a Windows Server 2016 or Windows Server 2019 running IIS 10. Funding source is the General Fund.

c. School & Community Relations – 90 Day Plan

Kelly Allen, Director of Communications & Community Relations, shared an update on her 90 Day Plan.

d. Head Start Reports

The Board of Education is in receipt of the November 2019 Head Start reports.

## **AUDIENCE COMMENTS ON ACTION ITEMS**

There were no comments relative to action items.

## **APPROVAL OF THE MINUTES**

a. December 19, 2019, Regular Meeting

Moved by Member Halls and supported by Member Josselyn that the Board of Education approve the minutes of the December 19, 2019, Regular Meeting .

Ayes: Members Piggott, Petrusha, Torres, Halls, Ristich, Josselyn and Sutherland

Nays: None

Motion carried. (7-0)

## **ACCOUNTS PAYABLE**

Moved by Member Sutherland and supported by Member Piggott that the Board of Education approve the accounts payable for the month of December 2019, per the reports included in the January 16, 2020 materials.

Ayes: Members Piggott, Petrusha, Torres, Halls, Ristich, Josselyn and Sutherland

Nays: None

Motion carried. (7-0)

## **FINANCIAL STATEMENT**

The Board of Education is in receipt of the statement of revenues and expenditures ended December 31, 2019.

## **SUPPORT STAFF REPORT**

The Board of Education is in receipt of the Support Staff Report included in the January 16, 2020 materials.

## NEW BUSINESS

### a. Superintendent's Recommendations

#### (1) Recommendation 71-19-20 Relative to Retirements/Resignations/Leave of Absence Expirations

Moved by Member Halls and supported by Member Piggott that the Board of Education approve the following resignations:

Lotsis, Aphrodite – Special Education Teacher  
Children's Village School  
Resignation following leave of absence  
Effective: December 20, 2019

Rice, Kelly – Special Education Teacher  
Beaumont Elementary  
Resignation  
Effective: January 24, 2020

Slone, Tricia – Teacher  
Kettering High School  
Resignation  
Effective: January 24, 2020

Wouters, Nancy – Teacher  
Pierce Middle School  
Resignation following leave of absence  
Effective: December 20, 2019

Ayes: Members Piggott, Petrusha, Torres, Halls, Ristich, Josselyn and Sutherland  
Nays: None  
Motion carried. (7-0)

#### (2) Recommendation 72-19-20 Relative to Teaching Contract Changes/Appointments

Moved by Member Halls and supported by Member Josselyn that the Board of Education approve the following teaching contract changes/appointments for the 2019-2020 school year:

Schafer, Devyn – Teacher  
Beaumont Elementary School  
Probationary Contract  
Effective: December 17, 2019

Vandenplas, Meghan - Spanish Teacher  
Multiple Elementary Locations  
Probationary Contract  
Effective: January 7, 2020

Ayes: Members Piggott, Petrusha, Torres, Halls, Ristich, Josselyn and Sutherland  
Nays: None  
Motion carried. (7-0)

### b. Consideration of Certain Purchases

## NEW BUSINESS

- (1) Recommendation 59-18-19 Relative to 2019-2020 Meeting Schedule

Moved by Member Sutherland and supported by Member Petrusha that the Board of Education approve the purchase of equipment to create a coffee shop/additional serving line for reimbursable meals at Kettering HS. Items being purchased are hot/cold food holding units, stainless steel custom pieces to design the serving line, and a coffee/latte machine. The total cost is \$105,646.

Stafford Smith participates in the Wayne RESA CoPro+ (Collaborative Procurement) bid process that reduces costs for goods and services by eliminating the time and effort to process bids and leveraging the usage of school districts, county governments and municipalities statewide.

### Equipment:

Cashier Stand (1)

Display Merchandisers – Coolers (2)

Franke Coffee Machine (1)

Coffee Brewer (1)

Ice Dispenser (1)

Stainless steel counters/tables and wall partition/gate

Funding Source: Food Service Fund, Coffee/Latte Machine (United Dairy Industry of Michigan)

Ayes: Members Piggott, Petrusha, Torres, Halls, Ristich, Josselyn and Sutherland

Nays: None

Motion carried. (7-0)

## AUDIENCE COMMENTS ON NON-ACTION ITEMS

On behalf of the OCSBA, Angie Smith and Carol Finklestein acknowledged the Board of Education in honor of School Board Recognition Month.

Grant Smith shared information on the “We’re with the Band” fundraiser, Optimist Club Carless Raffle and the Youth Recognition Awards.

Art Welch discussed a situation following the last meeting.

## SUPERINTENDENT’S REPORT

Superintendent Lindberg addressed previous public comments, talked about kindergarten orientation, Teacher of the Year, Backyard Battle, WIRED Robotics and thanked the Board in honor of School Board Recognition Month.

## DISCUSSION ITEMS

- a. Future Items

*Study Session, January 30, 2020 – 6:30 PM*

- b. Board of Education Reports

Members of the Board expressed appreciation for the School Board Month recognitions.

Member Sutherland talked about the support of the community and the SafeTalk Suicide Prevention event.

## **DISCUSSION ITEMS**

b. Board of Education Reports (continued)

Member Torres discussed Kindergarten Orientation.

Member Petrusha expressed well wishes to Dr. Howard Heitzeg, former superintendent.

Member Ristich spoke about the upcoming study session on January 30.

## **ADJOURNMENT**

The meeting was adjourned by President Ristich at 8:33 PM.

A video recording is on file with the official minutes.

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Secretary, Board of Education

/mr

**WATERFORD SCHOOL DISTRICT  
BOARD OF EDUCATION**

**Study Session Minutes  
January 30, 2020**

**OPENING**

A Study Session of the Waterford School District Board of Education, held at Kurzman Administrative Services – Crary Campus, 501 N. Cass Lake Road, Waterford, Michigan, was called to order by President Ristich at 6:35 PM.

**PLEDGE**

The Board of Education led the Pledge of Allegiance.

**ROLL CALL**

Present: Members Petrusha, Sutherland, Ristich, Josselyn, Halls, and Torres (7:27 PM)

Absent: Member Piggott

Others: Scott Lindberg, Bill Holbrook, Amy Dagenhart, Kelly Allen, Lisa McFee, Deb Cooper, Nadine Milostan, Carly Stone, Darin Holley, Joe Humphrey, Mary Craite, Kristen Wagner, Megan Roberts and others not registered.

**APPROVAL OF THE AGENDA**

The agenda was approved as presented.

**AUDIENCE COMMENTS**

There were no audience comments.

**Academic Profile Committee Report**

Lisa McFee, Assistant Superintendent of Teaching & Learning Services, joined by Carly Stone, Director of Curriculum, Instruction & Assessment; Debra Cooper, Kettering Principal; Elizabeth Kutchey, Assessment Coordinator; Nadine Milostan, Executive Director of Student Support Services; and Darin Holley, Director of Instructional Services, presented an update on the Academic Profile Committee. The group discussed the process, reviewed the data and shared next steps. Members of the Board engaged in dialogue and asked a number of questions.

**Math Pilot**

The Teaching and Learning Services team shared an update on the Elementary Math Pilot. Reasons for the pilot include District data trends, teacher resources, teacher turnover and support for teachers and parents. The team discussed the criteria and timeline for the decision, costs and teacher training.

**Read By Grade Three**

The Teaching and Learning Services team provided an overview and explanation of the Read by Grade Three Law and reviewed the established timeline Waterford Schools has been moving through since 2015 in preparation for the RBGT Law to go into effect, in 2019-2020. The team also shared what we are doing in terms of parent education, resources, professional learning, implementing IRIPs, systems of support, and good cause exemptions. The 3<sup>rd</sup> grade assessment window is April 27-May 22, 2020. Notification to families would be no later than June 1<sup>st</sup>. Retention decisions must be made 30 days prior to school starting for the 2020-2021 school year.

## **Additional Instructional Updates**

In the interest of time, the agenda items relative to Kindergarten Assessment, Science Trajectory and Updates and the WSD Curriculum Library will be presented at future meetings.

## **Bond**

Scott Lindberg, Superintendent, and William Holbrook, Assistant Superintendent of Business & Operations, discussed the opportunity to call for a bond election for May 2020. Administration is prepared to move forward at the direction of the Board as a whole. Members of the Board expressed their thoughts regarding the benefits and downfalls of having the election in May 2020, August 2020 or at other times. The cost of the election, millage rates, public perceptions following various Township issues, and community support were topics of discussion.

The Board will consider a resolution calling for an election at the February 6, 2020 Regular Meeting.

## **ADJOURNMENT**

The meeting was adjourned by President Ristich at 10:38 PM.

:mr

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Board Secretary

ACTION

WATERFORD SCHOOL DISTRICT  
Board of Education  
501 N Cass Lake Road  
Waterford, Michigan 48328

ITEM NO.: 8.a.(1) NEW BUSINESS  
Superintendent's Recommendation 74-19-20  
TOPIC : Retirements/Resignations/Leave of Absence Expirations

It is recommended that the Board of Education accept the following resignations:

Cook, Angela - Teacher  
Donelson Hills Elementary  
Resignation  
Effective: January 24, 2020

Emke, Erika – School Social Worker  
Beaumont Elementary  
Resignation  
Effective: February 7, 2020

Resource Person(s): Janet McLeod, Director of Human Resources

Date of Board of Education Meeting: February 6, 2020



WATERFORD SCHOOL DISTRICT  
Board of Education  
501 N Cass Lake Road  
Waterford, Michigan 48328

ITEM NO.:	8.a(2) NEW BUSINESS Superintendent's Recommendation 75-19-20
TOPIC:	Teaching Contract Changes/Appointments

It is recommended that the Board of Education approve the following teaching contract changes and appointments for the 2019-2020 school year:

Alfano, Lisa – Special Education Teacher  
Beaumont Elementary  
Probationary Contract  
Effective: January 15, 2020

*Replacing: Kelly Rice*

Bell, Jacquelyn – School Social Worker  
Beaumont Elementary  
Annual Contract  
Effective: February 5, 2020

*Replacing: Erika Emke*

Brown, Kathleen – School Social Worker  
Haviland/Stepanski  
Annual Contract  
Effective: March 2, 2020

*Replacing: New Position based on need*

Crespo, Irma – Teacher  
Mott High School  
Probationary Contract  
Effective: January 23, 2020

*Replacing: Katie Amen*

Inman, Marnee – Special Education Teacher  
Riverside Elementary  
Probationary Contract  
Effective: February 10, 2020

*Replacing: Melissa Benham*

Kozlowski, Joshua – Teacher  
Kettering High School  
Probationary Contract  
Effective: February 10, 2020

*Replacing: Tricia Slone*

Resource Person(s): Janet McLeod, Director of Human Resources

Date of Board of Education Meeting: February 6, 2020

WATERFORD SCHOOL DISTRICT  
Board of Education  
501 N. Cass Lake Road  
Waterford, Michigan 48328

ITEM NO.:	8.a.(3) NEW BUSINESS Superintendent's Recommendation 76-19-20
TOPIC:	Reinstatement of Student H

In keeping with Michigan law, a committee consisting of school board members, a school administrator, teacher and parent of a pupil in the district reviewed a petition for the reinstatement of a student previously expelled by the Waterford School District. After reviewing all facts and information in the matter and giving careful consideration to the applicable State law, the Committee recommends that the Board of Education reinstate Student H, with conditions.

Resource Person(s): Darin Holley, Director, Instructional Services and Technology

Date of Board of Education Meeting: February 6, 2020

WATERFORD SCHOOL DISTRICT  
Board of Education  
501 N. Cass Lake Road  
Waterford, Michigan 48328

ITEM NO.: 8.a.(4)	NEW BUSINESS Superintendent's Recommendation 77-19-20
TOPIC:	Reinstatement of Student I

In keeping with Michigan law, a committee consisting of school board members, a school administrator, teacher and parent of a pupil in the district reviewed a petition for the reinstatement of a student previously expelled by the Waterford School District. After reviewing all facts and information in the matter and giving careful consideration to the applicable State law, the Committee recommends that the Board of Education deny the reinstatement of Student I.

Resource Person(s): Darin Holley, Director, Instructional Services and Technology

Date of Board of Education Meeting: February 6, 2020

ACTION

WATERFORD SCHOOL DISTRICT  
Board of Education  
501 North Cass Lake Road  
Waterford, MI 48328

ITEM NO: 8.a.(5)	NEW BUSINESS Superintendent's Recommendation 78-19-20
TOPIC:	Resolution Submitting Bond Proposition to Electors

The Administration recommends the Waterford School District Board of Education approve the attached Resolution to call an election and submit the bond proposal to the electors.

Resource Person: William Holbrook, CPA, Assistant Superintendent, Business and Operations

Date of Board of Education Meeting: February 6, 2020

Board of Education  
Waterford School District

**RESOLUTION SUBMITTING BOND PROPOSITION TO ELECTORS**

At a regular meeting of the Board of Education of Waterford School District, Oakland County, Michigan (the "School District"), held on the 6th of February, 2020.

PRESENT: \_\_\_\_\_

\_\_\_\_\_

ABSENT: \_\_\_\_\_

The following resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_:

BE IT RESOLVED BY THE BOARD OF EDUCATION OF WATERFORD SCHOOL DISTRICT, OAKLAND COUNTY, MICHIGAN, as follows:

1. It is necessary and expedient to improve School District facilities as described in the Bond Proposition set forth in paragraph 3 of this resolution; to finance the cost thereof by borrowing money and issuing bonds of the School District, in multiple series, in the aggregate principal amount of not to exceed \$150,000,000; and to submit a proposition relative thereto to the electors as hereinafter provided.

2. A special election is hereby called, and the following bond proposition is hereby submitted to the electors of the School District at the election to be held in the School District on Tuesday, the 5th day of May, 2020, which date is a regular election date pursuant to the provisions of Act 116, Michigan Public Acts of 1954, as amended:

## BOND PROPOSITION

Shall the Waterford School District, County of Oakland, Michigan, borrow the principal sum of not to exceed One Hundred Fifty Million Dollars (\$150,000,000) and issue its general obligation unlimited tax bonds for the purpose of defraying the cost of:

- constructing and furnishing a new Early Childhood Center;
- constructing, erecting, furnishing and equipping additions to and remodeling, furnishing, refurbishing, equipping and reequipping existing school buildings;
- acquiring school buses;
- constructing, equipping, developing and improving sites, including athletic fields and facilities and playgrounds;
- acquiring, installing and equipping instructional technology infrastructure and equipment; and
- upgrading and acquiring safety and security equipment?

The debt millage required to retire all bonds of the School District currently outstanding and proposed pursuant to this ballot is estimated to be at or below 6.75 mills. The estimated millage to be levied in 2020 to service this issue of bonds is 0.4329 mills (\$0.4329 per \$1,000 of taxable value) and the estimated simple average annual millage rate required to retire the bonds of this issue is 2.6645 mills (\$2.6645 per \$1,000 of taxable value). The bonds will be issued in multiple series, payable in the case of each series in not to exceed 20 years from the date of issue of such series.

The School District currently has \$132,285,000 of qualified bonds outstanding and \$0 of qualified loans outstanding under the School Bond Qualification and Loan Program (the "Program"). The School District does not expect to borrow from the Program to pay debt service on these bonds. If the School District borrows from the Program, the estimated computed millage rate may change based on changes in certain circumstances.

*(Under 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.)*

3. The President and Secretary of the Board of Education and the Assistant Superintendent, Business & Operations of the School District are authorized to do all other things that are necessary or convenient to the conduct of the election by the School District.

4. All resolutions and parts of resolutions insofar as they may be in conflict herewith are hereby rescinded.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

