

**WATERFORD SCHOOL DISTRICT**  
**Regular Meeting of the Board of Education**  
**Thursday, July 19, 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 action item and have completed a public comment card will be called upon at the beginning of the meeting. Those who have comments on non-action 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. 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 for the Regular Meeting
5. Information Items
  - a. Head Start Policies
  - b. Short Term Borrowing
  - c. Oakland County Parent Advisory Representative
6. Audience Comments on Action Items
7. Approval of Minutes
  - a. June 21, 2018 Regular Meeting
  - b. June 26, 2018 Special Meeting
  - c. July 16, 2018 Governance Workshop
8. Accounts Payable – June 2018
9. School District Financial Statement
10. New Business
  - a. Superintendent's Recommendations
    - (1) Recommendation 01-18-19 Relative to Designation of Newspaper to Publish Official Board Notices
    - (2) Recommendation 02-18-19 Relative to Appointment of Legal Counsel
    - (3) Recommendation 03-18-19 Relative to External Auditor
    - (4) Recommendation 04-18-19 Relative to Designee to Represent the Board in Elections
    - (5) Recommendation 05-18-19 Relative to Authorization to Represent the Board in Property Matters
    - (6) Recommendation 06-18-19 Relative to School District Legal Reference Note
    - (7) Recommendation 07-18-19 Relative to District Memberships
    - (8) Recommendation 08-18-19 Relative to Resolution: Designation of Depositories
    - (9) Recommendation 09-18-19 Relative to Summer Tax Collection Resolution
    - (10) Recommendation 10-18-19 Relative to Resignations/Retirements/Leave of Absence Expirations
    - (11) Recommendation 11-18-19 Relative to Teaching Contract Changes/Appointments
    - (12) Recommendation 12-18-19 Relative to Administrative Appointment
    - (13) Recommendation 13-18-19 Relative to Waterford Youth Assistance
  - b. Consideration of Certain Purchases
    - (1) Recommendation 14-18-19 Relative to Contract Award: Bid Pack 18-07-Kettering and Mott High School Site Improvements (Varsity and JV Baseball and Softball Renovations)
11. Audience Comments on Non-Action Items

12. Discussion Items

a. Future Items

- (1) Information – Athletics
- (2) Information – Attendance
- (3) Action – Head Start Personnel Policy
- (4) Action – Oakland County Parent Advisory Representative
- (5) Action – Short Term Borrowing

b. Board of Education Reports

13. Superintendent's Reports

14. Closed Session

By Roll Call Vote the Board of Education will move to Closed Session for the purpose of discussing negotiations connected to collective bargaining agreements.

15. Adjournment

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

ITEM NO.:	5.a.	Information Items
TOPIC:	Head Start Approved Policies for School Board Review: Personnel Policies, Governing Body Policy, Standards of Conduct Agreement	

The OLHSA Governing Body, OLHSA Policy Council, Delegate School Board and Delegate Policy Committee must use ongoing monitoring results, data on programmatic and school readiness goals and other information described in the Head Start Program Performance Standards and Head Start Act to conduct its responsibilities. This includes items that must be approved and/or reviewed annually by OLHSA Governing Board, OLHSA Policy Council, Delegate School Board and Delegate Policy Committee.

The Board of Education is in receipt of the Waterford Head Start Personnel Policies, Governing Body Policy and Standards of Conduct Agreement for review. In accordance with program requirements, a recommendation for the approval of the Head Start Personnel Policies will be presented for action at the August 2, 2018 meeting. The Governing Body Policy and Standards of Conduct Agreement do not require Board action.

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

Board of Education Meeting: July 19, 2018



## **WATERFORD HEAD START PERSONNEL POLICIES**

**Relates to Head Start Performance Standard(s) 1302.90 Personnel policies (a)(b)(c)(d)**

### **Overall Purpose of Policies:**

*The purpose of this policy is to establish written personnel policies and procedures that are approved by the governing body and policy council and govern the recruitment, selection, and evaluation of current and potential employees.*

#### **(a) Establishing personnel policies and procedures**

See above purpose

#### **(b) Background checks and selection process Procedure:**

1. Upon receiving an application for an open position, Head Start Director/Early Childhood Specialist will evaluate the application and/or resume, and transcripts to see if the applicant is qualified for the position.
2. If the applicant is qualified for the open position, the Director/Early Childhood Specialist will contact the applicant to schedule an interview.
3. If the Director/Early Childhood Specialist, Policy Committee Member and other Committee Members are satisfied with the results of the interview, then she can offer the candidate the job. When possible, the Director will interview a minimum of 3 qualified candidates.
4. If a candidate is selected for employment, HR will verify references, conduct a sex offender registry check and obtain one of the following:
  - (i) State or tribal criminal history records, including fingerprint checks, or
  - (ii) FBI criminal history records including fingerprint checks.

HR will review information found in each employment application and complete background check to assess the relevancy of any issue uncovered by the complete background check including any arrest, pending criminal charges, or conviction and must use Child Care and Development Fund disqualification factors described in 42 USC 9858©(1)(d) and 42 USC 9858(h)(1) to determine whether the prospective employee can be hired or the current employee must be terminated.

A person is only hired for employment, after all background checks have been completed:

- (i) Whichever check listed in paragraph (b)(4) of this section was not obtained prior to the date of hire; and
- (ii) Child abuse and neglect state registry is checked, if available.

Results are again reviewed by HR to ensure that newly hired employees, consultants, or contractors do not have unsupervised access to children until the complete background check process described in paragraphs (b)(1) through (4)(ii) in this section is complete.

Waterford School District's HR department conducts the complete background check for each employee, consultant, or contractor at least once every five years which must include each of the four checks listed in paragraphs (b)(1)-(4) of this section, and review and make employment decisions based on the information as described in paragraph (b)(3) of this section.

Current and former program parents are always encouraged to apply for employment vacancies for which they are qualified.

**\*\*\* The State of Michigan is working on a process where we have a candidate's information sent to them and they will conduct all fingerprint checks, both state and FBI, as well as child abuse and neglect, and sex offender registry. When this is in place, OLHSA will not need to conduct additional fingerprint checks. Once this is in place, the policy will be changed to reflect the new process.**

**(c) Standards of Conduct**

**(1) Waterford Head Start ensures that all staff, consultants, contractors, and volunteers are trained and follow all applicable codes of conduct related to their position. Codes of conduct follow all State of Michigan licensing requirements, Head Start requirements, High/Scope conflict resolution guidelines, and NAEYC Ethical code of conduct requirements.**

**(i)(ii) All staff are trained in positive guidance strategies. This may include High/Scope conflict resolution and Trauma Smart.**

**(a) During new employee orientation, staff is introduced to the NAEYC code of ethical conduct. Staff are given an overview of the code of ethical conduct, concentrating on Principle 1.1 – "Above all, we shall not harm children. We shall not participate in practices that are emotionally damaging, physically harmful, disrespectful, degrading, dangerous, exploitative, or intimidating to children. *This principle has precedence over all others in this code.*"**

**(b) Additionally, staff are trained on "What is inappropriate behavior towards children?" This document is very specific, detailing what inappropriate behavior towards children looks like. Every new staff member is trained and signs this document. The Stepanski employee handbook outlines staff conduct, including penalties for not adhering to policy.**

- (c) The classroom climate is formally evaluated using the CLASS tool twice during the school year. The CLASS tool includes a measurement of positive climate and negative climate. If a classroom's score indicates a need for support in either of these areas, the appropriate management personnel is contacted to provide support.
  - (d) Second Step is used to also support the children with Social Emotional coping skills.
  - (iii) Staff promote and exemplify respect for all people, and do not engage in stereotyping or bias of any kind. Staff receive training in this area on a yearly basis at minimum. The Stepanski employee handbooks outline Head Start/licensing policy, including penalties for not adhering to policy.
  - (iv) Staff also receive training on the confidentiality policy as defined by OLHSA standards, as well as subpart C of part 1303 and applicable federal, state, and local laws. The Stepanski employee handbooks outline Stepanski/Licensing policy, including penalties for not adhering to policies.
  - (v) Waterford Head Start staff, consultants, contractors, and volunteers are trained on the crucial importance of no child ever being left unattended at any time, for any reason. The Stepanski Early Childhood Employee handbook outlines, including penalties for not adhering to policy.
- (d) Missing Student Policy and Disciplinary Action
- (1) Teachers will follow the missing student policy approved by the Policy Committee.
  - (2) If it is deemed that a teacher, teacher assistant or staff member violated the missing student Policy, then a meeting will be arranged with the Center Director. The Director and staff member(s) will together fill out an action plan to avoid having an incident occur again. Both the Center Director and the staff member(s) involved will sign the action plan.
  - (3) The Action Plan will be submitted to OLHSA. OLHSA will then determine if any further action is needed.

 **LHSA**  
*A Community Action Agency*  
**WATERFORD HEAD START**  
**GOVERNING BODY**

**Relates to Head Start Program Performance Standard(s) 1301.2**

**Overall Purpose of Governing Body Policies:**

The agency must ensure that the governing body is composed of members that can carry out the legal and fiscal responsibilities of the organization to oversee the Waterford Head Start program without a conflict of interest. The governing body's duties consist of monitoring results and data on school readiness.

**(a) Composition**

**Purpose:**

The governing body's composition is outlined in the Head Start Act Sec. 642(c)(1)(B) to ensure that members from a variety of backgrounds are present to provide fiscal and legal responsibility at the Waterford program. The delegate agency is aimed at reducing conflict of interest for members of the governing body.

**Procedure:**

1. The delegate requires that the Parent Committee nominate Policy Committee Members and that the body of the group consist of:
  - a. At least 51% composition of the group be comprised of current parents and the minority of the group consist of community members and School Board member.
  - b. Additional members would reflect their community's needs and would include current or former Head Start parents and members could also be selected based on education, business administration, or community needs expertise.
  - c. Not receiving compensation for serving as a member to the governing body or for providing Head Start services.
  - d. Not be employed themselves or have their immediate family employed by the Head Start agency.
  - e. Not function as a body independent of staff hired by the Head Start agency.

**(b) Duties and Responsibilities**

**Purpose:**

The governing body's duties and responsibilities are outlined in the Head Start Act Sec. 642(c)(1)(E) to ensure members are performing all duties related to fiscal and legal

responsibility at the Head Start agency while monitoring results and data related to school readiness goals.

**Procedure:**

1. Governing body members have fiscal and legal responsibility to administer and oversee Head Start programs including maintaining federal funds. They approve all major financial expenditures of the agency and the agencies operating budget. They also monitor the progress of audit findings.
2. The governing body adopts practices that allow for active and educated governance of the Head Start program including the full participation in planning, development, and assessment of Head Start programs including following Impasse Policies (see HSPPS 1301.6).
3. The governing body ensures the compliance with state, federal, tribal and local laws. They are also responsible for approving the selection of delegate agencies along with their service area, reviewing and approving the established recruitment, selection, and enrollment criteria for children, and reviewing program proposals for funding and amendments. These items would be received from Head Start Staff and approved by the Policy Committee.
4. Head Start staff provides the governing body with Policy Council approved monthly reports that include the following items:
  - a. Director's Dashboard Reports (health and school readiness programmatic information, enrollment reports, & meal counts)
  - b. Monthly Head Start Budgets, financial statements, and annual audits
  - c. ACF Informational Memorandums & ACF Program Instruction
  - d. Program Information Reports (PIR)
  - e. Annual self-assessments results, community wide strategic planning(according to OLHSA the grantee's findings) and Head Start needs assessments

These reports are prepared monthly and are shared with the governing body and reviewed at each of their board meetings. With this information, the governing body is able to make informed decisions about Head Start program planning and policies.

5. The governing body reviews Head Start grant programmatic and fiscal provision progress including implementation of corrective action plans.
6. The Policy Committee approves Personnel Policies on how the agency hires, evaluates, terminates, and compensates employees including the Delegate Director, teaching and assistant teaching staff, contract staff(nutritionist and health manager) in an equivalent position with the Delegate agency.
7. The governing body develops, adopts, and updates written standards and formal procedures regarding conflict of interest for governing body members, Head Start employees, and consultants. They also investigate complaints when necessary.

**(c) Advisory Committees**



**Purpose:**

As the governing body finds it practical and necessary, they may create advisory committees to manage key accountabilities related to Head Start program governance and improvement.

**Procedure:**

1. The advisory committee's structure, supervision, and communication are to be set up so the governing body still has fiscal and legal responsibility for the Head Start program.
2. The appropriate HHS official must be notified about the advisory committee's creation.



**EARLY CHILDHOOD SERVICES  
STANDARDS OF CONDUCT AGREEMENT**

As a staff member, consultant, contractor or volunteer in the Early Head Start/Head Start Program,  
I, \_\_\_\_\_, agree to abide by the Standards of Conduct outlined in  
the Head Start Performance Standards 1302.90 (1) as listed below:

1. I will implement positive strategies to support children’s well-being and prevent and address challenging behavior;
2. I will not maltreat or endanger the health or safety of children, including:
  - (A) Use corporal punishment;
  - (B) Use isolation to discipline a child;
  - (C) Bind or tie a child to restrict movement or tape a child’s mouth;
  - (D) Use or withhold food as a punishment or reward;
  - (E) Use toilet learning/training methods that punish, demean, or humiliate a child;
  - (F) Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;
  - (G) Physically abuse a child;
  - (H) Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child’s family; or,
3. I will respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition;
4. I will comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members ;;
5. I will ensure no child is left alone or unsupervised while under my care.

Furthermore, I understand that any violation of this policy will result in immediate dismissal.

**I have read and understand the above. I have been given the opportunity to ask questions.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

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

ITEM NO: 5.b	Information Item
TOPIC:	Short Term Borrowing for the 2018-19 Fiscal Year

Based on cash flow projections the Administration has determined it is necessary to borrow up to \$9,900,000 to meet short term cash flow obligations. These projections have been reviewed and supported by the Michigan School Investment Association. This short term borrowing for the 2018-19 fiscal year will be repaid September of 2019.

Historically the District has borrowed for short term obligations based on the timing of receiving state aid funds. The borrowing will be accomplished through brokerage firms and banking institution bids.

The administration recommends the Board of Education adopt the attached resolution on August 2, 2018 authorizing the borrowing not to exceed \$9,900,000.

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

Date of Board of Education Meeting: July 19, 2018

**RESOLUTION AUTHORIZING ISSUANCE  
OF 2018 STATE AID NOTES**

At a \_\_\_\_\_ meeting of the Board of Education of the Waterford School District, Oakland County, Michigan (the "School District"), held on the \_\_\_\_ day of \_\_\_\_\_, 2017, at \_\_:\_\_ .m., Eastern Daylight Savings Time.

PRESENT: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preamble and resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_:

WHEREAS, under the terms of Section 1225 of Act 451, Public Acts of Michigan, 1976, as amended (the "Act"), a school district is authorized to borrow money for school operations and issue its notes therefor and to pledge for the payment thereof money to be received by it from state school aid, which notes shall be full faith and credit obligations of the school district; and

WHEREAS, the estimated amount of such state aid appropriations to be allocated to the School District for the fiscal year ending June 30, 2019 which will not be received prior to December 1, 2018 is approximately (\$45,633,500), (the "State Aid"); and

WHEREAS, 64% of (\$45,633,500) to be paid between December 1, 2018 and June 30, 2018 is (\$29,205,410) (the "Anticipated Unpaid State Aid"); and

WHEREAS, the School District has need to borrow the sum of not to exceed (\$9,900,000) to pay current operating expenses, which amount is not more than 70% of the Anticipated Unpaid State Aid.

**NOW, THEREFORE, BE IT RESOLVED:**

1. The School District, pursuant to Section 1225 of the Act, shall borrow for the above purpose the sum of not to exceed (\$9,900,000) and issue the general obligation notes of the School District therefor in anticipation of the distribution of the Anticipated Unpaid State Aid for the fiscal year ending June 30, 2018.

2. The notes shall be designated "2018 State Aid Notes"; shall be dated September 28, 2018 or any other date as approved by the Executive Director, Business & Operations or Superintendent of the School District in the Award Proceedings for the Notes; shall be numbered from 1 upwards; shall be in denominations of \$5,000 or more at the option of the original purchaser thereof; shall bear interest at a rate to be determined upon the sale thereof not exceeding 6% per annum payable at maturity; shall mature on September 30, 2019 or any other date as approved by the Executive Director, Business & Operations or Superintendent of the School District in the Award Proceedings for the Notes; and shall not be subject to redemption prior to maturity.

3. The notes shall be payable to the bearer in lawful money of the United States of America at a bank or trust company in the State of Michigan qualified to act as a paying agent as shall be designated by the original purchaser of the notes.

4. The School District hereby appropriates a sufficient amount of the Anticipated Unpaid State Aid (the "Pledged State Aid") to repay the principal of and interest on the notes. In addition, the full faith and credit of the School District are hereby pledged irrevocably for payment of principal of and interest on the notes, and in case of the insufficiency of the Pledged State Aid, the School District shall pay the notes from any funds legally available therefor and, if necessary, shall levy sufficient taxes on all taxable property in the School District for the payment thereof, subject to applicable constitutional and statutory tax rate limitations.

5. The School District reserves the right to issue additional notes or other obligations of equal standing with the notes as to the Pledged State Aid. The School District further agrees that the amount payable as to principal and interest on the notes plus the amount payable as to principal and interest on or prior to the maturity date of the notes or any additional notes or other obligations of equal standing with the notes as to payment from anticipated State Aid to be received will not exceed 70% of the amount of anticipated State Aid to be received to be received if the Notes are issued before March 1, 2019 or 50% of the amount of the anticipated State Aid to be received if the Notes are issued after March 1, 2019 but before June 30, 2019.

6. The President and Secretary of the Board of Education shall execute the notes on behalf of the School District, and the executed notes shall be delivered to the Director of Business Services who shall cause the notes to be delivered to the purchaser thereof upon the receipt of the purchase price therefor. The Vice President, the Treasurer or the Superintendent may execute the notes instead of either the President or the Secretary. The foregoing officials are hereby authorized to execute and deliver a temporary note or notes and exchange, when available, final printed notes therefor at the request of the purchaser.

7. The notes shall be in substantially the following form:

UNITED STATES OF AMERICA  
STATE OF MICHIGAN  
COUNTY OF OAKLAND

WATERFORD SCHOOL DISTRICT  
2018 State AID NOTE

The WATERFORD SCHOOL DISTRICT, County of Oakland, State of Michigan (the "School District"), promises to pay to the bearer hereof the sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, with interest thereon from the date hereof until paid at the rate of \_\_\_\_\_ percent (\_\_\_\_\_% ) per annum based upon a 360-day year, comprised of twelve 30 day months, upon presentation of this note at \_\_\_\_\_, Michigan, and for the prompt payment of the principal of and interest on this note, the full faith and credit of the School District are hereby pledged.

This note was authorized by a resolution of the Board of Education of the School District adopted \_\_\_\_\_, (the "Resolution"), and is issued in anticipation of moneys to be received by it from state school aid for the fiscal year beginning July 1, 2018, and an irrevocable appropriation of a sufficient amount of the anticipated unpaid State Aid for the period beginning December 1, 2018 and ending June 30, 2019 (the "Pledged State Aid") has been made for the payment of the principal of and interest on this note. This note and the interest hereon are payable, as a first budget obligation, from any funds of the School District available therefor or from general ad valorem taxes imposed on all taxable property in the School District subject to applicable constitutional and statutory tax rate limitations. The School district has reserved the right to issue additional notes of equal standing with the notes of this issue as to the Pledged State Aid for the fiscal year ending June 30, 2019, subject to the limitations provided by law and subject to the limitations set forth in the Resolution.

This note is not subject to redemption prior to maturity.

It is hereby certified and recited that all acts, conditions and things required by law, precedent to and in the issuance of this note have been done, exist and have happened in regular and due time and form as required by law, and that the total indebtedness of the School District, including this note, does not exceed any constitutional or statutory limitation.

IN THE WITNESS WHEREOF, the Waterford School District, by its Board of Education, has caused this note to be signed in the name of the School District by the undersigned as of the \_\_\_ day of \_\_\_\_\_, \_\_\_\_.

WATERFORD SCHOOL DISTRICT

By: \_\_\_\_\_  
Its: President

And: \_\_\_\_\_  
Its: Secretary

8. The School District covenants for the benefit of all holders of the notes to comply with all requirements of the Internal Revenue Code of 1986, as amended (the "Code") that must be satisfied subsequent to the issuance of the notes in order that the interest thereon be or continue to be excluded from gross income for federal income taxation purposes, including, but not limited to, requirements relating to the rebate of arbitrage earnings, if applicable, and the expenditure and investment of note proceeds and moneys deemed to be note proceeds. The notes are designated as qualified tax exempt obligations for the purpose of the deduction of interest expense by financial institutions under Section 265(b)(3)(B) of the Code unless at the time the notes are offered for sale it is determined that they are ineligible for such designation, in which event the Notice of Sale for the notes shall be so modified.

9. The Superintendent of the School District or Bond Counsel is authorized to file with the Michigan Department of Treasury for and on behalf of the School District such documentation as is required by Act No. 34 of the Michigan Public Acts of 2001, as amended, after the issuance of the notes and to pay the fee therefor.

10. The President, the Vice President, the Secretary, the Treasurer, the Superintendent, the Executive Director, Business & Operations, the Director of Business Services and the Assistant Director of Budget and Finance are authorize to execute any documents or certificates necessary to complete the transaction including, but not limited to, any certificates relating to federal or state securities, laws, rules or regulations.

11. The School District hereby authorizes its Note Counsel to publish a Notice of Sale at least seven days prior to the date fixed for receipt of bids for the purchase of the Notes. The Notice of Sale shall be in substantially the form to be provided by Note Counsel as is consistent with this resolution and as is approved by the Executive Director, Business & Operations. The Financial Consultant is hereby designated to act for and on behalf of the School District to receive bids for the purchase of the notes and to take all other steps necessary in connection with the sale and delivery thereof.

12. The Executive Director, Business & Operations or the Superintendent shall select a purchaser for the notes and shall approve the rate of interest to be borne by the notes. The Executive Director, Business & Operations or the Superintendent by order may determine that the notes shall be payable to the registered owner thereof instead of to the bearer as provided in Section 3 hereof. In such case the form of the note shall be modified accordingly.

13. The firm of Clark Hill PLC, attorneys of Detroit, Michigan is hereby retained to act as bond counsel for the School District in connection with the issuance, sale and delivery of the notes.

14. Municipal Financial Consultants, Milford, Michigan, is hereby retained to act as financial consultant and advisor to the School District in connection with the sale and delivery of the notes.

15. All resolutions and parts of resolutions, insofar as they conflict with the provisions of this resolution, are hereby rescinded.

YEAS: \_\_\_\_\_

\_\_\_\_\_

NAYS: \_\_\_\_\_





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

ITEM NO.: 5.c.	Information Item
TOPIC:	Oakland County Parent Advisory Representative

The Oakland Schools Plan for the Delivery of Special Education Programs and Services specifies that the Oakland Schools Board of Education will appoint the Special Education Parent Advisory Committee whose members will serve a three year term. Each school district that provides special education services for more than 100 students may have two representatives.

Kenzi Bisbing and Jessica Pumfrey are currently appointed to serve three year terms. The term for Kenzi Bisbing expired June 30, 2018. A recommendation to appoint Kenzie Bisbing as a parent representative for Waterford School District, for a three year term, will be presented on August 2, 2018.

PAC meetings are held monthly at Oakland Schools.

Resource Person: Nadine Milostan, Executive Director, Student Support Services

Board of Education Meeting: July 19, 2018

# WATERFORD BOARD OF EDUCATION – MINUTES

## Regular Meeting June 21, 2018

### OPENING

The Regular 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, Torres, Himmelspach, and Barghahn

Absent: Members Piggott, Halls and Sutherland

Others: William Holbrook, Danielle Corbeil, Jim Beaver, Lisa McFee, Darin Holley, Carly Stone, Nadine Milostan, Janet McLeod, Irene Jarois, Mary Craite, Kris Libstaff, Becky Lesh, Joe Humphry, Howard Berlin, Ashley Korr, Shauna Korr, Vanesa Jennings, Erica Rolack, Grant Smith, Laura Smith, Renee Tenoglie, John Gregory, Michelle Sullivan, Debra Cooper, Dan and Sarah Krompatic, Lisa Kane, Julie Josselyn, Pat Kenney, Anne Kruse, Megan Roberts and others who did not register.

In the absence of Secretary Piggott and Treasurer Sutherland Member Barghahn served as Secretary and Member Petrusha served as Treasurer.

### PUBLIC HEARING: 2018-2019 BUDGET AND MILLAGE RATE

At 6:01 PM President Himmelspach opened the public hearing relative to the 2018-2019 budget and millage rate.

The following individuals addressed the Board of Education relative to the 2018-2019 budget:

- Mary Craite
- Yvonne Dixon

The public hearing was closed at 6:04 PM.

### APPROVAL OF THE AGENDA

Member Barghahn inquired about the agenda wording relative to audience comments on action items and requested that it further clarified which items are action items. Member Barghahn also inquired about the process for posting meeting notices.

Moved by Member Barghahn and supported by Member Torres that the Board of Education add to the agenda as information the topic of board members calling into meetings to participate.

Members of the Board discussed this motion.

Ayes: Members Torres and Barghahn

Nays: Members Petrusha and Himmelspach

Motion failed. (2-2)

## **APPROVAL OF THE AGENDA**

Moved by Member Barghahn and supported by Member Torres that the Board of Education add to the agenda as an information item a discussion about utilizing cell phones in the auditorium, noting the statement on the agenda that prohibits the use of cell phones.

Members made comments for and against this motion.

Ayes: Members Torres and Barghahn

Nays: Members Petrusha and Himmelspach

Motion failed. (2-2)

Moved by Member Barghahn and supported by Member Torres that the Board of Education add an information item to discuss the complaint process and use of lawyers.

Ayes: Members Torres and Barghahn

Nays: Members Petrusha and Himmelspach

Motion failed. (2-2)

## **INFORMATION ITEMS**

### **a. Graduation Report**

Lisa McFee, Assistant Superintendent, Teaching and Learning Services provided a graduation report, including a video highlighting the Class of 2018.

Members of the Board commended our outstanding graduates along with parents and staff.

### **b. Summer Tax Collection Resolution**

The following Summer Tax Collection Resolution will be presented for action on July 19, 2018.

WHEREAS, the Waterford School District currently receives 100% of the school taxes during the summer from the Charter Townships of Waterford, Independence, White Lake, West Bloomfield and the City of Lake Angelus, and

WHEREAS, the school district operates on a fiscal year basis from July 1 through June 30, and

WHEREAS, 1982 Public Act No. 333 sets forth certain procedures whereby a school district may avail itself of summer tax collections, and

WHEREAS, on December 19, 1996 the board adopted a resolution to institute a 100% summer property tax levy for the entire Waterford School District, to remain in effect until revoked by the Board,

NOW, THEREFORE BE IT RESOLVED, that a summer property tax levy of 100% of the school property taxes be adopted for Waterford School District, for the year of 2019 (2019-2020 school year),

BE IT FURTHER RESOLVED, that the President of the Board prior to January 1, 2019, forward a copy of this resolution to the Charter Townships of Waterford, Independence, White Lake, West Bloomfield and the City of Lake Angelus and request that they continue collecting the summer property tax levy,

BE IT FURTHER RESOLVED, that the Superintendent is empowered to initiate any alternate means necessary to secure summer tax collection for the school district as set forth in 1982 Public Act No. 333.

## **INFORMATION ITEMS**

- c. Kettering and Mott High School Varsity and JV Baseball and Softball Renovations

Waterford School District Administration is seeking bid proposals for Kettering and Mott High School Varsity and Jr. Varsity Baseball and Softball renovations. A recommendation is expected to be presented to the Board of Education on July 19, 2018. Funding source is the 2016 Bond Series II.

Member Barghahn inquired and Mr. Holbrook confirmed that parents were involved in planning, along with coaches and principals.

- d. Waterford Youth Assistance

The Board of Education received a request for financial support from the Waterford Youth Assistance. Members discussed the request as well as support for the organization and the budget process.

## **AUDIENCE COMMENTS ON ACTION ITEMS**

There were no audience comments on action items.

## **APPROVAL OF THE MINUTES**

- a. June 7, 2018, Interim Meeting  
b. June 7, 2018, Closed Meeting

Moved by Member Barghahn and supported by Member Petrusha that the Board of Education approve the minutes of the June 7, 2018 Interim and Closed Meetings.

Ayes: Members Barghahn, Petrusha, Himmelspach, and Torres  
Nays: None  
Motion carried. (4-0)

## **ACCOUNTS PAYABLE**

Moved by Member Petrusha and supported by Member Torres that the Board of Education approve the accounts payable for the month of May 2018, per the reports included in June 21, 2018 materials.

Ayes: Members Barghahn, Petrusha, Himmelspach, and Torres  
Nays: None  
Motion carried. (4-0)

## **FINANCIAL STATEMENT**

The Board of Education is in receipt of the financial statements ended May 2018.

## NEW BUSINESS

### a. Superintendent's Recommendations

- (1) Recommendation 109-17-18 Relative to Resignations/Retirements/Leave of Absence Expirations

Moved by Member Barghahn and supported by Member Petrusha that the Board of Education approve the following retirement:

Lazar, Mary – Teacher  
Pierce Middle School  
Retirement  
Effective June 30, 2018

Ayes: Members Barghahn, Petrusha, Himmelspach, and Torres  
Nays: None  
Motion carried. (4-0)

- (2) Recommendation 110-17-18 Relative to Teaching Contract Changes/Appointments

Moved by Member Barghahn and supported by Member Petrusha that the Board of Education approve the following teaching contract changes/appointments for the 2018-2019 school year:

Cilek, Jessica – ASD Teacher  
Houghton Elementary  
Probationary Contract  
Effective: August 23, 2108

Ossewaarde, Anne – Behavior Support Specialist  
Kingsley Montgomery School  
Probationary Contract  
Effective: June 26, 2018

Seath, Evan – EI Teacher  
Knudsen Elementary  
Probationary Contract  
Effective: June 21, 2018

Stevens, Natalie – School Social Worker  
Children's Village School  
Probationary Contract .50 FTE  
Effective: August 23, 2018

Ayes: Members Barghahn, Petrusha, Himmelspach, and Torres  
Nays: None  
Motion carried. (4-0)

- (3) Recommendation 111-17-18 Relative to Mott High School French Trip to Paris and the Loire Valley

Moved by Member Barghahn and supported by Member Petrusha that the Board of Education approve the request for a Mott High School French Trip to Paris and the Loire Valley, July 11-19, 2019. Approval will be rescinded if the area to be visited is issued a travel warning.

## NEW BUSINESS

### a. Superintendent's Recommendations

- (3) Recommendation 111-17-18 Relative to Mott High School French Trip to Paris and the Loire Valley (continued)

Ayes: Members Barghahn, Petrusha, Himmelspach, and Torres

Nays: None

Motion carried. (4-0)

- (4) Recommendation 112-17-18 Relative to Reduction of Teaching Personnel

Moved by Member Barghahn and supported by Member Petrusha that the Board of Education approve the reduction of teaching personnel on the list below consistent with the applicable provisions of the Michigan Teachers' Tenure Act and Board Policy 3131. Accordingly, the teachers listed below shall be notified in writing of the layoff effective June 30, 2018.

- Howard Berlin
- Chris Brakke
- Phil Dawson
- Don Heitala
- Andrew Miller
- Dawn Sanford

Member Barghahn made comments opposing this motion and Member Himmelspach responded.

Ayes: Members Petrusha and Himmelspach

Nays: Members Barghahn and Torres

Motion failed. (2-2)

- (5) Recommendation 113-17-18 Relative to Continuing Employment of Teaching Personnel for the 2018-2019 School Year

Moved by Member Barghahn and supported by Member Petrusha that the Board of Education approve the re-employment of teaching personnel for the 2018-2019 school year per the attached list.

Member Himmelspach stated he must abstain from voting as he has family members on the list.

Ayes: Members Barghahn, Petrusha and Torres

Nays: None

Abstained: Member Himmelspach

Motion carried. (3-0-1)

- (6) Superintendent's Recommendation 114-17-18 Relative to Continuing Employment of Administrative Personnel

Moved by Member Barghahn and supported by Member Petrusha that the Board of Education approve the re-employment of administrative personnel on a non-administrative tenure basis, for a period of two years, July 1, 2018 through June 30, 2020, subject to appropriate written notice of termination prior to June 30, 2018, due to conditions requiring probation, layoff, reassignment and/or personnel reduction and termination.

## NEW BUSINESS

### a. Superintendent's Recommendations

#### (6) Superintendent's Recommendation 114-17-18 Relative to Continuing Employment of Administrative Personnel (continued)

The following are the administrators so re-employed:

Batten, Michael	Elementary Principal
Beaver, James	Director, Operations, Transportation, and Security
Behrendt, Diane	Principal, Children's Village School
Blaine, Tanya	Middle School Assistant Principal
Blomquist, Craig	High School Principal
Cooper, Debra	High School Principal
Corbeil, Danielle	Director, Finance and Budget
Dixon, Yvonne	Middle School Principal
Force, Catherine	Elementary Principal
Grambush, Suzanne	Elementary Principal
Gregory, John	Principal, Kingsley Montgomery
Grimes, Valerie	Elementary Principal
Harding, Christina	High School Assistant Principal
Hill, Tawn	Administrative Assistant, Human Resources
Holbrook, William	Assistant Superintendent, Business and Operations
Holley, Darin	Director, Instructional Services and Technology
Jarois, Irene	Administrative Assistant, Superintendent's Cabinet
Kilyk, Cheri	Human Resources Coordinator
Knipper, Jennifer	Elementary Principal
Kokoszka, Kevin	High School Assistant Principal
Kruse, Anne	Elementary Principal
Lessel, Rhonda	Director, School and Community Services
McFee, Lisa	Assistant Superintendent, Teaching and Learning Services
McKay, Jennifer	Director, Payroll and Benefits
McLeod, Janet	Director, Human Resources
Milostan, Nadine	Executive Director, Student Support Services
Opsommer, Roger	Middle School Principal
Riggs, Jason	High School Principal
Roberts, Megan	Administrative Assistant, Board/Superintendent
Rolack, Erica	Elementary Principal
Sartorius, Allison	Director, Athletics
Schultz, Kyle	Middle School Assistant Principal
Simonds, Doreen	Director, Nutrition and Purchasing Services
Smith, Laura	Elementary Principal
Spencer, Jeffrey	Computer Programmer and Analyst
Steaban, Andrea	Dean of Students, Academic Center
Stone, Carly	Director, Curriculum, Instruction, and Assessment
Sullivan, Michelle	Elementary Principal
Taylor, Lori	Dean of Students, Academic Center
Turney-Hartman, Joy	Administrative Assistant, Nutrition and Purchasing Services
Werthman, Shelley	High School Assistant Principal

#### 2018-2019 EDUSstaff Employee(s)

Keglovitz, John	Associate Director, Maintenance & Operations
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**NEW BUSINESS**

a. Superintendent’s Recommendations

- (6) Superintendent’s Recommendation 114-17-18 Relative to Continuing Employment of Administrative Personnel (continued)

Member Bargahn spoke to concerns with having principals and central office administration on the same list. President Himmelspach noted this group is recognized as a bargaining unit and it is not for the board to split the group.

Ayes: Members Petrusha and Himmelspach  
 Nays: Members Torres and Bargahn  
 Motion failed. (2-2)

- (7) Superintendent’s Recommendation 115-17-18 Relative to Summer Tax Collection Fees

Moved by Member Petrusha and supported by Member Torres that the Board of Education approve the following summer tax collection fees for 2018-2019.

	<u>2017-2018</u>		<u>2018-2019</u>		<u>TURN OVER OF TAX MONEY</u>
	<u>TOTAL COLLECTION COST</u>	<u>PER PARCEL COST</u>	<u>TOTAL COLLECTION COST</u>	<u>PER PARCEL COST</u>	
Waterford *	\$79,132.50	\$2.50	\$79,132.50	\$2.50	Once a Week
White Lake **	\$8,385.30	\$4.95	\$8,724.10	\$5.15	Every Friday
Independence ***	\$2,265.65	\$4.01	\$2,265.65	\$4.01	Every Friday
City of Lake Angelus****	\$320.00	\$4.00	\$320.00	\$4.00	Once a week
West Bloomfield*****	\$250.00	Flat Fee	\$250.00	Flat Fee	Every two weeks

\* The contract for summer tax collection is for three years (summer 2017, 2018, 2019). The cost for each year is \$79,132.50.  
 \*\* The contract for summer tax collection is for three years (summer 2017, 2018, 2019, 2020, and 2021). The cost for each year is \$4.95, \$5.15, 5.25, 5.35, and \$5.40, respectively, per parcel.  
 \*\*\* The contract for summer tax collection is for 2018.  
 \*\*\*\* The contract for summer tax collection is for three years (summer 2017, 2018, and 2019). The cost for each year is \$4.00 per parcel.  
 \*\*\*\*\* The contract for summer tax collection is a flat fee of \$250.00.

Ayes: Members Bargahn, Petrusha, Himmelspach, and Torres  
 Nays: None  
 Motion carried. (4-0)

- (8) Superintendent’s Recommendation 116-17-18 Relative to 2018-2019 School Meal Prices

Moved by Member Petrusha and supported by Member Torres that the Board of Education approve the following school meal prices for the 2018-2019 school year. Prices remain the same as the 2017-2018 school year.

<u>Breakfast</u>	<u>17-18</u>	<u>18-19</u>
Elementary	\$1.75	\$1.75
Secondary	\$1.75	\$1.75
Adult	\$2.50	\$2.50

**NEW BUSINESS**

a. Superintendent’s Recommendations

- (8) Superintendent’s Recommendation 116-17-18 Relative to 2018-2019 School Meal Prices (continued)

<u>Lunch</u>	<u>17-18</u>	<u>18-19</u>
Elementary	\$2.75	\$2.75
Secondary	\$3.00	\$3.00
Adult	\$3.75	\$3.75

Ayes: Members Barghahn, Petrusha, Himmelspach, and Torres  
 Nays: None  
 Motion carried. (4-0)

- (9) Superintendent’s Recommendation 117-17-18 Relative to 2018-2019 Millage Rates

Moved by Member Petrusha and supported by Member Torres that the Board of Education certify the following tax levy to the Charter Townships of Waterford, Independence, White Lake, West Bloomfield and the City of Lake Angelus for the 2018-2019 School District Tax Collection.

General Operating: (Non Homestead)

Voted 2012	<u>18.00</u>	Mills	
Total Authorized	18.00	Mills	
Compound Reduction Fraction *	<u>1.00</u>	Based on \$2,367,082,391	
Total to be Levied	<u>18.00</u>	Mills	Taxable Value

Debt Retirement: (All Property)

Total to be Levied	<u>7.00</u>	Mills
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Total Levy:

Total Tax Levy Homestead	7.00	Mills
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Total Tax Levy Non-Homestead	<u>25.00</u>	Mills
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The total levy (100%) is to be made in July 2018.

\* The 18 mill Non-Homestead property tax is subject to the Headlee Rollback calculation (Compound Reduction Fraction). The reduction fraction is calculated by Oakland County and is provided to Districts annually prior to June 1<sup>st</sup>.

Ayes: Members Barghahn, Petrusha, Himmelspach, and Torres  
 Nays: None  
 Motion carried. (4-0)

- (10) Superintendent’s Recommendation 118-17-18 Relative to 2018-2019 Original Budget

Moved by Member Petrusha and supported by Member Torres that the Board of Education approve the following 2018-2019 Original Budget Resolution.

**NEW BUSINESS**

a. Superintendent’s Recommendations

(10) Superintendent’s Recommendation 118-17-18 Relative to 2018-2019 Original Budget (continued)

RESOLVED, that this resolution shall be the general appropriations, Waterford School District for fiscal year 2018-2019. A resolution to make appropriations; and to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by Waterford School District. The property tax rate will be 18 mills on non-homestead property. The proceeds will be used to pay General Fund operating expenses.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance available for appropriations in the General Fund of the Waterford School District for fiscal year 2018-2019 is as follows:

GENERAL FUND

REVENUE

Local	\$ 14,029,959
State	72,642,381
Federal	7,436,949
Incoming Transfers and Other Transactions	<u>5,170,139</u>
Total Revenue	\$ 99,279,428
Fund Balance July 1, 2018	<u>\$ 5,112,808</u>
Total Available to Appropriate	<u><u>\$ 104,392,236</u></u>

BE IT FURTHER RESOLVED, that \$98,040,631 of the total available to appropriate in the General Fund is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES

Instruction:	
Basic Programs	\$ 23,046,817
Added Needs	14,498,837
Instruction - Employee Benefits	13,528,376
Support Services:	
Pupil Services	7,123,526
Instructional Services	2,137,411
General Administration	1,338,914
School Administration	3,898,954
Business Services	10,683,333
Central Services	3,903,559
Support Services - Employee Benefits	7,410,141
Athletics	1,576,614
Community Services	101,984
Federal Programs	7,823,995
Debt Service	1,078,000
Outgoing Transfers	190,170
Teacher Retirement Savings	<u>(300,000)</u>
Total Expenditures	\$ 98,040,631
Fund Balance Unassigned	\$ 6,351,605
Non Spendable - Prepaids	<u>-</u>
Fund Balance June 30, 2019	<u><u>\$ 6,351,605</u></u>

**NEW BUSINESS**

a. Superintendent's Recommendations

(10) Superintendent's Recommendation 118-17-18 Relative to 2018-2019 Original Budget (continued)

BE IT FURTHER RESOLVED, that the total revenue and unappropriated fund balance available for appropriations in the School Service Fund of the Waterford School District for fiscal year 2018-2019 is as follows:

<u>REVENUE</u>	
Local	\$ 5,449,460
State	110,000
Federal	3,089,492
Incoming Transfers and Other Transactions	190,170
Total Revenues and Incoming Transfers	\$ 8,839,122
Fund Balance July 1, 2018	\$ 818,839
Less Appropriated Fund Balance (Reserve for Inventory)	19,467
Fund Balance Available to Appropriate	\$ 799,372
Total Available to Appropriate	\$ 9,638,494

Members of the Board spoke to the budget, the need for social and emotional support and the budget planning and options.

Ayes: Members Petrusha and Himmelspach  
 Nays: Members Barghahn and Torres  
 Motion failed. (2-2)

b. Consideration of Certain Purchases

(1) Recommendation 119-17-18 Relative to Contract Award: Milk, Juice and Bakery Product

Moved by Member Petrusha and supported by Member Torres that the Board of Education award a three (3) year contract per the summary of bids below for the purchase of milk, juice, and bakery products for use in the National School Lunch, Breakfast, and Summer Food programs for school years 2018-19 through 2021-22. Waterford School District Food & Nutrition Services is a participant in a cooperative bid for milk, juice, and bakery products through a consortium with Huron Valley Schools, Farmington Public Schools, Lamphere Schools, Madison District Public Schools, Pontiac Schools, and Walled Lake School District.

Milk/Juice Products	Berkshire Dairy*	Pointe Dairy	Prarie Farms
1% White	.1740	.2126	.1823
Fat Free Strawberry	.1890	.2310	No bid
Fat Free Chocolate	.1770	.2257	.2378
Fat Free White	.1620	.2153	.2079
Orange Juice (4 oz)	.1530	.3060	.1400
Apple Juice (4 oz)	.1350	.2220	.1300

\*Contract Award

**NEW BUSINESS**

b. Consideration of Certain Purchases

- (1) Recommendation 119-17-18 Relative to Contract Award: Milk, Juice and Bakery Product (continued)

Based on 2016-2017 milk and juice purchases, the total estimated award recommendation is \$337,000.

BakeryProducts	Aunt Millies*	Alpha	Great Lakes Bakery
Hamburger Buns, WG	1.48	1.38	1.48
Hot Dog Buns, WG	1.46	1.38	1.59
Foot Long Buns	1.97	2.10	3.98
Whole Wheat Loaf (20	1.31	1.46	1.24
Dinner Roll, Whole Grain	2.23	2.20	2.48

\*Contract Award

Based on 2016-2017 bakery purchases, the total estimated award recommendation is \$46,500.

Funding Source: Food Service Fund

Ayes: Members Barghahn, Petrusha, Himmelspach, and Torres

Nays: None

Motion carried. (4-0)

- (2) Recommendation 120-17-18 Relative to Contract Award: Partial Roof Replacement

Moved by Member Petrusha and supported by Member Torres that the Board of Education award a contract for the partial roof replacement at Haviland and Houghton Elementary Schools to Newton Crane Roofing, per the summary of bids below.

Contractor	Haviland Total Bid
Newton Crane Roofing*	\$195,000
Royal Roofing	\$216,700
LaDuke Roofing	No Bid

  

Contractor	Houghton Total Bid
Newton Crane Roofing*	\$181,000
Royal Roofing	\$203,600
LaDuke Roofing	\$232,600

\*Recommended Contract Award – Newton Crane Roofing

Total Contract Award: \$376,000

Funding Source:2016 Bond Series II

Ayes: Members Barghahn, Petrusha, Himmelspach, and Torres

Nays: None

Motion carried. (4-0)

## **NEW BUSINESS**

### **c. President's Recommendations**

#### **(1) Recommendation 121-17-18 Relative to Superintendent's Contract**

Moved by President Himmelspach and supported by Member Petrusha that the Board of Education approve the Superintendent's Contract of Employment, with revisions extending the contract through June 30, 2021 to maintain a three year contract.

Members of the Board discussed the evaluation process and evaluation rating.

Ayes: Members Petrusha and Himmelspach

Nays: Members Barghahn and Torres

Motion failed. (2-2)

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

Dave Kurth spoke regarding the reduction of teaching personnel.

Patrick Kenney addressed the Board of Education regarding Grayson Elementary traffic at Dill Drive.

Lisa Kane made comments about the lack of support to administration and principals.

## **DISCUSSION ITEMS**

### **a. Future Items**

A special meeting was called by Member Himmelspach and supported by Member Petrusha to be held on Tuesday, June 26, 2018 at Kurzman Administration Services – Crary Campus, 6:00 PM.

Board of Education members made comments of support and the benefits to the community of new homes being built.

July 19, 2018 Regular/Fiscal Meeting:

- (1) Action – Summer Tax Collection Resolution
- (2) Action – Designation of Newspaper to Publish Official Board Notices
- (3) Action – Appointment of Legal Counsel
- (4) Action – Designee to Represent the Board in Elections
- (5) Action – Authorization to Represent the Board in Property Matters
- (6) Action – School District Legal Reference Note
- (7) Action – School District Memberships
- (8) Action – Resolution: Depository of Funds

## **DISCUSSION ITEMS**

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

Member Petrusha discussed the Waterford Foundation Golf Outing and honorees Don and Margie Arsen, as well as Parks and Recreation scholarships.

Member Barghahn spoke regarding board discussion and asking questions, teacher reductions and governance.

## **DISCUSSION ITEMS**

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

Member Torres shared information about Bullying 101, hosted by the Anti-Bullying Task Force. He also discussed the Oakland County Legislative Committee meeting and time and effort given to Waterford School District.

Member Himmelpach addressed audience comments on teacher reductions and Dill Road traffic. He also talked about the upcoming governance workshop on July 16 and congratulated Member Petrusha on being recognized by the Oakland County School Boards Association for 20 years of service and Superintendent Wunderlich on being elected President of Middle Cities Board of Directors. Member Himmelpach also shared information on the upcoming concert to be held by Dave Bennett on July 19.

## **CLOSED SESSION**

At 7:52 PM, by Roll Call Vote, the Board of Education recessed to Closed Session for the purpose of discussing the written opinion of legal counsel.

Roll Call Vote: Petrusha (Yes), Barghahn (Yes), Himmelpach (Yes) and Torres(Yes)

## **RECONVENED**

The Regular Meeting was reconvened at 8:43 PM.

### **Sale of Harper Drive Property**

Moved by Member Petrusha and supported by Member Torres that the Board of Education approve the following resolution relative to the sale of Harper Drive property.

WHEREAS, the School District has offered for sale certain surplus real property situated in the Township of Waterford, Oakland County, Michigan, being an 8.61 +/- acres, sidwell #s 13-05-326-004 and 13-05-401-001, Harper Drive (Lotus Lake property) (the "Premises"); and

WHEREAS, the School District has received an Offer To Purchase the Premises from Windsong West Builders for a purchase price of Two Hundred Thousand and 00/100 Dollars (\$200,000), with an earnest money deposit of Twenty Five Thousand and 00/100 Dollars (\$25,000.00); and

BE IT RESOLVED, the Superintendent of School District, or his designee, is hereby authorized to execute the finalized offer to purchase real estate and any and all documents necessary and incidental to the sale of said Premises on behalf of the school District.

Ayes: Members Petrusha, Barghahn, Himmelpach and Torres

Nays: None

Motion carried. (4-0)

### **Sale of S. Winding Property**

Moved by Member Petrusha and supported by Member Torres that the Board of Education approve the following resolution relative to the sale of S. Winding property.

WHEREAS, the School District has offered for sale certain surplus real property situated in the Township of Waterford, Oakland County, Michigan, being an 10.19 +/- acres, sidwell #s 13-35-126-001,13-35-159-001 and 13-35-159-002, 581 S. Winding Drive (former Burt property) (the "Premises"); and

Sale of S. Winding Property (continued)

WHEREAS, the School District has received an Offer To Purchase the Premises from Townsend Homes for a purchase price of Two Hundred Sixty Thousand and 00/100 Dollars (\$260,000), with an earnest money deposit of Twenty Five Thousand and 00/100 Dollars (\$25,000.00); and

BE IT RESOLVED, the Superintendent of School District, or his designee, is hereby authorized to execute the finalized offer to purchase real estate and any and all documents necessary and incidental to the sale of said Premises on behalf of the school District.

Ayes: Members Petrusha, Barghahn, Himmelspach and Torres

Nays: None

Motion carried. (4-0)

**ADJOURNMENT**

The meeting was adjourned by President Himmelspach at 8:51 PM.

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

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Secretary, Board of Education

/mr



**WATERFORD SCHOOL DISTRICT  
BOARD OF EDUCATION**

**Special Meeting Minutes**

**June 26, 2018**

**OPENING**

A Special Meeting of the Waterford School District Board of Education, held at Kurzman Administrative Services – Crary Campus, 501 N. Cass Lake Road, Waterford, Michigan, was called to order by President Himmelspach at 6:30 PM.

**PLEDGE**

The Board of Education and participants stood for the Pledge of Allegiance.

**ROLL CALL**

Present: Members Himmelspach, Halls, Petrusha, Piggott, Sutherland, and Torres  
Absent: Member Barghahn  
Others: Keith Wunderlich, Danielle Corbeil, Lisa McFee, Carly Stone, Darin Holley, Jan Himmelspach, Kris Libstaff, Joe Humphry, Debra Cooper, Andi Steaban, Vanesa Jennings, Renee Venaglia, Mark Herne, Ethan Herne, Michele Wareck, Lisa Kane, Howard Berlin, Cynthia Thornsberry, Julie Josselyn, Frank Benning, Matt McClure, Ken VanHorn, Mike CcClure, Dave Reimus, Darwin Spaysky, Irene Jarois and others who did not register.

**APPROVAL OF THE AGENDA**

The agenda was approved as presented.

**AUDIENCE COMMENTS**

President Himmelspach noted that the budget presented has not changed since the previous meeting; therefore, an additional public hearing is not required. He also discussed some of the items included within the budget that impact our bullying prevention efforts.

The following audience members addressed the Board of Education regarding bullying and the allocation of funds to address bullying prevention:

- Julie Josselyn
- Ken VanHorn
- Mary Brewer
- Mike McClure
- Ken Douglas
- Matt McClure
- Dave Reimus
- Darwin Spaysky
- Ligia Langolis
- Becky Lesh

Lisa Kane thanked the administration for the support given to her child.

President Himmelspach recessed the meeting at 7:10 PM to relocate to a larger room to accommodate the public in attendance.

The meeting was reconvened by President Himmelspach at 7:19 PM.

## NEW BUSINESS

### a. President's Recommendation

#### (1) Recommendation 122-17-18 Relative to Superintendent's Contract

Moved by President Himmelspach and supported by Member Petrusha that the Board of Education approve the Superintendent's Contract of Employment, with revisions extending the contract through June 30, 2021, to maintain a three year contract.

Members of the Board spoke regarding the evaluation process.

Ayes: Members Himmelspach, Petrusha, Halls, Sutherland and Piggott

Nays: Member Torres

Motion carried. (5-1)

### b. Superintendent's Recommendations

#### (1) Recommendation 123-17-18 Relative to Reduction of Teaching Personnel

Moved by Member Piggott and supported by Member Petrusha that the Board of Education approve the recommendation of the reduction of teaching personnel per the list below consistent with the applicable provisions of the Michigan Teachers' Tenure Act and Board Policy 3131. Accordingly, upon approval, the teachers listed below shall be notified in writing of the layoff effective June 30, 2018.

Howard Berlin  
Chris Brakke  
Phil Dawson  
Don Heitala  
Andrew Miller  
Dawn Sanford

Members of the Board made comments regarding recalling teachers, prior layoffs, enrollment, the desire for no layoffs and class size.

Ayes: Members Himmelspach, Petrusha, Halls, Sutherland and Piggott

Nays: Member Torres

Motion carried. (5-1)

#### (2) Recommendation 124-17-18 Relative to Continuing Employment of Administrative Personnel

Moved by Member Piggott and supported by Member Petrusha that the Board of Education approve the re-employment of administrative personnel on a non-administrative tenure basis, for a period of two years, July 1, 2018 through June 30, 2020, subject to appropriate written notice of termination prior to June 30, 2018, due to conditions requiring probation, layoff, reassignment and/or personnel reduction and termination. The following are the administrators so re-employed:

Batten, Michael	Elementary Principal
Beaver, James	Director, Operations, Transportation, and Security
Behrendt, Diane	Principal, Children's Village School
Blaine, Tanya	Middle School Assistant Principal
Blomquist, Craig	High School Principal
Cooper, Debra	High School Principal
Corbeil, Danielle	Director, Finance and Budget
Dixon, Yvonne	Middle School Principal
Force, Catherine	Elementary Principal
Grambush, Suzanne	Elementary Principal
Gregory, John	Principal, Kingsley Montgomery School
Grimes, Valerie	Elementary Principal

## NEW BUSINESS

### a. Superintendent's Recommendation

#### (3) Recommendation 124-17-18 Relative to Continuing Employment of Administrative Personnel (continued)

Harding, Christina	High School Assistant Principal
Hill, Tawn	Administrative Assistant, Human Resources
Holbrook, William	Assistant Superintendent, Business and Operations
Holley, Darin	Director, Instructional Services and Technology
Jarois, Irene	Administrative Assistant, Superintendent's Cabinet
Kilyk, Cheri	Human Resources Coordinator
Knipper, Jennifer	Elementary Principal
Kokoszka, Kevin	High School Assistant Principal
Kruse, Anne	Elementary Principal
Lessel, Rhonda	Director, School and Community Services
McFee, Lisa	Assistant Superintendent, Teaching and Learning Services
McKay, Jennifer	Director, Payroll and Benefits
McLeod, Janet	Director, Human Resources
Milostan, Nadine	Executive Director, Student Support Services
Opsommer, Roger	Middle School Principal
Riggs, Jason	High School Principal
Roberts, Megan	Administrative Assistant, Board/Superintendent
Rolack, Erica	Elementary Principal
Sartorius, Allison	Director, Athletics
Schultz, Kyle	Middle School Assistant Principal
Simonds, Doreen	Director, Nutrition and Purchasing Services
Smith, Laura	Elementary Principal
Spencer, Jeffrey	Computer Programmer and Analyst
Steaban, Andrea	Dean of Students, Academic Center
Stone, Carly	Director, Curriculum, Instruction, and Assessment
Sullivan, Michelle	Elementary Principal
Taylor, Lori	Dean of Students, Academic Center
Turney-Hartman, Joy	Administrative Assistant, Nutrition and Purchasing Services
Werthman, Shelley	High School Assistant Principal

#### 2018-2019 EDUStaff Employee

Keglovitz, John Associate Director of Maintenance & Operations

Members of the Board made comments relative to the re-employment of administrators and the work they do for our students.

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

Nays: None

Motion carried. (6-0)

#### (4) Recommendation 125-17-18 Relative to 2018-2019 Original Budget Resolution

Moved by Member Sutherland and supported by Member Petrusha that the Board of Education approve the following 2018-2019 Original Budget Resolution.

RESOLVED, that this resolution shall be the general appropriations, Waterford School District for fiscal year 2018-2019. A resolution to make appropriations; and to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by Waterford School District. The property tax rate will be 18 mills on non-homestead property. The proceeds will be used to pay General Fund operating expenses.

**NEW BUSINESS**

a. Superintendent's Recommendation

(4) Recommendation 125-17-18 Relative to 2018-2019 Original Budget Resolution (continued)

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance available for appropriations in the General Fund of the Waterford School District for fiscal year 2018-2019 is as follows:

**GENERAL FUND**

**REVENUE**

Local	\$ 14,029,959
State	72,642,381
Federal	7,436,949
Incoming Transfers and Other Transactions	<u>5,170,139</u>
Total Revenue	\$ 99,279,428
Fund Balance July 1, 2018	\$ 5,112,808
Total Available to Appropriate	<u>\$ 104,392,236</u>

BE IT FURTHER RESOLVED, that \$98,040,631 of the total available to appropriate in the General Fund is hereby appropriated in the amounts and for the purposes set forth below:

**EXPENDITURES**

Instruction:	
Basic Programs	\$ 23,046,817
Added Needs	14,498,837
Instruction - Employee Benefits	13,528,376
Support Services:	
Pupil Services	7,123,526
Instructional Services	2,137,411
General Administration	1,338,914
School Administration	3,898,954
Business Services	10,683,333
Central Services	3,903,559
Support Services - Employee Benefits	7,410,141
Athletics	1,576,614
Community Services	101,984
Federal Programs	7,823,995
Debt Service	1,078,000
Outgoing Transfers	190,170
Teacher Retirement Savings	<u>(300,000)</u>
Total Expenditures	\$ 98,040,631
Fund Balance Unassigned	\$ 6,351,605
Non Spendable - Prepaids	<u>-</u>
Fund Balance June 30, 2019	<u>\$ 6,351,605</u>

**NEW BUSINESS**

a. Superintendent's Recommendation

(4) Recommendation 125-17-18 Relative to 2018-2019 Original Budget Resolution (continued)

BE IT FURTHER RESOLVED, that the total revenue and unappropriated fund balance available for appropriations in the School Service Fund of the Waterford School District for fiscal year 2018-2019 is as follows:

<u>REVENUE</u>	
Local	\$ 5,449,460
State	110,000
Federal	3,089,492
Incoming Transfers and Other Transactions	<u>190,170</u>
Total Revenues and Incoming Transfers	\$ 8,839,122
Fund Balance July 1, 2018	\$ 818,839
Less Appropriated Fund Balance (Reserve for Inventory)	<u>19,467</u>
Fund Balance Available to Appropriate	\$ 799,372
Total Available to Appropriate	<u>\$ 9,638,494</u>

BE IT FURTHER RESOLVED, that \$8,839,122 of the total available to appropriate in the School Service Fund is hereby appropriated in the amounts and for the purposes set forth below:

Food Service	\$ 5,101,500
Performing Arts Centers	258,151
Pool & Fitness Centers	942,069
Childcare	1,614,725
Senior Citizens	<u>922,677</u>
Total Expenditures	\$ 8,839,122
Unassigned Fund Balance - Child Care	\$ -
Restricted Fund Balance - Food Service	799,372
Non Spendable - Food Serv Inventory	<u>19,467</u>
Fund Balance June 30, 2019	<u>\$ 818,839</u>

BE IT FURTHER RESOLVED, that the total revenue and unappropriated fund balance available for appropriations in the Special Education Center Program Fund of the Waterford School District for fiscal year 2018-2019 is as follows:

<u>REVENUE</u>	
State	\$ 1,631,965
Incoming Transfers and Other Transactions	<u>4,753,247</u>
Total Revenues and Incoming Transfer	\$ 6,385,212
Fund Balance July 1, 2018	\$ 350,000
Total Available to Appropriate	<u>\$ 6,735,212</u>

**NEW BUSINESS**

a. Superintendent's Recommendation

(4) Recommendation 125-17-18 Relative to 2018-2019 Original Budget Resolution (continued)

BE IT FURTHER RESOLVED, that \$6,385,212 of the total available to appropriate in the Special Education Center Program Fund is hereby appropriated in the amounts and for the purposes set forth below:

Instruction	\$ 2,612,193
Support Services - Pupils	1,436,578
Support Services - Instructional Staff	1,806,798
Transportation	320,759
Oakland Schools Resident Tuition	1,227,221
Redistributed Indirect Expenditures	(756,325)
Redistributed Rent Expenditure	(262,012)
Total Expenditures	<u>\$ 6,385,212</u>
Restricted Fund Balance June 30, 2019	<u>\$ 350,000</u>

BE IT FURTHER RESOLVED, that the total revenue and unappropriated fund balance available for appropriations in the Debt Retirement Fund of the Waterford School District for fiscal year 2018-2019 is as follows:

**REVENUE**

Local Property Taxes	<u>\$ 16,569,577</u>
Total Revenue	\$ 16,569,577
Fund Balance July 1, 2018	<u>\$ 1,716,701</u>
Total Available to Appropriate	<u>\$ 18,286,278</u>

BE IT FURTHER RESOLVED, that \$16,322,888 of the total available to appropriate in the Debt Retirement Fund is hereby appropriated in the amounts and for the purposes set forth below:

Redemption of Bond Principal	\$ 12,025,000
Interest on Bonded Debt	4,296,388
Other	1,500
Total Expenditures	<u>\$ 16,322,888</u>
Restricted Fund Balance June 30, 2019	<u>\$ 1,963,390</u>

FUTHER RESOLVED, that no Board of Education member or employee of the school district shall expend any fund or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education. Changes in the amount appropriated by the Board shall require approval by the Board.

BE IT FURTHER RESOLVED, that the Superintendent is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the Board of Education.

**NEW BUSINESS**

a. Superintendent's Recommendation

- (4) Recommendation 125-17-18 Relative to 2018-2019 Original Budget Resolution (continued)

Members of the Board made comments relative to the budget and financial status of the district and audience comments were addressed with information on the allocation of funds for bullying prevention included in the budget.

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

Nays: None

Motion carried. (6-0)

**ADJOURNMENT**

The meeting was adjourned by President Himmelspach at 8:15 PM.

:mr

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Board Secretary

**WATERFORD SCHOOL DISTRICT  
BOARD OF EDUCATION**

**Board Governance Workshop Minutes**

**July 16, 2018**

**OPENING**

The Waterford School District Board of Education held a Board Governance Workshop at Kurzman Administrative Services – Cray Campus, 501 N. Cass Lake Road, Waterford, Michigan at 6:10 PM.

**ROLL CALL**

Present: Members Himmelspach, Halls, Petrusha, Piggott, Sutherland, Barghahn, and Torres  
Absent: None  
Others: Keith Wunderlich, Marlene Davis, Lisa Kane and Mark Herne

**BOARD GOVERNANCE**

Dr. Marlene Davis, Michigan Association of School Boards, facilitated a discussion with members of the Board relative to board governance and improving the effectiveness of the Board. Members shared their thoughts on board relations and behaviors and discussed things that they could do personally to improve the effectiveness of the Board.

Moving forward, Dr. Davis will hold a meeting with each member of the Board individually. She will then hold additional meetings with up to two members before holding another governance workshop for the full board.

**ADJOURNMENT**

The meeting was adjourned by President Himmelspach at 8:02 PM.

:mr

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Board Secretary



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

ITEM NO:	
TOPIC:	Accounts Payable for June 2018

RECOMMENDATION: It is recommended that the Board of Education approve the Check/Electronic Funds Transfer Register for the month of June 2018 as listed on pages 1-186, and Fifth Third Account Statement listed on pages 1-4.

<u>General Fund/Pooled Cash</u>	
Vendor Checks/Electronic Transfers	\$ 3,454,396.19
 <u>Special Ed Center Program</u>	
Vendor Checks/Electronic Transfers	\$ 13,705.38
 <u>Community Service Fund</u>	
Vendor Checks/Electronic Transfers	\$ 31,098.39
 <u>Food Service</u>	
Vendor Checks/Electronic Transfers	\$ 219,480.72
 <u>Bond Capital Projects – Series II</u>	
Vendor Checks/Electronic Transfers	\$ 1,700,603.50
 <u>Purchasing Cards – 5/3 Acct Stmt</u>	
	\$ 12,585.44

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: July 19, 2018



Memorandum

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To: Waterford School District Board of Education

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

Subject: June 30, 2018 Financial Statement

Date: July 19, 2018

The June 30, 2018 financial statements will be presented by Yeo & Yeo as part of the audit at the **October 18, 2018** Board meeting. If you have any questions, please call William Holbrook at 248-682-0524.

ACTION

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

ITEM NO.: 10.a.(1) NEW BUSINESS  
Superintendent's Recommendation 01-18-19  
TOPIC: Designate Area Newspaper to Publish Official Board Notices

It is recommended that the Board of Education designate The Oakland Press for publication of legal notices for the Board of Education for the 2018-2019 school year.

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

Date of Board of Education Meeting: July 19, 2018

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

ITEM NO.: 10.a.(2)	NEW BUSINESS Superintendent's Recommendation 02-18-19
TOPIC:	Appointment of Legal Counsel

It is recommended that the Board of Education hereby recognize and appoint the following law firms as 2018-2019 approved legal counsel for the Waterford School District to be utilized as determined by the Superintendent of Schools or designee.

- Lusk & Albertson, P.L.C.
- Thrun Law Firm
- Clark Hill P.L.C.
- Richard E. Kroopnick, PLC

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

Date of Board of Education Meeting: July 19, 2018

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

ITEM NO.: 10.a.(3)	NEW BUSINESS Superintendent's Recommendation 03-18-19
TOPIC:	External Auditor

It is recommended that the Board of Education recognize Yeo & Yeo, P.C. as the external auditor for the 2018-2019 school year. At a July 2017 meeting, the Board of Education approved the auditing engagement between Waterford School District and Yeo & Yeo, P.C., for three years, 2018-2020.

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

Date of Board of Education Meeting: July 19, 2018



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

ITEM NO.: 10.a.(5)	NEW BUSINESS Superintendent's Recommendation 05-18-19
TOPIC:	Authorization to Represent Waterford School District in Property Matters

It is recommended that the Board of Education authorize William Holbrook, Assistant Superintendent, Business and Operations, to represent the Waterford School District Board of Education in all property matters, enabling him to sign Board approved purchase, sale and lease agreements on the Board's behalf.

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

Date of Board of Education Meeting: July 19, 2018

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

ITEM NO.: 10.a.(6)	NEW BUSINESS Superintendent's Recommendation 06-18-19
TOPIC:	School District Legal Reference Note

This note is added (or attached) to the minutes of the July 19, 2018, Regular meeting of the Board of Education as a legal reference status of our school district:

1. Legal name of school district: Waterford School District
2. This district is a general powers school district by operation of law.

The Board of Education is comprised of seven (7) members, who are elected for terms of six (6) years.

Members holding office on July 1, 2018 and the expiration of their current terms are listed below:

3.
 

Mary Barghahn	term expires 2022
Heather Halls	term expires 2020
John Himmelspach	term expires 2018
Robert Petrusa, Jr.	term expires 2022
Bob Piggott	term expires 2022
Joan Sutherland	term expires 2018
John Paul Torres	term expires 2020
4. Members of the Board of Education are elected in the November election, even years.  
Legal Citation: MCL 380.11a, 380.1031

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

Date of Board of Education Meeting: July 19, 2018



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

ITEM NO.: 10.a.(7)	NEW BUSINESS Superintendent's Recommendation 07-18-19
TOPIC:	Renewal of Memberships

It is recommended that the Board of Education authorize the administration to renew Waterford School District memberships for the 2018-2019 school year in the following organizations:

- Metropolitan Detroit Bureau of School Studies, Inc.
- Michigan Association of School Boards
- Michigan Association of School Boards Legal Trust Fund
- Michigan High School Athletic Association
- Michigan School Investment Association
- Middle Cities Educational Management
- Michigan Association of School Administrators

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

Date of Board of Education Meeting: July 19, 2018

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

ITEM NO.:	10.a.(8) NEW BUSINESS Superintendent's Recommendation 08-18-19
TOPIC:	Resolution: Designation of Depositories

It is recommended that the Board approve the following resolution designating legal depositories of District money for the 2018-2019 school year.

**DESIGNATION OF DEPOSITORIES**

BE IT RESOLVED, that the following list of financial institutions are designated as legal depositories of the moneys belonging to Waterford School District:

- Comerica Bank
- Chase Bank
- Clarkston State Bank
- Fifth Third Bank
- Huntington National Bank
- Birmingham Bloomfield Credit Union
- Metro North Federal Credit Union
- PNC Bank

These financial institutions are hereby authorized to accept for its credit and/or collection, any and all checks, drafts and other negotiable instruments when endorsed in its name by rubber stamp or otherwise; and

BE IT FURTHER RESOLVED, THAT

Comerica Bank, Chase Bank, Clarkston State Bank, Fifth Third Bank, PNC Bank and Metro North Federal Credit Union be authorized depositories for internal school funds of the district; and

BE IT FURTHER RESOLVED, THAT

The Board of Education Treasurer is hereby authorized to sign for Certification/Declaration of signatures and/or names of Authorized Signers and Authorized Agents for all accounts opened under such captions as may be necessary or desirable; and

BE IT FURTHER RESOLVED, THAT

Any and all funds credited to such accounts with the depositories may be paid out or withdrawn upon checks drawn against the respective accounts when signed by the Superintendent, Keith Wunderlich.

In the absence of the Superintendent, the lines of authority in decision making and signing will be as follows and the Superintendent informed:

William Holbrook	Assistant Superintendent, Business & Operations
Lisa McFee	Assistant Superintendent, Teaching & Learning Services

Resource Person: William Holbrook, Assistant Superintendent, Business and Operations  
Board of Education Meeting: July 19, 2018

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

ITEM NO: 10.a.(9)	NEW BUSINESS Superintendent's Recommendation 09-18-19
TOPIC:	Summer Tax Collection – Board Resolution

WHEREAS, the Waterford School District currently receives 100% of the school taxes during the summer from the Charter Townships of Waterford, Independence, White Lake, West Bloomfield and the City of Lake Angelus, and

WHEREAS, the school district operates on a fiscal year basis from July 1 through June 30, and

WHEREAS, 1982 Public Act No. 333 sets forth certain procedures whereby a school district may avail itself of summer tax collections, and

WHEREAS, on December 19, 1996 the board adopted a resolution to institute a 100% summer property tax levy for the entire Waterford School District, to remain in effect until revoked by the Board,

NOW, THEREFORE BE IT RESOLVED, that a summer property tax levy of 100% of the school property taxes be adopted for Waterford School District, for the year of 2019 (2019-2020 school year),

BE IT FURTHER RESOLVED, that the President of the Board prior to January 1, 2019, forward a copy of this resolution to the Charter Townships of Waterford, Independence, White Lake, West Bloomfield and the City of Lake Angelus and request that they continue collecting the summer property tax levy,

BE IT FURTHER RESOLVED, that the Superintendent is empowered to initiate any alternate means necessary to secure summer tax collection for the school district as set forth in 1982 Public Act No. 333.

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

Date of Board of Education Meeting July 19, 2018

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

ITEM NO.: 10.a.(10) NEW BUSINESS  
Superintendent's Recommendation 10-18-19  
TOPIC : Retirements/Resignations/Leave of Absence Expirations

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

Bauer, Lauren – Teacher  
Houghton Elementary  
Resignation  
Effective: July 27, 2018

Blake, Suzanne – Teacher  
Schoolcraft Elementary  
Retirement  
Effective: July 31, 2018

Caponi, David – School Social Worker  
Kingsley Montgomery School  
Resignation  
Effective: August 26, 2018

Dean, Adrian – Teacher  
Student Support Services  
Resignation  
Effective: July 31, 2018

Hill, Tawn – Administrative Assistant  
Human Resources  
Resignation  
Effective: June 29, 2018

Karpinsky, Nicholas – Teacher  
Mott High School  
Resignation  
Effective: August 26, 2018

Spencer, Sharon – Teacher  
Mott High School  
Resignation  
Effective: July 25, 2018

Wisniewski, Scott – Special Education Teacher  
Children's Village School  
Resignation  
Effective: July 11, 2018

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

Date of Board of Education Meeting: July 19, 2018

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

ITEM NO.: 10.a(11) NEW BUSINESS  
Superintendent's Recommendation 11-18-19  
TOPIC: Teaching Contract Changes/Appointments

It is recommended that the Board of Education approve the following teaching contract changes and appointments for the 2018-2019 school year:

Lemm, Lisa – Teacher  
Kettering High School  
Probationary Contract  
Effective: August 23, 2018

Levitan, Steven – Counselor  
Kettering High School  
Probationary Contract  
Effective: August 23, 2018

Meeker, Raymond – Teacher  
Pierce Middle School  
Probationary Contract  
Effective: August 23, 2018

Morrison, Nancy – Special Education Teacher  
Houghton Elementary  
Probationary Contract  
Effective: August 23, 2018

Preston, Katelyn – Teacher  
Beaumont Elementary  
Probationary Contract  
Effective: August 23, 2018

Ruhl, Ryan – Teacher  
Pierce Middle School  
Probationary Contract  
Effective: August 23, 2018

Simmons, Lindsay – School Social Worker  
Schoolcraft Elementary  
Probationary Contract  
Effective: August 23, 2018

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

Date of Board of Education Meeting: July 19, 2018

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

ITEM NO.: 10.a.(12)	NEW BUSINESS Superintendent's Recommendation 12-18-19
TOPIC :	Administrative Contract Changes and Appointments

It is recommended that the Board of Education approve the following administrative appointment for the 2018-2019 school year:

Schultz, Laura – Administrative Assistant  
Human Resources  
Effective: July 16, 2018

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

Date of Board of Education Meeting: July 19, 2018

ACTION

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

ITEM NO: 10.a.(13) NEW BUSINESS  
Superintendent's Recommendation 13-18-19  
TOPIC: Waterford Youth Assistance

It is recommended that the Board of Education approve the request for monetary support from the Waterford Youth Assistance, in the amount of \$7,500 for the 2018-2019 school year, allowing the Waterford Youth Assistance to continue to provide valuable prevention and intervention services for Waterford youth and families.

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

Date of Board of Education Meeting: July 19, 2018

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

ITEM NO.:	10.b(1) NEW BUSINESS: Consideration of Certain Purchases Superintendent's Recommendation 14-18-19
TOPIC:	Contract Award: Bid Pack 18-07, Kettering and Mott High School Site Improvements (High School Varsity and Jr. Varsity Baseball and Softball Renovations)

The administration recommends the awarding of contracts for bid pack 18-07, Kettering and Mott High School Site Improvements.

Category	Contractor	Amount
Concrete	32 North Construction, LLC	\$ 185,000
Masonry	Albaugh Masonry	\$ 295,400
General Trades	Heritage Contracting, LLC	\$ 272,400
Roofing	Schena Roofing	\$ 173,316
Field Equipment	Airport Lighting	\$ 60,500
Electrical	Great Lakes Power & Lighting	\$ 93,000
Site Work	Midwest Landscape Group, Inc.	\$1,517,197
Synthetic Turf	Astro Turf Corp.	\$ 454,690
Fencing	Future Fence, Co.	\$ 347,042

**Total Award Package:        \$3,398,545.00**

Funding Source: 2016 Series II

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

Date of Board of Education Meeting: July 19, 2018