

**WATERFORD SCHOOL DISTRICT**  
**Interim Meeting of the Board of Education**  
**Thursday, August 2, 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
5. Information Items
  - a. Construction Update
6. Audience Comments on Action Items
7. Approval of Minutes
  - a. July 19, 2018 Regular Meeting
  - b. July 19, 2018 Closed Meeting
8. New Business
  - a. Superintendent's Recommendations
    - (1) Recommendation 15-18-19 Relative to Head Start Personnel Policy
    - (2) Recommendation 16-18-19 Relative to Short Term Borrowing
    - (3) Recommendation 17-18-19 Relative to Oakland County Parent Advisory Representative
    - (4) Recommendation 18-18-19 Relative to Resignations/Retirements
    - (5) Recommendation 19-18-19 Relative to Teaching Contract Changes/Appointments
9. Audience Comments on Non-Action Items
10. Discussion Items
  - a. Future Items
    - (1) Information – Athletics
    - (2) Information – Attendance
    - (3) Information – Neola Policy Updates
    - (4) Information – Bond Audit Results, Capital Projects, 2016 Bond, Series II
    - (5) Action – Waterford Youth Assistance
  - b. Board of Education Reports
11. Superintendent's Reports
12. Adjournment

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

ITEM NO: 5.a	Information Item
TOPIC:	Construction Update

Administration will present an update relative to summer construction projects.

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

Date of Board of Education Meeting: August 2, 2018

## 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 Petrusha, 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, Petrusha, 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, Petrusha, 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 Petrusha 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

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

ITEM NO.: 8.a(1)	NEW BUSINESS Superintendent's Recommendation 15-18-19
TOPIC:	Head Start Personnel 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.

At the July 19, 2018 Regular Meeting, the Board of Education received the Waterford Head Start Personnel Policies, Governing Body Policy and Standards of Conduct Agreement for review. In accordance with program requirements, it is recommended that the Board of Education approve Head Start Personnel Policies as approved by the Head Start Policy Committee.

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

Board of Education Meeting: August 2, 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.

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

ITEM NO: 8.a.(2)	NEW BUSINESS Superintendent's Recommendation 16-18-19
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.

It is recommended that the Board of Education adopt the attached resolution 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: August 2, 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: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED

STATE OF MICHIGAN)  
  ) ss.  
COUNTY OF OAKLAND)

I, the undersigned duly qualified and acting Secretary of the Board of Education of the Waterford School District, County of Oakland, State of Michigan, hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the Board of Education at a \_\_\_\_\_ meeting held on \_\_\_\_ day of \_\_\_\_\_, 2018, the original of which resolution is on file in my office. I further certify that notice of said meeting was given in accordance with the provisions of the Open Meetings Act.

\_\_\_\_\_  
Secretary, Board of Education  
Waterford School District



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

ITEM NO.:	8.a.(3) NEW BUSINESS Superintendent's Recommendation 17-18-19
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. It is recommended that the Board of Education appoint Kenzie Bisbing as a parent representative for Waterford School District, for a three year term, expiring June 30, 2021.

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

Board of Education Meeting: August 2, 2018

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

ITEM NO.: 8.a.(4)	NEW BUSINESS Superintendent's Recommendation 18-18-19
TOPIC :	Retirements/Resignations/Leave of Absence Expirations

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

Clinton-Barnett, Lindsay – Teacher  
Houghton Elementary  
Resignation  
Effective: July 18, 2018

Holbrook, William – Assistant Superintendent  
Business & Operations - Kurzman Administration  
Resignation  
Effective: August 24, 2018

Milch, Kenneth – Assistant Principal  
Kettering High School  
Resignation  
Effective: July 26, 2018

Poll, Kristi – Teacher  
Pierce Middle School  
Resignation  
Effective: July 24, 2018

Rosol, Breanna – Teacher  
Pierce Middle School  
Resignation  
Effective: July 17, 2018

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

Date of Board of Education Meeting: August 2, 2018

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

ITEM NO.: 8.a(5) NEW BUSINESS  
Superintendent's Recommendation 19-18-19  
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:

Bellmore, Lauren – Special Education Teacher  
Kingsley Montgomery School  
Probationary Contract  
Effective: August 23, 2018

Berlin, Howard  
Riverside Elementary  
Tenure Contract  
Effective: August 28, 2018

Brokaw, Hanna – Teacher  
Pierce Middle School  
Probationary Contract  
Effective: August 23, 2018

Cole, Hannah – Special Education Teacher  
Houghton & Schoolcraft Elementary  
Probationary Contract  
Effective: August 23, 2018

Fromwiller, Van – Teacher  
Mott High School  
Probationary Contract  
Effective: August 23, 2018

Gray, Ashley – Behavior Interventionist  
Elementary Schools  
Probationary Contract  
Effective: August 23, 2018

Gui, Valeriya – Teacher  
Pierce Middle School  
Probationary Contract  
Effective: August 23, 2018

Hietala, Don – Teacher  
Pierce Middle School  
Tenure Contract  
Effective: August 28, 2018

Miller, Andrew – Teacher

Mott High School  
Probationary Contract  
Effective: August 23, 2018

Nichols, Brooke – Special Education Teacher  
Houghton Elementary  
Probationary Contract  
Effective: August 23, 2018

Sames, Joseph – Teacher  
Mott High School  
Probationary Contract  
Effective: August 23, 2018

Tremain, Joel – Special Education Teacher  
Houghton Elementary  
Probationary Contract  
Effective: August 23, 2018

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

Date of Board of Education Meeting: August 2, 2018