WATERFORD BOARD OF EDUCATION - MINUTES

July 21, 2016

OPENING

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

PLEDGE

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

ROLL CALL

Present: Members Piggott, Halls, Sutherland, Himmelspach, Petrusha, Torres (6:02 PM), and Seeterlin (6:06 PM)
Absent: None
Others: Keith Wunderlich, William Holbrook, Janet McLeod, Carly Stone, Lisa McFee, Darin Holley, Nadine Milostan, Danielle Corbiel, Eric Lindemier, Dee Alessi, Megan Roberts and others that did not register.

APPROVAL OF THE AGENDA

The agenda was approved as presented.

RECOGNITION OF ACHIEVEMENTS

Special thanks to the Waterford Coalition for Youth and Birmingham Bloomfield Credit Union for teaming up again with many community agencies to collect backpacks and school supplies for Waterford School District Students. All supplies will be collected July 18 through August 19. Drop of locations include Birmingham Bloomfield Credit Union, the Waterford Chamber of Commerce, Waterford Township Clerk's Office, Waterford Township Library, Central United Methodist Church, Waterford Regional Fire Department, Christ Lutheran Church, Waterford Township Police Department and Coalition for Youth and Waterford School District's Crary Campus. We appreciate the valued partnerships with these organization and the generosity of our community to ensure our students are ready to learn!

INFORMATION ITEM

a. School Meal Prices 2016-2017

A recommendation to approve the following summer school meal prices will be presented on August 4, 2016. Price increases are required to meet USDA Paid Lunch Equity regulation.

Breakfast	15-16	16-17
Elementary	$1.50	$1.75
Secondary	$1.50	$1.75
Adult	$2.25	ala carte

Lunch	15-16	16-17
Elementary	$2.50	$2.75
Secondary	$2.75	$3.00
Adult	$3.50	ala carte

Adult choices will be offered ala carte instead of a meal to insure affordable pricing.

INFORMATION ITEM

b. Short Term Borrowing for the 2016-2017 Fiscal Year

Based on cash flow projections the Administration has determined it is necessary to borrow up to $15,000,000 to meet short term cash flow obligations. These projections have been reviewed and supported by the Michigan School Investment Association. This short term borrowing for the 2016-17 fiscal year will be repaid September of 2017.

Historically the District has borrowed for short term obligations based on the timing of receiving state aid funds. The borrowing will be accomplished through brokerage firms and banking institution bids.

A recommendation to approve a resolution authorizing the borrowing not to exceed $15,000,000 will be presented on August 4, 2016.

c. Policy Updates: EDGAR Edition

In December 2014, the U.S. Department of Education released the newly updated Education Department General Administrative Regulations (EDGAR). This major rewrite of the regulations was issued after nearly 40 years of very little change in the compliance measures that federally funded programs must meet. The regulations cover the application process, financial management, procurement, inventory management, time and effort accountability, cost allowability, record retention, and program oversight.

These new regulations require some revision to current policies and the addition of several new policies. The greatest focus, however, is on compliant written procedures relative to many of the financial and program management functions. These procedures will necessarily be district-specific, providing a clear picture of how these functions are carried out in the District.

NEOLA has conducted a thorough review and has provided appropriate revisions and additions and will continue to do so in future updates to assist districts in meeting compliance standards put forth by EDGAR. Policy documents in this release – The EDGAR Collection – have been reviewed by Brustein & Manasevit, PLLC Attorneys at Law and by Varnum, LLP (Grand Rapids) for consistency with Federal and State law, respectively.

Bylaw 0144.6	Conflict of Interest
Policy 1130/3110/4110	Conflict of Interest
Policy 6110	Grant Funds
Policy 6111	Internal Controls
Policy 6112	Cash Management of Grants (NEW)
Policy 6114	Cost Principles-Spending Federal Funds (NEW)
Policy 6116	Time & Effort Reporting (NEW)
Policy 6146	Post-Issuance Compliance for Tax-Exempt and Tax-Advantaged Obligations
Policy 6325	Procurement – Federal Grants/Funds (NEW)
Policy 6424	Purchasing Cards
Policy 6550	Travel Payment & Reimbursement
Policy 7300	Disposition of Real Property
Policy 7310	Disposition of Surplus Property
Policy 7450	Property Inventory
Policy 8500	Food Service

A recommendation to approve the proposed revisions will be presented to the Board of Education on August 4, 2016.

INFORMATION ITEM

d. Head Start Policies

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. All policies approved by the Committee also require Board of Education approval. A recommendation to approve the Head Start policies for 2016-2017 will be presented on August 4, 2016.

AUDIENCE COMMENTS ON ACTION ITEMS

There were no audience comments on action items.

APPROVAL OF THE MINUTES

a. June 16, 2016, Regular Meeting

Moved by Member Halls and supported by Member Himmelspach that the Board of Education adopt the minutes of the June 16, 2016, Board of Education meeting.

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

ACCOUNTS PAYABLE

Moved by Member Himmelspach and supported by Member Piggott that the Board of Education approve the accounts payable for the month of June 2016.

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

FINANCIAL STATEMENT

The June 2016 financial statement will be presented by Yeo & Yeo as part of the audit on October 20, 2016.

NEW BUSINESS

a. Superintendent's Recommendations

(1) Recommendation 01-16-17 Relative to Designate Area Newspaper to Publish Official Board Notice

Moved by Member Halls and supported by Member Himmelspach that the Board of Education designate the Oakland Press for publication of legal notices for the Board of Education for the 2016-2017 school year:

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

NEW BUSINESS

a. Superintendent's Recommendations

(2) Recommendation 02-16-174 Relative to Appointment of Legal Counsel

Moved by Member Halls and supported by Member Piggott that the Board of Education recognize and authorize the following law firms as 2016-2017 approved legal counsel for the Waterford School District to be utilized as determined by the Superintendent of Schools or designee.

- Law Offices of Stanley W. Kurzman, PLLC
- Lusk & Albertson, PLC
- Thrun Law Firm
- Clark Hill PLC
- Richard E. Kroopnick, PLC

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

(3) Recommendation 03-16-17 Relative to Appointment of External Auditor

Moved by Member Himmelspach and supported by Member Halls that the Board of Education designate Yeo & Yeo, PC, as the official external auditor for the Waterford School District for the 2016-2017 school year.

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

(4) Recommendation 04-16-17 Relative to Designee to Represent the Board in Elections

Moved by Member Halls and supported by Member Himmelspach that the Board of Education appoint Keith D. Wunderlich, Ed.D., Superintendent of Schools, or his designee, William Holbrook, Executive Director of Business and Operations, to represent the Board in all elections.

The School Code of 1976 (as amended) provides that, "The secretary of a school district, a local act district, or an intermediate school district, shall be the chief election officer of the respective district with authority to delegate election duties to a member of the district's administrative staff". (380.1001(2).

Therefore, I, secretary of the Waterford School District Board of Education, do hereby appoint Keith D. Wunderlich, Ed.D., Superintendent of Schools, or his designee William Holbrook, Executive Director of Business and Operations, to perform the regular duties of the secretary in the administration of all school elections in the district.

The appointment and the accompanying Constitutional Oath of Office shall be incorporated as a part of the official minutes of the Board of Education.

CONSTITUTIONAL OATH OF OFFICE

State of Michigan)
SS
County of Oakland)

NEW BUSINESS

a. Superintendent's Recommendations

(4) Recommendation 04-16-17 Relative to Designee to Represent the Board in Elections (*continued*)

I do solemnly swear, or affirm, that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the election duties of the Secretary of the Waterford School District Board of Education in all school district elections to the best of my ability.

Keith D. Wunderlich, Ed.D.	*William Holbrook*
Superintendent of School	*Executive Director of Business and Operations*

Taken, subscribed and sworn to before me this 21st day of July, 2016.

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

(5) Recommendation 05-16-17 Relative to Authorization to Represent the Board in Property Matters

Moved by Member Halls and supported by Member Himmelspach that the Board of Education authorize William Holbrook, Executive Director of Business and Operations, to represent the Waterford School District Board of Education in all property matters, enabling him to sign Board approved purchase, sale and lease agreements on the Board's behalf.

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

(6) Recommendation 06-16-17 Relative to School District Legal Reference Note

Moved by Member Halls and supported by Member Petrusha that the following note be added to the minutes of the July 21, 2016 Regular meeting of the Board of Education as a legal reference status of our school district.

1. Legal name of school district: Waterford School District

2. This district is a general powers school district by operation of law.

3. The Board of Education is comprised of seven (7) members, who are elected for terms of six (6) years. Members holding office on July 1, 2016 and the expiration of their current terms are listed below:

Bob Piggott	term expires 2016
Robert Seeterlin	term expires 2016
Robert Petrusha, Jr.	term expires 2016
John Himmelspach	term expires 2018
Joan Sutherland	term expires 2018
Heather Halls	term expires 2020
John Paul Torres	term expires 2020

4. Members of the Board of Education are elected in the November election, even years.
Legal Citation: MCL 380.11a, 380.1031

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

NEW BUSINESS

a. Superintendent's Recommendations

(7) Recommendation 07-16-17 Relative to Memberships

Moved by Member Halls and supported by Member Piggott that the Board of Education authorize the administration to renew Waterford School District memberships for the 2016-2017 school year in the following organizations:

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

(8) Recommendation 08-16-17 Relative to Depository of Funds

Moved by Member Himmelspach and supported by Member Halls that the Board of Education approve the following resolution designating depositories.

BE IT RESOLVED, that the following list of financial institutions are designated as legal depositories of the moneys belonging to Waterford School District:

Comerica Bank
Chase Bank
Clarkston State Bank
Fifth Third Bank
Huntington National Bank
Birmingham Bloomfield Credit Union
Metro North Federal Credit Union

These financial institutions are hereby authorized to accept for its credit and/or collection, any and all checks, drafts and other negotiable instruments when endorsed in its name by rubber stamp or otherwise; and

BE IT FURTHER RESOLVED, THAT
Comerica Bank, Chase Bank, Clarkston State Bank, Fifth Third Bank and Metro North Federal Credit Union be authorized depositories for internal school funds of the district; and

BE IT FURTHER RESOLVED, THAT
The Board of Education Treasurer is hereby authorized to sign for Certification/Declaration of signatures and/or names of Authorized Signers and Authorized Agents for all accounts opened under such captions as may be necessary or desirable; and

BE IT FURTHER RESOLVED, THAT
Any and all funds credited to such accounts with the depositories may be paid out or withdrawn upon checks drawn against the respective accounts when signed by the Superintendent, Keith Wunderlich.

In the absence of the Superintendent, the lines of authority in decision making and signing will be as follows and the Superintendent informed:

William Holbrook	Executive Director, Business & Operations
Lisa McFee	Assistant Superintendent, Teaching & Learning Services

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

NEW BUSINESS

a. Superintendent's Recommendations

(9) Recommendation 09-16-17 Relative to Summer Tax Collection Resolution

Moved by Member Himmelspach and supported by Member Halls that the Board of Education approve the following summer tax collection resolution:

WHEREAS, the Waterford School District currently receives 100% of the school taxes during the summer from the Charter Townships of Waterford, Independence, White Lake, West Bloomfield and the City of Lake Angelus, and

WHEREAS, the school district operates on a fiscal year basis from July 1 through June 30, and

WHEREAS, 1982 Public Act No. 333 sets forth certain procedures whereby a school district may avail itself of summer tax collections, and

WHEREAS, on December 19, 1996 the board adopted a resolution to institute a 100% summer property tax levy for the entire Waterford School District, to remain in effect until revoked by the Board,

NOW, THEREFORE BE IT RESOLVED, that a summer property tax levy of 100% of the school property taxes be adopted for Waterford School District, for the year of 2017 (2017-18 school year),

BE IT FURTHER RESOLVED, that the President of the Board prior to January 1, 2017, forward a copy of this resolution to the Charter Townships of Waterford, Independence, White Lake, West Bloomfield and the City of Lake Angelus and request that they continue collecting the summer property tax levy,

BE IT FURTHER RESOLVED, that the Superintendent is empowered to initiate any alternate means necessary to secure summer tax collection for the school district as set forth in 1982 Public Act No. 333.

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

(10) Recommendation 10-16-17 Relative to Retirements/Resignations/Leave of Absence Expirations

Moved by Member Halls and supported by Member Himmelspach that the Board of Education approve the following retirements, resignations, and leave of absence expirations.

Abramson, Crystal, Counselor
Kingsley Montgomery School
Resignation
Effective August 29, 2016

Davis, Jennifer, Principal
Donelson Hills Elementary School
Resignation
Effective June 30, 2016

Gillett, Andrea, Special Education Teacher
Schoolcraft Elementary School
Resignation
Effective August 31, 2016

NEW BUSINESS

a. Superintendent's Recommendations

(10) Recommendation 10-16-17 Relative to Retirements/Resignations/Leaves of Absence Expirations (*continued*)

Karim, Qiana, Speech & Language Pathologist
Student Support Services
Resignation
Effective June 17, 2016

Maes, Heather, Teacher
Haviland Elementary School
Resignation
Effective June 30, 2016

Morgan, Monica, Administrative Assistant
Transportation Department
Retirement
Effective June 30, 2016

Natzke, Stephanie, Special Education Teacher
Pierce Middle School
Resignation
Effective June 30, 2016

Persin, Lauren, Social Worker
Student Support Services
Resignation
Effective June 27, 2016

Tepper, Jodi, Teacher
Cooley Elementary School
Resignation
Effective August 30, 2016

Wells, Bonita, Teacher
Children's Village School
Retirement
Effective June 17, 2016

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

(11) Recommendation 11-16-17 Relative to Teaching Contract Changes/Appointments

Moved by Member Halls and supported by Member Himmelspach that the Board of Education approve the following teaching contract changes/appointments for 2016-2017.

Bienenfeld, Anna, Speech & Language Pathologist
Haviland Elementary School
100% Annual Contract
Effective August 25, 2016

NEW BUSINESS

a. Superintendent's Recommendations

(11) Recommendation 11-16-17 Relative to Teaching Contract Changes/Appointments (*continued*)

Bonney, Shannon, Speech & Language Pathologist
Schoolcraft Elementary School & Crary Campus/Life Tracks
100% Annual Contract
Effective August 25, 2016

Brisker, Brandi, Social Worker
Kingsley Montgomery School
100% Annual Contract
Effective August 25, 2016

Keesling, Alex, Special Education Teacher
Houghton Elementary School
100% Probationary Contract
Effective August 25, 2016

Lumetta, Michelle, School Nurse
Kingsley Montgomery School
100% Annual Contract
Effective August 25, 2016

McAllister, Kyle, Special Education Teacher
Children's Village School
100% Probationary Contract
Effective August 25, 2016

Smith, Alyssa, Special Education Teacher
Haviland Elementary Teacher
100% Probationary Contract
Effective August 25, 2016

Stacks, Lauren, Special Education Teacher
Pierce Middle School
100% Probationary Contract
Effective August 25, 2016

Vires, Kelly, Occupational Therapist
Student Support Services
100% Annual Contract
Effective August 25, 2016

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

NEW BUSINESS

a. Superintendent's Recommendations

(12) Recommendation 12-16-17 Relative to Administrative Contract Changes/Appointments

Moved by Member Halls and supported by Member Piggott that the Board of Education approve the following administrative contract change/appointment:

Kruse, Anne, Elementary Principal
Donelson Hills Elementary School
100% Administrator Contract
Effective July 1, 2016

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

DISCUSSION ITEMS

a. Future Items – August 4

1. Information – Food and Nutritional Services
2. Action – School Meal Prices
3. Action – Policy Updates: EDGAR Edition
4. Action – Head Start Policies

b. Board of Education Reports

Heather Halls commented on the game Pokémon Go and how it has brought so many people out to explore the community and visit places they may not have been to otherwise.

AUDIENCE COMMENTS ON NON-ACTION ITEMS

There were no audience comments on non-action items.

SUPERINTENDENT'S REPORT

Dr. Wunderlich talked about the high number of applicants for the open administrative position, the filming of the Wilbur the Wombat series and gave a brief update on construction projects.

ADJOURNMENT

The meeting was adjourned by President Seeterlin at 6:31 PM.

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Secretary, Board of Education

/mr