

**WATERFORD SCHOOL DISTRICT**  
**Regular Meeting of the Board of Education**  
**Thursday, October 19, 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. Recognition of Achievement
6. Information Items
  - a. External Audit
  - b. Policy Updates
  - c. Successful Graduate Video
7. Audience Comments on Action Items
8. Approval of Minutes
  - a. October 5, 2017 Interim Meeting
  - b. October 5, 2017 Closed Session
9. Accounts Payable – September 2017
10. School District Financial Statement
11. New Business
  - a. Superintendent's Recommendations
    - (1) Recommendation 43-17-18 Relative to Resignations/Retirements/Leave of Absence Expirations
    - (2) Recommendation 44-17-18 Relative to Teaching Contract Changes/Appointments/Recall from Layoff
    - (3) Recommendation 45-17-18 Relative to Head Start Budget 2017-2018
  - b. Consideration of Certain Purchases
    - (1) Recommendation 46-17-18 Relative to Contract Award: PAC Microphones
12. Discussion Items
  - a. Future Items
    - (1) Celebration of Learning – Kettering Musical: Joseph and the Amazing Technicolor Dreamcoat
    - (2) Action – Policy Updates
  - b. Board of Education Reports
13. Audience Comments on Non-Action Items
14. Superintendent's Report
15. Adjournment

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

ITEM NO:	6.a.	Information Item
TOPIC:		External Audit Report for 2016-2017 Fiscal Year

The Board of Education will be presented with the Audited Financial Statements for the 2016-2017 Fiscal Year. David Youngstrom of Yeo & Yeo will be the presenter.

The Audited Financial Statements are a public document and will be available for review at the Kurzman Administrative Services Crary Campus, Office of the Assistant Superintendent, Business and Operations, and the District website.

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

Date of Board of Education Meeting: October 19, 2017

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

ITEM NO:	6.b	Information Item
TOPIC:		Policy Updates

The following policies are presented as information, with a recommendation for approval to follow on November 2, 2017. All policies are recommended by legal counsel and/or Neola for statutory compliance.

**8510 Wellness (Revised)**

Revisions are in response to the issuance of the final rule of the Healthy, Hunger-Free Kids Act by the USDA. Additional requirements call for the assessment of the District's Wellness Policy at least once every three years and expanding public involvement in the District's wellness initiative.

**3131 Layoff and Recall (Revised)**

Revisions are recommended by legal counsel, in compliance with statutory requirements, and have been reviewed with union leadership.

**1421/3121/4121 Criminal History Record Check (New/Revised)**

Policy 1421 has been added as new and includes revisions made to Policy 3121/4121. These policies have been revised to be consistent with Policy 8321-Criminal Justice Information Security (Non-Criminal Justice Agency), which requires criminal history record information to be maintained in a confidential file, separate from the employee file.

**1439/3139/4139 Administrative/Staff Discipline (New/Revised)**

Policy 14396 has been added as new and includes revisions similar to those made to Policy 3139/4139. A provision has been added to authorize a financial penalty may be required by MCL 388.1766 (referring or assisting a student for an abortion). Other language revisions are intended to provide concise and consistent disciplinary action, when necessary.

**2410 Prohibition of Referral or Assistance (New)**

This new policy is issued in accordance with MCL 388.1766 which prohibits any officer, agent, or employee of the Board from referring a pupil for an abortion or assisting a pupil in obtaining an abortion. The law requires the district to adopt such a policy by the start of the 2019-2020 school year.

**2414 Reproductive Health and Family Planning (Revised)**

This policy has been revised to include the abortion prohibition cited in Michigan statute and to focus on the specific requirements for reproductive health and family planning instruction that is required.

**2418            Sex Education (New)**

This new policy provides the necessary authorization and structure if the district chooses to provide sex education instruction. Teacher qualifications and the elective status of such a class/program are addressed. The required sex education advisory board is included, along with the abortion prohibition.

---

**8142            Criminal History Record Check (Revised)**

This policy has been revised to be consistent with Policy 8321-Criminal Justice Information Security (Non-Criminal Justice Agency), which requires criminal history record information (CHRI) to be maintained in a confidential file, separate from the vendor or private contractor file.

---

**8321            Criminal Justice Information Security (Non-Criminal Justice Agency)**

This policy has been revised to include the latest revisions to information security required of criminal history record information (CHRI) required by the Federal Bureau of Investigation (FBI) and the Michigan State Police.

Resource Persons: Keith D. Wunderlich, Superintendent

Date of Board of Education Meeting: October 19, 2017

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

ITEM NO:	6.c	Information Item
TOPIC:		Successful Graduate Video

Keith Wunderlich, Ed.D., Superintendent, will share the latest video highlighting another successful Waterford School District graduate.

Resource Persons: Keith D. Wunderlich, Superintendent

Date of Board of Education Meeting: October 19, 2017

## WATERFORD BOARD OF EDUCATION – MINUTES

Interim Meeting  
October 5, 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 Petrusha at 6:00 PM.

### PLEDGE

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

### ROLL CALL

Present: Members Halls, Himmelspach, Barghahn, Petrusha, Sutherland and Torres  
Absent: Member Piggott  
Others: Keith Wunderlich, William Holbrook, Danielle Corbeil, Janet McLeod, Lisa McFee, Carly Stone, Darin Holley, Rhonda Lessel, Val Grimes, Michelle Sullivan, Anne Kruse, Lynn Bigelman, Dee Alessi, Troy Beasley, Craig Blomquist, Liz Brockington, Art Welch, Megan Roberts and others that did not register.

Member Halls was appointed to serve as Secretary in the absence of Member Piggott.

### APPROVAL OF THE AGENDA

The agenda was approved by President Petrusha.

### CELEBRATIONS OF LEARNING

#### a. 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 7:00 pm and October 22 at 2:00 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). Cast members presented a sneak peek of the performance.

Members of the Board commended the student actors and Director on amazing talent and what promises to be a wonderful performance.

#### b. Summer Academy

Craig Blomquist provided 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 shared some of those successes.

Member Torres commented that he is pleased 8<sup>th</sup> grade readiness is being brought back and that more teachers are involved.

## INFORMATION ITEMS

### a. M-STEP

Teaching and Learning Services, including Lisa McFee, Assistant Superintendent, Carly Stone, Director of Curriculum, Instruction and Accountability, and Darin Holley, Director of Instructional Services and Technology, presented State testing data.

Member Petrusha commented on growth and poverty levels and that we are heading in the right direction.

Member Halls thanked Teaching and Learning Services on a thorough presentation and the team approach, pointing us in the right direction.

Member Sutherland stated that we can't get where we want to be without moving faster than others and closing that gap. She further commented on the PD survey, which shows we are moving forward with focus, and commended CIA for soliciting feedback.

Members of the Teaching and Learning team spoke to the PD survey and the desire of teaching staff to be part of the feedback.

Member Barghahn commented on the number of survey respondents and expressed her opinion that this was an overwhelming amount of information presented. She indicated she would like to see smaller data points presented.

Member Himmelspach clarified that this is a business meeting of the Board and cautioned directing administration to plan the Board agenda.

Member Torres agreed that this was a lot of information but the Board has the opportunity to go back and digest it. He further commented on the impact of poverty levels and that the growth is a symbol of hitting the achievement that we hope to get in time. He indicated he feels this would be good discussion at a study session and that the Board has the opportunity to come back with questions.

Member Barghahn clarified that in the chart presented, growth is 34% and proficiency is 29% and stressed the importance of proficiency.

Member Petrusha clarified the role of the Board and superintendent in directing administration and the importance of growth to achieve proficiency as evidence by the weight given by the state. He also spoke about the poverty and social problems facing our students.

Member Himmelspach commented on the testing expectations on children.

### b. Head Start Budget 2017-2018

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.

## INFORMATION ITEMS

### c. 2017-2018 Short Term Borrowing Results

The sale of the Waterford School District 2018 State Aid Notes for short term borrowing was at 11:00 am 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

Member Barghahn inquired about the draw period, confirmed the borrowing was for \$13,500,000 and expressed concerns with the declining student enrollment.

Mr. Holbrook spoke to the timing of the use of these funds and the declining borrowing rate.

Member Himmelspach clarified that when the Board of Education adopted the budget for this year it was adopted anticipating the borrowing.

Member Petrusha discussed the borrowing being a necessary part of doing business, commenting on the impact on employees, and Member Barghahn expressed disagreement.

Member Torres commented one member does have the opportunity to make a difference but it needs to be done with a level of respect on all sides.

### d. Pupil Accounting Process

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

Member Barghahn inquired and Mr. Holbrook addressed how projections typically compare to the audit, which is quite close.

Mr. Petrusha inquired if we are on target as it relates to budget and Mr. Holbrook indicated that we are. Based on the number of new enrollments, statistically speaking, we are doing fine. Numbers fluctuate so it is important to wait until numbers are factual in order to determine the impact on the budget.

Member Halls clarified that the numbers will be certified November 15<sup>th</sup>.

Member Himmelspach stated that he does not want to see the numbers until they have been audited and impact the budget and commented that over the years, projections have been remarkably close to budget.

Member Sutherland agreed and added that the Board has a responsibility to not provide misinformation and to do that we must go through the proper steps to vet out the information.



## **INFORMATION ITEMS**

d. Pupil Accounting Process (*continued*)

Member Barghahn stated that we know what students are here and shared concerns with not having the enrollment numbers monitored.

Member Torres clarified that the numbers are being monitored but they are likely to change between now and November 15<sup>th</sup> and it wouldn't be responsible to provide that information to the Board or public.

e. 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.

Member Halls commented that this has been an ongoing issue.

## **AUDIENCE COMMENTS ON ACTION ITEMS**

There were no audience comments on action items.

## **APPROVAL OF THE MINUTES**

- a. September 7, 2017, Interim Meeting
- b. September 7, 2017 Closed Session

Moved by Member Halls and supported by Member Himmelspach that the Board of Education adopt the minutes of the September 7, 2017 Interim Meeting and Closed Session.

Ayes: Members Halls, Himmelspach, Torres, Barghahn, Sutherland, and Petrusha

Nays: None

Motion carried. (6-0)

## **ACCOUNTS PAYABLE**

Moved by Member Torres and supported by Member Himmelspach that the Board of Education approve the accounts payable for the month of August 2017, per the reports included in October 5, 2017 materials.

Ayes: Members Halls, Himmelspach, Torres, Barghahn, Sutherland, and Petrusha

Nays: None

Motion carried. (6-0)

## **FINANCIAL STATEMENT**

The Board of Education is in receipt of the financial statements ended August 2017.

## NEW BUSINESS

### a. Superintendent's Recommendations

#### (1) Recommendation 36-17-18 Relative to Resignations/Retirements/Leave of Absence Expirations

Moved by Member Halls and supported by Member Himmelspach that the Board of Education approve the following resignations:

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

Ayes: Members Halls, Himmelspach, Torres, Barghahn, Sutherland, and Petrusha  
Nays: None  
Motion carried. (6-0)

#### (2) Recommendation 37-17-18 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 the 2017-2018 school year.

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

## NEW BUSINESS

### a. Superintendent's Recommendations

#### (2) Recommendation 37-17-18 Relative to Teaching Contract Changes/Appointments (*continued*)

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

## NEW BUSINESS

### a. Superintendent's Recommendations

#### (2) Recommendation 37-17-18 Relative to Teaching Contract Changes/Appointments (*continued*)

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

Ayes: Members Halls, Himmelspach, Torres, Barghahn, Sutherland, and Petrusha  
Nays: None  
Motion carried. (6-0)

#### (3) Recommendation 38-17-18 Relative to Resolution: National School Principal Month

Moved by Member Halls and supported by Member Himmelspach that the Board of Education approve the following National School Principal Month resolution.

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.

## NEW BUSINESS

### a. Superintendent's Recommendations

- (3) Recommendation 38-17-18 Relative to Resolution: National School Principal Month (*continued*)

Member Sutherland acknowledged the principals in the audience and thanked WSD principals for all they do and the leadership and inspiration they provide.

Ayes: Members Halls, Himmelspach, Torres, Barghahn, Sutherland, and Petrusha

Nays: None

Motion carried. (6-0)

- (4) Recommendation 39-17-18 Relative to Resolution: National School Lunch Week

Moved by Member Halls and supported by Member Sutherland that the Board of Education approve the following National School Lunch Week Resolution.

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.

Members Halls and Sutherland acknowledged Doreen Simonds, the finance department, and all food service personnel who serve our students.

Ayes: Members Halls, Himmelspach, Torres, Barghahn, Sutherland, and Petrusha

Nays: None

Motion carried. (6-0)

- (5) Recommendation 40-17-18 Relative to Resolution: National School Bus Safety Week

Moved by Member Halls and supported by Member Sutherland that the Board of Education approve the following resolution relative to National School Bus Safety Week.

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

## NEW BUSINESS

### a. Superintendent's Recommendations

- (5) Recommendation 40-17-18 Relative to Resolution: National School Bus Safety Week (*continued*)

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 National 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.

Member Sutherland commended the Transportation Department and the drivers that transport our students each and every day.

Ayes: Members Halls, Himmelspach, Torres, Barghahn, Sutherland, and Petrusha

Nays: None

Motion carried. (6-0)

### b. President's Recommendation

- (1) Recommendation 41-17-18 Relative to Certification of Delegates: MASB Delegates Assembly

Moved by President Petrusha and supported by Member Himmelspach 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, held in conjunction with the Michigan Association of School Board Fall Conference.

Member Himmelspach thanked Member Torres for representing the Board.

Member Torres is looking forward to representing the District and sharing the positive things happening in the District.

Ayes: Members Halls, Himmelspach, Torres, Barghahn, Sutherland, and Petrusha

Nays: None

Motion carried. (6-0)

## NEW BUSINESS

### b. President's Recommendation

#### (2) Recommendation 42-17-18 Relative to 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.

Moved by President Petrusha and supported by Member Himmelspach that the Board of Education uphold the disclosure denial as the requested record remains subject of a Court Order which prohibits disclosure until further action by the Court.

Ayes: Members Halls, Himmelspach, Torres, Barghahn, Sutherland, and Petrusha

Nays: None

Motion carried. (6-0)

## 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

Member Barghahn spoke about her recent FOIA request for the first three days of attendance and the enrollment reports provided by Howell.

Member Himmelspach shared information about the Foundation fundraising event at Heroes on October 19 and spoke about the community support at the Mott vs. Kettering football game.

Member Petrusha spoke regarding the Mott vs. Kettering game and addressed comments and questions from Member Barghahn.

Member Torres spoke about the screening of *Resilience*, he recently attended. The documentary focused on the effect of trauma on children. Member Torres also attended the OCSBA Dinner Meeting which presented OK2Say. He also spoke about asking questions and the FOIA request from a member.

Member Halls invited the community to the screening of the documentary *Angst* on October 12, at the Mott PAC, 6:00 – 8:00 PM.

President Petrusha addressed previous public comments made in August and the football season.

## AUDIENCE COMMENTS ON NON-ACTION ITEMS

Art Welch commented on concerns with the direction of the Board of Education.

## **SUPERINTENDENT'S REPORT**

Superintendent Wunderlich spoke regarding attendance and enrollment as well as state assessment data. He shared information on Dig Pink, First Friday and the SOS Live event. He also announced that the Board of Education meeting will be replayed beginning Monday and wished Janet McLeod Happy Birthday.

## **RECESS TO CLOSED SESSION**

At 8:20 PM, President Petrusha moved that by Roll Call Vote the Board of Education recess to Closed Session for the purpose of considering the written opinion of legal counsel. No action is taken during Closed Session.

### Roll Call Vote

Himmelspach	Aye	Barghahn	Aye
Petrusha	Aye	Torres	Aye
Sutherland	Aye	Halls	Aye

## **RECONVENE/ADJOURNMENT**

The open meeting was reconvened/adjourned by President Petrusha at 8:32 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 September 2017-2018.

RECOMMENDATION: It is recommended that the Board of Education approve the Check/Electronic Funds Transfer Register for the month of September 2017-18 as listed on pages 1-145, and Fifth Third Acct Statement pages 1-3.

<u>General Fund</u>	
Vendor Checks/Electronic Transfers	\$ 2,272,017.96
<u>Special Ed Center Program</u>	
Vendor Checks/Electronic Transfers	\$ 11,823.80
<u>Community Service Fund</u>	
Vendor Checks/Electronic Transfers	\$ 31,856.03
<u>Food Service</u>	
Vendor Checks/Electronic Transfers	\$ 176,081.82
<u>Debt Fund</u>	
Vendor Checks/Electronic Transfers	\$ 625.00
<u>Bond Capital Projects – Series I</u>	
Vendor Checks/Electronic Transfers	\$ 4,856,617.60
<u>Purchasing Cards – 5/3 Acct Stmt</u>	\$ 11,528.89

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

Date of Board of Education Meeting: October 19, 2017

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

<u>REVENUE</u>	<u>BUDGET</u>	<u>ACTUAL PLUS ENCUMBRANCE</u>	<u>PERCENT OF BUDGET</u>
LOCAL			
PROPERTY	\$ 11,937,919	\$ 5,886,037	49.3%
OTHER	<u>2,972,741</u>	<u>142,615</u>	<u>4.8%</u>
TOTAL	14,910,660	6,028,652	40.4%
STATE			
MEMBERSHIP AID	55,761,278	7,806,579	14.0%
CATEGORICAL AID	<u>17,012,214</u>	<u>2,381,710</u>	<u>14.0%</u>
TOTAL	72,773,492	10,188,289	14.0%
FEDERAL	7,015,894	937,706	13.4%
INCOMING TRANSFER	<u>5,534,496</u>	<u>1,383,624</u>	<u>25.0%</u>
TOTAL REVENUE	\$ 100,234,542	\$ 18,538,271	18.5%
 <b><u>EXPENDITURES</u></b>			
INSTRUCTION:			
ELEMENTARY	\$ 9,896,158	\$ 1,168,210	11.8%
MIDDLE SCHOOL	4,733,268	542,149	11.5%
HIGH SCHOOL	7,653,917	848,771	11.1%
SUMMER SCHOOL	132,307	75,139	56.8%
EARLY CHILDHOOD	1,783,869	142,994	8.0%
SPECIAL ED	10,087,782	1,195,726	11.9%
COMP ED	2,462,879	294,791	12.0%
VOC ED	<u>969,958</u>	<u>126,465</u>	<u>13.0%</u>
TOTAL INSTRUCTION	37,720,138	4,394,245	11.6%
SUPPORT SERVICE:			
PUPIL SERVICE	7,074,710	945,119	13.4%
INSTR STAFF	2,056,384	352,719	17.2%
GENERAL ADM	1,235,588	344,252	27.9%
SCHOOL ADM	3,839,590	856,215	22.3%
BUSINESS	10,201,858	3,985,122	39.1%
CENTRAL	<u>26,713,098</u>	<u>5,167,734</u>	<u>19.3%</u>
TOTAL SUPPORT	51,121,228	11,651,161	22.8%
OTHER:			
ATHLETICS	1,548,423	149,797	9.7%
COMMUNITY SERVICE	106,358	51,061	48.0%
FEDERAL PROGRAMS	7,428,462	992,848	13.4%
DEBT	1,102,000	997,175	90.5%
TEACHER RETIREMENT SAVINGS	(300,000)	(75,000)	25.0%
NEGOTIATIONS RESERVE	1,381,190	345,298	25.0%
INTERFUND TRANSFERS	<u>117,633</u>	<u>29,408</u>	<u>25.0%</u>
TOTAL OTHER	<u>11,384,066</u>	<u>2,490,587</u>	<u>21.9%</u>
TOTAL EXPENDITURES	\$ 100,225,432	\$ 18,535,993	18.5%
REV. OVER(UNDER) EXP.	<u>\$ 9,110</u>	<u>\$ 2,278</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 43-17-18  
TOPIC : Retirements/Resignations/Leave of Absence Expirations

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

Indianer, Stacy, Special Education Teacher  
Haviland Elementary School  
Resignation  
Effective October 20, 2017

Mesclier, Bradley, Teacher  
Mott High School  
Resignation  
Effective October 20, 2017

Ruggirello, Stacey, Speech & Language Pathologist  
Stepanski Early Childhood Center  
Retirement  
Effective December 22, 2017

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

Date of Board of Education Meeting: October 19, 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 44-17-18  
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:

Rose, LaDonna, Teacher  
Mott High School  
100% Probationary Contract  
October 30, 2017

Malosh, Denise, Speech & Language Pathologist  
Stepanski Early Childhood Center  
100% Annual Contract  
Effective date to be determined

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

Date of Board of Education Meeting: October 19, 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 45-17-18
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.

It is recommended that the Board of Education approve the 2017-2018 Head Start budget as approved by the Head Start Policy Committee on October 6, 2017.

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

Board of Education Meeting: October 19, 2017

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

Account #	Account Description	17-18 Budget
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

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

Account #	Account Description	17-18 Budget
110-118-0000-7230-046-0950-51240000	TEACHING SALARY	220,100
110-118-0000-7230-046-0950-51630000	AIDES SALARY	80,000
110-118-0000-7230-046-0950-51870000	TEMPORARY TEACHING SALARY	500
110-118-0000-7230-046-0950-52110000	LIFE INSURANCE	975
110-118-0000-7230-046-0950-52120000	DISABILITY INSURANCE	1,951
110-118-0000-7230-046-0950-52130000	HEALTH INSURANCE	35,112
110-118-0000-7230-046-0950-52140000	DENTAL INSURANCE	7,803
110-118-0000-7230-046-0950-52150000	VISION INSURANCE	390
110-118-0000-7230-046-0950-52820000	RETIREMENT	122,890
110-118-0000-7230-046-0950-52830000	FICA	21,457
110-118-0000-7230-046-0950-52840000	WORKERS COMPENSATION	2,536
110-118-0000-7230-046-0950-52850000	UNEMPLOYMENT	1,951
110-118-0000-7230-046-0950-53110000	INSTRUCTIONAL SERVICES	12,000
110-118-0000-7230-046-0950-53190000	PROF & TECH SERVICES	2,500
110-118-0000-7230-046-0950-53210000	TRAVEL COSTS	1,000
110-118-0000-7230-046-0950-54121000	MAINTENANCE AGREEMENT	1,000
110-118-0000-7230-046-0950-55110000	TEACHING/TESTING SUPPLIES	7,437
110-118-0000-7230-046-0950-57410000	DUES AND FEES	1,000
110-118-0000-7230-046-0950-57901000	MISC FEDERAL EXPENSE	2,400
110-118-0000-7230-046-0950-57908001	CHILD FOOD CARE	8,000
110-118-0000-7230-046-0950-57931000	PARENT ACTIVITY FUND	2,400
110-213-0000-7230-046-0950-53130000	PUPIL SERVICES	7,000
110-213-0000-7230-046-0950-53170000	LEGAL SERVICES	15,000
110-216-0000-7230-046-0950-51440000	SOCIAL WORKER SALARY	37,500
110-216-0000-7230-046-0950-52110000	LIFE INSURANCE	122
110-216-0000-7230-046-0950-52120000	DISABILITY INSURANCE	244
110-216-0000-7230-046-0950-52130000	HEALTH INSURANCE	4,388
110-216-0000-7230-046-0950-52140000	DENTAL INSURANCE	975
110-216-0000-7230-046-0950-52150000	VISION INSURANCE	49
110-216-0000-7230-046-0950-52820000	RETIREMENT	15,356
110-216-0000-7230-046-0950-52830000	FICA	2,681
110-216-0000-7230-046-0950-52840000	WORKERS COMPENSATION	316
110-216-0000-7230-046-0950-52850000	UNEMPLOYMENT	244
110-219-0000-7230-046-0950-51639000	TEMP TEACHER ASST SALARY	11,000
110-219-0000-7230-046-0950-52110000	LIFE INSURANCE	36
110-219-0000-7230-046-0950-52120000	DISABILITY INSURANCE	72
110-219-0000-7230-046-0950-52130000	HEALTH INSURANCE	1,287
110-219-0000-7230-046-0950-52140000	DENTAL INSURANCE	286
110-219-0000-7230-046-0950-52150000	VISION INSURANCE	14
110-219-0000-7230-046-0950-52820000	RETIREMENT	4,504
110-219-0000-7230-046-0950-52830000	FICA	787
110-219-0000-7230-046-0950-52840000	WORKERS COMPENSATION	92
110-219-0000-7230-046-0950-52850000	UNEMPLOYMENT	72
110-226-0000-7230-046-0950-51160000	SUPERVISION/DIRECTION-INSTRUCT	26,100
110-226-0000-7230-046-0950-52110000	LIFE INSURANCE	68
110-226-0000-7230-046-0950-52120000	DISABILITY INSURANCE	136
110-226-0000-7230-046-0950-52130000	HEALTH INSURANCE	2,440
110-226-0000-7230-046-0950-52140000	DENTAL INSURANCE	542
110-226-0000-7230-046-0950-52150000	VISION INSURANCE	27
110-226-0000-7230-046-0950-52820000	RETIREMENT	8,538
110-226-0000-7230-046-0950-52830000	FICA	1,490
110-226-0000-7230-046-0950-52840000	WORKERS COMPENSATION	176
110-226-0000-7230-046-0950-52850000	UNEMPLOYMENT	136
110-226-0000-7230-046-0950-53190001	EARLY CHILDHOOD SPECIALIST	6,500
110-226-0000-7230-046-0950-53410000	TELEPHONE	1,000
110-226-0000-7230-046-0950-53610000	PRINTING & BINDING	1,500
110-226-0000-7230-046-0950-55910000	OFFICE SUPPLIES	2,000

\$ 686,080 17-18 Allocation

## 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  
Board of Education  
501 N. Cass Lake Road  
Waterford, Michigan 48328

ITEM NO.:	11.b.(1) NEW BUSINESS: Consideration of Certain Purchases Superintendent's Recommendation 46-17-18
TOPIC:	Performing Arts Center Microphone System: 2017-2018 School Year

The Administration is recommending the award of contract to Adorama for the updated equipment purchases for 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.

VENDOR	TOTAL BID AMT
Adorama*	\$49,146.58
Washington Music Center	\$51,684.60
B & H Electronics	\$53,976.40
Full Compass Systems	\$54,430.00
All Pro Sound	\$54,765.18
Advanced Lighting & Sound	\$55,998.00
Third Coast Tech	\$56,791.84
Sweetwater	\$57,806.44
Howard Technology Solutions	\$61,492.20
Sound Engineering	\$61,950.00

\*Recommended Contract Award - Adorama  
Total Contract Award: \$49,146.58

Fund Source: 2016 Bond Series 1

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

Date of Board of Education Meeting: October 19, 2017