

**WATERFORD SCHOOL DISTRICT Regular
Meeting of the Board of Education
Thursday, February 21, 2019 - 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.
2. Pledge of Allegiance
3. Roll Call
4. Approval of the Agenda
5. Information Items
 - a. Bid Package 19-03: Grayson Elementary Remodel and Addition, Kettering Locker Room Renovations Additions, Haviland Door Replacement, Beaumont Water Main/Fire Hydrants Addition, Schoolcraft Drainage Improvements
 - b. Anti-Bullying Task Force Update
 - c. Budget Update
 - d. Policy 4120: Employment of Support Staff
6. Audience Comments on Action Items
7. Approval of Minutes
 - a. February 7, 2019, Regular Meeting
8. Accounts Payable – January 2019
9. School District Financial Statement
10. New Business
 - a. Superintendent's Recommendations
 - (1) Recommendation 68-18-19 Relative to Resignation(s)/Retirement(s)
 - (2) Recommendation 69-18-19 Relative to Teaching Contract Change(s)/Appointment(s)
 - (3) Recommendation 70-18-19 Relative to Kettering High School French Class Trip to France
 - (4) Recommendation 71-18-19 Relative to Kettering High School Germanic Cultures Tour
 - (5) Recommendation 72-18-19 Relative to Head Start Personnel Policy
 - (6) Recommendation 73-18-19 Relative to MASB Group V Director
 - (7) Recommendation 74-18-19 Relative to MASB Region 8 Director
11. Audience Comments on Non-Action Items
12. Superintendent's Report
13. Discussion Items
 - a. Future Items
 - (1) Action – Bid Package 19-03
 - b. Board of Education Reports
14. Adjournment

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

ITEM NO.: 5.a.	Information Item
TOPIC:	Recommendation Bid Package 19-03: Grayson Elementary Remodel and Addition; Mott and Kettering Locker Room Renovations Additions; Haviland Door Replacement; Beaumont Water Main / Fire Hydrants Addition; Schoolcraft Drainage Improvements

Waterford School District Administration is seeking proposals for the following projects for Bid Package 19-03:

- Grayson Elementary Remodel and Addition
- Mott and Kettering Locker Room Renovations
- Haviland Door Replacement
- Beaumont Water Main / Fire Hydrants Addition
- Schoolcraft Drainage Improvements

A recommendation is expected to be presented to the Board of Education on March 7, 2019.

Funding Source: 2016 Bond 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: February 21, 2019

INFORMATION

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

ITEM NO.: 5.b.	Information Item
TOPIC:	Anti-Bullying Task Force Update

Dr. Keith Wunderlich, Superintendent, will provide an update on the Anti-Bullying Task Force.

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

Date of Board of Education Meeting: February 21, 2019

INFORMATION

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

ITEM NO.: 5.c. Information Item

TOPIC: Budget Update

William Holbrook, Assistant Superintendent, Business & Operations, will provide an update relative to the budget process.

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

Date of Board of Education Meeting: February 21, 2019

INFORMATION

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

ITEM NO.: 5.d.	Information Item
TOPIC:	Policy 4120: Employment of Support Staff

President Piggott will facilitate a discussion among Board of Education members relative to Policy 4120: Employment of Support Staff.

Resource Persons: Bob Piggott, President

Date of Board of Education Meeting: February 21, 2019

WATERFORD BOARD OF EDUCATION – MINUTES

**Regular Meeting
February 7, 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 Piggott at 6:00 PM.

PLEDGE

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

ROLL CALL

Present: Members Halls, Sutherland, Petrusha, Torres (6:02), Barghahn, Josselyn and Piggott

Absent: None

Others: Bill Holbrook, Darin Holley, Lisa McFee Janet McLeod, Nadine Milostan, Ann Kaschner, Grant Smith, Irene Jarois, Jenn Faul, Jason Frank, Lisa Kane, Kate Casper, Deb McFarland, Larry Spiece, Barbara Spiece, Catherine Fox, Frank Benning, Tammie Wolfe, Kristen Wagner, Sarah Krompatic, Dan Krompatic, Sally Hart, Heather Keto, Matt McClure, Mark Herne, Ken VanHorn, Kent Douglas, Riley Vermilya, Megan Roberts and others not registered.

APPROVAL OF THE AGENDA

Seeing no changes, the agenda was approved as presented.

INFORMATION ITEMS

a. Kettering High School French Class Trip to France

Kettering High School is requesting approval of a French class trip to France, June 23-July 2, 2020. French Teacher Kate Casper provided information relative to this trip and answered Board of Education questions. A recommendation for approval will be presented February 21, 2019. Approval would be rescinded if the area to be visited is issued a travel warning.

b. Kettering High School Germanic Cultures Tour

Kettering High School is requesting approval of a Germanic Cultures Tour of Germany and Austria, June 15-25, 2020. German Teacher Jason Frank will provide information relative to this trip and answer Board of Education questions. A recommendation for approval will be presented February 21, 2019. Approval would be rescinded if the area to be visited is issued a travel warning.

c. Head Start Governance Items

The OLHSA Governing Body, 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. Accordingly, the Board of Education has received the following Head Start governance items for review:

- Budget Report for December 2018
- Head Start At-A-Glance December 2018
- Standards of Conduct Agreement
- Code of Operations Policy

INFORMATION ITEMS

c. Head Start Governance Items (continued)

- Determining/Verifying Eligibility
- Recruitment of Children
- Attendance Policy
- Selection Policy
- Enrollment 2018
- Personnel Policies 2018
- Governing Body Policy
- Policy Committee Meeting Minutes September – December 2018

In accordance with the program requirements, the items listed above must be must be must be presented to the Board of Education for review annually. Additionally, the Head Start Personnel Policies require Board of Education approval. A recommendation to accept the Head Start Personnel Policies as approved by the Head Start Policy Committee will be presented on February 21, 2019.

d. MASB Group V Directors

MASB has opened the voting window for the MASB Group V Board of Directors through 1PM on March 6, 2019. Candidate bios for the following have been shared with members of the Board.

- *Steve Hyer, Clarkston Community Schools
- Lisa M. Kreager, Rockford Public Schools
- Martin (Marty) Ray, Grand Blanc Community Schools
**Incumbent*

On February 21, 2019, the Board is asked to select one candidate to represent Group V for a three-year term on the MASB Board of Directors.

e. MASB Region 8 Board of Directors

MASB has opened the voting window for the MASB Region 8 Board of Directors through 1PM on March 6, 2019. Candidate bios for the following have been shared with members of the Board.

- Joshua Denzler, Lake Shore Public Schools
- Steve Gottlieb, Troy School District
- Brigit McQuiston, Lake Orion Community Schools
- Darlene Pomponio, Ph.D., Southgate Community Schools
- Angie Smith, Farmington Public Schools
- Michael Swiecki, Wyandotte Public Schools
- Regina Williams, Harper Woods School District

On February 21, 2019, the Board is asked to select one candidate to represent Region 8 for a three-year term on the MASB Board of Directors.

f. Order of Business on Regular Meeting Agendas

President Piggott facilitated a Board of Education discussion relative to the order of business on Regular Meeting agendas.

Member Barghahn presented examples of agendas from other districts for consideration and discussion. Members commented on various aspects of these agendas, including things they liked and disliked. The agenda will remain a work in progress moving forward.

INFORMATION ITEMS

g. NSBA Advocacy Institute

John Paul Torres, Vice President, reported on the National School Board Association (NSBA) Advocacy Institute, held January 27-29, 2019, in Washington, D.C., and the Individuals with Disabilities Education Act (IDEA).

AUDIENCE COMMENTS ON ACTION ITEMS

There were no audience comments on action items.

APPROVAL OF THE MINUTES

- a. January 17, 2019, Organizational/Regular Meeting
- b. February 5, 2019, Special Meeting

Moved by Member Halls and supported by Member Sutherland that the Board of Education approve the minutes of the above stated minutes.

Ayes: Members Piggott, Petrusha, Torres, Halls, Barghahn, Josselyn and Sutherland
Nays: None
Motion carried. (7-0)

NEW BUSINESS

a. Superintendent's Recommendations

- (1) Recommendation 64-18-19 Relative to Retirements/Resignations/Leave of Absence Expirations

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

Claerr, Stephen – Teacher
Mott High School
Resignation
Effective: January 25, 2019

D'Ambrosi, Sarah – Special Education Teacher
Pierce Middle School
Resignation
Effective: January 17, 2019

Garrisi, Jill - Teacher
Mott High School
Resignation
Effective: January 30, 2019

Nichols, Brooke – Teacher
Houghton Elementary
Resignation
Effective: February 1, 2019

NEW BUSINESS

a. Superintendent's Recommendations

- (1) Recommendation 64-18-19 Relative to Retirements/Resignations/Leave of Absence Expirations (continued)

Wunderlich, Keith – Superintendent
Waterford School District
Resignation
Effective: June 30, 2019

Members of the Board offered comments and accolades to the staff on this list, including Superintendent Wunderlich.

Ayes: Members Piggott, Petrusha, Torres, Halls, Barghahn, Josselyn and Sutherland
Nays: None
Motion carried. (7-0)

- (2) Recommendation 65-18-19 Relative to Teaching Contract Changes/Appointments

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

Bazner, Jason - Teacher
Durant High School
Probationary Contract
Effective: February 20, 2019

Crocenzi, Brandy – Special Education Teacher
Pierce Middle School
Probationary Contract
Effective: February 11, 2019

Earley, Beth – Teacher
Mott High School
Tenure Contract
Effective: January 28, 2019

Ihnat, Michelle – School Social Worker
Durant High School, KMS & Our Lady of the Lakes
Annual Contract
Effective: February 4, 2019

Reynolds, Rodney – School Social Worker
Durant High School
Annual Contract
Effective: January 28, 2019

Ayes: Members Piggott, Petrusha, Torres, Halls, Barghahn, Josselyn and Sutherland
Nays: None
Motion carried. (7-0)

NEW BUSINESS

a. Superintendent's Recommendations

(3) Recommendation 66-18-19 Relative to Administrative Appointment

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.

Amy Dagenhardt, Director
Finance & Budget
100% Administrator Contract
Effective February 25, 2019

Ayes: Members Piggott, Petrusha, Torres, Halls, Barghahn, Josselyn and Sutherland
Nays: None
Motion carried. (7-0)

b. Consideration of Certain Purchases

(1) Recommendation 60-18-19 Relative to Contract Award: Bid Pack 19-02: Cooley Elementary Remodel and Additional Pierce Middle School Door Replacement

Moved by Member Barghahn and supported by Member Petrusha that the Board of Education approved the awarding of contracts for Bid Package 19-02 per the summary of bids below for Cooley Elementary Remodel and Additional Pierce Middle School Door Replacement.

<u>Category</u>	<u>Contractor</u>	<u>Amount</u>
Selective Demolition	DKI International, Inc.	\$ 169,700
Concrete-Foundations	Midtown Group LLC	146,500
Masonry	Albaugh Masonry Stone Tile Inc.	620,844
Structural Steel	Davis Iron Works, Inc.	219,900
Carpentry	Clark Construction Company	326,800
Metal Wall Panels	Silverline Contracting	67,800
Roofing	Streng Construction Co.	190,000
Aluminum Framing	Hewett Company	345,415
Hard Tile	NBS Commercial Interiors	57,950
Flooring	Cohns Commercial Floor Covering, Inc.	133,654
Painting	Classic Painting Co., LLC	117,987
Gym Equipment	Bareman & Associates, Inc	27,413
Casework	Detroit Technical Equipment	178,000
Mechanical	Miller-Boldt, Inc	965,000
Electrical	Metro Electric Engineering Technologies	693,000
Site Work	Cortis Brothers Trucking & Excavating	1,927,200
Total Award:		<u><u>\$ 6,187,163</u></u>

Funding Source: 2016 Bond Series II

Ayes: Members Piggott, Petrusha, Torres, Halls, Barghahn, Josselyn and Sutherland
Nays: None
Motion carried. (7-0)

AUDIENCE COMMENTS ON NON-ACTION ITEMS

The following audience members addressed the Board of Education:

- Kristen Wagner – Funding Advocacy
- Sally Hart – Comments at the Previous Meeting
- Lisa Kane – Proposed Ordinance Change Regarding Minors Vaping

SUPERINTENDENT'S REPORT

Due to Dr. Wunderlich's absence, there was no Superintendent's Report.

DISCUSSION ITEMS

a. Future Items

- (1) Action – French and German Class Trips
- (2) Action – Head Start Personnel Policy
- (3) Action - MASB

b. Board of Education Reports

Member Piggott discussed the resignation of Dr. Wunderlich and the superintendent search process..

ADJOURNMENT

The meeting was adjourned by President Piggott at 7:26 PM.

A video recording is on file with the official minutes.

Secretary, Board of Education

/mr

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

ITEM NO:	
TOPIC:	Accounts Payable for January 2019

RECOMMENDATION: It is recommended that the Board of Education approve the Check/Electronic Funds Transfer Register for the month of January 2019 as listed on pages 1-146, and the Fifth Third Account Statement listed on pages 1-2.

EXPENDITURES BY DISBURSEMENT TYPE

1. ACCOUNTS PAYABLE (CHECKS)

General Fund/Pooled Cash	\$	2,142,001.74
Special Ed Center Program		11,792.41
Community Service		31,543.37
Food Service		185,906.42
Debt Service		-
Capital Projects: 2016 Series II		1,327,332.39
Capital Projects: 2016 Series III		-
TOTAL ACCOUNTS PAYABLE	\$	3,698,576.33

2. PAYMENTS BY WIRE OR ACH

1/2/2019	Food Service Bankcard Credit Fees	\$	1,786.33
1/2/2019	Merchant Bankcard Credit Fees		472.09
1/3/2019	Authnet Gateway Billing		34.90
1/3/2019	Food Service PayPal Payment Fees		207.00
1/3/2019	Edustaff Contracted Benefits		712.25
1/4/2019	Edustaff Contracted Substitutes/Staff		48,182.48
1/8/2019	Office of Retirement Services UAAL-December 2018		628,238.12
1/8/2019	Food Services MI Bus Tax Payment		209.55
1/9/2019	Child Care Bankcard Credit Fees		509.40
1/9/2019	5/3 Bank Food Service MPS Billing		536.02
1/9/2019	5/3 Bank Merchant MPS Billing		162.83
1/10/2019	Food Service Meal Magic Fees		327.60
1/11/2019	ArbiterPay Officials		2,300.00
1/11/2019	5/3 Bank Service Charge - Series II Fund		27.89
1/11/2019	5/3 Bank Service Charge - Series III Fund		89.53
1/11/2019	Edustaff Contracted Substitutes/Staff		5,128.83
1/16/2019	Office of Retirement Services-Payroll 1/4/2019		709,864.48
1/18/2019	Edustaff Contracted Substitutes/Staff		53,829.58
1/23/2019	ArbiterPay Officials		2,000.00
1/25/2019	Edustaff Contracted Substitutes/Staff		3,499.84
1/28/2019	5/3 Bank Purchasing Card-December 2018		4,121.96
1/29/2019	Office of Retirement Services-Payroll 1/18/2019		702,994.23
1/31/2019	Office of Retirement Services UAAL-January 2019		628,238.12
TOTAL WIRES OR ACH		\$	2,793,473.03

TOTAL DISBURSEMENTS: JANUARY 2019

\$ 6,492,049.36

**WATERFORD SCHOOL DISTRICT
STATEMENT OF REVENUES AND EXPENDITURES
GENERAL FUND
FOR THE SEVEN MONTHS ENDED JANUARY 2019**

<u>REVENUE</u>	<u>BUDGET</u>	<u>ACTUAL PLUS ENCUMBRANCE</u>	<u>PERCENT OF BUDGET</u>
LOCAL			
PROPERTY	\$ 11,834,768	\$ 10,660,841	90.1%
OTHER	2,195,191	404,930	18.4%
TOTAL	14,029,959	11,065,771	78.9%
STATE			
MEMBERSHIP AID	55,778,011	25,641,152	46.0%
CATEGORICAL AID	16,864,370	7,752,551	46.0%
TOTAL	72,642,381	33,393,703	46.0%
FEDERAL	7,436,949	2,882,519	38.8%
INCOMING TRANSFER	5,170,139	3,015,914	58.3%
TOTAL REVENUE	\$ 99,279,428	\$ 50,357,907	50.7%
 <u>EXPENDITURES</u>			
INSTRUCTION:			
ELEMENTARY	\$ 9,752,823	\$ 4,615,907	47.3%
MIDDLE SCHOOL	4,705,937	2,136,221	45.4%
HIGH SCHOOL	6,631,888	3,142,243	47.4%
SUMMER SCHOOL	130,278	91,591	70.3%
EARLY CHILDHOOD	1,825,891	817,144	44.8%
SPECIAL ED	10,392,915	4,716,905	45.4%
COMP ED	3,115,187	1,261,045	40.5%
VOC ED	990,735	428,194	43.2%
TOTAL INSTRUCTION	37,545,654	17,209,250	45.8%
SUPPORT SERVICE:			
PUPIL SERVICE	7,123,526	3,195,335	44.9%
INSTR STAFF	2,137,411	1,212,965	56.7%
GENERAL ADM	1,338,914	658,593	49.2%
SCHOOL ADM	3,898,954	2,128,191	54.6%
BUSINESS	10,683,333	7,595,044	71.1%
CENTRAL	24,842,076	12,917,574	52.0%
TOTAL SUPPORT	50,024,214	27,707,702	55.4%
OTHER:			
ATHLETICS	1,576,614	710,348	45.1%
COMMUNITY SERVICE	101,984	42,515	41.7%
FEDERAL PROGRAMS	7,823,995	3,032,536	38.8%
DEBT	1,078,000	995,925	92.4%
TEACHER RETIREMENT SAVINGS	(300,000)	(175,000)	58.3%
INTERFUND TRANSFERS	190,170	110,933	58.3%
TOTAL OTHER	10,470,763	4,717,257	45.1%
TOTAL EXPENDITURES	\$ 98,040,631	\$ 49,634,209	50.6%
REV. OVER/(UNDER) EXP.	\$ 1,238,797	\$ 723,698	

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

ITEM NO.: 10.a.(1) NEW BUSINESS
Superintendent's Recommendation 68-18-19
TOPIC : Retirements/Resignations/Leave of Absence Expirations

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

George, Sandra – Teacher
Donelson Hills Elementary
Retirement
Effective: June 30, 2019

Irwin, Alexandria – Teacher
Donelson Hills Elementary
Resignation
Effective: February 15, 2019

Paredes, Cindy – Teacher
Schoolcraft Elementary
Retirement
Effective: June 30, 2019

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

Date of Board of Education Meeting: February 21, 2019

ACTION

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

ITEM NO.: 10.a(2) NEW BUSINESS
Superintendent's Recommendation 69-18-19
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:

Williams, Kathleen – Teacher
Mott High School
Probationary Contract
Effective: February 5, 2019

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

Date of Board of Education Meeting: February 21, 2019

ACTION

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

ITEM NO.: 10.a.(3) NEW BUSINESS
Superintendent's Recommendation 70-18-19
TOPIC: Kettering High School French Class Trip to France

It is recommended that the Board of Education approve the Kettering High French Class trip to France, June 23-July 2, 2020. French Teacher Kate Casper provided information relative to this trip and answered Board of Education questions on February 7.

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

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

Date of Board of Education Meeting: February 21, 2019

ACTION

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

ITEM NO.: 10.a.(4) NEW BUSINESS
Superintendent's Recommendation 71-18-19
TOPIC: Kettering High School Germanic Cultures Tour of Germany and Austria

It is recommended that the Board of Education approve the Kettering High School Germanic Cultures Tour of Germany and Austria, June 15-25, 2020. German Teacher Jason Frank provided information relative to this trip and answered Board of Education questions on February 7.

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

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

Date of Board of Education Meeting: February 21, 2019

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

ITEM NO.:10.a.(5) NEW BUSINESS
Superintendent's Recommendation 72-18-19
TOPIC: Head Start Personnel Policies

The OLHSA Governing Body, 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.

Accordingly, it is recommended that the Board of Education approve the 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: February 21, 2019



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

1. Policy Committee will be involved in interviews of potential candidates for employment with Head Start.
2. Positions must be openly advertised so that all interested parties have an opportunity to apply (both Staff and Director positions).
3. Work with the Policy Committee to implement the recruitment, selection and approval process of candidates.
4. Encourage current and past parents to apply for jobs for which they are qualified.
5. Offer feedback regarding interview candidates to assist in hiring process.
6. With input from Policy Committee, management staff will take direct responsibility and make the final decision hiring candidates.

(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. OLHSA will not need to conduct additional fingerprint checks once this process is in place.**

(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 Road
Waterford, Michigan 48328

ITEM NO.: 10.a.(6) New Business
Superintendent's Recommendation 73-18-19
TOPIC: MASB Group V Directors

MASB has opened the voting window for the MASB Group V Board of Directors through 1PM on March 6, 2019. Candidate bios for the following have been shared with members of the Board.

- *Steve Hyer, Clarkston Community Schools
- Lisa M. Kreager, Rockford Public Schools
- Martin (Marty) Ray, Grand Blanc Community Schools

**Incumbent*

The Board is asked to select one candidate to represent Group V for a three-year term on the MASB Board of Directors

Resource Persons: Board of Education

Date of Board of Education Meeting: February 21, 2019

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

ITEM NO.: 10.a.(7) NEW BUSINESS
Superintendent's Recommendation 74-18-19
TOPIC: MASB Region 8 Directors

MASB has opened the voting window for the MASB Region 8 Board of Directors through 1PM on March 6, 2019. Candidate bios for the following have been shared with members of the Board.

- Joshua Denzler, Lake Shore Public Schools
- Steve Gottlieb, Troy School District
- Brigit McQuiston, Lake Orion Community Schools
- Darlene Pomponio, Ph.D., Southgate Community Schools
- Angie Smith, Farmington Public Schools
- Michael Swiecki, Wyandotte Public Schools
- Regina Williams, Harper Woods School District

The Board is asked to select one candidate to represent Region 8 for a three-year term on the MASB Board of Directors

Resource Persons: Board of Education

Date of Board of Education Meeting: February 21, 2019