

WATERFORD SCHOOL DISTRICT
Regular Meeting of the Board of Education
Thursday, February 16, 2017 - 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
5. Celebrations of Learning
 - a. WIRED Robotics
6. Recognition of Achievements
7. Information Item
 - a. Head Start Reports
 - b. Fuel System Renovation Transportation
 - c. Bid Pack 1: Summer Construction Projects
8. Audience Comments on Action Items
9. Approval of Minutes
 - a. February 2, 2017 Interim Meeting
10. Accounts Payable
11. School District Financial Statement
12. New Business
 - a. Superintendent’s Recommendations
 - (1) Recommendation 57-16-17 Relative to Resignation(s)
 - b. Consideration of Certain Purchases
 - (1) Recommendation 58-16-17 Relative to Contract Award: Asbestos Abatement – Pierce Middle School
13. Discussion Items
 - a. Future
 - (1) Mid-Winter Break, February 23-24
 - (2) Celebration of Learning – Waterford READS, March 2
 - (3) Action – Contract Award: Partial Roof Replacements, March 2
 - (4) Action – Contract Award: Bid Pack 17-1, March 2
 - b. Board of Education Reports
14. Audience Comments on Non-Action Items
15. Superintendent’s Report
16. 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. Celebration of Learning

TOPIC: WIRED Robotics

Last school year, the district implemented a K-12 robotics program, WIRED. Wired stands for Waterford Initiative for Robotics Education & Development. Last week, on February 8th, the district celebrated its second year of the program. This evening Steve Smitka, Elizabeth Kutchey and Holly Walters are here to share highlights of this year's season with the board and community.

Resource Person: Carly Stone, Director, Curriculum, Instruction & Assessment

Date of Board of Education Meeting: February 16, 2017

WATERFORD SCHOOL DISTRICT
Board of Education
501 N. Cass Lake Road
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ITEM NO: 6. Recognition of Achievements

William Holbrook, Executive Director, Business & Operations

- Mott Dance Team Wins State Championship
- Longtime Volunteer Recognized

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

Board of Education Meeting: February 16, 2017

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

ITEM NO.: 7.a.	Information Item
TOPIC:	Head Start Reports

The Head Start program is required by the federal government to have a policy committee. The Committee meets monthly for the purpose of developing and approving policies for the Head Start program. All policies developed and approved by the Committee also require Board of Education approval and monthly reports are submitted to the Board of Education as an informational item on the agenda.

The Board of Education has received as information the Head Start Director’s Report for December 2016/January 2017 and the Head Start Budget for December 2016.

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

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Waterford/Stepanski Early Childhood Center

Head Start Director's Report

December 2016/January 2017

Enrollment:

The program has 85 students enrolled. The program is full with a waiting list of 59.

Community Outreach:

Our December activity day was held on Dec. 2. Families played in the gym and were involved in winter themed activities. Our Family Holiday Fair took place on Dec. 3. Families enjoyed activities themed around the book "The Mitten" by Jan Brett. Our Giving Tree Program, Elks food baskets and Good fellows food drive took place in December. PTA movie night was held on Jan. 10. Kindergarten orientation for the district took place on Jan. 17.

The Strategic Plan:

The strategic plan is in place for the 2016-17 school year. Many forms are now accessible online.

Meals Served:

Approximately 1872 meals were served in Head Start in the month of December. Approximately 2370 meals were served in Head Start in the month of January.

Staff Trainings:

Staff were trained in Emotional Intelligence at the Dec. 9 staff meeting. Staff completed the Stepanski Charter during this training.

Parent Trainings:

Parents learned about kindergarten readiness on Dec. 2 at our Head Start parent Committee meeting.

Curriculum:

Teachers are focused on classroom community building. Teachers are continuing with the High Scope Curriculum and following the daily routine. Teachers are heavily focused on emotional literacy in the classrooms and are having children discuss, label and name their emotions. The “Mood Meter” is a focus building wide. Teachers will be conducting home visits in January.

Monitoring:

Child files were reviewed the week of Jan. 9.

Child Outcomes

Kindergarten readiness skills are a continual focus in the classroom: transitioning, conflict resolution, stamina, emotional intelligence and following directions.

Teachers are focusing on social/emotional skills, which based on current research, improves overall *outcomes* in test scores, reading, math and writing skills in the elementary school setting. This will be a building focus in the 2016-17 school year.

Head Start
Monthly Financial Report
Dec. 2016

Program Costs

Personnel	\$26,675.94
Fringe Benefits	\$16,524.56
Conference	
Equipment	
Supplies	\$107.37
Professional/Technical	\$141.46
Construction	
Other	
Total	\$43,449.33

Development and Administrative Costs

Personnel	
Fringe Benefits	
Conference	
Equipment	
Supplies	
Professional/Technical	
Construction	
Other	\$ 1,296.53
Total	\$1,296.53

Total Expenditures \$ 44,745.86

WATERFORD SCHOOL DISTRICT
Board of Education
501 N. Cass Lake Road
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ITEM NO.: 7.b. Information Item
TOPIC: Fuel System Renovation Transportation

Waterford School District Administration is seeking proposals for “Fuel System Renovation” at the Transportation facility as follows:

- Demolition
- Piping Sump New Work
- Fuel & Vent Piping New Work
- Electrical New Work / Cathodic Protection
- Site Restoration
- System Startup, Testing, Permits and Inspections

Funding Source: 2016 Bond, Series I

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

Date of Meeting: February 16, 2017

WATERFORD SCHOOL DISTRICT
Board of Education
501 N. Cass Lake Road
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ITEM NO.: 7.c. Information Item
TOPIC: Bid Package 17-1

Waterford School District administration is seeking proposals for the following projects for Bid Package 17-1:

Pierce Middle School – Remodeling; including HVAC Improvements
Kettering High School – Site Work (Athletic Storage Facility)
Mott High School – Site (Athletic Storage Facility) & HVAC Improvements
Kingsley Montgomery School – Security Improvements

A recommendation is expected to be presented to the Board of Education on March 2, 2017.

Founding Source: 2016 Bond Series I

Resource Persons: William Holbrook, Executive Director, Business & Operations
 John Keglovitz, Supervisor, Maintenance & Operations

Date of Board of Education Meeting: February 16, 2017

WATERFORD BOARD OF EDUCATION - MINUTES

February 2, 2017

OPENING

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

PLEDGE

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

ROLL CALL

Present: Members Sutherland, Torres, Piggott, Petrusha, and Barghahn
Absent: Member Halls and Himmelpach
Others: Keith Wunderlich, William Holbrook, Lisa McFee, Darin Holley, Carly Stone, Janet McLeod, Nadine Milostan, Amy Klaus, Renee Tenaglia, Mary Craite, Sob Sabo, Jim Dunsmore, Megan Roberts and others that did not register

APPROVAL OF THE AGENDA

The agenda was approved as presented.

RECOGNITION OF ACHIEVEMENTS

Dr. Wunderlich announced the good news that Cooley and Houghton Elementary Schools have been designated as Reward Schools by the Michigan Department of Education. This is the highest designation a school can receive in the state.

CELEBRATIONS OF LEARNING

a. Mott High School Musical

This February, the Waterford Mott Drama Club and Music Department will be presenting the The Drowsy Chaperone, a hilarious musical farce set within a play. This unique show features the Woman in Chair, an eccentric whose favorite pastime is listening to classic musicals. When she realizes that she has an audience to listen with her, she decides to share one of her favorite shows—The Drowsy Chaperone—a musical farce set in the roaring 20s.

This musical tells the story of a “bride who’s giving up the stage for love, her debonair bridegroom, a harried producer, jovial gangsters posing as pastry chefs, a flaky chorine, a Latin lothario, and an aviatrix. And, of course, the Drowsy Chaperone. What more do you need for an evening’s entertainment?”

Performance dates are February 10th - 12th and 17th – 19th. Shows begin at 7:00 pm on Fridays and Saturdays and 2:00 pm on Sundays. Tickets are \$10 for adults, \$8 for students and seniors, and \$5 for Sunday matinees. Tickets may be purchased at the door or online at waterfordpac.com.

INFORMATION ITEM

a. Asbestos Abatement: Pierce Middle School

Waterford School District Administration is seeking proposals for asbestos abatement in preparation for building renovations at Pierce Middle School. Request for proposals were posted and due on January 30, 2017. A recommendation is expected to be presented to the Board of Education on February 16, 2017.

b. Partial Roof Replacement: Kettering/Mason/Mott

Waterford School District Administration is seeking proposals for partial roof replacement projects at Kettering High School, Mott High School and Mason Middle School. Request for proposals were posted and due on February 9, 2017. A recommendation is expected to be presented to the Board of Education on March 2, 2017.

AUDIENCE COMMENTS ON ACTION ITEMS

There were no audience comments on action items.

APPROVAL OF THE MINUTES

- a. January 19, 2017, Regular Meeting
- b. January 19, 2017, Executive Session

Moved by Member Piggott and supported by Member Sutherland that the Board of Education adopt the minutes of the meetings listed above.

Ayes: Members Sutherland, Torres, Barghahn, Piggott, and Petrusha
Nays: None
Motion carried. (5-0)

NEW BUSINESS

a. Superintendent's Recommendations

- (1) Recommendation 56-16-17 Relative to Contract Changes/Appointments

Moved by Member Piggott and supported by Member Sutherland that the Board of Education the following teaching contract changes/appointments for the 2016-2017 school year:

Burlingame, Christopher, Teacher
Waterford Kettering High School
Increased from 1.085% to 1.17%
Second Semester Only, Tenure Contract
Effective January 30, 2017

Crane, David, Teacher
Waterford Kettering High School
Increased from 1.085% to 1.17%
Second Semester Only, Tenure Contract
Effective January 30, 2017

NEW BUSINESS

a. Superintendent's Recommendations

(1) Recommendation 56-16-17 Relative to Contract Changes/Appointments (*continued*)

Finn, Emily, Teacher
Waterford Kettering High School
100% Probationary Contract
Effective January 30, 2017

Krompatic, Daniel, Teacher
Waterford Mott High School
Increased from 1.085% to 1.17%
Second Semester Only, Tenure Contract
Effective January 30, 2017

Liedel, Daniel, Teacher
Waterford Kettering High School
Increased from 1.085 to 1.17
Second Semester Only, Tenure Contract
Effective January 30, 2017

McDonald, Britney, Special Education Teacher
Riverside Elementary & Schoolcraft Elementary Schools
100% Probationary Contract
Effective January 23, 2017

Miller, Anthony, Teacher
Waterford Kettering High School
Increased from 1.085% to 1.17%
Second Semester Only, Tenure Contract
Effective January 30, 2017

Nicholson, Nathan, Teacher
Waterford Kettering High School
Increased from 1.085% to 1.17%
Second Semester Only, Tenure Contract
Effective January 30, 2017

Novalles, Adrienne, Teacher
Waterford Kettering High School
100% Probationary Contract
Effective January 30, 2017

Werner, Amy, Teacher
Waterford Kettering High School
Increased from 1.085% to 1.17%
Second Semester Only, Tenure Contract
Effective January 30, 2017

Ayes: Members Sutherland, Torres, Barghahn, Piggott, and Petrusha
Nays: None
Motion carried. (5-0)

DISCUSSION ITEMS

- a. Future Items –February 16, 2017
 - 1. Celebration of Learning- WIRED Robotics
 - 2. Action – Asbestos Abatement
- b. Board of Education Reports

Member Piggott acknowledged the thoughtful cards from Mason students in honor of Board Recognition Month.

Member Sutherland discussed Cooley and Houghton’s Reward School designation and gave accolades to everyone who made this achievement possible.

Member Petrusha expressed his pride and shared examples of great things that happen in Waterford Schools.

Member Torres talked about Corsairs Robotics and their involvement in the Walk of Warmth event.

Member Piggott reminded the community of the Mott vs. Kettering basketball game next Friday.

AUDIENCE COMMENTS ON NON-ACTION ITEMS

There were no audience comments on non-action items.

SUPERINTENDENT’S REPORT

Doreen Simonds, Food Service Director, is one of five people across the country to be named a School Nutrition Hero by the School Nutrition Foundation.

Several high school seniors signed letters of intent to play collegiate sports this week.

Tomorrow is First Friday!

ADJOURNMENT

The meeting was adjourned by President Petrusha at 6:24 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 January 2016-2017.

RECOMMENDATION: It is recommended that the Board of Education approve the Check Register for the month of January 2016-17 as listed on pages 1-93 and Fifth Third Purchasing Card Account Statement, per the attached reports of the February 16, 2017 Board materials.

<u>General Fund</u>	
Electronic Transfers (Pgs.4-9)	\$ 976,955.72
Vendor Checks (Pgs.12-92)	<u>\$ 2,346,633.23</u>
Total General Fund	\$ 3,323,588.95

<u>Bond Capital Projects</u>	
Series 2015 (Pgs.1-4)	\$ 1,468,129.65
Series 2016 (Pg.12)	<u>3,974.20</u>
Total Bond	\$ 1,472,103.85

<u>Food Service</u>	
Electronic Transfers (Pgs.9-10)	\$ 105,914.13
Vendor Checks (Pgs.11-12)	<u>\$ 56,604.25</u>
Total Food Service	\$ 162,518.38

<u>Purchasing Cards</u> – 5/3 Acct Stmt	\$ 8,803.19
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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 Nutrition & Purchasing Services

Date of Board of Education Meeting: February 16, 2017

**WATERFORD SCHOOL DISTRICT
STATEMENT OF REVENUES AND EXPENDITURES
GENERAL FUND
FOR THE SEVEN MONTHS ENDED JANUARY 2017**

<u>REVENUE</u>	<u>BUDGET</u>	<u>ACTUAL PLUS ENCUMBRANCE</u>	<u>PERCENT OF BUDGET</u>
LOCAL			
PROPERTY	\$ 11,656,425	\$ 9,288,298	79.7%
OTHER	<u>3,307,142</u>	<u>649,411</u>	<u>19.6%</u>
TOTAL	14,963,567	9,937,709	66.4%
STATE			
MEMBERSHIP AID	56,655,374	28,129,393	49.6%
CATEGORICAL AID	<u>16,961,454</u>	<u>8,421,362</u>	<u>49.7%</u>
TOTAL	73,616,828	36,550,755	49.6%
FEDERAL	7,340,779	3,000,403	40.9%
INCOMING TRANSFER	<u>5,484,734</u>	<u>3,199,410</u>	<u>58.3%</u>
TOTAL REVENUE	\$ 101,405,908	\$ 52,688,277	52.0%
<u>EXPENDITURES</u>			
INSTRUCTION:			
ELEMENTARY	\$ 10,379,719	\$ 5,066,910	48.8%
MIDDLE SCHOOL	5,076,786	2,368,431	46.7%
HIGH SCHOOL	7,810,958	3,863,906	49.5%
EARLY CHILDHOOD	1,612,044	774,641	48.1%
SPECIAL ED	9,425,633	4,193,009	44.5%
COMP ED	2,673,141	1,119,805	41.9%
VOC ED	<u>1,003,785</u>	<u>489,537</u>	<u>48.8%</u>
TOTAL INSTRUCTION	37,982,066	17,876,239	47.1%
SUPPORT SERVICE:			
PUPIL SERVICE	7,712,891	3,651,516	47.3%
INSTR STAFF	1,982,293	1,141,776	57.6%
GENERAL ADM	1,176,867	776,520	66.0%
SCHOOL ADM	3,870,334	2,103,566	54.4%
BUSINESS	10,008,042	6,984,518	69.8%
CENTRAL	<u>27,544,562</u>	<u>14,864,868</u>	<u>54.0%</u>
TOTAL SUPPORT	52,294,989	29,522,764	56.5%
OTHER:			
ATHLETICS	1,498,423	664,402	44.3%
COMMUNITY SERVICE	108,058	85,164	78.8%
FEDERAL PROGRAMS	7,714,394	3,153,111	40.9%
DEBT	1,115,650	988,775	88.6%
TEACHER RETIREMENT SAVINGS	(300,000)	(174,999)	58.3%
INTERFUND TRANSFERS	<u>148,751</u>	<u>86,771</u>	<u>58.3%</u>
TOTAL OTHER	<u>10,285,276</u>	<u>4,803,224</u>	<u>46.7%</u>
TOTAL EXPENDITURES	\$ 100,562,331	\$ 52,202,227	51.9%
REV. OVER (UNDER) EXP.	<u>\$ 843,577</u>	<u>\$ 486,050</u>	

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

ITEM NO.: 12.a.(1) NEW BUSINESS
Superintendent's Recommendation 57-16-17
TOPIC : Retirements/Resignations/Leave of Absence Expirations

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

Defauw, Philip, Teacher
Children's Village School
Retirement
Effective February 28, 2017

Golota, Carolyn, Special Education Teacher
Waterford Mott High School
Resignation
Effective February 3, 2017

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

Date of Board of Education Meeting: February 16, 2017

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

ITEM NO.: 12.b.(1)	NEW BUSINESS: Consideration of Certain Purchases Superintendent's Recommendation 58-16-17
TOPIC:	Contract Award: Asbestos Abatement – Pierce Middle School

The administration recommends the awarding of contracts for the Asbestos Abatement at the Pierce Middle School site.

Company	Pierce Middle School	Bid Amount
*BDS Environmental		\$298,000.00 *
Dore & Associates		\$334,800.00
Environmental Assurance Co, Inc.		\$776,649.00
Environmental Maintenance Engineers, Inc.		\$400,000.00
Qualified Abatement Services		\$400,000.00
Quality Environmental Services, Inc.		\$354,536.00
Total Environmental Services		\$338,260.00
Trust Thermal Abatement		\$328,545.00
Abatement & Demolition Services		Late Arrival Bid

Award Recommendation *

Funding Source: 2003 Bond Issue Series V and 2016 Series I

Resource Persons: William Holbrook, Executive Director, Business & Operations
John Keglovitz, Supervisor, Maintenance & Operations

Date of Board of Education Meeting: February 16, 2017

WATERFORD SCHOOL DISTRICT
Coming Attractions for the 2016-2017 School Year
Board of Education Agenda Items

March 2	Interim Meeting Celebration of Learning –Waterford READS	C. Stone
March 16	Regular Meeting Celebration of Learning – Athletics Report Information – Revised 2016-2017 Budget	A. Sartorius W. Holbrook
April 6	NO MEETING SCHEDULED	
<i>April 3-7</i>	<i>Spring Break</i>	
April 14-17	Good Friday/Easter Monday	
April 20	Regular Meeting Celebration of Learning – Computer Science Google Club for Middle School Celebration of Learning – Student Leadership Action – Revised 2016-2017 Budget	C. Stone W. Holbrook
May 4	Interim Meeting Celebration of Learning – Visual Arts Information – Oakland ISD Budget Resolution Information – Newspaper Notice of Public Hearing	C. Stone C. Stone W. Holbrook
May 18	Regular Meeting Celebration of Learning – Student Travel Opportunities Information – Continuing Employment of Teaching Personnel Information – Continuing Employment of Administrative Personnel Information – Superintendent’s Contract Action – Oakland ISD Budget Resolution Action – Newspaper Notice of Public Hearing	C. Stone W. Holbrook Board Board Board W. Holbrook
<i>May 26-29</i>	<i>Memorial Day</i>	
June 1	Interim Meeting Information – Millage Rate Information – 2017-2018 Original Budget Resolution Information – Summer Tax Collection Fees Action – Continuing Employment of Teaching Personnel Action – Continuing Employment of Administrative Personnel Action – Superintendent’s Contract	W. Holbrook W. Holbrook W. Holbrook W. Holbrook W. Holbrook Board
June 15	Regular Meeting PUBLIC HEARING ON PROPOSED 2017-2018 BUDGET Information – Graduation Report Information –Athletic Report Information – Summer Tax Collection Resolution Information – School Meal Prices 2017-2018 Action – Summer Tax Collection Fees Action – Resolution: 2017-2018 Original Budget Action – Millage Rate Action – Summer Tax Collection Fees	L. McFee A. Sartorius W. Holbrook W. Holbrook W. Holbrook W. Holbrook W. Holbrook W. Holbrook W. Holbrook
June 16	Last Day for Students	