

WATERFORD SCHOOL DISTRICT
Regular Meeting of the Board of Education
Thursday, August 18, 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.
2. Pledge of Allegiance
3. Roll Call
4. Approval of the Agenda for the Regular Meeting
5. Information Item
 - a. Bus Purchase
 - b. Schools of Choice Resolution
6. Audience Comments on Action Items
7. Approval of Minutes
 - a. August 4, 2016 Interim Meeting
8. Accounts Payable – July 2016
9. School District Financial Statement
10. New Business
 - a. Superintendent’s Recommendations
 - (1) Recommendation 20-16-17 Relative to Resignations
 - (2) Recommendation 21-16-17 Relative to Teaching Contract Changes/Appointments
 - (3) Recommendation 22-16-17 Relative to Administrative Contract Changes/Appointments
 - (4) Recommendation 23-16-17 Relative to Schools of Choice Resolution
11. Discussion Items
 - a. Future
 - (1) Information – Construction Update, September 1
 - b. Board of Education Reports
12. Audience Comments on Non-Action Items
13. Superintendent Reports
14. 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.a.	Information Item
TOPIC:	Bus Purchase

Waterford School District Administration is seeking proposals to purchase school buses for the district as indicated below:

- Ten (10) – 77 Passenger Propane School Buses per district specifications
- Eight (8) – 54 Passenger Diesel School Buses with A/C per district specifications
- Two (2) - 54 Passenger Diesel School Buses with Ortho Lift & A/C per district specifications

Note request for extended warranty:

Option #1: Five (5) year Bumper to Bumper Warranty quote, including towing.

Option #2: Ten (10) year Bumper to Bumper Warranty quote, including towing.

Delivery requested by December 16, 2016

Funding Source: 2003 Bond, Series V

Resource Persons: William Holbrook, Executive Director, Business & Operations
Doreen Simonds, Director, Nutrition and Purchasing Services
Jim Beaver, Director, Transportation and Security Services

Date of Meeting: August 23, 2016

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

ITEM NO.: 5.b.	Information Item
TOPIC:	2016-2017 Schools of Choice Resolution

It is recommended that the Board approve the following resolution relative to Schools of Choice for the 2016-2017 school year.

***WHEREAS**, the Waterford Board of Education has the option permitted by section 105 of the State School Aide Act of 1979, as amended by Public Act 300 of 1998; and*

***WHEREAS**, it has the option, for purposes of sections 105 and 105c, to accept applications of nonresident students from outside the District, who reside in the Oakland Intermediate School District and/or a contiguous intermediate school district, which this district is a constituent district for the enrollment in our district for the 2016-2017 school year; and*

***WHEREAS**, the Waterford School District has the option to operate a Schools of Choice Program in the Waterford School District for second semester in compliance with the statutory requirements of Section 105 and 105c; and*

***WHEREAS**, the Waterford School District has outstanding school programs and there may be room for students from other districts to participate in these high quality schools, now therefore be it*

***RESOLVED**, the Waterford School District chooses to participate in the aforementioned Schools of Choice Program for 2016-2017; and*

***BE IT FURTHER RESOLVED**, that the Waterford School District will accept applications for the 2016-2017 school year for the Kindergarten grade level (section 105) and grades 6-12 enrolled in the Cyber Academy only (section 105 and 105c) until the deadline established by law.*

***BE IT FURTHER RESOLVED**, that the Waterford School District will accept applications for the 2016-17 school year for limited Schools of Choice (section 105) for a **total of 100 seats** in grades 1-12 (based on open seats available at specific grades levels as of August 1, 2016) for a period of 21 days beginning August 1, 2016 and ending August 21, 2016.*

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

Date of Board of Education Meeting: August 18, 2016

WATERFORD BOARD OF EDUCATION - MINUTES

August 4, 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 President Seeterlin at 6:00 PM.

PLEDGE

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

ROLL CALL

Present: Members Piggott, Halls, Petrusha, and Seeterlin
Absent: Members Sutherland, Himmelspach, and Torres
Others: Keith Wunderlich, William Holbrook, Janet McLeod, Carly Stone, Lisa McFee, Darin Holley, Nadine Milostan, Danielle Corbiel, Doreen Simonds, Rhonda Lessel, Becky Lesh, Troy Beasley, Vanesa Jennings, Megan Roberts and others that did not register

APPROVAL OF THE AGENDA

The agenda was approved as presented.

RECOGNITION OF ACHIEVEMENTS

Waterford School District has been recognized for efforts to meet the **HealthierUS School Challenge: Smarter Lunchrooms'** initiative, a national certification measure for schools participating in the National School Lunch Program. The USDA created this certification program to recognize schools that maintain healthy environments by improving the quality of meals and increasing physical activity and nutrition education. We are pleased to share that Haviland Elementary and Stepanski Early Childhood Center have been awarded the Bronze certification, and Donelson Hills Elementary and Riverside Elementary have been awarded the Silver certification. Each school will receive \$500 for the district's non-profit food service account, along with a plaque and banner to display in their respective buildings.

Congratulations to **Madison French**, Kettering senior and pitcher for the Captain's softball team. Madison has made **all-state first team two years in a row**. This is an outstanding accomplishment!

INFORMATION ITEM

a. Food and Nutritional Services

Doreen Simonds, Director of Nutrition and Purchasing Services, provided an update on all Waterford School District is doing in Food & Nutrition Services.

AUDIENCE COMMENTS ON ACTION ITEMS

There were no audience comments on action items.

APPROVAL OF THE MINUTES

a. July 21, 2016, Regular Meeting

Moved by Member Halls and supported by Member Petrusha that the Board of Education adopt the minutes of the July 21, 2016, Board of Education meeting.

Ayes: Members Halls, Piggott, Seeterlin, and Petrusha

Nays: None

Motion carried. (4-0)

NEW BUSINESS

a. Superintendent’s Recommendations

(1) Recommendation 13-16-17 Relative to School Meal Prices

Moved by Member Halls and supported by Member Petrusha that the Board of Education designate the following school meal prices for the 2016-2017 school year.

<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.

Ayes: Members Halls, Piggott, Seeterlin, and Petrusha

Nays: None

Motion carried. (4-0)

(2) Recommendation 14-16-17 Relative to Head Start Policies

Moved by Member Halls and supported by Member Petrusha 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

Ayes: Members Halls, Piggott, Seeterlin, and Petrusha

Nays: None

Motion carried. (4-0)

NEW BUSINESS

a. Superintendent’s Recommendations

(3) Recommendation 15-16-17 Relative to Policy Updates: EDGAR Edition

Moved by Member Himmelspach and supported by Member Piggott that the Board of Education approve the proposed revisions to the policies listed below in accordance with updated Education Department General Administrative Regulations (EDGAR). The 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.

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

Ayes: Members Halls, Piggott, Seeterlin, and Petrusha
Nays: None
Motion carried. (4-0)

(4) Recommendation 16-16-17 Relative to Short Term Borrowing

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.

Moved by Member Halls and supported by Member Petrusha that the Board of Education approve a resolution authorizing the borrowing not to exceed \$15,000,000.

Ayes: Members Halls, Piggott, Seeterlin, and Petrusha
Nays: None
Motion carried. (4-0)

NEW BUSINESS

a. Superintendent's Recommendations

(5) Recommendation 17-16-17 Relative to Resignation

Moved by Member Halls and supported by Member Piggott that the Board of Education accept the following resignation:

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

Ayes: Members Halls, Piggott, Seeterlin, and Petrusha
Nays: None
Motion carried. (4-0)

(6) Recommendation 18-16-17 Relative to Teaching Contract Changes/Appointments

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

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

Ayes: Members Halls, Piggott, Seeterlin, and Petrusha
Nays: None
Motion carried. (4-0)

NEW BUSINESS

a. Superintendent's Recommendations

(7) Recommendation 19-16-17 Relative to Reinstatement of Student

Moved by Member Halls and supported by Member Petrusha that the Board of Education approve the recommendation of the reinstatement committee, to reinstate a student previously expelled from the District, with conditions.

Ayes: Members Halls, Piggott, Seeterlin, and Petrusha

Nays: None

Motion carried. (4-0)

DISCUSSION ITEMS

a. Future Items – August 18

1. Information – Summer of STEAMs

b. Board of Education Reports

There were no Board of Education reports.

AUDIENCE COMMENTS ON NON-ACTION ITEMS

There were no audience comments on non-action items.

SUPERINTENDENT'S REPORT

Dr. Wunderlich talked about the new assistant principal at Pierce Middle School, construction and open enrollment.

ADJOURNMENT

The meeting was adjourned by President Seeterlin at 6:15 PM.

Secretary, Board of Education

/mr

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

ITEM NO:	
TOPIC:	Accounts Payable for July 2016-2017 and year end 2015-2016.

RECOMMENDATION: It is recommended that the Board of Education approve the Check Register for the month of July 2016-17 as listed on pages 1-30, and Fifth Third Acct Stmt, and for year end 2015-16 as listed on pages 1-49, per the attached reports of the August 18, 2016 Board materials.

2016-2017

General Fund

Electronic Transfers (Pgs.1-10)	\$ 1,674,702.54
Vendor Checks (Pgs.12-30)	<u>\$ 2,020,512.38</u>
Total General Fund	\$ 3,695,214.92

Bond Capital Projects

Series V (Pg.1)	\$ 200,759.25
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Food Service

Electronic Transfers (Pgs.10-11)	\$ 10,437.55
Vendor Checks (Pgs.11-12)	<u>\$ 13,821.69</u>
Total Food Service	\$ 24,259.24

<u>Purchasing Cards</u> – 5/3 Acct Stmt	\$ 3,912.13
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2015-2016

General Fund

Electronic Transfers (Pg.2)	\$ 16,128.43
Vendor Checks (Pgs.5-49)	<u>\$ 635,918.84</u>
Total General Fund	\$ 652,047.27

Bond Capital Projects

Series V (Pgs.1-2)	\$ 813,087.34
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Food Service

Electronic Transfers (Pgs.2-3)	\$ 12,712.43
Vendor Checks (Pgs.3-4)	<u>\$ 12,149.13</u>
Total Food Service	\$ 24,861.56

RATIONALE: Invoices have been processed by Accounts Payable and Purchasing per requisitions submitted by various departments.

BUDGETARY INFORMATION: All within prescribed budget allocations.

EXHIBITS: Attached schedule.

Resource Person(s) William Holbrook, C.P.A., Executive Director of Business & Operations
Danielle Corbeil, Director of Finance & Budget
Doreen Simonds, Director of Food, Nutrition & Purchasing Services

Date of Board of Education Meeting: August 18, 2016

**WATERFORD SCHOOL DISTRICT
STATEMENT OF REVENUES AND EXPENDITURES
GENERAL FUND
FOR THE ONE MONTH ENDED JULY 2016**

<u>REVENUE</u>	<u>BUDGET</u>	<u>ACTUAL PLUS ENCUMBRANCE</u>	<u>PERCENT OF BUDGET</u>
LOCAL			
PROPERTY	\$ 11,656,425	\$ 958,109	8.2%
OTHER	3,307,142	23,925	0.7%
TOTAL	14,963,567	982,034	6.6%
STATE			
MEMBERSHIP AID	56,655,374	3,484,306	6.2%
CATEGORICAL AID	16,961,454	1,043,129	6.1%
TOTAL	73,616,828	4,527,435	6.2%
FEDERAL	7,340,779	340,804	4.6%
INCOMING TRANSFER	5,484,734	455,233	8.3%
TOTAL REVENUE	\$ 101,405,908	\$ 6,305,506	6.2%
<u>EXPENDITURES</u>			
INSTRUCTION:			
ELEMENTARY	\$ 10,379,719	\$ 175,733	1.7%
MIDDLE SCHOOL	5,076,786	71,763	1.4%
HIGH SCHOOL	7,810,958	282,616	3.6%
EARLY CHILDHOOD	1,612,044	17,791	1.1%
SPECIAL ED	9,425,633	490,827	5.2%
COMP ED	2,673,141	163,770	6.1%
VOC ED	1,003,785	35,591	3.5%
TOTAL INSTRUCTION	37,982,066	1,238,091	3.3%
SUPPORT SERVICE:			
PUPIL SERVICE	7,712,891	363,148	4.7%
INSTR STAFF	1,982,293	310,869	15.7%
GENERAL ADM	1,176,867	172,478	14.7%
SCHOOL ADM	3,870,334	337,352	8.7%
BUSINESS	10,008,042	1,582,783	15.8%
CENTRAL	27,544,562	1,830,873	6.6%
TOTAL SUPPORT	52,294,989	4,597,503	8.8%
OTHER:			
ATHLETICS	1,498,423	36,734	2.5%
COMMUNITY SERVICE	108,058	4,362	4.0%
FEDERAL PROGRAMS	7,714,394	358,149	4.6%
DEBT	1,115,650	-	0.0%
TEACHER RETIREMENT SAVINGS	(300,000)	(24,900)	8.3%
INTERFUND TRANSFERS	148,751	12,346	8.3%
TOTAL OTHER	10,285,276	386,691	3.8%
TOTAL EXPENDITURES	\$ 100,562,331	\$ 6,222,285	6.2%
REV. OVER(UNDER) EXP.	\$ 843,577	\$ 83,221	

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

ITEM NO.: 10.a.(1) NEW BUSINESS
Superintendent's Recommendation 20-16-17
TOPIC : Retirements/Resignations/Leave of Absence Expirations

It is recommended that the Board of Education accept the following resignation(s)/retirement(s):

Beatty, Jodi, Special Education Teacher
Kettering High School
Resignation
Effective August 1, 2016

Martin, Laura, Social Worker
Student Support Services
Resignation
Effective August 28, 2016

VanOyen, Susan, Spanish Teacher
Mason Middle School
Resignation
Effective August 1, 2016

Welhusen, Bryon, Special Education Teacher
Kinglsey Montgomery School
Resignation
Effective August 10, 2016

Zube, Bradley, Special Education Teacher
Children's Village School
Resignation
Effective August 15, 2016

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

Date of Board of Education Meeting: August 18, 2016

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

ITEM NO.: 10.a(2)	NEW BUSINESS Superintendent’s Recommendation 21-16-17
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:

Bellairs, Jeffrey, Social Worker
Kingsley Montgomery School
100% Annual Contract
Effective August 25, 2016

Decker, Jennifer, Special Education Teacher
Kettering High School
100% Probationary Contract
Effective August 25, 2016

Heuer, Kaitlyn, School Social Worker
Beaumont Elementary School
100% Annual Contract
Effective August 25, 2016

Liss, Amy, Teacher
Children’s Village School
100% Probationary Contract
Effective August 25, 2016

Meschler, Bradley, Teacher
Mott High School
100% Probationary Contract
Effective August 25, 2016

Haviland, Elissa, Teacher
Elementary Spanish
100% Probationary Contract
Effective August 30, 2016

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

Date of Board of Education Meeting: August 18, 2016

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

ITEM NO.: 10.a.(3) NEW BUSINESS
Superintendent's Recommendation 22-16-17
TOPIC : Administrative Appointment

It is recommended that the Board of Education approve the following administrative appointment for the 2016-2017 school year:

Appointments/Changes:

Schultz, Kyle, Assistant Principal
Pierce Middle School
100% Administrator Contract
Effective August 8, 2016

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

Date of Board of Education Meeting: August 18, 2016

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

ITEM NO.:	10.a.(4) NEW BUSINESS Superintendent’s Recommendation 23-16-17
TOPIC:	2016-2017 Schools of Choice Resolution

It is recommended that the Board approve the following resolution relative to Schools of Choice for the 2016-2017 school year.

***WHEREAS**, the Waterford Board of Education has the option permitted by section 105 of the State School Aide Act of 1979, as amended by Public Act 300 of 1998; and*

***WHEREAS**, it has the option, for purposes of sections 105 and 105c, to accept applications of nonresident students from outside the District, who reside in the Oakland Intermediate School District and/or a contiguous intermediate school district, which this district is a constituent district for the enrollment in our district for the 2016-2017 school year; and*

***WHEREAS**, the Waterford School District has the option to operate a Schools of Choice Program in the Waterford School District for second semester in compliance with the statutory requirements of Section 105 and 105c; and*

***WHEREAS**, the Waterford School District has outstanding school programs and there may be room for students from other districts to participate in these high quality schools, now therefore be it*

***RESOLVED**, the Waterford School District chooses to participate in the aforementioned Schools of Choice Program for 2016-2017; and*

***BE IT FURTHER RESOLVED**, that the Waterford School District will accept applications for the 2016-2017 school year for the Kindergarten grade level (section 105) and grades 6-12 enrolled in the Cyber Academy only (section 105 and 105c) until the deadline established by law.*

***BE IT FURTHER RESOLVED**, that the Waterford School District will accept applications for the 2016-17 school year for limited Schools of Choice (section 105) for a total of 100 seats in grades 1-12 (based on open seats available at specific grades levels as of August 1, 2016) for a period of 21 days beginning August 1, 2016 and ending August 21, 2016.*

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

Date of Board of Education Meeting: August 18, 2016