

**WATERFORD SCHOOL DISTRICT**  
**Interim Meeting of the Board of Education**  
**Thursday, October 5, 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](http://www.waterford.k12.mi.us).
2. Pledge of Allegiance
3. Roll Call
4. Approval of the Agenda
5. Celebrations of Learning
  - a. Mott: A Midsummer Night's Dream
  - b. Summer Academy
6. Information Item
  - a. M-STEP
  - b. Head Start Budget 2017-2018
  - c. Short Term Borrowing Results
  - d. Pupil Accounting Process
  - e. PAC Microphone Systems
7. Audience Comments on Action Items
8. Approval of Minutes
  - a. September 7, 2017 Interim Meeting
  - b. September 7, 2017 Closed Session
9. Accounts Payable – August 2017
10. School District Financial Statement
11. New Business
  - a. Superintendent's Recommendations
    - (1) Recommendation 36-17-18 Relative to Resignations/Retirements/Leave of Absence Expirations
    - (2) Recommendation 37-17-18 Relative to Teaching Contract Changes/Appointments/Recall from Layoff
    - (3) Recommendation 38-17-18 Relative to Resolution: National School Principal Month
    - (4) Recommendation 39-17-18 Relative to Resolution: National School Lunch Week
    - (5) Recommendation 40-17-18 Relative to Resolution: National School Bus Safety Week
  - b. President's Recommendations
    - (1) Recommendation 41-17-18 Relative to Certification of Delegates: MASB Delegate Assembly
    - (2) Recommendation 42-17-18 Relative to FOIA Appeal
12. Discussion Items
  - a. Future Items
    - (1) Information – External Audit Report
    - (2) Information – Policy Updates
    - (3) Action – Head Start Budget 17-18
  - b. Board of Education Reports
13. Audience Comments on Non-Action Items
14. Superintendent's Report

15. Recess to Closed Session to Consider Written Opinion of Legal Counsel

No action will be taken during Closed Session. The Interim Meeting will be adjourned at the conclusion of Closed Session.

16. Adjournment

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

ITEM NO: 5.a. Celebration of Learning  
TOPIC: Mott High School: A Midsummer Night's Dream

This fall, the Mott Drama Club will perform the Shakespearean Comedy *A Midsummer Night's Dream* at Mott Performing Arts Center.

This hilarious, fairytale fantasia tells the story of two royals, whose feuding has interrupted the peaceful lifestyle of the fairies. Meanwhile, two lovers are caught in a forbidden romance. But, when the sprite Puck intervenes using a magical love potion, the young lovers mysteriously find themselves infatuated with the wrong person. This tale—set in the 1960s to give it a groovy twist—proves that “the course of true love never did run smooth.”

Shows are October 19, 20, and 21 at 7 pm and October 22 at 2 pm. Tickets are \$8 for adults, \$6 for seniors and students, and \$5 for matinee performances. Tickets are available at [waterfordpac.com](http://waterfordpac.com)

Resource Persons: Carly Stone, Director, Curriculum, Instruction and Assessment

Date of Board of Education Meeting: October 5, 2017

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

ITEM NO: 5.b. Celebration of Learning

TOPIC: Middle School and High School Summer Academy

Craig Blomquist will provide an update on our middle school and high school summer academy programs. Several changes in particular were made this past summer to our high school summer program to provide more opportunities for students. In many ways, this was our most successful summer academy in several years and he is here today to share some of those successes with you.

Resource Persons: Carly Stone, Director, Curriculum, Instruction and Assessment

Date of Board of Education Meeting: October 5, 2017

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

ITEM NO.: 6.a. Information Item

TOPIC: M-STEP

Teaching and Learning Services will present M-STEP data to the Board of Education.

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

Board of Education Meeting: October 5, 2017

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

ITEM NO.:	6.b.	Information Item
TOPIC:	2017-2018 Head Start Budget	

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 the policies and budget for the Head Start program. The Head Start policies and budget developed and approved by this Committee also require Board of Education approval.

The Waterford Board of Education is in receipt of the 2017-2018 Head Start budget as proposed by the Head Start Policy Committee. The Committee will take action on the proposed budget on October 6, 2017. A recommendation for Board of Education approval will be presented on October 19, 2017.

Resource Person: William Holbrook, Assistant Superintendent, Business and Operations  
Danielle Corbeil, Director, Finance and Budget

Board of Education Meeting: October 5, 2017

**Waterford School District  
Headstart Budget (Non-Federal Share)  
2017-18 Fiscal Year**

<b>Account #</b>	<b>Account Description</b>	<b>17-18 Budget</b>
110-118-0000-7230-046-0945-53110000	INSTRUCTIONAL SERVICES	14,445
110-215-0000-7230-046-0945-51280000	SPEECH/LANGUAGE THERAPIST SAL	11,500
110-215-0000-7230-046-0945-52110000	LIFE INSURANCE	37
110-215-0000-7230-046-0945-52120000	DISABILITY INSURANCE	75
110-215-0000-7230-046-0945-52130000	HEALTH INSURANCE	1,346
110-215-0000-7230-046-0945-52140000	DENTAL INSURANCE	299
110-215-0000-7230-046-0945-52150000	VISION INSURANCE	15
110-215-0000-7230-046-0945-52820000	RETIREMENT	4,709
110-215-0000-7230-046-0945-52830000	FICA	822
110-215-0000-7230-046-0945-52840000	WORKERS COMPENSATION	97
110-215-0000-7230-046-0945-52850000	UNEMPLOYMENT	75
110-226-0000-7230-046-0945-51160000	SUPERVISION/DIRECTION-INSTRUCT	15,644
110-226-0000-7230-046-0945-51672000	DRIVER	67,988
110-226-0000-7230-046-0945-52110000	LIFE INSURANCE	272
110-226-0000-7230-046-0945-52120000	DISABILITY INSURANCE	544
110-226-0000-7230-046-0945-52130000	HEALTH INSURANCE	9,785
110-226-0000-7230-046-0945-52140000	DENTAL INSURANCE	2,174
110-226-0000-7230-046-0945-52150000	VISION INSURANCE	109
110-226-0000-7230-046-0945-52820000	RETIREMENT	34,247
110-226-0000-7230-046-0945-52830000	FICA	5,980
110-226-0000-7230-046-0945-52840000	WORKERS COMPENSATION	706
110-226-0000-7230-046-0945-52850000	UNEMPLOYMENT	544
110-226-0000-7230-046-0945-53410000	TELEPHONE	1,000
110-261-0000-7230-046-0945-51640000	CUSTODIAN SALARY	16,650
110-261-0000-7230-046-0945-52110000	LIFE INSURANCE	54
110-261-0000-7230-046-0945-52120000	DISABILITY INSURANCE	108
110-261-0000-7230-046-0945-52130000	HEALTH INSURANCE	1,948
110-261-0000-7230-046-0945-52140000	DENTAL INSURANCE	433
110-261-0000-7230-046-0945-52150000	VISION INSURANCE	22
110-261-0000-7230-046-0945-52820000	RETIREMENT	6,818
110-261-0000-7230-046-0945-52830000	FICA	1,191
110-261-0000-7230-046-0945-52840000	WORKERS COMPENSATION	141
110-261-0000-7230-046-0945-52850000	UNEMPLOYMENT	108
110-261-0000-7230-046-0945-53192000	CONTRACTED CUSTODIAN	15,000
110-261-0000-7230-046-0945-53910000	PROPERTY & GENERAL LIABILITY	1,195
110-261-0000-7230-046-0945-54120000	EQUIPMENT MAINTENANCE	6,600
110-261-0000-7230-046-0945-55520000	ELECTRICITY	1,000

**\$ 223,681** Non-Federal Share

## School year and Fiscal Year 2017-18

### **Budget Justification:**

The majority of the 2017-18 budget will be used to cover the cost of staff to operate the program: wages, FICA/RET, health insurance, and professional development. We will employ 16 staff members and propose to serve 85 children and families. Our Head Start program is within the Waterford Public School District and is located at Stepanski Early Childhood Center. The salaries are based on our current Waterford Early Childhood Wage and Benefit Package.

The remaining balance will be used to cover additional program operating costs such as: supplies, food, and mileage for home visits, curriculum supports, fieldtrips, and parent activities. Additional personnel costs are included in our contractual line. We contract out with a nutritionist and nurse as well as a percentage of our substitute teachers.

**Total Federal Budget: \$686,080**

**Personnel Wages: \$374,700**

**5 Classroom teachers working full time for 37 weeks – \$203,600**

- Teacher A - \$39,900
- Teacher B - \$40,100
- Teacher C - \$41,200
- Teacher D - \$41,200
- Teacher E - \$41,200

**1 Classroom teachers working part time for 37 weeks – \$16,500**

**5 Classroom assistants working full time for 37 weeks – \$80,000**

- Assistant A - \$16,000
- Assistant B - \$16,000
- Assistant C - \$16,000
- Assistant D - \$16,000
- Assistant E - \$16,000

**2 Noon Aids working part time for 128 days - \$11,000**

- Noon Aid A - \$5,500
- Noon Aid B - \$5,500

**1 Family Service Staff working full time for 37 weeks - \$37,500**

**1 Program Director 0.25 FTE - \$26,100**

\*Average teacher salary: \$36,683

\*Average assistant salary: \$16,000

\*average includes part time and full time salaries

**Fringes (FICA/RET/INSURANCE): \$240,143**

\*All salaries for the Waterford Head Start staff comply with the compensation cap guidelines.

Retirement calculated at 26% of above salary – \$96,057

FICA calculated at 7.65% of above salary - \$28,263

Insurance costs calculated at MESSA/Blue Care Network current agreement with Waterford Public Schools:

31.35% of above salary - \$115,823



**Supplies: \$17,437**

The amounts reflected here in the supply line item include funds to support the program. They include classroom supplies of \$7,473, child food cost for snacks of \$8,000 and office supplies of \$2,000, as well as specific supplies needed for students with disabilities. It also includes supplies for meetings and overall management of the program.

**Contractual: \$43,000**

This line item includes contractual services for our program nutritionist, nurse, substitute teachers and teacher assistants, child care and early childhood specialist.

Nutritionist: \$7,000

Nurse: \$15,000

Early Childhood Specialist: \$6,500

Contracted sub teachers: \$7,000

Contracted sub assistants: \$5,000

Professional Technical Services: \$2,500

**Other: \$10,800**

**\*Utilities:** This amount reflects the cost for the office staff phone for registration calls, etc, for families in our program.

Cost: \$1,000

**\*Local Travel:** This amount reflects the total cost for staff to travel to meetings and home visits as well as required meetings in the county. The cost for reimbursement is currently .54 per mile.

Cost: \$1,000

**\*Parent Services:** These funds include support for parent groups and policy committee.

Cost: \$2,400

**\*Publications/Advertising/Printing:** These funds support efforts for recruitment and enrollment for our program.

Cost: \$1,500

**\*Workshop:** This cost is associated with staff membership in the National Association for the Education of Young Children and fees associated with the programs accreditation with this program.

Cost: \$1,000

**\*Miscellaneous Expense:** This line covers costs such as program fieldtrips for parents and students, costs for school based family events, telephone, child care, maintenance agreement and unexpected materials and supplies that may be needed that may not have been budgeted for in previous lines.

Cost: \$3,900

**Non-Federal Share: \$232,681**

**Non-Federal Share Detail:**

- **Non-federal Share is updated 2 times annually: Fall of current year to reflect any program, wage, and benefit changes and January.**
- **Actual current amounts are calculated monthly with supporting documentation.**

**Personnel: \$111,782**

- Personnel include director wages and wages, social worker, speech pathologist, student transportation bus drivers, custodial services which are union contracted positions within Waterford Public Schools
- Speech Pathologist (.16 FTE): \$11,500
- Transportation/Drivers (105 hours a week x 37 weeks for 7 drivers): \$67,988
- Custodial Services (17 hours a week x 37 weeks): \$16,650
- Director – (.15 FTE) - \$15,644

**Fringes (FICA/RET/INSURANCE): \$72,659**

- \*All salaries for the Waterford Head Start staff (charged as non-federal) comply with the compensation cap guidelines.
- Retirement calculated at 26% of above salary – \$29,064
- FICA calculated at 7.65% of above salary - \$8,551
- Insurance costs calculated at MESSA/Blue Care Network current agreement with Waterford Public Schools: 31.35% of above salary - \$35,044

**Contractual: \$15,000**

- Custodial Services in addition to WSD custodial staff - \$15,000

**Other: \$33,240**

\* **Utilities:** This amount reflects the cost for several utilities, such as electricity, heat, water, etc.  
Cost: \$10,000

\* **Insurance:** The amount reflects the cost for building/liability insurance.  
Cost: \$1,195

\* **Maintenance:** This cost reflects any building or grounds maintenance to occur during the year.  
Cost: \$6,600

\* **Miscellaneous Expense:** This line covers various miscellaneous indirect costs not directly related to the program.  
Cost: \$15,445

WATERFORD SCHOOL DISTRICT  
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ITEM NO:	6.c.	Information Item
TOPIC:	2017-2018 Short-Term Borrowing Results	

The sale of the Waterford School District 2018 State Aid Notes for short term borrowing was at 11:00am on Wednesday, September 13, 2017. The short term borrowing is for \$13,500,000 maturing on September 25, 2018 and has a total interest expense of \$185,962.50.

Bids were as follows:

<u>Financial Institution</u>	<u>Interest Rate</u>	<u>Interest Cost</u>
Jefferies LLC	1.385%	\$ 185,963 *
PNC Bank	1.400%	\$ 187,950
Oppenheimer & Co. Inc.	1.472%	\$ 197,563

\* Bid Award

Resource Persons: William Holbrook, Assistant Superintendent, Business and Operations  
Danielle Corbeil, Director of Finance and Budget

Date of Board of Education Meeting: October 5, 2017

WATERFORD SCHOOL DISTRICT  
Board of Education  
501 N. Cass Lake Road  
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ITEM NO: 6.d	Information Item
TOPIC:	Pupil Accounting Process

William Holbrook, Assistant Superintendent, Business and Operations, will provide information to the Board of Education relative to the pupil accounting process.

Resource Persons: William Holbrook, Assistant Superintendent, Business and Operations

Date of Board of Education Meeting: October 5, 2017

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

ITEM NO.: 6.e.	Information Item
TOPIC:	Performing Arts Center Microphone System: 2017-2018 School Year

The Administration is requesting bid proposals to replace the Wireless Microphone systems in the Performing Art Centers at Mott and Kettering. The new systems are required to meet the FCC standards of digital compliance.

A recommendation to award a contract will be presented for the Board of Education's approval on October 19, 2017.

Fund Source: 2016 Bond Series 1

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

Date of Board of Education Meeting: October 5, 2017

# WATERFORD BOARD OF EDUCATION – MINUTES

## Interim Meeting

September 7, 2017

### OPENING

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

### PLEDGE

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

### ROLL CALL

Present: Members Halls, Himmelspach, Sutherland, Barghahn, Piggott, Petrusa and \*Torres

Absent: None

Others: Keith Wunderlich, William Holbrook, Danielle Corbeil, Lisa McFee, Janet McLeod, Nadine Milostan, Carly Stone, Darin Holley, Elizabeth Kutchev, Shannon Lloyd, Kellie Determan, Cory Wholehan, Ken Milch, Shelley Werthman, Andi Steaban, Debra Cooper, Chris Burlingame, Irene Jarois, Grant Smith, Troy Beasley, Megan Roberts and others that did not register.

\*Member Torres excused himself from the meeting at 7:01 PM.

### APPROVAL OF THE AGENDA

President Petrusa approved the agenda as printed.

### CELEBRATIONS OF LEARNING

- a. This summer the Waterford School District welcomed campers to our second annual WSD Summer of STEAM camps. This evening campers, alongside elementary visual and performing arts teachers Kellie Determan and Cory Wholehan, shared how they put STEAM into summer camp. Assessment Coordinator, Elizabeth Kutchev, and campers also talked about several of our other camp offerings including Coding and FPV Drone Racing Camp.

Board of Education members asked students questions and expressed excitement for these offerings and the opportunity for out of the box thinking and fun learning opportunities.

### INFORMATION ITEMS

- a. Back to School

Lisa McFee, Assistant Superintendent, Teaching and Learning Services, shared a video highlighting the start of the 2017-2018 school year.

Member Barghahn asked about the focus points of PD on Opening Day and why those topics were chosen. Lisa McFee shared that at the secondary level it was Gradual Release and at the elementary level it was Time on Task and reading instruction. These are part of ongoing PD in an effort to maintain focus on these areas and these topics were identified by staff survey. Member Barghahn requested the results of the survey and the written plan. Mrs. McFee agreed and will send the plan that was shared at the study session. Member Barghahn stated that she would like to see that kind of detailed information shared at future meetings.

## INFORMATION ITEMS

a. Back to School (*continued*)

Member Torres confirmed that the video will be on the website, available for viewing and sharing.

Member Halls commented that Opening Day was a nice beginning to get everyone motivated for the new school year.

b. Results – Sale of the 2016 Series I Bond

William Holbrook, Executive Director, Business and Operations, will present the results of the sale of the 2016 Series II Bond.

<u>Financial Institution</u>	<u>Net Interest Rate</u>
UBS Financial Services Inc.	2.836% *
Fifth Third Securities, Inc.	2.853%
J.J.B. Hilliard, W.L. Lyons, Inc.	2.917%
Robert W. Baird & Co., Inc.	2.923%
Bank of America Merrill Lynch	2.951%
Wells Fargo Bank, National Association	2.957%
Mesirow Financial, Inc.	2.965%
Hutchinson, Shockey, Erley & Co.	3.004%
Morgan Stanley & Co., LLC	3.099%

\* Bid Award

Member Sutherland acknowledged that the District must be in good financial standing to secure this interest rate and commended Business Services for making that happen

Member Barghahn requested current student count. Mr. Holbrook stated he is not prepared to provide an accurate count at this time but agreed it is being monitored closely and we are on track budgetarily. Member Barghahn discussed her experience as a principal knowing which students are in the building or students who are on the books but haven't shown up. Member Sutherland commented on the difficulty at the middle and high school level due to a rotating schedule. Member Barghahn shared her experience in another district that differs from Waterford and requested to know the unofficial number of physical kids in the district and how that compares to projections to allow the Board to see the trend and prepare for decisions. Mr. Holbrook explained that we still have students enrolling and actual financial numbers between now and count day don't have a budgetary impact. Rather, Count Day and the weeks to follow will. Member Sutherland commented that the Board cannot react to unofficial numbers. She questioned the purpose and cautioned against putting numbers out before they are valid. Member Halls expressed her opinion that this would not be a good use of staff time as the numbers are changing every day. Member Torres clarified that we have an idea of where we are at but it wouldn't be responsible to say something publically. Member Petruscha clarified that the District does not feel there is an issue of concern. Member Himmelspach referenced the additional staff hired due to numbers and confirmed that from a budget standpoint we have the ability to add staff based on the numbers we are seeing now. Mr. Holbrook confirmed that based on what we are seeing in those areas the hiring of additional staff is appropriate.

## AUDIENCE COMMENTS ON ACTION ITEMS

There were no audience comments on action items.

## APPROVAL OF THE MINUTES

a. August 17, 2017, Regular Meeting

Moved by Member Piggott and supported by Member Himmelpach that the Board of Education adopt the minutes of the August 17, 2017 Regular Meeting.

Ayes: Members Halls, Himmelpach, Torres, Sutherland, Barghahn, Piggott, and Petrusha

Nays: None

Motion carried. (7-0)

## NEW BUSINESS

a. Superintendent's Recommendations

(1) Recommendation 32-17-18 Relative to Retirements/Resignations/Leave of Absence Expirations

Moved by Member Piggott and supported by Member Halls that the Board of accept the following resignations/retirements/leave of absence expirations:

Chambers, Monica, School Psychologist  
Kingsley Montgomery School  
Resignation  
Effective September 15, 2017

Haviland, Elissa, Teacher  
Houghton, Beaumont & Haviland Elementary Schools  
Resignation  
Effective August 14, 2017

Knuuti, Andrew, Teacher  
Kettering High School  
Resignation  
Effective August 28, 2017

Krompatic, Daniel, Teacher  
Mott High School  
Resignation  
Effective September 15, 2017

Kurek, Renea, Teacher  
Children's Village School  
Resignation  
Effective August 28, 2017

MacDonald, Kelly, Teacher  
Kettering High School  
Resignation  
Effective August 24, 2017



## NEW BUSINESS

### a. Superintendent's Recommendations

#### (1) Recommendation 32-17-18 Relative to Retirements/Resignations/Leave of Absence Expirations (*continued*)

Malley, Michael, Teacher  
Kettering High School  
Resignation  
Effective August 29, 2017

Meier, Edward, Teacher  
Donelson Hills Elementary School  
Resignation  
Effective August 17, 2017

Pace, Jacqueline, Teacher  
Houghton Elementary School  
Resignation  
Effective August 29, 2017

Palmer, Gregory, Teacher  
Mott High School  
Resignation  
Effective August 30, 2017

Sacks, Lainie, Teacher  
Houghton Elementary School  
Resignation  
Effective August 14, 2017

Samples, Shelley, Teacher  
Children's Village School  
Resignation  
Effective August 29, 2017

Sly, Shannon, Teacher  
Riverside Elementary School  
Resignation  
Effective August 29, 2017

Taylor, McKenzie, Teacher  
Grayson Elementary School  
Resignation  
Effective August 29, 2017

Veltri, Sara, Teacher  
Grayson Elementary School  
Resignation  
Effective August 28, 2017

## NEW BUSINESS

### a. Superintendent's Recommendations

- (1) Recommendation 32-17-18 Relative to Retirements/Resignations/Leave of Absence Expirations  
(*continued*)

Wuench, Elisa, Teacher  
Grayson Elementary School  
Resignation  
Effective August 27, 2017

Member Barghahn commented on the number of resignations and asked why they are leaving. Mrs. McLeod indicated that teachers are going to other districts for various reasons. Member Barghahn inquired about exit surveys. Mrs. McLeod indicated that HR does not currently conduct exit surveys but we previously did through School & Community Services. Mary requested the results of the previous survey. Dr. Wunderlich commented that he has talked with some of the teachers and primarily it's due to money and location. There are other Oakland County districts that receive significantly more State Aid than Waterford and can offer higher compensation. .

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

- (2) Recommendation 33-17-18 Relative to Teaching Contract Changes/Appointments/Recall from Layoff

Moved by Member Piggott and supported by Member Himmelspach that the Board of Education approve the following teaching contract changes/appointments/recalls from layoff for the 2017-2018 school year:

Andrieux, Sara, Teacher  
Knudsen & Donelson Hills Elementary Schools  
Recalled, 100% Probationary Contract  
Effective August 24, 2017

Banas, Sarah, Teacher  
Houghton & Knudsen Elementary Schools  
100% Probationary Contract  
Effective August 24, 2017

Blaszczak, Brenna, Teacher  
Riverside Elementary School  
100% Probationary Contract  
Effective August 24, 2017

Carlini, Lauren, Teacher  
Donelson Hills Elementary School  
100% Probationary Contract  
Effective August 24, 2017

## NEW BUSINESS

### a. Superintendent's Recommendations

- (2) Recommendation 33-17-18 Relative to Teaching Contract Changes/Appointments/Recall from Layoff (*continued*)

Ciurlik, Martin, Teacher  
Mott High School  
100% Probationary Contract  
Effective August 24, 2017

Doebler, Jennifer, Teacher  
Grayson Elementary School  
100% Probationary Contract  
Effective August 29, 2017

Doyle, Brittney, Teacher  
Knudsen Elementary School  
100% Probationary Contract  
Effective August 25, 2017

Glosch, Emily, Teacher  
Mott High School  
100% Probationary Contract  
Effective September 1, 2017

Hargraves, Taylor, Teacher  
Grayson Elementary School  
100% Probationary Contract  
Effective August 24, 2017

Johnson, Pamela, Teacher  
Cooley Elementary School  
100% Probationary Contract  
Effective August 25, 2017

Kaan, Laura, Teacher  
Riverside Elementary School  
100% Probationary Contract  
Effective September 1, 2017

Klepp, Laura, Special Education Teacher  
Stepanski Early Childhood Center  
100% Probationary Contract  
Effective August 24, 2017

Maisel, Kelly, Teacher  
Kettering High School  
100% Probationary Contract  
Effective September 18, 2017

## NEW BUSINESS

### a. Superintendent's Recommendations

- (2) Recommendation 33-17-18 Relative to Teaching Contract Changes/Appointments/Recall from Layoff (*continued*)

Martinez, Vanessa, Teacher  
Haviland Elementary School  
100% Probationary Contract  
Effective August 24, 2017

Miller, Larissa, Teacher  
Grayson Elementary School  
100% Probationary Contract  
Effective August 24, 2017

Ouellette, Miranda, Teacher  
Riverside Elementary School  
100% Probationary Contract  
Effective August 25, 2017

Platt, Darcy, Teacher  
Houghton Elementary  
100% Probationary Contract  
Effective August 28, 2017

Pelton, Elizabeth, Teacher  
Schoolcraft Elementary School  
100% Probationary Contract  
Effective August 24, 2017

Quetell, Lynn, Teacher  
Cooley & Grayson Elementary Schools  
100% Probationary Contract  
Effective August 24, 2017

Sanford, Dawn, Teacher  
Schoolcraft Elementary School  
Recalled, 100% Tenure Contract  
Effective August 29, 2017

Scott, Renee, Teacher  
Houghton Elementary School  
100% Probationary Contract  
Effective August 25, 2017

Stuef, Lydia, Teacher  
Mason Middle School  
100% Probationary Contract  
Effective August 24, 2017

## NEW BUSINESS

### a. Superintendent's Recommendations

- (2) Recommendation 33-17-18 Relative to Teaching Contract Changes/Appointments/Recall from Layoff (*continued*)

Tyndorf, Marissa, Teacher  
Grayson Elementary School  
100% Probationary Contract  
Effective August 24, 2017

Wyne, Rachel, Teacher  
Schoolcraft Elementary School  
100% Probationary Contract  
Effective August 24, 2017

Younggren, Hope, Teacher  
Knudsen Elementary School  
100% Probationary Contract  
Effective August 24, 2017

Zedan, George, Teacher  
Kettering High School  
100% Probationary Contract  
Effective September 18, 2017

Member Barghahn clarified the new kindergarten and JK positions indicate a growth in those areas.

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

- (3) Recommendation 34-17-18 Relative to Administrative Contract Changes and Appointments

Moved by Member Piggott and supported by member Himmelspach that the Board of Education approve the following administrative contract changes and appointments to the 2017-2018 school year:

Cooper, Debra, Principal  
Waterford Kettering High School  
100% Administrator Contract  
Effective August 30, 2017  
*Replacing Jeff Frankowiak*

Holbrook, William, Assistant Superintendent  
Business and Operations  
100% Administrator Contract  
Effective September 7, 2017

*This is a title change only. Executive Director and Assistant Superintendent are both on pay level 1.*

Member Torres spoke to the impressive qualifications and experience Debra Cooper brings to the role of the Waterford Kettering High School Principal position.

**NEW BUSINESS**

a. Superintendent’s Recommendations

- (3) Recommendation 34-17-18 Relative to Administrative Contract Changes and Appointments

Members of the Board acknowledged the great work Mr. Holbrook does as Assistant Superintendent. Debra Cooper was introduced and welcomed to her new role at Kettering High School.

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

b. **CONSIDERATION OF CERTAIN PURCHASES**

- (1) Recommendation 35-17-18 Relative to Contract Award: Fresh Pizza Product

Moved by Member Torres and supported by Member Himmelspach that the Board of Education award a contract for fresh pizza product based on student preference, quality and store locations:

PROJECT: FOOD SERVICE - PIZZA BID	
BID OPENING DATE: TUESDAY, AUGUST 22, 2017	
VENDOR	PIE/EA
Dominos	\$5.49
Jets	\$6.50
*Little Caesar	\$6.20

Member Torres confirmed that student preference was considered. Mr. Holbrook clarified that to meet the health standard requirements the product that is served in our schools, the pizza is a wheat based product with more cheese and less sauce. This is different from what is delivered to our homes as the recipes are different.

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

**DISCUSSION ITEMS**

a. Future Items

- (1) Information – Policy Updates
- (2) Action – Resolution: National Principals Month
- (3) Action – Certify MASB Board Delegates

## **DISCUSSION ITEMS**

### **b. Board of Education Reports**

Member Barghahn provided members information relative to student achievement data and spoke to concerns with the data presented. Comparative data is sent to parents from NWEA. She requested that this comparative data be provided and shared. She feels the comparative data provides a different picture from the growth data. Member Barghahn further requested that student achievement data be presented at a regular meeting. Dr. Wunderlich provided further explanation about the comparison data provided and the importance of growth. Member Himmelspach explained that it is more beneficial for him to have discussions on such data at a special meetings to provide for more time on the topic. Member Torres commented that the Board should hold a study session to delve into it and ask questions and clarified that it is open to the public, but not televised. Member Torres also spoke to the matter of achievement and growth, both equally important. Member Barghahn expressed concerns with it not being televised or done at a regular meeting and that parents want to see comparative data. Member Sutherland commented that the purpose of a regular meeting is to tend to the business of the board. The reason for study sessions is to provide the free flow discussion on a topic between the board and administration with the amount of time needed, that it is open to the public. Member Petrusha spoke to the role of board of education members and administrators and differences of study sessions and business meetings.

## **AUDIENCE COMMENTS ON NON-ACTION ITEMS**

There were no audience comments on non-action items.

## **SUPERINTENDENT'S REPORT**

Superintendent Wunderlich announced Lowell Boyle was named SHAPE Teacher of the Year, Kettering's Music Department received the NAMM Foundation 2017 Merit Award Winner, and Julie Rule, Donelson Hills, received accolades from Oakland Schools for her leadership role with the Accelerated Adolescent Reading Initiative's (AARI) 2016-2017 Learning Labs. Special thanks to Mason for donating 60 backpacks and supplies for Donelson Hills students and to Maintenance and Operations for getting the buildings in top shape for the first day. The Dare to Inspire Festival takes place this weekend and Wilbur will make an appearance. We had a visit from Secretary of State Ruth Johnson, planning her upcoming SOS Expo event at Mott High School, October 7. Dr. Wunderlich went on to welcome everyone back for the new school year and welcome Debra Cooper to Waterford School District.

## **FOIA APPEAL**

A written appeal was submitted by electronic mail on August 20, 2017, from Mr. Charles Schott, relative to a Freedom of Information Act (FOIA) denial. In accordance with the Freedom of Information Act, the Board of Education is not considered to have received the written appeal until September 7, 2017, the date of the first regularly scheduled Board meeting following the submission of the written appeal.

The Board shall, within 10 business days, do one of the following:

- \_ Reverse the disclosure denial.
- \_ Issue a written notice to the requestor upholding the disclosure denial.
- \_ Reverse the disclosure denial in part and issue a written notice to the requestor.
- \_ Issue a notice extending for not more than 10 business days the period during which the Board shall respond to the appeal.

## **CLOSED SESSION**

At 7:11 PM, it was moved by President Petrusha that by roll call vote the Board of Education recess to Closed Session to consider the written opinion of legal counsel.

### Roll Call Vote

Himmelspach	Aye
Barghahn	Aye
Piggott	Aye
Petrusha	Aye
Sutherland	Aye
Halls	Aye

## **RECONVE**

President Petrusha reconvened to open session at 7:34 PM.

## **ADJOURNMENT**

The meeting was adjourned by President Petrusha at 7:34 PM.

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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 August 2017-2018 and year end 2016-2017.

RECOMMENDATION: It is recommended that the Board of Education approve the Check/Electronic Funds Transfer Register for the month of August 2017-18 as listed on pages 1-84, and Fifth Third Acct Statement pages 1-3, and for year end 2016-17 as listed on pages 1-10, per the attached reports of the October 5, 2017 Board materials.

**2017-2018**

General Fund

Vendor Checks/Electronic Transfers       \$ 2,502,888.38

Special Ed Center Program

Vendor Checks/Electronic Transfers       \$     4,902.64

Community Service Fund

Vendor Checks/Electronic Transfers       \$    30,567.32

Food Service

Vendor Checks/Electronic Transfers       \$    18,698.38

Debt Fund

Vendor Checks/Electronic Transfers       \$       500.00

Bond Capital Projects – Series I

Vendor Checks/Electronic Transfers       \$ 3,973,966.69

Purchasing Cards – 5/3 Acct Statement   \$    13,845.55

**2016-2017**

General Fund

Vendor Checks                                 \$   261,034.44

Food Service

Vendor Checks                                 \$       1,464.80

Bond Capital Projects – Series I

Vendor Checks                                 \$     94,636.53

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., Asst. Supt, Business & Operations  
Danielle Corbeil, Director of Finance & Budget  
Doreen Simonds, Director of Nutrition & Purchasing Services

Date of Board of Education Meeting: October 5, 2017

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

<u>REVENUE</u>	<u>BUDGET</u>	<u>ACTUAL PLUS ENCUMBRANCE</u>	<u>PERCENT OF BUDGET</u>
LOCAL			
PROPERTY	\$ 11,937,919	\$ 2,607,584	21.8%
OTHER	<u>2,972,741</u>	<u>65,300</u>	<u>2.2%</u>
TOTAL	14,910,660	2,672,884	17.9%
STATE			
MEMBERSHIP AID	55,761,278	5,499,735	9.9%
CATEGORICAL AID	<u>17,012,214</u>	<u>1,677,915</u>	<u>9.9%</u>
TOTAL	72,773,492	7,177,650	9.9%
FEDERAL	7,015,894	374,447	5.3%
INCOMING TRANSFER	<u>5,534,496</u>	<u>924,261</u>	<u>16.7%</u>
TOTAL REVENUE	\$ 100,234,542	\$ 11,149,242	11.1%
<b><u>EXPENDITURES</u></b>			
INSTRUCTION:			
ELEMENTARY	\$ 9,896,158	\$ 101,407	1.0%
MIDDLE SCHOOL	4,733,268	42,245	0.9%
HIGH SCHOOL	7,653,917	252,427	3.3%
SUMMER SCHOOL	132,307	68,323	51.6%
EARLY CHILDHOOD	1,783,869	22,208	1.2%
SPECIAL ED	10,087,782	585,097	5.8%
COMP ED	2,462,879	264,553	10.7%
VOC ED	<u>969,958</u>	<u>40,707</u>	<u>4.2%</u>
TOTAL INSTRUCTION	37,720,138	1,376,967	3.7%
SUPPORT SERVICE:			
PUPIL SERVICE	7,074,710	440,705	6.2%
INSTR STAFF	2,056,384	377,245	18.3%
GENERAL ADM	1,235,588	295,481	23.9%
SCHOOL ADM	3,839,590	425,159	11.1%
BUSINESS	10,201,858	3,188,187	31.3%
CENTRAL	<u>26,713,098</u>	<u>3,594,967</u>	<u>13.5%</u>
TOTAL SUPPORT	51,121,228	8,321,744	16.3%
OTHER:			
ATHLETICS	1,548,423	72,001	4.6%
COMMUNITY SERVICE	106,358	7,126	6.7%
FEDERAL PROGRAMS	7,428,462	396,466	5.3%
DEBT	1,102,000	997,175	90.5%
TEACHER RETIREMENT SAVINGS	(300,000)	(50,100)	16.7%
NEGOTIATIONS RESERVE	1,381,190	6,906	0.5%
INTERFUND TRANSFERS	<u>117,633</u>	<u>19,645</u>	<u>16.7%</u>
TOTAL OTHER	<u>11,384,066</u>	<u>1,449,219</u>	<u>12.7%</u>
TOTAL EXPENDITURES	\$ 100,225,432	\$ 11,147,930	11.1%
REV. OVER(UNDER) EXP.	<u>\$ 9,110</u>	<u>\$ 1,312</u>	

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

ITEM NO.: 11.a.(1) NEW BUSINESS  
Superintendent's Recommendation 36-17-18  
TOPIC : Retirements/Resignations/Leave of Absence Expirations

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

Brown, Karen, Teacher  
Houghton Elementary School  
Resignation  
Effective August 29, 2017

Donelko, Stephanie, Teacher  
Kettering High School  
Resignation  
Effective September 15, 2017

Flavin, Gina, School Social Worker  
Kettering High School  
Resignation  
Effective September 29, 2017

Platt, Darcy, Teacher  
Houghton Elementary School  
Resignation  
Effective September 26, 2017

Tadajewski, Elaine, Special Education Teacher  
Stepanski Early Childhood Center  
Resignation  
Effective September 29, 2017

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

Date of Board of Education Meeting: October 5, 2017

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

ITEM NO.: 11.a.(2) NEW BUSINESS  
Superintendent's Recommendation 37-17-18  
TOPIC: Teaching Contract Changes/Appointments

It is recommended that the Board of Education approve the following teaching contract changes and appointments for the 2017-2018 school year:

Appointments/Changes:

Bedient, Amanda, Teacher  
Donelson Hills Elementary School  
100% Probationary Contract  
Effective September 15, 2017

Edwards, Taj, School Social Worker  
Kettering High School  
100% Annual Contract  
Effective October 2, 2017

Fras, Michael, Teacher  
Kettering High School  
100% Probationary Contract  
Effective September 19, 2017

Hagan, Jessica, Teacher  
Houghton Elementary School  
100% Probationary Contract  
Effective October 4, 2017

Haller, Nancy, Teacher  
Mott High School  
Increased from 100% to 108.5%  
First Semester Only, Tenure Contract  
Effective September 5, 2017

Haupt, Cassandra, School Psychologist  
Kingsley Montgomery School  
100% Annual Contract  
Effective September 20, 2017

Laursen, Anthony, Teacher  
Mason Middle School  
Increased from 100% to 108.5%  
First Semester Only, Tenure Contract  
Effective September 5, 2017

Liedel, Daniel, Teacher  
Kettering High School  
Increased from 100% to 108.5%  
First Semester Only, Tenure Contract  
Effective September 11, 2017

Nicholson, Nathan, Teacher  
Kettering High School  
Increased from 100% to 108.5%  
First Semester Only, Tenure Contract  
Effective September 11, 2017

Ruzzin, Jason, Teacher  
Mason Middle School  
Increased from 100% to 108.5%  
First Semester Only, Tenure Contract  
Effective September 5, 2017

Shurmur, Steven, Teacher  
Kettering High School  
100% Probationary Contract  
Effective September 29, 2017

Snow, Stacey, Teacher  
Kettering High School  
Increased from 100% to 108.5%  
First Semester Only, Tenure Contract  
Effective September 5, 2017

Wolff, Sarah, Teacher  
Stepanski Early Childhood Center  
100% Probationary Contract  
Effective October 4, 2017

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

Date of Board of Education Meeting: October 5, 2017

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

ITEM NO.:11.a.(3) NEW BUSINESS  
Superintendent's Recommendation 38-17-18

TOPIC: National Principals Month Resolution

It is recommended that the Board of Education approve the following resolution in recognition and support of National Principals Month, October 2017.

WHEREAS, October 2017 is declared National Principals Month; in coordination with the efforts of the National Association of Elementary School Principals, the American Federation of School Administrators, and the National Association of Secondary School Principals, working with the U.S. Congress, to designate "National Principals Month" and resolutions thereof;

WHEREAS, principals are educational visionaries, instructional and assessment leaders, disciplinarians, community builders, budget analysts, facilities managers, and administrators of legal and contractual obligations; and

WHEREAS, principals work collaboratively with teachers and parents to develop and implement a clear mission, high curriculum standards, and performance goals; and

WHEREAS, principals create school environments that facilitate great teaching and learning and continuous school improvement; and

WHEREAS the vision, actions, and dedication of principals provide the mobilizing force behind any school reform effort; and

WHEREAS, the celebration of National Principals Month honors elementary school, middle school, and high school principals, and recognizes the importance of principals in ensuring that every child has access to a high-quality education:

Now, therefore, be it resolved that the Waterford School District Board of Education

- (1) recognizes the month of October 2017 as National Principals Month; and
- (2) honors the contribution of principals in the elementary schools, middle schools, and high schools by supporting the goals and ideals of National Principals Month.

Resource Person(s) Keith D. Wunderlich, Ed.D. Superintendent

Date of Board of Education Meeting: October 5, 2017

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

ACTION

ITEM NO.: 11.a.(4)	NEW BUSINESS Superintendent's Recommendation 39-17-18
TOPIC:	National School Lunch Week Resolution

It is recommended that the Board of Education approve the following resolution in recognition and support of National School Lunch Week, October 9-13, 2017.

WHEREAS, the National School Lunch Program has served our nation admirably for over 60 years through advanced practices and nutrition education; and

WHEREAS, the National School Lunch program is dedicated to the health and well-being of our nation's children, and

WHEREAS, the National School Lunch Program has been joined through the years by many other excellent child feeding programs; and there is evidence of continued need for nutrition education and awareness of the value of school nutrition programs.

NOW THEREFORE, the Waterford Board of Education hereby proclaims the week of October 9-13, 2017, as NATIONAL SCHOOL LUNCH WEEK and encourages all residents to become aware and concerned about their children's and their own nutrition habits, in hope of achieving a more healthful citizenry for today and the future.

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

Date of Board of Education Meeting: October 5, 2017

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

ITEM NO.: 11.a.(5) NEW BUSINESS  
Superintendent's Recommendation 40-17-18  
TOPIC: National School Bus Safety Week Resolution

It is recommended that the Board of Education approve the following resolution in recognition and support of School Bus Safety Week, October 16-20, 2017.

WHEREAS, the Waterford Board of Education recognizes that the importance of protecting the safety of Waterford's school children extends beyond the classroom walls and the school building; and

WHEREAS, the Board has great respect for the accomplishments of school bus drivers, mechanics, supervisors, and all school transportation personnel in providing the safest transportation possible for children to and from school and home; and

WHEREAS, coordinating the countless routes over so many miles and supervising the dozens of students on each vehicle, requires an outstanding effort put forth by these exemplary professionals who have devoted their careers to transporting our children safely; and

WHEREAS, the Board continues to recognize and to take great pleasure in commending the men and women who accept and meet the challenge of school transportation; now therefore, be it

RESOLVED, that the week of October 16-20, 2017, is recognized as Nation School Bus Safety Week; and be it further

RESOLVED, that this week be devoted to the recognition of everyone who contributes to the successful operation of our nation's school buses; and be it finally

RESOLVED, that this special week serve as a fitting time to urge all Waterford drivers to become more aware of school bus safety regulations and encourage all citizens to be alert and drive carefully near school buses.

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

Date of Board of Education Meeting: October 5, 2017



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

ITEM NO.: 11.b.(1). NEW BUSINESS  
Superintendent's Recommendation 41-17-18  
TOPIC: Certification of Delegates: MASB Delegate Assembly

The Michigan Association of School Boards (MASB) Delegate Assembly is held annually in conjunction with the MASB Fall Conference. The Delegate Assembly provides direction to the Association and its offers through the adoption of resolutions. All resolutions adopted by the Delegate Assembly become the official position of MASB as interpreted and pursued by the board of directors.

It is recommended that the Board of Education certify John Paul Torres as a MASB Delegate, representing the Waterford School District Board of Education at the Delegate Assembly.

Resource Person: Robert Petrusha, Jr., President

Board of Education Meeting: October 5, 2017

ACTION

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

ITEM NO: 11.b.(2)	President's Recommendation Recommendation 42-17-18
TOPIC:	Freedom of Information Act Request (FOIA) Denial Appeal

A written appeal was submitted by electronic mail on August 20, 2017, from Mr. Charles Schott, relative to a Freedom of Information Act (FOIA) denial. In accordance with the Freedom of Information Act, the Board of Education is considered to have received the written appeal on September 7, 2017, the date of the first regularly scheduled Board meeting following the submission of the written appeal. Within 10 business days of receipt, the Board of Education issued a notice extending for not more than 10 business days the period during which the Board shall respond to the appeal.

A recommendation relative to the appeal will be presented for action.

Resource Persons: Robert Petrusha, Jr., President

Date of Board of Education Meeting: October 5, 2017