

## **WATERFORD BOARD OF EDUCATION – MINUTES**

**Regular Meeting  
July 19, 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, Halls, Sutherland, Himmelspach, and Barghahn

Absent: Members Piggott and Torres

Others: William Holbrook, Danielle Corbeil, Darin Holley, Carly Stone, Nadine Milostan, Janet McLeod, Mary Craite, Julie Josselyn, Grant Smith, Ann Kaschner, Joe Humphrey, Lynn Humphrey, Larry Spiece, Frank Benning, Lisa Kane, Kristen Wagner, Mark Herne, Dan and Sarah Krompatic, Riley Vermilya, Megan Roberts and others who did not register.

In the absence of Secretary Piggott Member Halls served as Secretary.

### **APPROVAL OF THE AGENDA**

The agenda was approved as presented.

### **INFORMATION ITEMS**

#### **a. Head Start Policies**

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.

#### **b. Short Term Borrowing**

Based on cash flow projections, 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. A recommendation to adopt the attached resolution authorizing the borrowing not to exceed \$9,900,000 will be presented on August 2, 2018.

## **INFORMATION ITEMS**

### **c. 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 members to 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.

## **AUDIENCE COMMENTS ON ACTION ITEMS**

Lisa Czyz addressed the Board in support of the baseball and softball field renovations recommendation.

## **APPROVAL OF THE MINUTES**

- a. June 21, 2018, Regular Meeting
- b. June 26, 2018, Special Meeting
- c. July 16, 2018, Governance Workshop

Moved by Member Halls and supported by Member Sutherland that the Board of Education approve the minutes of the meetings listed.

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

## **ACCOUNTS PAYABLE**

Moved by Member Sutherland and supported by Member Halls that the Board of Education approve the accounts payable for the month of June 2018, per the reports included in July 19, 2018 materials.

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

## **FINANCIAL STATEMENT**

The June 30, 2018 financial statements will be presented by Yeo & Yeo as part of the audit at the October 18, 2018 Board meeting.

## **NEW BUSINESS**

### **a. Superintendent's Recommendations**

- (1) Recommendation 01-18-19 Relative to Designation of Area Newspaper to Publish Official Board Notices

Moved by Member Halls and supported by Member Sutherland 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.

## NEW BUSINESS

### a. Superintendent's Recommendations

- (1) Recommendation 01-18-19 Relative to Designation of Area Newspaper to Publish Official Board Notices (continued)

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

Nays: None

Motion carried. (5-0)

- (2) Recommendation 02-18-19 Relative to Appointment of Legal Counsel

Moved by Member Halls and supported by Member Sutherland that the Board of Education 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

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

Nays: None

Motion carried. (5-0)

- (3) Recommendation 03-18-19 Relative to External Auditor

Moved by Member Sutherland and supported by Member Halls 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.

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

Nays: None

Motion carried. (5-0)

- (4) Recommendation 04-18-19 Relative to Appointment of Superintendent or Designee to Represent the Board in all Elections

Moved by Member Halls and supported by Member Petrusha that the Board of Education appoint Keith D. Wunderlich, Ed.D., Superintendent of Schools, or his designee, William Holbrook, Assistant Superintendent, Business and Operations, to represent the Board in all elections.

*The School Code of 1976 (as amended) provides that, "The secretary of a school district, a local act district, or an intermediate school district, shall be the chief election officer of the respective district with authority to delegate election duties to a member of the district's administrative staff". (380.1001(2)).*

*Therefore, I, secretary of the Waterford School District Board of Education, do hereby appoint Keith D. Wunderlich, Ed.D., Superintendent of Schools, or his designee William Holbrook, Assistant Superintendent, Business and Operations, to perform the regular duties of the secretary in the administration of all school elections in the district.*

## NEW BUSINESS

### a. Superintendent's Recommendations

- (4) Recommendation 04-18-19 Relative to Appointment of Superintendent or Designee to Represent the Board in all Elections (continued)

*The appointment and the accompanying Constitutional Oath of Office shall be incorporated as a part of the official minutes of the Board of Education.*

#### CONSTITUTIONAL OATH OF OFFICE

State of Michigan )

SS

County of Oakland )

*I do solemnly swear, or affirm, that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the election duties of the Secretary of the Waterford School District Board of Education in all school district elections to the best of my ability.*

*Keith D. Wunderlich, Ed.D. William Holbrook*

*Superintendent of Schools Assistant Superintendent, Business and Operations*

*Taken, subscribed and sworn on the 19<sup>th</sup> day of July, 2018.*

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

Nays: None

Motion carried. (5-0)

- (5) Recommendation 05-18-19 Relative to Authorization to Represent Waterford School District in Property Matters

Moved by Member Halls and supported by Member Sutherland 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.

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

Nays: None

Motion carried. (5-0)

- (6) Superintendent's Recommendation 06-18-19 Relative to Legal Reference Note

Moved by Member Barghahn and supported by Member Petrusha that the following note be added 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: The Board of Education, Oakland County, DBA 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.

## NEW BUSINESS

### a. Superintendent's Recommendations

#### (6) Superintendent's Recommendation 06-18-19 Relative to Legal Reference Note (continued)

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

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

Ayes: Members Barghahn, Petrusa, Himmelspach, Halls, and Sutherland

Nays: None

Motion carried. (5-0)

#### (7) Superintendent's Recommendation 07-18-19 Relative to Renewal of Memberships

Moved by Member Sutherland and supported by Member Halls that the Board of Education approve the renewal of the following 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

Ayes: Members Barghahn, Petrusa, Himmelspach, Halls, and Sutherland

Nays: None

Motion carried. (5-0)

#### (8) Superintendent's Recommendation 08-18-19 Relative to Resolution: Designation of Depositories

Moved by Member Sutherland and supported by Member Petrusa that the Board of Education approve the following resolution designating legal depositories of District money for the 2018-2019 school year

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

## NEW BUSINESS

### a. Superintendent's Recommendations

- (8) Superintendent's Recommendation 08-18-19 Relative to Resolution: Designation of Depositories (continued)

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

Member Petrusha inquired why there are so many banks and Mr. Holbrook explained each has a different benefit, such as location, interest rate, specialty, etc.

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

Nays: None

Motion carried. (5-0)

- (9) Superintendent's Recommendation 09-18-19 Relative to Summer Tax Collection

Moved by Member Sutherland and supported by Member Halls that the Board of Education approve the following summer tax collection 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

## NEW BUSINESS

### a. Superintendent's Recommendations

#### (9) Superintendent's Recommendation 09-18-19 Relative to Summer Tax Collection (continued)

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, 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.

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

Nays: None

Motion carried. (5-0)

#### (10) Superintendent's Recommendation 10-18-19 Relative to Resignations/Retirements

Moved by Member Halls and supported by Member Petrusha that the Board of Education approve the following resignations/retirements:

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

## NEW BUSINESS

### a. Superintendent's Recommendations

#### (10) Superintendent's Recommendation 10-18-19 Relative to Resignations/Retirements (continued)

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

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

#### (11) Recommendation 11-18-19 Relative to Teaching Contract Changes/Appointments

Moved by Member Halls and supported by Member Petrusha that the Board of Education approve the following teaching contract changes/appointments for the 18-19 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



## NEW BUSINESS

### a. Superintendent's Recommendations

#### (11) Recommendation 11-18-19 Relative to Teaching Contract Changes/Appointments (continued)

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

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

#### (12) Recommendation 12-18-19 Relative to Administrative Contract Changes/Appointments

Moved by Member Halls and supported by Member Sutherland 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

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

#### (13) Recommendation 13-18-19 Relative to Waterford Youth Assistance

Moved by Member Sutherland and supported by Member Petrusha 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.

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

Ayes: Members Petrusha, Barghahn, and Himmelspach  
Nays: Members Halls and Sutherland  
Motion failed. (3-2)

## NEW BUSINESS

### 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 (High School Varsity and JV Baseball and Softball Renovations)

Moved by Member Sutherland and supported by Member Halls that the Board of Education award contracts for bid pack 18-07, Kettering and Mott High School Site Improvements as follows:

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

Member Petrusha confirmed we have used these companies before or Barton Malow has.

Mr. Holbrook provided a summary of the projects.

Members thanked the community and boosters for their support.

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

Nays: None

Motion carried. (5-0)

## AUDIENCE COMMENTS ON NON-ACTION ITEMS

There were no audience comments on non-action items.

## DISCUSSION ITEMS

### a. Future Items

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

## **DISCUSSION ITEMS**

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

Member Petrusha shared information on a National PTA award being named in memory of Brian Whiston and expressed condolences to the family of George Henney Sr.

Member Barghahn spoke regarding Neola policies as a topic for discussion at a future public meeting and the recent Drayton Plains Nature Center Advisory Board meeting.

## **SUPERINTENDENT'S REPORT**

Dr. Wunderlich discussed the electronic enrollment, Trevor Donahue qualifying for the USA Triathlon National Championship, Dave Bennett concert to benefit the Senior Center, Summer of STEAM, Sweet Reads Bookmobile and construction progress.

## **CLOSED SESSION**

At 6:48 PM, by Roll Call Vote, the Board of Education recessed to Closed Session for the purpose of discussing negotiations connected to collective bargaining agreements.

Roll Call Vote: Petrusha (Yes), Barghahn (Yes), Himmelspach (Yes), Sutherland (Yes) and Halls (Yes)

## **ADJOURNMENT**

The Regular Meeting was adjourned by President Himmelspach at 7:19 PM.

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

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Secretary, Board of Education

/mr