

WATERFORD SCHOOL DISTRICT
Regular Meeting of the Board of Education
Thursday, May 17, 2018 - 6:00 PM
A G E N D A

1. Opening – Audience participation is scheduled at the beginning and end of the agenda. Only those who want to speak on an agenda item and have completed a public comment card will be called upon at the beginning of the meeting. Those who have comments on non-agenda items and have completed a public comment card will be called upon before the conclusion of the meeting. The President of the Board is responsible for recognizing all speakers. Cell phone use is prohibited during live broadcasts as it interferes with equipment. Board packets are available on the website, www.waterford.k12.mi.us.
2. Pledge of Allegiance
3. Roll Call
4. Approval of the Agenda
5. Recognition of Achievement
 - a. Waterford Advanced Achievement Endorsement
 - b. Kettering Robotics State Champs
 - c. Waterford Foundation Teacher of the Year
6. Information Items
 - a. Notice of Public Hearing
 - b. Septic System – Houghton Elementary School
 - c. 2018-2019 Budget
 - d. Anti-Bullying Task Force Update
7. Audience Comments on Action Items
8. Approval of Minutes
 - a. May 3, 2018 Interim Meeting
9. Accounts Payable – April 2018
10. School District Financial Statement
11. New Business
 - a. Superintendent's Recommendations
 - (1) Recommendation 97-17-18 Relative to Resignations/Retirements/Leave of Absence Expirations
 - (2) Recommendation 98-17-18 Relative to Teaching Contract Changes/Appointments
 - (3) Recommendation 99-17-18 Relative to Administrative Contract Changes/Appointments
 - (4) Recommendation 100-17-18 Relative to 2018-2019 Oakland ISD Budget Resolution
 - (5) Recommendation 101-17-18 Relative to Election Resolution for Oakland Schools Board of Education
 - (6) Recommendation 102-17-18 Relative to Kettering French Trip to Spain and France (Revised Dates)
12. Audience Comments on Non-Action Items
13. Discussion Items
 - a. Future Items
 - (1) Information – Millage Rate
 - (2) Information – 2018-2019 Budget
 - (3) Information – Summer Tax Collection Fees
 - (4) Information – Continuing Employment of Teaching Personnel
 - (5) Information – Continuing Employment of Administrative Personnel
 - (6) Action – Notice of Public Hearing
 - (7) Action – Septic System-Houghton Elementary
 - b. Board of Education Reports

14. Superintendent's Report

15. Closed Session

By Roll Call Vote the Board of Education will move to Closed Session for the evaluation of the superintendent.

16. Reconvene

17. Adjournment

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

ITEM NO: 5. Recognition of Achievement

TOPIC: Accolades

Superintendent Wunderlich and members of the Board of Education will recognize the following:

- a. Waterford Advanced Achievement Endorsement Students
- b. Kettering Robotics State Champs
- c. Waterford Foundation Teacher of the Year

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

Date of Board of Education Meeting: May 17, 2018

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

ITEM NO: 6.a. Information Item
TOPIC: Public Hearing – Proposed 2018-2019 Budget

The Administration recommends that the Board of Education approve the attached newspaper notice, "Notice of Public Hearing on Proposed 2018-2019 Budget" at the June 7, 2018 Board of Education meeting.

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

Date of Board of Education Meeting: May 17, 2018

NOTICE OF PUBLIC HEARING OF THE BOARD OF EDUCATION OF WATERFORD SCHOOL DISTRICT

PLEASE TAKE NOTICE THAT THERE WILL BE A PUBLIC HEARING REGARDING THE PROPOSED 2018-2019 BUDGET AT THE NEXT REGULAR MEETING OF THE BOARD OF EDUCATION OF THE WATERFORD SCHOOL DISTRICT:

DATE OF MEETING: JUNE 21, 2018

PLACE OF MEETING: 5200 CIVIC CENTER DRIVE
WATERFORD, MICHIGAN 48329

HOUR OF MEETING: 6:00 PM

TELEPHONE NUMBER OF THE
SUPERINTENDENT'S OFFICE: (248) 706-4862

BOARD OF EDUCATION MEETING
MINUTES ARE LOCATED AT: 501 NORTH CASS LAKE ROAD
WATERFORD, MICHIGAN 48328

A COPY OF THE PROPOSED 2018-2019 BUDGET INCLUDING THE PROPOSED PROPERTY TAX MILLAGE RATE IS AVAILABLE FOR PUBLIC INSPECTION DURING NORMAL BUSINESS HOURS AT:

501 NORTH CASS LAKE ROAD
WATERFORD, MICHIGAN 48328

PURPOSES OF MEETING:

- 1. Public discussion on the proposed 2018-2019 Budget. The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing. The Board may not adopt its proposed 2018-2019 Budget until after the public hearing. (MCL 141.412) ****

Publish June 10, 2018

Secretary, Board of Education of Waterford School District

**** This paragraph must be printed in 11-point boldface type.**

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

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|---------------|-------------------------------------|
| ITEM NO: 6.b. | Information Item |
| TOPIC: | Septic System – Houghton Elementary |

The Waterford School District is requesting proposals for the septic system at Houghton Elementary. Bids will be received on May 29, 2018. A recommendation to award contracts will be presented to the Board of Education on June 7, 2018.

Resource Persons: William Holbrook, Assistant Superintendent, Business & Operations
John Keglovitz, Associate Director of Maintenance & Operations
Doreen Simonds, Director of Nutrition and Purchasing Services

Date of Board of Education Meeting: May 17, 2018

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

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|----------|------|------------------|
| ITEM NO: | 6.c. | Information Item |
| TOPIC: | | 2018-2019 Budget |

Dr. Keith Wunderlich, Superintendent, and William Holbrook, Assistant Superintendent, Business and Operations, will present information to the Board of Education relative to the 2018-2019 budget development.

Resource Persons: Keith D. Wunderlich, Ed.D., Superintendent of Schools
William Holbrook, CPA, Assistant Superintendent, Business & Operations

Date of Board of Education Meeting: May 17, 2018

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

ITEM NO: 6.d. Information Item
TOPIC: Anti-Bullying Task Force Update

Superintendent Wunderlich will share an update relative to the Anti-Bullying Task Force.

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

Date of Board of Education Meeting: May 17, 2018

WATERFORD BOARD OF EDUCATION – MINUTES

Interim Meeting May 3, 2018

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 Himmelspach at 6:00 PM.

PLEDGE

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

ROLL CALL

Present: Members Petrusha, Sutherland, Piggott, Himmelspach, Barghahn and Torres
Absent: Member Halls
Others: Keith Wunderlich, William Holbrook, Danielle Corbeil, Lisa McFee, Darin Holley, Carly Stone, Janet McLeod, Betsy Grossnickle, Michelle Sullivan, Riley Vermilya, Anthony Bartolotta, Grant Smith, Art Welch, Irene Jarois, Mary Craite, Andrea Schroder, Becky Lesh, Matt McClure, Mary Dunham, Rick McIntyre, Dave Reimus, Nicole Breadon, Mark Herne, Robin McGregor, Megan Roberts and others who did not register.

APPROVAL OF THE AGENDA

Moved by Member Barghahn and supported by Member Torres that the Board of Education add the Anti-Bullying Task Force as information for discussion on the current status.

Members of the Board made comments on adding this topic to the agenda.

President Himmelspach noted there has been a lot of discussion about what should go on the agenda and the order of the agenda and shared his opinion that the agenda should be studied as a whole, referencing agendas of other districts.

Ayes: Members Barghahn, Piggott and Torres
Nays: Members Petrusha, Himmelspach and Sutherland
Motion failed. (3-3)

Moved by Member Piggott and supported by Member Torres that the Board of Education add an information item relative to Surplus Property for discussion prior to action item 9.a.(4) Surplus Property.

Members made comments in support and disapproval of this motion.

Ayes: Members Barghahn, Piggott and Torres
Nays: Members Petrusha, Himmelspach and Sutherland
Motion failed. (3-3)

Moved by Member Barghahn and supported by Member Torres that the Board of Education include an information item to discuss the April 26, 2018 Study Session regarding budget.

Members made comments in support and disapproval of this motion.

APPROVAL OF THE AGENDA

Ayes: Members Barghahn, Piggott and Torres

Nays: Members Petrusha, Himmelspach and Sutherland

Motion failed. (3-3)

Moved by Member Barghahn and supported by Member Torres that the Board of Education change the order of the May 3, 2018 agenda to allow Board of Education the opportunity to address superintendent and community comments.

Members of the Board made comments regarding this motion.

Moved by Member Barghahn and supported by Member Torres to amend the motion to move Audience Comments on Non- Action Items (11) before Discussion Items (10).

Members of the Board made comments relative to the order of the agenda.

Ayes: Members Barghahn, Piggott, Himmelspach, Sutherland and Torres

Nays: Member Petrusha

Motion carried. (5-1)

RECOGNITION OF ACHIEVEMENT

a. Destination Imagination

Dr. Wunderlich and the Board of Education recognized the members and Team Manager of the Pierce Middle School Destination Imagination Team. Five Waterford Creativity teams who competed at the Michigan Destination Imagination State Tournament. They were part of an amazing celebration of STEM creativity, with 230 teams from across the state in attendance. We had three teams from Kettering High School, one team from Houghton Elementary (managed by parent Samantha Hubarth), and one team from Pierce Middle School competing. While all had a great day, special congratulations go to the Pierce Middle School team, managed by parent Jeremy Kempken, who qualified to attend the DI Global Finals, held in May at the University of Tennessee. They will be one of approximately 1400 teams from around the world who will have an amazing experience, along with competition at the highest level.

The Pierce Destination Imagination Team presented their Global Finals banner to Principal Yvonne Dixon.

Members of the Board asked questions and offered comments and accolades to the students, Team Manager Kempkin as well as the parents and volunteers involved.

INFORMATION ITEMS

a. Kettering French Trip to Spain and France (Revised Travel Dates)

On June 15, 2017, the Board of Education approved the proposed Kettering High School Spanish class trip to Spain and France, February 20 – March 2, 2019, presented by Teacher Susan Abrams. It is recommended that the Board of Education approve postponing by one year with revised travel dates of March 31-April 9, 2020.

A recommendation to approve the revised dates will be presented on May 17, 2018. Approval would be rescinded if the area to be visited is issued a travel warning.

INFORMATION ITEMS

b. Oakland ISD Budget Resolution

Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed budget no later than May 1 of each year to the board of each constituent district for review. Not later than June 1, of each year, the board of each constituent district shall review the proposed intermediate school district budget, shall adopt a board resolution expressing its support or disapproval of the proposed intermediate school district budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

The Waterford Board of Education has received the proposed 2018-2019 Oakland Intermediate School District budget in accordance with Section 624 of the Revised School Code, as amended. Oakland Schools Board of Education held a Designates Meeting in April. This meeting provided local board designates and district administration an opportunity to review the budget further prior to taking action on a resolution. Pending possible objections and proposed changes, the attached resolution in support of the Oakland Intermediate School District will be recommended for Board approval on May 17, 2018.

Member Sutherland represented the Board of Education at the Designates Meeting. If members have specific questions please contact Treasurer Sutherland or President Himmelspach.

c. 2018 Biennial Election for the Oakland Schools Board of Education

An election for two (2) six-year terms on the Oakland Schools Board of Education will be held on Monday, June 4, 2018. Oakland Schools board members are elected by an electoral body composed of one (1) person designated by the board of each constituent school district. The Revised School Code prescribes that each constituent school district board must designate a representative to this electoral body by adopting a resolution which:

- a. Designates the person to vote in the election on behalf of the local district board;
- b. Directs the designee which candidate the board supports for each position to be filled; and
- c. Directs the designee to vote for those individuals, at least on the first ballot taken by the electoral body.

To comply with the timeline, the attached resolution is presented as information, however, a list of qualified candidates will not be provided to the Board of Education from the OC Clerks Office until May 7. This information will be forwarded to members of the Board as soon as it is received. A recommendation to approve the resolution will be presented on May 17.

d. Waterford Board of Education Ethics

President Himmelspach facilitated a discussion relative to Board of Education ethics and provided a draft code of ethics to be used as a starting point for discussion. Members made comments with concerns, clarifications and support for various items within the document. President Himmelspach asked members to continue to review this information and send their suggestions to him. He noted that it is important to have all seven members included in this work. After hearing back from members he will reprocess this information and it will be brought back at another Board of Education meeting date.

AUDIENCE COMMENTS ON ACTION ITEMS

Anthony Bartolotta addressed the Board of Education in opposition of 9.a.(4): Surplus Property (Removal of Parcel 5).

APPROVAL OF THE MINUTES

- a. April 19, 2018, Regular Meeting
- b. April 19, 2018, Closed Session
- c. April 26, 2018, Study Session

Moved by Member Piggott and supported by Member Petrusha that the Board of Education approve the minutes of the meetings above.

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

Nays: None

Motion carried. (6-0)

NEW BUSINESS

- a. Superintendent's Recommendations

- (1) Recommendation 91-17-18 Relative to Resignations/Retirements/Leave of Absence Expirations

Moved by Member Piggott and supported by Member Petrusha that the Board of Education approve the following resignations, retirements and leave of absence expirations.

Angelini, Sarah – Teacher
Resignation – Leave of Absence
Effective: June 15, 2018

Dachs, Rita – Teacher
Knudsen Elementary School
Retirement
Effective: August 24, 2018

Dowgiallo, Julie – Teacher
Resignation – Leave of Absence
Effective: June 15, 2018

Doyle, Kristyn – Teacher
Resignation – Leave of Absence
Effective: June 15, 2018

Mercado, Marcia - Teacher
Riverside Elementary School
Retirement
Effective: June 30, 2018

Miller, Kristin – Teacher
Riverside Elementary School
Retirement
Effective: June 30, 2018

Pierce, Kristin - Teacher
Resignation – Leave of Absence
Effective: June 15, 2018

NEW BUSINESS

a. Superintendent's Recommendations

- (1) Recommendation 91-17-18 Relative to Resignations/Retirements/Leave of Absence Expirations
(*continued*)

Rosinski, Tracey – Speech Pathologist
Resignation – Leave of Absence
Effective: June 15, 2018

Smith, Karen – Teacher
Kingsley Montgomery School
Retirement
Effective: June 30, 2018

Ventimiglia, Kate - Teacher
Resignation – Leave of Absence
Effective: June 15, 2018

Member Sutherland spoke to the contributions these individuals have made to our community.

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

- (2) Recommendation 92-17-18 Relative to Employee Resignation Agreement

Moved by Member Piggott and supported by Member Petrusha that the Board of Education approve the resignation agreement between the Waterford School District and Wendy Cook, dated April 17, 2018, as presented.

A copy of the Resignation Agreement is attached to the official minutes.

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

- (3) Recommendation 93-17-18 Relative to Resolution: Teacher Appreciation Week

Moved by Member Piggott and supported by Member Petrusha that the Board of Education approve the following resolution proclaiming May 7-11, 2018 as National Teacher Appreciation Week and encouraging our schools and community to appropriately recognize the vital and changing role of teachers in imagining and creating a better future for society.

WHEREAS, throughout Waterford and across the country, teachers open children's minds to new ideas, knowledge, abilities, and aspirations; and

WHEREAS, teachers promote and strengthen the principles of democratic equality, keeping American democracy and civic engagement vibrant, and developing leaders to meet new challenges; and

WHEREAS, teaching is an increasingly complex profession, and teachers fill many roles as motivators, researchers, mentors, scholars, and exemplars; and

NEW BUSINESS

a. Superintendent's Recommendations

- (3) Recommendation 93-17-18 Relative to Resolution: Teacher Appreciation Week (*continued*)

WHEREAS, the goal of Teacher Appreciation Week is to raise national and local awareness of teaching excellence in building a better society; now, therefore be it

RESOLVED, that the Waterford School District recognizes National Teacher Appreciation Week, May 7-11, 2018, and encourages our schools and community to appropriately recognize the vital and changing role of teachers in imagining and creating a better future for society.

Members made comments regarding the importance of teachers and recognizing the outstanding teaching staff in Waterford Schools.

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

Nays: None

Motion carried. (6-0)

- (4) Recommendation 94-17-18 Relative to Surplus Property – Removal of Parcel 5

Moved by Member Piggott and supported by Member Petrusha that the Board of Education remove Parcel 5-Hospital Road site-west side of Hospital Road, north of Cooley Lake Road, from Waterford School District's surplus property listing, i.e. the property will no longer be available for sale.

Members of the Board made comments in support and opposition of this motion.

Ayes: Members Sutherland and Petrusha

Nays: Members Himmelpach, Piggott, Barghahn and Torres

Motion failed. (2-4)

NEW BUSINESS

b. Consideration of Certain Purchases

- (1) Recommendation 95-17-18 Relative Contract Award: Snow Plow/Grounds Trucks (4)

Moved by Member Sutherland and supported by Member Petrusha that the Board of Education approve the awarding of contracts to purchase four (4) new snow plow / grounds trucks from Todd Wenzel Buick GMC of Westland.

Todd Wenzel Buick GMC of Westland participates in MIDEAL, an extended purchasing program which allows Michigan local units of government to use state contracts for reduced costs of goods and services, by eliminating the time and effort to process bids.

| | |
|----------------------------------|---------------------|
| General Fund 2018 - Two trucks | \$ 57,918.90 |
| General Fund 2019 - Two trucks | <u>\$ 57,918.90</u> |
| Total Purchase (MiDeal Pricing): | \$ 115,837.80 |

NEW BUSINESS

b. Consideration of Certain Purchases

- (1) Recommendation 95-17-18 Relative Contract Award: Snow Plow/Grounds Trucks (4)
(continued)

Member Petrusha clarified that the years noted are budget years rather than vehicle years and that they are prepped for snow plows. We will use current equipment with the trucks.

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

- (2) Recommendation 96-17-18 Relative to Contract Award: WSD Computer Equipment Lease Bids

Moved by Member Sutherland and supported by Member Petrusha that the Board of Education approve the contract award per the summary of bids below for the 2018 Computer Equipment Lease. The funding source is the Technology General Fund.

| Company | Computer Stations | CADD Stations | Powervault Server | PowerEdge Server | Total Annual Lease Price |
|---------------------|-------------------|---------------|-------------------|------------------|--------------------------|
| Dell Marketing L.P. | \$232,753.50 | \$41,223.89 | \$2,367.64 | \$7,367.01 | \$283,712.04 |
| Access Interactive | \$278,032.50 | \$45,227.83 | \$2,343.12 | \$7,382.17 | \$332,985.62 |
| CDW | \$264,127.50 | \$55,484.85 | Not to Spec | Not to Spec | \$319,612.35 |
| Civitas IT | \$257,985.00 | \$49,534.58 | No Bid | No Bid | \$307,519.58 |

It is recommended that the Board of Education award the 5 year lease to Dell in the amount of \$283,712.04 annually.

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

AUDIENCE COMMENTS ON NON-ACTION ITEMS

Dave Reimus addressed the Board of Education regarding the Anti-Bullying Task Force, Board of Education ethics as well as coordination of school social workers.

Robin McGregor spoke about the importance of teachers and support staff, Youth Recognition Awards, and the Waterford Senior Center.

DISCUSSION ITEMS

a. Future Items

- (1) Recognition – WF Teacher of the Year
- (2) Information – Waterford Academic Achievement Endorsement
- (3) Action – Oakland ISD Budget Resolution
- (4) Action – 2018 Biennial Election for Oakland Schools Board of Education

DISCUSSION ITEMS

b. Board of Education Reports

Member Torres spoke about Youth Recognition Awards and the Anti-Bullying Task Force.

Member Sutherland thanked Member Torres for the update and celebrated upcoming events, including the secondary art shows, Senior Honors Nights, induction ceremonies, concerts and plays Sandlot Showdown at Jimmy John's Field and high school proms.

Member Piggott talked about board member representation on various boards, including the Anti-Bullying Task Force, the upcoming baseball game and Waterford Youth Assistance. He also spoke to the GoFundMe account set up to benefit the students who are recovering after being struck by a drunk driver recently and the coming together of the community for these students.

Member Barghahn discussed the 2018-2019 budget planning, including direction, options, enrollment and fund balance, as well as the Anti-Bullying Task Force and Teacher Appreciation Week.

Member Petrusha spoke about ethics and governance, recognition weeks and the upcoming Optimist raffle.

Member Himmelspach spoke regarding the baseball game at Jimmy John's and the Senior Center.

SUPERINTENDENT'S REPORT

Dr. Wunderlich shared an update on the Anti-Bullying Task Force along with group and individual awards and accolades, including Mott and Kettering Distracted Driving Video Awards, Earth Day efforts, Kettering Chamber and Harmonic Ensemble, Grayson's Great Debate, College and Career Fair, Youth Assistance Awards, Green School Awards, Kettering Robotics State Champs, WF Teacher of the Year, Optimist Grant Award, Pierce's Autism Awareness, middle school girls building drones, Summer of STEAM Camps, Galileo Awards, First Friday and Teacher Appreciation Week.

ADJOURNMENT

The meeting was adjourned by President Himmelspach at 8:27 PM.

A video recording on DVD is on file with the official minutes.

Secretary, Board of Education

/mr

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

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|----------|-------------------------------------|
| ITEM NO: | |
| TOPIC: | Accounts Payable for April 2017-18. |

RECOMMENDATION: It is recommended that the Board of Education approve the Check/Electronic Funds Transfer Register for the month of April 2017-18 as listed on pages 1-193, and Fifth Third Account Statement listed on pages 1-3.

| | |
|---|-----------------|
| <u>General Fund/Pooled Cash</u> | |
| Vendor Checks/Electronic Transfers | \$ 2,246,337.37 |
| <u>Special Ed Center Program</u> | |
| Vendor Checks/Electronic Transfers | \$ 24,144.50 |
| <u>Community Service Fund</u> | |
| Vendor Checks/Electronic Transfers | \$ 24,395.24 |
| <u>Food Service</u> | |
| Vendor Checks/Electronic Transfers | \$ 200,914.07 |
| <u>Debt Service</u> | |
| Vendor Checks/Electronic Transfers | \$ 625.00 |
| <u>Bond Capital Projects – Series I</u> | |
| Vendor Checks/Electronic Transfers | \$ 198,887.12 |
| <u>Bond Capital Projects – Series II</u> | |
| Vendor Checks/Electronic Transfers | \$ 647,599.56 |
| <u>Bond Capital Projects – Series III</u> | |
| Vendor Checks/Electronic Transfers | \$ 17,900.00 |
| <u>Purchasing Cards – 5/3 Acct Stmt</u> | |
| | \$ 9,259.95 |

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

Date of Board of Education Meeting: May 17, 2018

**WATERFORD SCHOOL DISTRICT
STATEMENT OF REVENUES AND EXPENDITURES
GENERAL FUND
FOR THE TEN MONTHS ENDED APRIL 2018**

| <u>REVENUE</u> | <u>BUDGET</u> | <u>ACTUAL PLUS ENCUMBRANCE</u> | <u>PERCENT OF BUDGET</u> |
|----------------------------|-------------------|------------------------------------|------------------------------|
| LOCAL | | | |
| PROPERTY | \$ 11,963,403 | \$ 11,134,982 | 93.1% |
| OTHER | <u>2,490,353</u> | <u>895,516</u> | <u>36.0%</u> |
| TOTAL | 14,453,756 | 12,030,498 | 83.2% |
| STATE | | | |
| MEMBERSHIP AID | 56,208,430 | 42,903,333 | 76.3% |
| CATEGORICAL AID | <u>18,907,833</u> | <u>14,432,160</u> | <u>76.3%</u> |
| TOTAL | 75,116,263 | 57,335,493 | 76.3% |
| FEDERAL | 7,436,949 | 4,989,141 | 67.1% |
| INCOMING TRANSFER | <u>5,012,308</u> | <u>4,176,923</u> | <u>83.3%</u> |
| TOTAL REVENUE | \$ 102,019,276 | \$ 78,532,055 | 77.0% |
| <u>EXPENDITURES</u> | | | |
| INSTRUCTION: | | | |
| ELEMENTARY | \$ 10,052,823 | \$ 8,331,165 | 82.9% |
| MIDDLE SCHOOL | 4,830,994 | 3,933,688 | 81.4% |
| HIGH SCHOOL | 7,798,568 | 5,916,482 | 75.9% |
| SUMMER SCHOOL | 130,278 | 78,935 | 60.6% |
| EARLY CHILDHOOD | 1,827,025 | 1,285,349 | 70.4% |
| SPECIAL ED | 10,427,418 | 7,619,195 | 73.1% |
| COMP ED | 3,026,562 | 1,498,722 | 49.5% |
| VOC ED | <u>990,735</u> | <u>794,446</u> | <u>80.2%</u> |
| TOTAL INSTRUCTION | 39,084,403 | 29,457,982 | 75.4% |
| SUPPORT SERVICE: | | | |
| PUPIL SERVICE | 7,072,670 | 5,381,568 | 76.1% |
| INSTR STAFF | 2,135,840 | 1,594,894 | 74.7% |
| GENERAL ADM | 1,360,442 | 1,017,051 | 74.8% |
| SCHOOL ADM | 3,898,954 | 3,164,102 | 81.2% |
| BUSINESS | 10,496,551 | 10,189,639 | 97.1% |
| CENTRAL | <u>27,120,654</u> | <u>20,058,794</u> | <u>74.0%</u> |
| TOTAL SUPPORT | 52,085,111 | 41,406,048 | 79.5% |
| OTHER: | | | |
| ATHLETICS | 1,576,614 | 1,040,799 | 66.0% |
| COMMUNITY SERVICE | 101,984 | 72,530 | 71.1% |
| FEDERAL PROGRAMS | 7,832,615 | 5,254,577 | 67.1% |
| DEBT | 1,102,000 | 1,102,300 | 100.0% |
| INTERFUND TRANSFERS | <u>117,633</u> | <u>98,028</u> | <u>83.3%</u> |
| TOTAL OTHER | <u>10,730,846</u> | <u>7,568,234</u> | <u>70.5%</u> |
| TOTAL EXPENDITURES | \$ 101,900,360 | \$ 78,432,264 | 77.0% |
| REV. OVER(UNDER) EXP. | <u>\$ 118,916</u> | <u>\$ 99,791</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 97-17-18 |
| TOPIC : | Retirements/Resignations/Leave of Absence Expirations |

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

Cazan, Sarah – Teacher
Resignation
Effective: June 15, 2018

Krueger, Constance - Teacher
Durant High School
Retirement
Effective: June 30, 2018

Merkle, Carrie – Teacher
Resignation
Effective: June 15, 2018

Moore, Ryan – Counselor
Kettering High School
Resignation
Effective: June 15, 2018

Selca, Kristina – Teacher
Donelson Hills Elementary
Resignation
Effective: May 16, 2018

Vires, Kelly – Occupational Therapist
Resignation
Effective: May 11, 2018

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

Date of Board of Education Meeting: May 17, 2018

ACTION

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

ITEM NO.: 11.a(2) NEW BUSINESS
Superintendent's Recommendation 98-17-18
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:

Emke, Erika – School Social Worker
Beaumont Elementary
Probationary Contract
Effective: May 1, 2018

Sipano, Donica – Occupational Therapist
Probationary Contract
Effective: May 11, 2018

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

Date of Board of Education Meeting: May 17, 2018

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

ITEM NO.: 11.a.(3) NEW BUSINESS
Superintendent's Recommendation 99-17-18
TOPIC : Administrative Contract Changes / Appointments

It is recommended that the Board of Education approve the following administrative appointment for the 2017-2018 school year:

Appointments/Changes:

Rolack, Erica, Principal
Riverside Elementary School
100% Administrator Contract
Effective: May 18, 2018

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

Date of Board of Education Meeting: May 17, 2018

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

| | |
|--------------------|---|
| ITEM NO.: 11.a.(4) | NEW BUSINESS Superintendent's Recommendation 100-17-18 |
| TOPIC: | Oakland Intermediate School District Budget 2018-2019 |

Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed budget no later than May 1 of each year to the board of each constituent district for review. Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district budget, shall adopt a board resolution expressing its support or disapproval of the proposed intermediate school district budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

The Waterford Board of Education has received the proposed 2018-2019 Oakland Intermediate School District budget in accordance with Section 624 of the Revised School Code, as amended. Oakland Schools Board of Education held a Designates Meeting in April, attended by Member Sutherland. This meeting provided local board designates and district administration an opportunity to review the budget further prior to taking action on a resolution.

It is recommended that the Board of Education approve the attached resolution in support of the 2018-2019 Oakland Intermediate School District Budget.

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

Date of Board of Education Meeting: May 17, 2018

ISD BUDGET RESOLUTION

Waterford School District, Michigan (the "District")

A regular meeting of the board of education of the District was held in the Town Hall Auditorium, 5200 Civic Center Drive, in the District, on the 17th day of May, 2018 at six o'clock in the evening.

The meeting was called to order by _____, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS:

1. Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed budget no later than May 1 of each year to the board of each constituent district for review; and
2. Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district budget, shall adopt a board resolution expressing its support for or disapproval of the proposed intermediate school district budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

NOW, THEREFORE BE IT RESOLVED THAT:

1. The board of education has received and reviewed the proposed intermediate school district budget in accordance with Section 624 of the Revised School Code, as amended, and by the adoption of this resolution, expresses its support for the proposed intermediate school district budget.
2. The secretary of the board of education or his/her designee shall forward a copy of this resolution to the intermediate school board or its superintendent no later than June 1.
3. All resolutions insofar as they conflict with this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adoption.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Waterford School District, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a regular meeting held on May 17, 2018, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

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

ITEM NO.: 11.a.(5) NEW BUSINESS
Superintendent's Recommendation 101-17-18
TOPIC: Oakland Intermediate School District Election Resolution

An election for two (2) six-year terms on the Oakland Schools Board of Education will be held on Monday, June 4, 2018. Oakland Schools board members are elected by an electoral body composed of one (1) person designated by the board of each constituent school district.

In accordance with the Revised School Code, it is recommended that the Board of Education adopt the attached resolution which:

- a. Designates Member Sutherland to vote in the election on behalf of the local district board;
- b. Directs Member Sutherland that the board supports Dr. Theresa Rich and Mr. Marc Katz for each position to be filled; and
- c. Directs Member Sutherland to vote for those individuals, at least on the first ballot taken by the electoral body.

Resource Persons: Keith D. Wunderlich, Superintendent of Schools

Date of Board of Education Meeting: May 17, 2018

RESOLUTION OF THE WATERFORD SCHOOL DISTRICT BOARD OF EDUCATION

May 17, 2018

WHEREAS, Public Act 419 of 2004 amended the election procedures for Intermediate School Districts that elect board members at a meeting of representatives from constituent district school boards, and

WHEREAS, Public Act 419 of 2004 requires a constituent school board to designate its representative and identify the Intermediate School Board candidate the board supports by a resolution adopted not earlier than 21 days prior to the date of the election, and

WHEREAS, Public Act 419 of 2004 prescribes the method for passage of a resolution including the requirement to consider the resolution at not less than one public meeting before adopting the resolution, and

WHEREAS, the Board previously considered the resolution at an open meeting conducted in a manner prescribed under the Open Meetings Act on May 3, 2018.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board designates Joan Sutherland as its representative and Heather Halls as its alternate representative to serve on the 2018 electoral body responsible for electing members to the Oakland Schools Intermediate School District Board of Education.
2. The Board supports candidate Dr. Theresa Rich and candidate Mr. Marc Katz for the two (2) positions on the Oakland Schools Intermediate School District Board of Education each for a term of six (6) years ending June 30, 2024.
3. The Board directs its representative Joan Sutherland to vote for candidate Dr. Theresa Rich and candidate Mr. Marc Katz at least on the first ballot taken at the June 4, 2018 election.

Ayes: Members

Nays: Members

Motion declared adopted

Secretary, Board of Education

Certification

The undersigned duly qualified and acting Secretary of the Board of Education of Waterford School District, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a regular meeting held on May 17, 2018, the original of which resolution is a part of the Board's minutes.

ACTION

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

ITEM NO.: 11.a.(6) NEW BUSINESS
Superintendent's Recommendation 102-17-18
TOPIC: Kettering French Trip to Spain and France (Revised Travel Dates)

On June 15, 2017, the Board of Education approved the proposed Kettering High School Spanish class trip to Spain and France, February 20 – March 2, 2019, presented by Teacher Susan Abrams. It is recommended that the Board of Education approve the teacher's request to postpone this trip by one year with revised travel dates of March 31-April 9, 2020.

Approval would be rescinded if the area to be visited is issued a travel warning.

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

Date of Board of Education Meeting: May 17, 2018

PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Type of Trip: Cultural Trip to Spain and France

Proposed Departure Date: Tuesday, March 31, 2020 Return Date: Thursday, April 9, 2020

Proposer: Susie Abrams Position: Spanish Teacher at Kettering

Date by which response is needed: ASAP Original Proposal Date: May 10, 2017

REVISED Proposal Date: 3/29/18

A. Purpose

1. What is the major place to be visited or event to be attended?

France and Spain:

Paris, France—Louvre Museum, Eiffel Tower, Notre Dame Cathedral, Champs-Élysées

The Loire Valley, France—Chenonceau, Amboise, Chartres Cathedral

Madrid, Spain—La Reina Sofia Museum, Puerta de Sol, Royal Palace

Toledo, Spain—Gothic cathedral, Synagogue, Monasterio de San Juan de los Reyes

Seville, Spain—Plaza de España, world's largest Gothic cathedral, Giralda Tower, El Alcázar

2. How is the trip related to the educational program of the District?

This trip will allow students to use the language and cultural skills learned in the classroom in an authentic real-world environment. On this trip, which focuses on educational opportunities, students will participate in a number of cultural programs that will provide the students with profound understanding and considerable personal and intellectual growth.

The trip will offer real world application of the language and culture for Spanish students and cultural appreciation opportunities for art students.

3. In what ways will the students benefit?

A trip abroad would play an important part in the academic development of the student while serving the aim of the WSD's mission statement:

"We provide exemplary education for all students while developing the whole learner in a safe and caring environment. Our students will thrive in a rapidly-changing, interconnected and competitive world, supported by collaborative relationships with staff, families and the community."

As the world becomes smaller, and as American life becomes more international, foreign travel allows students to see the world with their own eyes and gives them the chance to examine it. For many students this could be a once in a lifetime opportunity that inspires continuous life-long interest and learning about other cultures and peoples. The knowledge and understanding students bring back would positively influence the families' and friends' view of the school district, the community and other peoples. In the short-term, foreign travel may bring together previously learned lessons and encourage students to make the most of their remaining time in high school.

4. In what ways will the District benefit?

The District would enjoy the positive PR connected with the students' benefits. By providing a variety of foreign travel programs, the District would contribute to meeting the current and future needs of the community. It would also permit the District to offer programs similar to those found in other Oakland County schools.

5. How will the trip be evaluated to determine the extent to which these benefits were realized?

Initially, positive comments from students and parents would indicate that the trip was a success. Other indicators of success would be continued enrollment in Spanish and art classes and increased academic interest in the Humanities. Ultimately, much of the value of these trips will be realized in the future when students choose to pursue interests that expose them to other peoples and cultures.

B. Students and Staff

1. Which students, (grade, class, organization) will be going?
Spanish Students would be targeted, but the trip would be open to anyone interested in travel to France and Spain (art students, history students, etc.)
9th - 12th grade students
2. How many students in total?
Minimum of 12 students
3. How many students are currently experiencing academic problems?
None
4. Which staff member will be in charge?
Susie Abrams
5. What previous experience has the staff member had in conducting overnight or extended field trips?
Susie Abrams led Waterford student trips to Spain in 2008 (28 students), France and Spain in 2016 (24 students), and Costa Rica in 2017 (11 students). She also led a student trip to Israel in 1998 (150 students) and two student trips to the Western part of the United States in 1993 and 1994.
6. What other staff members will be going?
The number of chaperones will vary based on number of students traveling. If other staff participates, they will be named later.
7. How many chaperones, in addition to staff members, will be going?
There will be 1 chaperone for approximately every 6 students.
8. What are their names and affiliations with the students?
Chaperones will be determined based on number of students traveling.
Chaperones will be either teachers or parents. Names will be provided at a later time.
9. How many school days will be missed?
Depends on the Waterford vacation schedule for February 2019.
10. How will teachers be advised in advance that the students will be out of school?
Teachers will be sent an email at least a week in advance, notifying them of the students whom will be absent.

C. School Work

1. How will missed work be made up?
Students will endeavor to get their missed school work in advance and be proactive about turning in the work before the trip if possible. We also will encourage students to bring schoolwork with them on the trip and will help them as necessary. In addition, we will provide a graphic organizer for students so that they can be as detailed and organized as possible about their missing schoolwork.

2. What special assistance will be provided students with academic problems?
The assistance provided will depend on the academic needs of each individual student. Possibilities include extra tutoring/help during Academic Center and help before and/or after school as needed.

D. Itinerary

1. What is the destination?
France and Spain
2. What will be the mode of transportation? What liability insurance does the carrier have?
Air, train and tour bus
See attached form.
3. Where will the group be housed and fed?
Centrally located three and four-star hotels.
Breakfast typically includes cereal, bread and rolls with butter and jam, juice, yogurt, fruit, cheese
Lunch is left to the individual students
Dinner is a three course meal, typically at restaurants that specialize in fare from the region.
4. What supplementary activities are planned?
See attached itinerary
5. What arrangements have been made for dealing with emergency situations?
Tour Directors are professionally trained to handle any emergency that comes up while on tour. They also carry a cell phone at all times. The trip organizer will have an international cell phone. The tour includes 24-hour emergency service. Every participant is covered by an international network that provides emergency services including medical referral, medical translation and monitoring, and repatriation.
6. If tour guides are involved, what liability insurance do they carry?
Tour guides are members of the United States Tour Operators Association (USTOA) and the European Tour Operator's Association. Additional information is available at www.USTOA.com.

E. Finances

1. What is the estimated total cost and cost per student?
Approximately \$4000
2. What is the source of funds?
Students will pay, however fundraising opportunities will be made available with parental assistance. The tour company also offers financial aid and scholarship opportunities.
3. How will the funds be collected and safeguarded?
All payments will be sent directly to the tour company.
4. How will any shortfall be made up or excess funds used?
Any excess funds will be used to support the students' trip.
5. What provision has been made for students who are financially unable to pay any necessary costs?
Trip is not required, it is voluntary.

F. Communication

1. How will you communicate to parents prior to, during, and after the trip?
Meetings, emails, letters., website, cell phone and social media updates.
2. List telephone numbers at destination and where group will be housed.
Specific hotels not known at this time. Information will be provided at a later time.
3. What information will be provided to the media and the community?
Photos and descriptions of what students learned. Possible quotes or interviews with students about their experiences in local and school newspaper.

Attached Supporting Documents

Itinerary
Letter to School Board from WorldStrides
Scholarship information
Application with Payment and Insurance options

S Abrams 3/29/18
Signature of the Requestor Date

Signature of the Requestor Date

Approved:
Sharon Cooper 3/29/18
Principal Date

Board of Education Date