

WATERFORD SCHOOL DISTRICT
Regular Meeting of the Board of Education
Thursday, November 16, 2017 - 6:00 PM
A G E N D A

1. Opening – Audience participation is scheduled at the beginning and end of the agenda. Only those who want to speak on an agenda item and have completed a public comment card will be called upon at the beginning of the meeting. Those who have comments on non-agenda items and have completed a public comment card will be called upon before the conclusion of the meeting. The President of the Board is responsible for recognizing all speakers. Cell phone use is prohibited during live broadcasts as it interferes with equipment. Board packets are available on the website, www.waterford.k12.mi.us.
2. Pledge of Allegiance
3. Roll Call
4. Approval of the Agenda
5. Celebration of Learning
 - a. Pierce Middle School Schedule
6. Information Items
 - a. Food and Nutrition Services
 - b. 317G Compact Track Loader and Attachments
 - c. Designation of Depositories
7. Audience Comments on Action Items
8. Approval of Minutes
 - a. November 2, 2017 Regular Meeting
9. Accounts Payable – October 2017
10. School District Financial Statement
11. New Business
 - a. Superintendent's Recommendations
 - (1) Recommendation 50-17-18 Relative to Resignations/Retirements/Leave of Absence Expirations
 - (2) Recommendation 51-17-18 Relative to Teaching Contract Changes/Appointments/Recall from Layoff
 - b. Consideration of Certain Purchases
 - (1) Recommendation 52-17-18 Relative to Contract Award: Bid Package 18-01
 - (2) Recommendation 53-17-18 Relative to Contract Award: District Copier Lease/Maintenance Agreements
12. Discussion Items
 - a. Future Items
 - (1) Celebration of Learning – WIRED
 - (2) Information – Board Meeting Schedule
 - (3) Information – School of Choice Resolution
 - b. Board of Education Reports
13. Audience Comments on Non-Action Items
14. Superintendent's Report
15. Recess to Closed Session for the Purpose of Considering a Written Opinion from Legal Counsel
16. Reconvene/Adjournment

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

ITEM NO: 5.a. Celebration of Learning
TOPIC: Pierce Middle School Schedule

This school year Pierce Middle School is piloting an eight hour day. Due to this change, students are able to receive additional instructional time in their core mathematics and language arts courses. This evening Pierce Middle School staff are here to share how the additional time in these two core hours is strategic in providing additional support to students in a variety of ways.

Resource Persons: Carly Stone, Director, Curriculum, Instruction and Assessment

Date of Board of Education Meeting: November 16, 2017

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

ITEM NO.: 6.a.	Information Item
TOPIC:	Food and Nutritional Services

Doreen Simonds, Director, will provide an update on Food and Nutrition Services in the Waterford School District.

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

Date of Meeting: November 16, 2017

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

ITEM NO:	6.b.	Information Item
TOPIC:		317G Compact Track Loader and Attachments

Waterford School District Administration is seeking proposals for purchase of a new John Deere 317G compact Track Loader and attachments from AIS Construction Equipment Corporation.

AIS Construction Equipment Corporation participates in MIDEAL, an extended purchasing program which allows Michigan local units of government to use state contracts for reduced costs of goods and services, by eliminating the time and effort to process bids.

Funding Source: 2016 Bond Series I

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

Date of Board of Education Meeting: November 16, 2017

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

ITEM NO.:	6.c. Information Item
TOPIC:	Resolution: Designation of Depositories

A recommendation to approve the following resolution designating legal depositories of District money for the 2017-2018 school year will be presented on December 7, 2017.

DESIGNATION OF DEPOSITORIES

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

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

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

BE IT FURTHER RESOLVED, THAT

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

BE IT FURTHER RESOLVED, THAT

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

BE IT FURTHER RESOLVED, THAT

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

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

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

Resource Person: William Holbrook, Assistant Superintendent, Business and Operations
Board of Education Meeting: November 16, 2017

WATERFORD BOARD OF EDUCATION – MINUTES

Interim Meeting
November 2, 2017

OPENING

The Interim Meeting of the Waterford School District Board of Education, held at the Waterford Township Hall Auditorium, 5200 Civic Center Drive, Waterford, Michigan, was called to order by President Petrusha at 6:00 PM.

PLEDGE

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

ROLL CALL

Present: Members Halls, Piggott, Petrusha, Sutherland and Torres
Absent: Members Barghahn and Himmelspach
Others: Keith Wunderlich, William Holbrook, Danielle Corbeil, Janet McLeod, Lisa McFee, Carly Stone, Darin Holley, Rhonda Lessel, Jason Pratt, Mary Craite, Sean Cristoli, Tom Wiseman, Megan Roberts and others that did not register.

APPROVAL OF THE AGENDA

The agenda was approved by President Petrusha.

CELEBRATIONS OF LEARNING

a. Kettering High School Musical: Joseph and the Amazing Technicolor Dreamcoat

The Board of Education was delighted to have several cast members from Waterford Kettering High School provide a sneak peek to their upcoming musical Joseph and the Amazing Technicolor Dreamcoat. The biblical story of Joseph and his coat of many colors comes alive in the musical retelling. Joseph -- the favorite son of Jacob -- is blessed with vivid dreams that foretell the future. Sold into slavery by his jealous brothers, Joseph endures a series of adventures which challenge him to his core. Soon he finds himself belonging to Potiphar, whose wife makes advances toward Joseph and ultimately land him behind bars. However, news of Joseph's ability to interpret dreams sparks the interest of the hilariously Elvis-like Pharaoh. Soon, Joseph is out of jail and well on his way to second-in-command. Eventually Joseph's brothers find themselves unknowingly groveling at the feet of the brother they betrayed. As they fail to even recognize him, Joseph tests their integrity. He ultimately reveals himself and the brothers are reconciled. A truly timeless Old Testament tale, *Joseph and the Amazing Technicolor Dreamcoat* is set to a multitude of musical genres, spanning from country-western and calypso to bubble-gum pop and rock and roll.

Performance dates are November 9-11 and 16-19. Tickets are on sale at www.waterfordpac.com. Adult tickets are \$10, students and seniors are \$8 and all matinee performances are \$5. We recommend getting your tickets fast as this show is sure to sell out.

Members of the Board of Education offered congratulations and comments commending the students for their talent and what promises to be a spectacular performance.

INFORMATION ITEMS

a. Waterford Foundation for Public Education

Mary Lou Simmons, long time Waterford educator and principal, has bequeathed over \$500,000 to the Waterford Foundation for Public Education. Thomas Wiseman, on behalf of the Waterford Foundation, announced the creation of the Mary Lou Simmons Legacy Endowment, in which \$250,000 will be earmarked for literacy and arts enrichment for Waterford School District students. \$20,000 to \$25,000 awarded annually for district wide programming for students. Plans are also underway for the development of a Waterford Promise Grant opportunity.

Members of the Board of the Board of Education offered comments in support and appreciation for this work and honoring the legacy of Mary Lou Simmons in this way.

b. District Copier Lease and Maintenance Agreement

Waterford School District Administration is seeking a proposal from our current vendor, Ricoh USA, to replace aging and non-repairable copier equipment located throughout the District.

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

Funding Source: General Fund

c. Bid Package 18-1

Waterford School District administration is seeking proposals for the following projects for Bid Package 18-1:

- Partial Roof Replacement Schoolcraft Media Center
- Corridor end panels Pierce Middle School

A recommendation is expected to be presented to the Board of Education on November 16, 2017.

Founding Source: 2016 Bond Series I

Member Petrusha questioned and Mr. Holbrook confirmed that the shingle roof is approximately 21 years old.

AUDIENCE COMMENTS ON ACTION ITEMS

There were no audience comments on action items.

APPROVAL OF THE MINUTES

a. October 19, 2017, Regular Meeting

Moved by Member Piggott and supported by Member Sutherland that the Board of Education adopt the minutes of the October 16, 2017 Regular Meeting.

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

Nays: None

Motion carried. (5-0)

NEW BUSINESS

a. Superintendent's Recommendations

(1) Recommendation 47-17-18 Relative to Resignations/Retirements/Leave of Absence Expirations

Moved by Member Piggott and supported by Member Sutherland that the Board of Education approve the following resignation:

Tallent, Elizabeth, Special Education Teacher
Mott High School
Resignation
Effective November 3, 2017

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

(2) Recommendation 48-17-18 Relative to Teaching Contract Changes/Appointments

Moved by Member Piggott and supported by Member Sutherland that the Board of Education approve the following teaching contract changes/appointments for the 2017-2018 school year.

Alexander, Rebekah, Social Worker
Kingsley Montgomery School
100% Annual Contract
Effective November 14, 2017

Belpasso, Ashley, Special Education Teacher
Houghton Elementary School
100% Probationary Contract
Effective November 6, 2017

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

(3) Recommendation 49-17-18 Relative to Resolution: National School Principal Month

Moved by Member Piggott and supported by Member Sutherland that the Board of Education approve the following policy updates. Updates are recommended by legal counsel and/or Neola for statutory compliance.

8510 Wellness (Revised)

Revisions are in response to the issuance of the final rule of the Healthy, Hunger-Free Kids Act by the USDA. Additional requirements call for the assessment of the District's Wellness Policy at least once every three years and expanding public involvement in the District's wellness initiative.

3131 Layoff and Recall (Revised)

Revisions are recommended by legal counsel, in compliance with statutory requirements, and have been reviewed with union leadership.

NEW BUSINESS

a. Superintendent's Recommendations

- (3) Recommendation 49-17-18 Relative to Resolution: National School Principal Month

1421/3121/4121 Criminal History Record Check (New/Revised)

Policy 1421 has been added as new and includes revisions made to Policy 3121/4121. These policies have been revised to be consistent with Policy 8321-Criminal Justice Information Security (Non-Criminal Justice Agency), which requires criminal history record information to be maintained in a confidential file, separate from the employee file.

1439/3139/4139 Administrative/Staff Discipline (New/Revised)

Policy 14396 has been added as new and includes revisions similar to those made to Policy 3139/4139. A provision has been added to authorize a financial penalty may be required by MCL 388.1766 (referring or assisting a student for an abortion). Other language revisions are intended to provide concise and consistent disciplinary action, when necessary.

2410 Prohibition of Referral or Assistance (New)

This new policy is issued in accordance with MCL 388.1766 which prohibits any officer, agent, or employee of the Board from referring a pupil for an abortion or assisting a pupil in obtaining an abortion. The law requires the district to adopt such a policy by the start of the 2019-2020 school year.

2414 Reproductive Health and Family Planning (Revised)

This policy has been revised to include the abortion prohibition cited in Michigan statute and to focus on the specific requirements for reproductive health and family planning instruction that is required.

2418 Sex Education (New)

This new policy provides the necessary authorization and structure if the district chooses to provide sex education instruction. Teacher qualifications and the elective status of such a class/program are addressed. The required sex education advisory board is included, along with the abortion prohibition.

8142 Criminal History Record Check (Revised)

This policy has been revised to be consistent with Policy 8321-Criminal Justice Information Security (Non-Criminal Justice Agency), which requires criminal history record information (CHRI) to be maintained in a confidential file, separate from the vendor or private contractor file.

8321 Criminal Justice Information Security (Non-Criminal Justice Agency)

This policy has been revised to include the latest revisions to information security required of criminal history record information (CHRI) required by the Federal Bureau of Investigation (FBI) and the Michigan State Police.

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

Nays: None

Motion carried. (5-0)

DISCUSSION ITEMS

- a. Future Items
 - (1) Information – Pierce Middle School Schedule
 - (2) Action – Bid Package 18-1
 - (3) Action – District-wide Copier Lease

- b. Board of Education Reports
 - Member Sutherland wished the Corsairs well for the playoff game this evening.

Member Torres discussed the MASB conference he will be attending November 9-11.

Member Petrusha requested a student count status and Mr. Holbrook expressed we were trending 20 to 25 above budget.

AUDIENCE COMMENTS ON NON-ACTION ITEMS

There were no audience comments on action items.

SUPERINTENDENT'S REPORT

Superintendent Wunderlich spoke about the Kettering musical, the Coalition's Human Library event, WF fundraisers, Mott's advancement to the second round of playoffs and First Friday. He also thanked Rep. Tedder for his work on HB 4840 relative to school speed zones.

ADJOURNMENT

The meeting was adjourned by President Petrusha at 6:40 PM.

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 October 2017-18.

RECOMMENDATION: It is recommended that the Board of Education approve the Check/Electronic Funds Transfer Register for the month of October 2017-18 as listed on pages 1-150, and Fifth Third Acct Statement pages 1-4.

<u>General Fund</u>	
Vendor Checks/Electronic Transfers	\$ 1,997,126.90
 <u>Special Ed Center Program</u>	
Vendor Checks/Electronic Transfers	\$ 19,612.29
 <u>Community Service Fund</u>	
Vendor Checks/Electronic Transfers	\$ 18,464.73
 <u>Food Service</u>	
Vendor Checks/Electronic Transfers	\$ 235,933.47
 <u>Debt Fund</u>	
Vendor Checks/Electronic Transfers	\$ 1,500.00
 <u>Bond Capital Projects – Series I</u>	
Vendor Checks/Electronic Transfers	\$ 2,294,147.00
 <u>Purchasing Cards – 5/3 Acct Stmt</u>	 \$ 28,276.79

RATIONALE: Invoices have been processed by Accounts Payable and Purchasing per requisitions submitted by various departments.

BUDGETARY INFORMATION: All within prescribed budget allocations.

EXHIBITS: Attached schedule.

Resource Person(s) William Holbrook, C.P.A., Asst. Supt of Business & Operations
Danielle Corbeil, Director of Finance & Budget
Doreen Simonds, Director of Nutrition & Purchasing Services

Date of Board of Education Meeting: November 16, 2017

**WATERFORD SCHOOL DISTRICT
STATEMENT OF REVENUES AND EXPENDITURES
GENERAL FUND
FOR THE FOUR MONTHS ENDED OCTOBER 2017**

<u>REVENUE</u>	<u>BUDGET</u>	<u>ACTUAL PLUS ENCUMBRANCE</u>	<u>PERCENT OF BUDGET</u>
LOCAL			
PROPERTY	\$ 11,937,919	\$ 6,819,490	57.1%
OTHER	<u>2,972,741</u>	<u>212,941</u>	<u>7.2%</u>
TOTAL	14,910,660	7,032,431	47.2%
STATE			
MEMBERSHIP AID	55,761,278	12,138,896	21.8%
CATEGORICAL AID	<u>17,012,214</u>	<u>3,703,457</u>	<u>21.8%</u>
TOTAL	72,773,492	15,842,353	21.8%
FEDERAL	7,015,894	1,457,795	20.8%
INCOMING TRANSFER	<u>5,534,496</u>	<u>1,844,648</u>	<u>33.3%</u>
TOTAL REVENUE	\$ 100,234,542	\$ 26,177,227	26.1%
 <u>EXPENDITURES</u>			
INSTRUCTION:			
ELEMENTARY	\$ 9,896,158	\$ 2,110,542	21.3%
MIDDLE SCHOOL	4,733,268	1,037,863	21.9%
HIGH SCHOOL	7,653,917	1,490,911	19.5%
SUMMER SCHOOL	132,307	75,785	57.3%
EARLY CHILDHOOD	1,783,869	293,193	16.4%
SPECIAL ED	10,087,782	2,074,649	20.6%
COMP ED	2,462,879	450,307	18.3%
VOC ED	<u>969,958</u>	<u>213,073</u>	<u>22.0%</u>
TOTAL INSTRUCTION	37,720,138	7,746,323	20.5%
SUPPORT SERVICE:			
PUPIL SERVICE	7,074,710	1,549,808	21.9%
INSTR STAFF	2,056,384	508,471	24.7%
GENERAL ADM	1,235,588	478,213	38.7%
SCHOOL ADM	3,839,590	1,212,915	31.6%
BUSINESS	10,201,858	4,652,105	45.6%
CENTRAL	<u>26,713,098</u>	<u>6,705,102</u>	<u>25.1%</u>
TOTAL SUPPORT	51,121,228	15,106,614	29.6%
OTHER:			
ATHLETICS	1,548,423	318,374	20.6%
COMMUNITY SERVICE	106,358	62,597	58.9%
FEDERAL PROGRAMS	7,428,462	1,543,520	20.8%
DEBT	1,102,000	997,175	90.5%
TEACHER RETIREMENT SAVINGS	(300,000)	(99,990)	33.3%
NEGOTIATIONS RESERVE	1,381,190	460,351	33.3%
INTERFUND TRANSFERS	<u>117,633</u>	<u>39,207</u>	<u>33.3%</u>
TOTAL OTHER	<u>11,384,066</u>	<u>3,321,234</u>	<u>29.2%</u>
TOTAL EXPENDITURES	\$ 100,225,432	\$ 26,174,171	26.1%
REV. OVER(UNDER) EXP.	<u>\$ 9,110</u>	<u>\$ 3,056</u>	

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

ITEM NO.: 11.a.(1) NEW BUSINESS
Superintendent's Recommendation 50-17-18
TOPIC : Retirements/Resignations/Leave of Absence Expirations

It is recommended that the Board of Education accept the following resignation:

Ayotte, Jo Ann, Human Resources Coordinator
Kurzman Administration Services/Crary Campus
Retirement
Effective February 1, 2018

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

Date of Board of Education Meeting: November 16, 2017

ACTION

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

ITEM NO.: 11.a(2) NEW BUSINESS
Superintendent's Recommendation 51-17-18
TOPIC: Teaching Contract Changes/Appointments

It is recommended that the Board of Education approve the following teaching contract changes and appointments for the 2017-2018 school year:

Appointments/Changes:

Adams, Spenser, Teacher
Mott High School
100% Probationary Contract
Effective November 1, 2017

Sikora, Christopher, Special Education Teacher
Mott High School
100% Probationary Contract
Effective November 27, 2017

Zielinski, Sara, Teacher
Pierce Middle School
100% Probationary Contract
Effective November 16, 2017

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

Date of Board of Education Meeting: November 16, 2017

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

ITEM NO.: 11.b.(1) NEW BUSINESS: Consideration of Certain Purchases
 Superintendent's Recommendation 52-17-18

TOPIC: Contract Award: Bid Package 18-01, Schoolcraft Media Center Partial Roof Replacement, Pierce Middle School Corridor End Panels

The Administration recommends the awarding of contracts for Bid Package 18-01 on the following summary of bids for Schoolcraft Media Center partial roof replacement and Pierce Middle School corridor end panels:

Bid Pack 18-01

<u>Contractor</u>	<u>Schoolcraft</u>			<u>Total</u>	<u>Pierce</u>
	<u>Roof</u>	<u>Alt #1</u>	<u>Alt #2</u>		<u>End Panels</u>
CEI Roofing	136,800	14,850	32,910	184,560	49,600
Esko Roofing	147,000	19,800	37,000	203,800	18,400
Foco Metalworks	No Bid	No Bid	No Bid	-	80,421
Royal Roofing	94,660	8,950	18,000	121,610	55,000
Sчена Roofing	152,745	20,417	32,653	205,815	73,540
Streng Construction	158,750	27,400	68,000	254,150	38,800

* **Winning Bid**

Total BID Package Award: \$ 160,410.00

Funding Source: 2016 Bond Series I

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

Date of Board of Education Meeting: November 16, 2017

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

ITEM NO.: 11.b.(2)	NEW BUSINESS: Consideration of Certain Purchases Superintendent's Recommendation 53-17-18
TOPIC:	District Copiers – New Equipment Lease and Maintenance Agreement

Waterford School District Administration is recommending our current vendor, Ricoh USA, to replace aging and non-repairable copier equipment located throughout the district.

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

The annual cost for lease is \$153,312 and maintenance (including toner) of the Ricoh, Canon, Duplo and Dell copiers will be \$.04 (color) and \$.004 (black/white) per copy.

Funding Source: General Fund

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

Date of Meeting: November 16, 2017