

**WATERFORD SCHOOL DISTRICT**  
**Interim Meeting of the Board of Education**  
**Thursday, August 4, 2016 - 6:00 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 agenda item and have completed a public comment card will be called upon at the beginning of the meeting. Those who have comments on non-agenda 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. Cell phone use is prohibited during live broadcasts as it interferes with equipment. 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. Recognition of Achievement
6. Information Items
  - a. Food and Nutrition Services
7. Audience Comments on Action Items
8. Approval of Minutes
  - a. July 21, 2016 Regular Meeting
9. New Business
  - a. Superintendent’s Recommendations
    - (1) Recommendation 13-16-17 Relative to School Meal Prices 2016-2017
    - (2) Recommendation 14-16-17 Relative to Head Start Policies
    - (3) Recommendation 15-16-17 Relative to Policy Updates: EDGAR Edition
    - (4) Recommendation 16-16-17 Relative to Short Term Borrowing
    - (5) Recommendation 17-16-17 Relative to Resignations
    - (6) Recommendation 18-16-17 Relative to Teaching Contract Changes/Appointments
    - (7) Recommendation 19-16-17 Relative to Reinstatement of Student
10. Discussion Items
  - a. Future
    - (1) Celebration of Learning – Summer of STEAM, August 18
  - b. Board of Education Reports
11. Audience Comments on Non-Action Items
12. Superintendent’s Report
13. Adjournment – Following the adjournment of the meeting, the President, Members of the Board, Superintendent, and appropriate personnel will meet with members of the audience to discuss issues they may wish to examine.

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

ITEM NO: 5. Accolades

TOPIC: Recognition of Achievements

**William Holbrook Executive Director, Business and Operations**

- Schools Earn National Certification
- Kettering Senior Pitcher Makes All-State First Team for Second Time

Resource Person: Keith D. Wunderlich, Ed.D., Superintendent of Schools

Board of Education Meeting: August 4, 2016

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

ITEM NO.: 6.a.      Information Item  
TOPIC:              Food and Nutritional Services

Doreen Simonds, Director, Nutrition and Purchasing Services, will provide an update on the District's Food and Nutrition program.

Resource Person:    William Holbrook, Executive Director, Business and Operations  
                              Doreen Simonds, Director, Nutrition & Purchasing

Date of Board of Education Meeting: August 4, 2016

# 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 Cray 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.

<u>Breakfast</u>	<u>15-16</u>	<u>16-17</u>
Elementary	\$1.50	\$1.75
Secondary	\$1.50	\$1.75
Adult	\$2.25	ala carte
<u>Lunch</u>	<u>15-16</u>	<u>16-17</u>
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 21<sup>st</sup> 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, Himmelpach, Sutherland, Seeterlin, Torres, and Petrusha

Nays: None

Motion carried. (7-0)

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

Moved by Member Himmelpach 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, Himmelpach, 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, Himmelpach, 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 Petrusa

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

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

ITEM NO.: 9.a.(1) NEW BUSINESS  
Superintendent's Recommendation 13-16-17  
TOPIC: MEAL PRICES: 2016-2017 School Year

It is recommended that the Board of Education establish the following school meal prices for the 2016-2017 school year. Price increases are required to meet USDA Paid Lunch Equity regulation.

<u>Breakfast</u>	<u>15-16</u>	<u>16-17</u>
Elementary	\$1.50	\$1.75
Secondary	\$1.50	\$1.75
Adult	\$2.25	ala carte
 <u>Lunch</u>	 <u>15-16</u>	 <u>16-17</u>
Elementary	\$2.50	\$2.75
Secondary	\$2.75	\$3.00
Adult	\$3.50	ala carte

Resource Person: William Holbrook, Executive Director, Business and Operations  
Doreen Simonds, Director, Nutrition & Purchasing

Date of Board of Education Meeting: August 4, 2016

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

ITEM NO.: 9.a.(2)	NEW BUSINESS Superintendent's Recommendation 14-16-17
TOPIC:	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 developed and approved by this Committee also require Board of Education approval.

It is recommended that the Board of Education approve the following Head Start policies as approved by the Policy Committee:

- Hiring/Termination of the Director
- Personnel
- Service Plan
- Strategic Plan 2016-2017

Resource Person: Carly Stone, Director, Curriculum, Instruction, and Assessments

Board of Education Meeting: August 4, 2016

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

ITEM NO.: 9.a.(3)	NEW BUSINESS Superintendent's Recommendation 15-16-17
TOPIC:	Policy Updates: EDGAR Edition

It is recommended that the Board of Education adopt the new and revised policies listed below in compliance with updated Education Department General Administrative Regulations (EDGAR).

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

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 update – The EDGAR Collection – have been reviewed by NEOLA's legal counsel for consistency with Federal and State law, respectively.

Resource Person: Keith D. Wunderlich, Ed.D., Superintendent of Schools

Date of Board of Education Meeting: August 4, 2016



WATERFORD SCHOOL DISTRICT  
Board of Education  
501 N. Cass Lake Rd  
Waterford, MI 48328

ITEM NO: 9.a.(4)	NEW BUSINESS Superintendent's Recommendation 16-16-17
TOPIC:	Short Term Borrowing for the 2016-17 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.

The administration recommends the Board of Education adopt the attached resolution authorizing the borrowing not to exceed \$15,000,000.

Resource Persons: William Holbrook, Executive Director, Business & Operations  
Danielle Corbeil, Director of Finance & Budget

Date of Board of Education Meeting: August 4, 2016

**RESOLUTION AUTHORIZING ISSUANCE  
OF 2016 STATE AID NOTES**

At a \_\_\_\_\_ meeting of the Board of Education of the Waterford School District, Oakland County, Michigan (the "School District"), held on the \_\_\_ day of \_\_\_\_\_, 2016, at \_\_\_:\_\_\_ .m., Eastern Daylight Savings Time.

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

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

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

WHEREAS, under the terms of Section 1225 of Act 451, Public Acts of Michigan, 1976, as amended (the "Act"), a school district is authorized to borrow money for school operations and issue its notes therefor and to pledge for the payment thereof money to be received by it from state school aid, which notes shall be full faith and credit obligations of the school district; and

WHEREAS, the estimated amount of such state aid appropriations to be allocated to the School District for the fiscal year ending June 30, 2017 which will not be received prior to December 1, 2016 (the "State Aid"), is approximately \$45,900,000; and

WHEREAS, 64% of \$45,900,000 to be paid between December 1, 2016 and June 30, 2017 is \$29,376,000 (the "Anticipated Unpaid State Aid"); and

WHEREAS, the School District has need to borrow the sum of not to exceed \$15,000,000 to pay current operating expenses, which amount is not more than 70% of the Anticipated Unpaid State Aid.

NOW, THEREFORE, BE IT RESOLVED:

1. The School District, pursuant to Section 1225 of the Act, shall borrow for the above purpose the sum of not to exceed \$15,000,000 and issue the general obligation notes of the School District therefor in anticipation of the distribution of the Anticipated Unpaid State Aid for the fiscal year ending June 30, 2017.

2. The notes shall be designated "2016 State Aid Notes"; shall be dated September 27, 2016 or any other date as approved by the Executive Director, Business & Operations or Superintendent of the School District in the Award Proceedings for the Notes; shall be numbered from 1 upwards; shall be in

denominations of \$5,000 or more at the option of the original purchaser thereof; shall bear interest at a rate to be determined upon the sale thereof not exceeding 6% per annum payable at maturity; shall mature on September 25, 2017 or any other date as approved by the Executive Director, Business & Operations or Superintendent of the School District in the Award Proceedings for the Notes; and shall not be subject to redemption prior to maturity.

3. The notes shall be payable to the bearer in lawful money of the United States of America at a bank or trust company in the State of Michigan qualified to act as a paying agent as shall be designated by the original purchaser of the notes.

4. The School District hereby appropriates a sufficient amount of the Anticipated Unpaid State Aid (the "Pledged State Aid") to repay the principal of and interest on the notes. In addition, the full faith and credit of the School District are hereby pledged irrevocably for payment of principal of and interest on the notes, and in case of the insufficiency of the Pledged State Aid, the School District shall pay the notes from any funds legally available therefor and, if necessary, shall levy sufficient taxes on all taxable property in the School District for the payment thereof, subject to applicable constitutional and statutory tax rate limitations.

5. The School District reserves the right to issue additional notes or other obligations of equal standing with the notes as to the Pledged State Aid. The School District further agrees that the amount payable as to principal and interest on the notes plus the amount payable as to principal and interest on or prior to the maturity date of the notes or any additional notes or other obligations of equal standing with the notes as to payment from anticipated State Aid to be received will not exceed 70% of the amount of anticipated State Aid to be received to be received if the Notes are issued before March 1, 2017 or 50% of the amount of the anticipated State Aid to be received if the Notes are issued after March 1, 2017 but before June 30, 2017.

6. The President and Secretary of the Board of Education shall execute the notes on behalf of the School District, and the executed notes shall be delivered to the Director of Business Services who shall cause the notes to be delivered to the purchaser thereof upon the receipt of the purchase price therefor. The Vice President, the Treasurer or the Superintendent may execute the notes instead of either the President or the Secretary. The foregoing officials are hereby authorized to execute and deliver a temporary note or notes and exchange, when available, final printed notes therefor at the request of the purchaser.

7. The notes shall be in substantially the following form:

UNITED STATES OF AMERICA  
STATE OF MICHIGAN  
COUNTY OF OAKLAND

WATERFORD SCHOOL DISTRICT  
2016 State AID NOTE

The WATERFORD SCHOOL DISTRICT, County of Oakland, State of Michigan (the "School District"), promises to pay to the bearer hereof the sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, with interest thereon from the date hereof until paid at the rate of \_\_\_\_\_ percent (\_\_\_\_\_% ) per annum based upon a 360-day year, comprised of twelve 30 day months, upon presentation of this note at \_\_\_\_\_, Michigan, and for the prompt payment of the principal of and interest on this note, the full faith and credit of the School District are hereby pledged.

This note was authorized by a resolution of the Board of Education of the School District adopted \_\_\_\_\_, (the "Resolution"), and is issued in anticipation of moneys to be received by it from state school aid for the fiscal year beginning July 1, 2016, and an irrevocable appropriation of a sufficient amount of the anticipated unpaid State Aid for the period beginning December 1, 2016 and ending June 30, 2017 (the "Pledged State Aid") has been made for the payment of the principal of and interest on this note. This note and the interest hereon are payable, as a first budget obligation, from any funds of the School District available therefor or from general ad valorem taxes imposed on all taxable property in the School District subject to applicable constitutional and statutory tax rate limitations. The School district has reserved the right to issue additional notes of equal standing with the notes of this issue as to the Pledged State Aid for the fiscal year ending June 30, 2017, subject to the limitations provided by law and subject to the limitations set forth in the Resolution.

This note is not subject to redemption prior to maturity.

It is hereby certified and recited that all acts, conditions and things required by law, precedent to and in the issuance of this note have been done, exist and have happened in regular and due time and form as required by law, and that the total indebtedness of the School District, including this note, does not exceed any constitutional or statutory limitation.

IN THE WITNESS WHEREOF, the Waterford School District, by its Board of Education, has caused this note to be signed in the name of the School District by the undersigned as of the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

WATERFORD SCHOOL DISTRICT

By: \_\_\_\_\_  
Its: President

And: \_\_\_\_\_  
Its: Secretary

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8. The School District covenants for the benefit of all holders of the notes to comply with all requirements of the Internal Revenue Code of 1986, as amended (the "Code") that must be satisfied subsequent to the issuance of the notes in order that the interest thereon be or continue to be excluded from gross income for federal income taxation purposes, including, but not limited to, requirements relating to the rebate of arbitrage earnings, if applicable, and the expenditure and investment of note proceeds and moneys deemed to be note proceeds. The notes are designated as qualified tax exempt obligations for the purpose of the deduction of interest expense by financial institutions under Section 265(b)(3)(B) of the Code unless at the time the notes are offered for sale it is determined that they are ineligible for such designation, in which event the Request for Proposal for the notes shall be so modified.

9. The Superintendent of the School District or Bond Counsel is authorized to file with the Michigan Department of Treasury for and on behalf of the School District such documentation as is required by Act No. 34 of the Michigan Public Acts of 2001, as amended, after the issuance of the notes and to pay the fee therefor.

10. The President, the Vice President, the Secretary, the Treasurer, the Superintendent, the Executive Director, Business & Operations, the Director of Business Services and the Assistant Director of Budget and Finance are authorize to execute any documents or certificates necessary to complete the transaction including, but not limited to, any certificates relating to federal or state securities, laws, rules or regulations.

11. The School District hereby determines that in order to save the cost of publication of an official Notice of Sale that it will sell the notes at a negotiated sale after solicitation of proposals from prospective purchasers by its Financial Consultant. The School District's Financial Consultant is authorized to solicit proposals from at least twenty-five prospective purchasers and to circulate a Request for Proposal at least seven days prior to the date fixed for receipt of proposals for the purchase of the notes. The Request for Proposal shall be in substantially the form as approved by the Superintendent or Executive Director, Business & Operations and which form shall not be inconsistent with this resolution. The Financial Consultant is hereby designated to act for and on behalf of the School District to receive proposals for the purchase of the notes and to take all other steps necessary in connection with the sale and delivery thereof.

12. The Superintendent shall select a purchaser for the notes and shall approve the rate of interest to be borne by the notes. The Superintendent by order may determine that the notes

shall be payable to the registered owner thereof instead of to the bearer as provided in Section 3 hereof. In such case the form of the note shall be modified accordingly.

13. The firm of Axe & Ecklund, P.C., attorneys of Grosse Pointe Farms, Michigan is hereby retained to act as bond counsel for the School District in connection with the issuance, sale and delivery of the notes.

14. Municipal Financial Consultants Incorporated, Grosse Pointe Farms, Michigan, is hereby retained to act as financial consultant and advisor to the School District in connection with the sale and delivery of the notes.

15. All resolutions and parts of resolutions, insofar as they conflict with the provisions of this resolution, are hereby rescinded.

YEAS: \_\_\_\_\_  
\_\_\_\_\_  
NAYS: \_\_\_\_\_  
\_\_\_\_\_  
ABSTENTIONS: \_\_\_\_\_  
\_\_\_\_\_

RESOLUTION DECLARED ADOPTED

STATE OF MICHIGAN)  
) ss.  
COUNTY OF OAKLAND)

I, the undersigned duly qualified and acting Secretary of the Board of Education of the Waterford School District, County of Oakland, State of Michigan, hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the Board of Education at a \_\_\_\_\_ meeting held on \_\_\_\_ day of \_\_\_\_\_, 2016, the original of which resolution is on file in my office. I further certify that notice of said meeting was given in accordance with the provisions of the Open Meetings Act.

\_\_\_\_\_  
Secretary, Board of Education  
Waterford School District

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

ITEM NO.: 9.a.(5) NEW BUSINESS  
Superintendent's Recommendation 17-16-17  
TOPIC : Resignation

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

McGuire, Stephanie, Teacher  
Mott High School  
Resignation  
Effective August 15, 2016

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

Date of Board of Education Meeting: August 4, 2016



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

ITEM NO	9.a.(6)	NEW BUSINESS Superintendent's Recommendation 18-16-17
TOPIC:		Teaching Contract Changes/Appointments

It is recommended that the Board of Education approve the following teaching contract changes and appointments for the 2016-2017 school year:

Appointments/Changes:

Golota, Carolyn, Special Education Teacher  
50% Haviland Elementary, 50% Schoolcraft Elementary  
100% Probationary Contract  
Effective August 25, 2016

Houston, Rebecca, Special Education Teacher  
Kingsley Montgomery School  
100% Probationary Contract  
Effective August 25, 2016

Ikonen, Paul, Social Worker  
Kingsley Montgomery School  
100% Annual Contract  
Effective August 25, 2016

Lewis, Holly, School Psychologist  
Student Support Services  
80% Annual Contract  
Effective August 25, 2016

McGinn, Brenna, Special Education Teacher  
Kettering High School  
100% Probationary Contract  
Effective August 25, 2016

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

Date of Board of Education Meeting: August 4, 2016

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

ITEM NO.: 9.a.(7)	NEW BUSINESS Superintendent's Recommendation 19-16-17
TOPIC:	Reinstatement Decision

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

\_\_\_ reinstates Student A.

\_\_\_ reinstates Student A, with conditions

\_\_\_ not reinstate Student A.

Resource Person: Keith D. Wunderlich, Ed.D., Superintendent of Schools

Board of Education Meeting: August 4, 2016