

WATERFORD SCHOOL DISTRICT
Regular Meeting of the Board of Education
Thursday, February 7, 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. Kettering High School French Class Trip to France
 - b. Kettering High School Germanic Cultures Tour of Germany and Austria
 - c. Head Start Governance Items
 - d. MASB Group V Directors
 - e. MASB Region 8 Director
 - f. Order of Business on the Regular Meeting Agendas
 - g. NSBA Advocacy Institute Report
6. Audience Comments on Action Items
7. Approval of Minutes
 - a. January 17, 2019, Organizational/Regular Meeting
 - b. February 5, 2019, Special Meeting
8. New Business
 - a. Superintendent's Recommendations
 - (1) Recommendation 64-18-19 Relative to Resignation(s)/Retirement(s)
 - (2) Recommendation 65-18-19 Relative to Teaching Contract Change(s)/Appointment(s)
 - (3) Recommendation 66-18-19 Relative to Administrative Appointment(s)
 - b. Consideration of Certain Purchases
 - (1) Recommendation 67-18-19 Relative to Contract Award: Bid Pack 19-02:-Cooley Elementary Remodel and Additional Pierce Middle School Door Replacement
9. Audience Comments on Non-Action Items
10. Superintendent's Report
11. Discussion Items
 - a. Future Items
 - (1) Action – Kettering High School French Class Trip to France
 - (2) Action – Kettering High School Germanic Cultures Tour of Germany and Austria
 - (3) Action – Head Start Personnel Policy
 - (4) Action – MASB Group V and Region 8 Directors
 - b. Board of Education Reports
12. Adjournment

INFORMATION

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

ITEM NO.: 5.a.	NEW BUSINESS
TOPIC:	Kettering High School French Class Trip to France

Kettering High School is requesting approval of a French class trip to France, June 23-July 20, 2020. French Teacher Kate Casper 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.

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

Date of Board of Education Meeting: February 7, 2019

INFORMATION

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

ITEM NO.: 5.b. NEW BUSINESS
TOPIC: Kettering High School Germanic Cultures Tour of Germany and Austria

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.

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

Date of Board of Education Meeting: February 7, 2019

WATERFORD SCHOOL DISTRICT
Board of Education
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ITEM NO.:	5.c.	Information Items
TOPIC:		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
- 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.

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

Board of Education Meeting: February 7, 2019



WATERFORD HEAD START ATTENDANCE

Relates to Head Start Performance Standard(s) 1302.16

Purpose:

Attendance is critical to the success of children enrolled in a high quality early childhood education program. In order to fully benefit from Head Start, children must arrive on time and attend regularly. Attendance in early childhood is the most accurate predictor of a child's attendance through fifth grade, with children that miss more than 10% of school in preschool going on to miss at least 10% of their instructional time through grade school. Research has shown that children who have regular attendance in a high-quality early childhood program are better able to develop the social emotional skills necessary to adapt to and excel in school.

Waterford Head Start promotes regular attendance and will work with families to overcome barriers to attending school.

This policy contains the procedures and process overview for the above.

PROCEDURE:

A: Promoting regular attendance.

A program must track attendance for each child.

- The Agency data management system, FacsPro, is used to track attendance.
 - The staff procedure for entering attendance is as follows:
 1. Attendance for all center based programs must be entered at which time occurs first: the point of first meal service for all centers receiving CACFP reimbursement, or, by 10:00AM on the current day.
 2. Attendance should be taken using the following codes:
 - P – Present
 - E – Excused. If Excused is chosen, the 'Reason' field must be filled in with the explanation of the child's absence. An absence is only considered excused if a child's parent calls an informs the program of the absence prior to the start of the school day.
 - U – Unexcused
 - C – Center Closed. This should be used only on days that school was scheduled such as snow days or building emergencies. Normal off-school days should be left blank.
 - T- Tardy. This should be used when a child is more than 30 minutes late. For centers that are required to take Point of Service Attendance, the original attendance mark may be changed to tardy after first meal service.
- 1) The program will ensure children are safe when they do not arrive at school. If any child is unexpectedly absent within one hour of the program start time, the following staff procedure will be followed:
- a. Secretary and Family Advocates (FA) will view Attendance Reports for their assigned classrooms one hour after the class start time.
 - b. If a child has an unexcused absence (U) the Secretary/ FA will call the child's parent to ensure safety. The FA will make one phone call to the child's parent(s). The attendance promotion policy outlined below will be followed if the child is determined to have an unexcused absence.
 - c. Secretary/FAs will discuss with parent/guardian the importance of on-time arrival, or advance

notification of a child's absence.

d. All parent contact, by Nurse, Teacher, FA, Secretary will be documented in FacsPro casenotes.

- 2) The program will work with families to promote regular attendance. The following staff procedure will be followed for center based programs:
- Parents/Guardians will be informed of the Head Start Attendance Policy at the initial Head Start orientation and contact numbers for the center base staff to contact if their child will not be attending class.
 - Teachers will notify Secretary/ Family Advocates when a child is absent unexcused. Secretary/Family Advocates and teaching staff will review the classroom attendance in Facspro on a weekly basis to ensure proper attendance records and determine patterns of absenteeism. If an attendance issue/pattern of absence is identified, the family advocate and teacher will discuss the best approach for contacting the family to discuss any issues/barriers the family may be facing.
 - If absences are excused, no special action is required. At which time, the Family Advocate will continue to keep in contact with the family and provide resources as appropriate. These absences will be entered as 'excused' absences in the attendance screen of Facspro. Staff will work together to make every effort to ensure that children maintain consistent attendance.
 - Parents will be notified of the program's attendance policy, the importance of regular attendance and made aware that excessive or chronic absenteeism will result in their child being placed on their center's waitlist.
 - When a child has two unexcused absences within a two week-period the following steps will be started.
 1. The Secretary/FA/teacher will attempt to contact the family by phone, email or through emergency contact information expressing concern and offering assistance.
 - The First Notice of Attendance Concern will be sent to the family, offering assistance and urging the family to contact the program within three school days.
 - If contact is made with the family, the Family Advocate will remind family of the attendance policy, discuss the importance of regular attendance, remind the family to always notify the center when an absence occurs, discuss possible family support procedures.
 2. Within the next two weeks, if the child has had more than two additional unexcused absences the child is considered chronically absent and the following steps will occur:
 - The Family Advocate will again contact the family, inform them of the unexcused absences and revisit the attendance policy, make sure family support is in place, discuss support options, discuss the policy on excessive or chronic absenteeism which may result in the child being placed back on their center's waitlist.
 - If after three additional school days, despite continued attempts by the Family Advocate/Teacher, no contact has been made with the family, the Second Notice of Attendance Concern will be sent to the family, offering assistance, urging the family to contact the program within three days or conduct a home visit as necessary.
 3. When a child has excessive absences or is considered chronically absent the following steps will take place
 - The Family Advocate will ensure all action that have been taken and reason for excessive or chronic absences is documented in FacsPro and the child's file.
 - The Family Advocate will contact the family to inform them their child is being placed on their center's waitlist.

- The Family Advocate will send a final letter to the family informing them their child has been placed on their center's waitlist
- Once all of these steps have been followed and all attempts to contact the family or improve attendance have been unsuccessful, the child will be removed from the class list and placed on the waitlist. All contacts by family advocate/teacher must be documented in Facspro case notes.
- If a letter is returned due to a change in address at any point during this process, the letter is then placed in the child's file, a notation is made in the case notes and the child is placed on the center's waiting list.
- SPECIAL NOTE: For those children who have been accepted and are expected to attend, but have yet to attend, the above outlined procedure should also be followed with one variation: If a child has yet to attend, their absences should be recorded as 'unexcused' regardless of whether contact has been made with a parent and/or a parent has indicated an illness or well-documented circumstances. Until a child has attended for at least one day, all absences will be recorded as 'unexcused' in the Facspro attendance screen.

2(b) Managing systemic program attendance issues: If a program's monthly average daily attendance rate falls below 85 percent, the program must analyze the cases of absenteeism to identify any systemic issues that contribute to the program's absentee rate. The program must use this data to make necessary changes in a timely manner as part of ongoing oversight and correction. The staff procedure is as follows:

- Each month the Associate Director for Family Engagement will send a report to the Associate Director of School Readiness of all classrooms with attendance below the required 85%. The Associate Director of School Readiness, along with appropriate staff members, will analyze available data and determine if any correlation exists between child attendance and teacher attendance, COR scores, CLASS observations, and the prevalent reasons for children's absences.
- Family Advocates will be made aware of commonly existing barriers and will work with identified families to overcome challenges preventing on-time, regular attendance.
- All interactions with specific families will be documented in FacsPro case notes.

3) Supporting attendance of homeless children

1. If the program determines the child is eligible under the McKinney Vento Homeless Assistance Act, as defined in 1302.12, the child will be allowed to maintain enrollment in the program for up to 90 days with immunizations or other eligibility records, the exception being a physical exam as required by State of Michigan Child Care Licensing.
 - a. Homeless children needing a physical will be referred to OLHSA's in-house health center or another clinic nearest their current residence.
2. If a family experiencing homelessness has irregular attendance due to transportation challenges, the program will work with the family of overcoming this barrier. Family Advocates will work with parents to contact the Waterford School District to determine what assistance is available through state funding, DHS Pathways workers, churches, etc...

December 2018/Waterford HS MTD Budget

TEACHING SALARY	1,675.84
AIDES SALARY	12,311.53
TEMPORARY TEACHING SALARY	92.05
LIFE INSURANCE	16.5
DISABILITY INSURANCE	7.35
HEALTH INSURANCE	-1,516.94
DENTAL INSURANCE	43.4
VISION INSURANCE	13.04
RETIREMENT	3,909.47
FICA	1,129.30
WORKERS COMPENSATION	140.11
INSTRUCTIONAL SERVICES	119.39
TEACHING/TESTING SUPPLIES	115.37
CHILD FOOD CARE	1,559.99
PARENT ACTIVITY FUND	151.43
PUPIL SERVICES	745.43
PROF & TECH SERVICES	1,688.89
SOCIAL WORKER SALARY	19,745.52
LIFE INSURANCE	13.5
DISABILITY INSURANCE	35.27
HEALTH INSURANCE	7,002.40
DENTAL INSURANCE	346.24
VISION INSURANCE	61.68
RETIREMENT	5,129.97
FICA	1,158.95
WORKERS COMPENSATION	197.49
TEMP TEACHER ASST SALARY	1,508.33
RETIREMENT	401.22
FICA	113.63
WORKERS COMPENSATION	15.09
SUPERVISION/DIRECTION-INSTRUCT	7,564.28
LIFE INSURANCE	21.98
DISABILITY INSURANCE	17.65
HEALTH INSURANCE	899
DENTAL INSURANCE	75.92
VISION INSURANCE	13.04
RETIREMENT	2,031.05
FICA	534.76
WORKERS COMPENSATION	78.57
EARLY CHILDHOOD SPECIALIST	1,800.00
OFFICE SUPPLIES	299.94
Total Expenditures	71,267.63

**WATERFORD HEAD START
DETERMINING, VERIFYING AND DOCUMENTING ELIGIBILITY**

Relates to Head Start Performance Standard(s) 1302.12

Purpose:

Describes the requirements and procedures for the eligibility determinations, recruitment, selection, enrollment and attendance of children.

This policy contains the procedures and process overview for all of the above.

PROCEDURE:

DETERMINING, VERIFYING AND DOCUMENTING ELIGIBILITY

Eligibility is based on the child's age and family income. All criteria is verified by the program before eligibility is determined. In regards to income eligibility, the program's first priority is to enroll families at or below 100% of the Federal Poverty Level, families receiving public assistance, children in foster care or children from homeless families.

Eligibility

Staff will conduct an in-person interview with all families interested in enrolling their child(ren) in Early Head Start or Head Start. Staff will verify income eligibility based on one of the following, and will place a copy of the verification documents used in the child's paper file:

- Family income is equal to or below 100% of the Federal Poverty Line (FPL)
- Family income is between 101%-130% of the FPL (requires approval)
- Family income is above 131% of the FPL (requires approval)
- Family is currently receiving public assistance (SSI or TANF/FIP/cash assistance)
- Child is in foster care
- Family is homeless, as defined by the McKinney Vento Homeless Assistance Act

Income is commonly verified with tax forms or pay stubs documenting 12 months of income, but additional documents may be collected based on availability or accessibility.

Age Eligibility

Staff will verify, and place a paper copy of any verification documents in the child's paper file, a child's birthday and/or current age to determine eligibility. Staff will make every effort to collect a birth certificate, hospital verification of birth, Affidavit of Parentage or other such document. In the case of foster care, homelessness or if obtaining this document will place undue hardship on the child's family, then program staff will document in FacsPro their attempts at verification and will determine eligibility without supporting documents.

Additional Allowances

Staff are required to submit an Over Income Referral Form to the Associate Director for Family Engagement when a family income is above 100% of the FPL. The program will allow up to 10% of the programs funded enrollment to be children with family income above 100% of FPL. The usage and availability of these slots is approved and tracked by the AD for Family Engagement.

If, during a program year the program has enrolled all of its available 10% of over-income slots, and remains under enrolled, the program may choose to exercise their option to enroll an additional 35% of children from families with

income between 101% and 130% of FPL. These families must meet the guidelines for selection that have been established by the program and will generally have a documented need for Head Start, such as children with disabilities, teen parents, incarceration or concerns about abuse or neglect. The usage and availability will also be tracked by the AD for Family Engagement. At no time should program staff accept or enroll the additional 35% of children without advanced written permission from the Associate Director for Family Engagement.

Duration of Eligibility

If a child is determined to be eligible and participates in the Head Start program, the child will remain eligible through the conclusion of the following program year. The program may elect not to re-enroll a child when there has been a significant change in the family's income or risk factors.

If a child is determined eligible and participates in the Early Head Start program, the child will remain eligible through their third birthday, or when the child becomes eligible for Head Start.

A program must re-verify the eligibility of a child moving from Early Head Start to Head Start. The program has ensured that children transitioning from Early Head Start to Head Start are prioritized using the program's Family Risk Criteria.

A child that has been determined eligible but does not participate in either Early Head Start or Head Start will not retain their eligibility into the following program year. The child's eligibility must be re-verified. Children that remained on the program's active waitlist but did not receive services will be prioritized for enrollment using the Family Risk Criteria.

Records

The program will keep eligibility documentation for each child that include:

- Copies of any documents or signed statements that are necessary to verify eligibility
- A statement that program staff have made reasonable efforts to verify information through an in-person interview, describing all efforts made to verify eligibility through the applying family or a third party source.
- A signed release form for each separate third party source the program must contact to verify eligibility
- A Head Start Eligibility Verification Form, signed by the verifying staff member
-

These documents must be kept on file no less than one year after the child has stopped receiving services.

Training on Eligibility

The program will train all governing body, policy council, program management and staff who determine eligibility on the program's procedures and any applicable federal regulations related to child and family eligibility. The program will, at a minimum, contain:

- Methods on how to collect complete and accurate eligibility information.
- Strategies for treating all families with dignity and respect and for dealing with potential issues of domestic violence, stigma and privacy
- Describe agency and program policy and procedures that take action against staff, families or any participant who attempt to provide or provide intentionally false eligibility information or documentation

This training will be provided to each new staff member within 90 days of employment and to governing body and policy council members within 180 days of the beginning of either's term.

Prior to each new program year, during the program's all-staff orientation, this training will be provided to all staff.

New staff members who make eligibility determination will be provided with an in-depth training session on individual forms and directions within 30 days of hire. This training will be provided to all staff who make eligibility determinations either yearly or as procedures are updated. Programs must keep documentation of these trainings for a period of three years.



WATERFORD HEAD START ENROLLMENT

Relates to Head Start Performance Standard(s) 1302.15

Purpose:

To ensure the program maintains its funded enrollment, including through the use of reserved slots, and fills slots as soon as possible after vacancies are identified.

POLICY:

- A) The program will maintain its funded enrollment throughout the program year
 - a. All funded enrollment slots must be filled.
 - b. The program will make every effort, as vacancies are identified, to fill slots within 30 days using the procedure outlined in 1302.13 Recruitment of Children

- B) The program will make efforts to ensure continuity of enrollment by maintaining the participation of eligible children for the following program year:
 - a. Parents of currently enrolled children that will remain age eligible for the next program year will be contacted for re-enrollment and complete this process beginning in March of the current program year.
 - b. The program will work to ensure any child identified as homeless, or in foster care, maintains their enrollment in the program should the family move to a different service area provided that there is an opening available in the receiving program. The program will work with the child's parents to transition them to a program in a different service area, if that is what best fits the family's need.
 - c. The program will work with currently enrolled families that move outside of the service area to transition to another program. In order to maintain continuity of enrollment, the child may remain in the program if there are no available slots in their receiving program.
 - d. The program will comply with the immunization requirements as outlined in Michigan State Child Care Licensing.

- C) Voluntary Parent Participation:
 - a. Parent participation is welcomed and encouraged, as outlined in 1302.34 Parent Family Engagement in Education and 1302.50 Family Engagement, it will not be considered as a requirement of any child's enrollment.


A Community Action Agency
WATERFORD HEAD START
GOVERNING BODY

Relates to Head Start Program Performance Standard(s) 1301.2

Overall Purpose of Governing Body Policies:

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

(a) Composition

Purpose:

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

Procedure:

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

(b) Duties and Responsibilities

Purpose:

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

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

Procedure:

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

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

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

(c) Advisory Committees

Purpose:

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

Procedure:

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

Waterford Head Start Monthly Report

December 2018

Funded enrollment:	85
Current enrollment:	85
# of families on the wait list (in-district)	7
# of families on the wait list (out-of-district)	25
# of meals served	2,040
Student attendance	90.4%
Teacher attendance	96%
# of students with disabilities	12
# of staff vacancies	0



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 Head Start Policy Committee
Code of Operations

2018-2019

Article I: Name of the Organization:

The name of this group shall be called the Waterford Head Start Policy Committee.

Article II: Group Purpose :

The purpose of this group shall be to assist in providing a comprehensive Child Development Program for families enrolled in the Waterford Head Start program and to ensure that, as an integral part of this program, the child's family and community will be involved in accordance with the Head Start philosophy.

Article III: Goals:

The goals of the group shall be:

- To establish a method of hearing and resolving community complaints
- To serve as a link between public and private organizations
- To have the opportunity to initiate suggestions for program participation
- To establish goals of the Head Start program and develop ways to meet them
- To assist in recruiting volunteer services from parents, community residents and organizations
- To assist in the mobilization of community resources to meet identified needs

Article IV Meetings:

Section 1: Date and Time:

The Waterford Head Start Policy Committee will be held monthly until January and then every other month starting in February. Meetings will take place on the first Friday of the month.

Section 2: Special Meetings

Notice of special meetings must be in writing or by telephone at least 5 days prior to such meetings

Article V Membership:

Section 1: Eligibility

At least 51% of this committee shall be parents of the Waterford Head Start children presently enrolled in the program. The remainder of the membership can be representatives from the community.

Staff members will attend the meeting of the committee to receive and/or give information, upon the request of the committee.

Section 2: Selection of Members

Selection of members will be by voluntary nomination with final approval by a vote of the both the Parent Committee and by the acceptance of the Policy Committee. General responsibilities will be the responsibility of the Head Start Director.

All representatives of the community must be approved by elected parent members of this committee.

For the 2018-2019 school year 6 parents, 3 community members (School Board Member is Community Rep and has voting capacity) will make up this committee.

Section 3: Length of Membership

All parents of children currently enrolled in the Waterford Head Start program may serve on the committee from September until a new Board is seated in October. Members can serve up to 5 years on the Board both in a parent capacity and community member.

However, with approval of the Parent Committee, they may continue as a Community Representative. Membership, both parents and Community Representatives, must be limited to no more than five years.

Section 4: Voting Rights of Members

All members are entitled to one vote, including Community Representatives.

Email votes will be considered as a valid means of voting to approve an item(Policy, Bylaws or Budget) in the event that a quorum or meeting is not possible in the timeframe that an item needs to be approved.

Section 5: Quorum

Attendance of a minimum of 3 members of the committee shall constitute a quorum.

Section 6: Size of the Membership

The Policy Committee will decide the size of the membership of the group, minimum and maximum with the group requiring 51% or higher participation of parents with a child enrolled in the program.

Article VI: Officers

Section 1: Officer's Positions

- a. Chairperson
- b. Vice Chairperson
- c. Secretary
- d. Policy Council Representative(if available)

Section 2: Election of Officers/Terms/Vacancies

The committee membership shall elect their officers annually before November 30th. This election will be made up of all persons who have an interest in running for office. Persons may nominate themselves or be nominated by other members. All officer positions are to be held until new officers are elected the next program year.

Any position that becomes vacant should be made known to the total membership and election shall take place as soon as possible. To be elected, you must be present. Any officer missing

three consecutive meetings will result in termination from the group.

Section 3: Duties of Officers

Chairperson: Conduct all meetings, plan meeting topics and agendas with the help of support staff, Director and program requirements. The Chairperson works very closely with the Family Advocate.

Vice Chairperson: In the absence of the Chairperson assumes his/her responsibilities. Any position that becomes vacant be made known to the total membership and election shall take place as soon as possible. Elected officers missing three consecutive meetings will result in termination.

The Policy Committee may make interim appointments to fill vacancies.

Secretary: Attends monthly meetings. Makes sure sign in sheets are completed at each meeting, takes minutes of all meetings.

Policy Council Representatives: Attends monthly meetings and Policy Council meetings, serves as link between the two committees.

Article VII: Amendments

Changes in this Code of Operations may be made by a favorable vote of 2/3 of members present at a regular meeting or by email approval.

Local Chairperson_____

Local Vice Chairperson_____

Date:_____

Updated/Approved 09/14/2018 Waterford Head Start Policy Committee



WATERFORD HEAD START SELECTION

Relates to Head Start Performance Standard(s) 1302.14

Purpose:

To ensure children with the highest level of need receive the services of the program, selection criteria will be established that weighs the prioritization of applicants and their relevant risk factors.

This policy contains the procedures and process overview for the above.

PROCEDURE:

- A) Selection is based on the income or category of eligibility of each family, and the extent to which a child or family meets the program's established Family Risk Criteria. Staff members are trained and must use the Family Risk Criteria to rank children and ensure children are properly prioritized based on their risk criteria points.
 - a. Family Risk Criteria points are assessed during an intake interview and include points based on the child's family income, homelessness, whether the child is in foster care, the child's age and whether the child is eligible for special education services.
 - b. Family Risk Criteria points are also used to identify family and community needs identified in the community needs assessment.
 - c. Families with the highest number of points are enrolled into the program first.
 - d. When a vacancy occurs during the program year, the staff member responsible for placement should notify the family that has the highest risk score by reviewing the waitlist and prioritizing that child for enrollment.
 - e. A child considered the most at risk may not be placed in a classroom in the following exceptions only, and the child with the next highest number of risk criteria points should be selected:
 - i. The child's family declines classroom placement at the time the vacancy occurs.
 - ii. The child cannot be placed into a classroom with the vacancy due to childcare licensing restrictions.

- B) Children eligible for services under IDEA:
 - a. The program will ensure at least 10% of its total funded enrollment is filled by children eligible for services under IDEA.
 - b. The program will prioritize children eligible for services under IDEA using the Family Risk Criteria described in Section A of this policy.
 - c. If the program does not meet this 10% requirement, a waiver request will be submitted.

- C) Waiting Lists
 - a. The program will accept applications from interested families at any time, ensuring an active, ranked waitlist using the Family Risk Criteria described in Section A of this policy.



**WATERFORD HEAD START
STANDARDS OF CONDUCT AGREEMENT**

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

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

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

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

Signature

Date

Witness Signature

Date

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

ITEM NO.:	5.d.	Information Item
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*

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.

Resource Persons: Board of Education

Date of Board of Education Meeting: February 7, 2019

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

ITEM NO.: 5.e. Information Item
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

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.

Resource Persons: Board of Education

Date of Board of Education Meeting: February 7, 2019

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

ITEM NO.:	5.f.	Information Item
TOPIC:	Order of Business on Regular Meeting Agendas	

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

Resource Persons: Board of Education

Date of Board of Education Meeting: February 7, 2019

INFORMATION

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

ITEM NO.: 5.g. Information Item
TOPIC: NSBA Advocacy Institute

John Paul Torres, Board Vice President, will report on the National School Board Association (NSBA) Advocacy Institute, held January 27-29, 2019, in Washington, D.C.

Resource Persons: John Paul Torres, Vice President

Date of Board of Education Meeting: February 7, 2019

WATERFORD BOARD OF EDUCATION – MINUTES

Regular Meeting

January 17, 2019

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 Vice President Torres 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, Barghahn, Josselyn and Piggott
Absent: None
Others: Keith Wunderlich, Bill Holbrook, Darin Holley, Lisa McFee Janet McLeod, Nadine Milostan, Mary Craite, Michelle Sullivan, Linda Stier, Brandon Barchus, Nick Barchus, Mike Stier, David Kindel, Debra Cooper, Lori McCracken, Erica Rolack, Larry Spiece, Grant Smith, Richard Kuhn, Jason Pratt, Greg Sutherland, Jessica Pumfrey, Ken VanHorn, Frank Benning, Irene Jarois, Kent Douglas, Michele Wareck, Melissa Pless, Lisa Kane, Riley Vermilya, Sally Hart, Mark Herne, Megan Roberts and others not registered.

APPROVAL OF THE AGENDA

Moved by Member Barghahn and supported by Member Piggott that the Board of Education move the Superintendent's Report after Audience Comments on Non-Action Items for this meeting and then put on the next agenda for consideration.

Members of the Board offered comments in support and in opposition with this motion.

Ayes: Members Torres, Barghahn, Piggott and Josselyn

Nays: Members Halls, Petrusha and Sutherland

Motion carries. (4-3)

OATH OF OFFICE

The Honorable Judge Kuhn, 51st District Court, administered the Oath of Office to newly elected members Julie Josselyn and Joan Sutherland.

CELEBRATION OF LEARNING

a. Kettering Production – Noises Off

The Board of Education welcomed the Waterford Kettering Drama Club to present a sneak peak of their upcoming production, Noises Off. .

ORGANIZATION

(1) PRESIDENT (continued)

Member Petrusha nominated Member Halls.

Member Barghahn nominated Member Piggott.

All those in favor of Member Piggott: Members Josselyn, Torres, Barghahn and Piggott

All those in favor of Member Halls: Members Halls, Petrusha and Sutherland

Member Piggott will serve as President for 2019.

(2) VICE PRESIDENT

Member Petrusha nominated Member Sutherland.

Member Piggott nominated Member Torres.

All those in favor of Member Torres: Members Josselyn, Barghahn, Piggott, and Torres

All those in favor of Member Sutherland: Members Halls, Petrusha and Sutherland

Member Torres will serve as Vice President for 2019.

(3) SECRETARY

Member Petrusha nominated Member Halls.

The nomination was supported unanimously.

Member Halls will serve as Secretary for 2019.

(4) TREASURER

Member Torres nominated Member Barghahn.

Member Halls nominated Member Petrusha. Member Petrusha declined.

Member Petrusha nominated Member Sutherland.

All those in favor of Member Barghahn: Members Barghahn, Piggott, Josselyn, and Torres

All those in favor of Member Sutherland: Members Petrusha, Sutherland and Halls

Member Barghahn will serve as Treasurer for 2019.

b. APPOINTMENTS

Oakland Schools

Representative: Sutherland

Alternate: Halls

ORGANIZATION

b. APPOINTMENTS (continued)

OCSBA Legislative Forum
Representative: Torres

Alternate: Sutherland

Waterford Township Recreation Board
Representative: Petrusha
Hess Hathaway Advisory Board
Representative: Torres

Alternate: Piggott

Alternate: Petrusha

Waterford Youth Assistance
Representative: Josselyn

Alternate: Torres

Head Start Policy Committee
Representative: Petrusha

Alternate: Barghahn

Drayton Plains Nature Center Advisory Board
Representative: Barghahn

Alternate: Halls

INFORMATION ITEMS

a. Bid Package 19-02: Cooley Elementary Remodel and Additional Pierce MS Door Replacement

Waterford School District Administration is seeking proposals for the following projects for Bid Package 19-02:

- Cooley Elementary Remodel
- Additional Pierce Middle School Door Replacement

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

Funding Source: 2016 Bond Series II

Member Torres asked clarifying questions relative to the process to determine which schools get remodeled, if there is a need to shift and input. Mr. Holbrook responded that the plans are outlined in the 2016 Bond and as needs come up we do adjust. Input was received when going out from the bond from parents, staff and community.

AUDIENCE COMMENTS ON ACTION ITEMS

Sally Hart addressed the Board regarding the District's policy relative to social media.

APPROVAL OF THE MINUTES

a. December 20, 2018, Regular Meeting

b. January 14, 2019, Special Meeting

Moved by Member Halls and supported by Member Sutherland that the Board of Education approve the minutes of the December 20, 2018, Regular Meeting and January 14, 2019, Special Meeting.

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

Nays: None

Motion carried. (7-0)

ACCOUNTS PAYABLE

Moved by Member Barghahn and supported by Member Halls that the Board of Education approve the accounts payable for the month of December 2018, per the reports included in the January 17, 2019 materials.

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

Nays: None

Motion carried. (7-0)

FINANCIAL STATEMENT

The Board of Education is in receipt of the statement of revenues and expenditures ended December 31, 2018.

NEW BUSINESS

a. Superintendent's Recommendations

(1) Recommendation 57-18-19 Relative to Retirements/Resignations/Leave of Absence Expirations

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

Kortlandt, Megan - Teacher
Durant High School
Resignation
Effective: January 25, 2019

Parr-Smith, Lisa – Social Worker
Durant High School
Retirement
Effective: January 25, 2019

Simonds, Doreen – Food Service Director
Retirement
Effective: June 30, 2019

Steaban, Andrea – Dean of Students
Kettering High School
Resignation
Effective: January 11, 2019

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

Nays: None

Motion carried. (7-0)

Members of the Board offered comments and accolades to the staff on this list.

(2) Recommendation 58-18-19 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 2018-2019 school year:

NEW BUSINESS

a. Superintendent's Recommendations

(2) Recommendation 58-18-19 Relative to Teaching Contract Changes/Appointments (continued)

Crosby, Maegen – Teacher
Kettering High School
Increased from 100% to 108.5%
2nd Semester, Probationary Contract
Effective: January 28, 2019

Schoonover, Josephine – Teacher
Mott High School
Increased from 100% to 108.5%
2nd Semester, Tenure Contract
Effective: January 28, 2019

Haller, Nancy – Teacher
Mott High School
Increased from 100% to 108.5%
2nd Semester, Tenure Contract
Effective: January 28, 2019

Weston, Michelle – Teacher
Kettering High School
Increased from 100% to 108.5%
2nd Semester, Tenure Contract
Effective: January 28, 2019

Robinson, Ryan – Teacher
Mott High School
Increased from 100% to 108.5%
2nd Semester, Tenure Contract
Effective: January 28, 2019

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

(3) Recommendation 59-18-19 Relative to 2019-2020 Meeting Schedule

Moved by Member Halls and supported by Member Petrusha that the Board of Education adopt the Regular Meeting schedule of the Board of Education per the list below, on the first and third Thursday of each month, with exceptions. Board meetings will be held at 6:00 PM at the Waterford Township Hall Auditorium, 5200 Civic Center Drive, Waterford, Michigan, unless posted otherwise.

2019-2020

*July 4, 2019	July 18, 2019
August 1, 2019	August 15, 2019
September 5, 2019	September 19, 2019
October 3, 2019	October 17, 2019
November 7, 2019	November 21, 2019
December 5, 2019	December 19, 2019
*January 2, 2020	January 16, 2020
February 6, 2020	February 20, 2020
March 5, 2020	March 19, 2020
April 2, 2020	April 16, 2020
May 7, 2020	May 21, 2020
June 4, 2020	June 18, 2020

***No Meeting Scheduled**

Member Torres voiced that he has received requests from the community to move the start time to 6:30 PM to accommodate schedules.

Ayes: Members Petrusha, Halls, and Sutherland
Nays: Members Piggott, Torres, Josselyn and Barghahn
Motion failed. (3-4)

NEW BUSINESS

a. Superintendent's Recommendations

- (3) Recommendation 59-18-19 Relative to 2019-2020 Meeting Schedule (continued)

Moved by Member Torres and supported by Member Piggott that the Board of Education approve the schedule as presented with an amended start time of 6:30 PM.

Ayes: Members Torres, Halls, Barghahn and Josselyn

Nays: Halls, Petrusha and Sutherland

Motion carried. (4-3)

- (4) Recommendation 60-18-19 Relative to Bond Authorizing Resolution

Moved by Member Barghahn and supported by Member Petrusha that the Board of Education approved the attached resolution that provides for authorization by the Board of Education for the issuance of School District Bond, 2016 Series IV, not to exceed \$19,530,000.

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

Nays: None

Motion carried. (7-0)

- (5) Recommendation 61-18-19 Relative to Resolution – Section 1352 of Revised School Code, School District Bond, 2016 Series II

Moved by Member Barghahn and supported by Member Petrusha that the Board of Education approve the attached resolution that enables the School District to comply with the provision of Section 1352 of the Revised School Code with respect to contracting for legal representation by a law firm for the School District's issuance of its School District Bond, 2016 Series IV.

Dickinson Wright is the District's legal counsel for this bond issuance and works in conjunction with the District's capital bond advisor, Steven Burke of MFCI.

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

Nays: None

Motion carried. (7-0)

- (6) Policy 7540.04: Staff Technology Use and Safety

Moved by Member Halls and supported by Member Petrusha that the Board of Education approve Policy 7540.04, as revised, removing the optional language provided by Neola on page 6 of 7 with regard to an employee's personal or private use of social media.

Members engaged in discussion relative to this motion.

Ayes: Members Torres, Halls, Barghahn and Josselyn

Nays: Halls, Petrusha and Sutherland

Motion carried. (4-3)

NEW BUSINESS

a. Superintendent's Recommendations

(7) Resolution Objecting to the Issuance or Transfer of License

The Waterford School District has been notified that the Liquor Control Commission has determined that the following application for a retail liquor license is located within 500 feet of Mott High School:

Pontiac Lake, Inc., requests to transfer ownership of an existing Specially Designated Distributor License to be located at 3000 Pontiac Lake Road, Waterford, Oakland County. Section 503(4) of the Liquor Control Code of 1998 states that if a church or school objects to the issuance of certain retail licenses, the Commission shall hold a hearing before making a decision on whether to issue the license.

Under the provisions of the Commission's Church or School Hearing Rules, if the Board of Education objects to the issuance or transfer of location of this license, the Board has 15 days from the receipt of notice to file the attached resolution with the Lansing Office of the Commission. If no resolution is received within the 15-day period, the Commission will assume no objection exists.

Should the Board of Education object to the application, a copy of the resolution will be sent to the applicant and a hearing will be scheduled before the Commission based upon the Board's objections. The Board will be notified at least seven days in advance of the date of the hearing. An attorney may represent the Board at the hearing.

Moved by Member Halls and supported by Member Sutherland that the Board of Education approve the attached resolution objecting to the Pontiac Lake, Inc., request to transfer ownership of an existing Specially Designated Distributor License to be located at 3000 Pontiac Lake Road, Waterford, Oakland County.

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:

- Ken VanHorn – Schools
- Jessica Pumfrey – Meeting time change, order of business and focusing on the kids
- Mary Craite – Social Media Policy
- Art Welch – Social Media Policy
- Lisa Kane – Class sizes, fund balance and increase in staff pay
- Sally Hart – Social Media Policy
- Grant Smith - Mentoring
- Holly Powell - Social Media Policy
- Name not stated – ASD Program

SUPERINTENDENT'S REPORT

Superintendent Wunderlich responded to audience comments and discussed the School Finance Research Collaborative, School of Choice, upcoming events, Mott Player of the Week, Kindergarten Orientation and Roundups, Robotics and Board Appreciation Month.

DISCUSSION ITEMS

a. Future Items

(1) Action – Bid Package 19-02

b. Board of Education Reports

Member Barghahn welcomed Member Josselyn and expressed her interest in information items relative to stipends, policy discussion regarding positions coming before the Board and the order of business and also expressed appreciation for the Board Recognition gifts.

Member Torres discussed the School Finance Research Collaborative, School of Choice and recognized former member John Himmelspach and newly elected Julie Josselyn.

Member Josselyn thanked the students for the gifts in honor of Board Appreciation Month.

Member Sutherland welcomed Member Josselyn and congratulated Member Piggott on the presidency. She also spoke about board governance, recognition gifts, the Finance Collaborative and thanked Mr. Smith and the Youth Assistance for his work with the mentoring program.

Member Halls welcomed Member Josselyn.

Member Piggott also welcomed Member Josselyn and congratulated Member Sutherland on her re-election. He went on to discuss coming together for the good of the District.

ADJOURNMENT

The meeting was adjourned by President Piggott at 8:50 PM.

A video recording is on file with the official minutes.

Secretary, Board of Education

/mr

**WATERFORD SCHOOL DISTRICT
BOARD OF EDUCATION
Special Meeting
February 5, 2019**

OPENING

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

PLEDGE OF ALLEGIANCE

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

ROLL CALL

Present: Members Petrusha, Barghahn, Piggott, Sutherland, Torres, and Josselyn
Absent: Member Halls
Others: Megan Roberts, Donna Oser, Carl Weiss, Nancy Campbell, Charles Andrews, Jessica Pumfrey, Elyse Swenson and Mark Herne.

APPROVAL OF THE AGENDA

The agenda was approved as presented.

SEARCH FIRM CONSULTANT INTERVIEWS

The Board of Education conducted interviews with the following executive search firm consultants:

- Michigan Association of School Boards
Donna Oser
- Metropolitan Detroit Bureau of School Studies, Inc.
Carl Weiss and Nancy Campbell
- Michigan Leadership Institute
Charles Andrews

AUDIENCE COMMENTS

There were no audience comments.

2019 SUPERINTENDENT SEARCH

The Board of Education discussed the 2019 search and the interviews for search services.

Moved by Member Petrusha and supported by Member Josselyn that the Board of Education enter into an agreement with Michigan Association of School Boards to conduct the 2019 Waterford School District Superintendent Search.

Ayes: Members Josselyn, Sutherland, Torres, Piggott, Barghahn, and Petrusha
Nays: None
Motion passes. (6-0)

ADJOURNMENT

The Special Meeting was adjourned at 9:02 PM.

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

ITEM NO.: 8.a.(1)	NEW BUSINESS Superintendent's Recommendation 64-18-19
TOPIC :	Retirements/Resignations/Leave of Absence Expirations

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

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

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

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

Date of Board of Education Meeting: February 7, 2019

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

ITEM NO.: 8.a.(2) NEW BUSINESS
Superintendent's Recommendation 65-18-19
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:

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

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

Date of Board of Education Meeting: February 7, 2019

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

ITEM NO.: 8.a.(3) NEW BUSINESS
Superintendent's Recommendation 66-18-19
TOPIC : Administrative Contract Changes and Appointments

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

Dagenhardt, Amy – Director, Finance & Budget
Waterford School District
100% Administrator Contract
Effective: February 25, 2019

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

Date of Board of Education Meeting: February 7, 2019

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

ITEM NO.: 8.b.(1)	NEW BUSINESS: Consideration of Certain Purchases Superintendent's Recommendation 67-18-19
TOPIC:	Contract Award: Bid Package 19-02 Cooley Elementary School Remodel and Additional Pierce Middle School Door Replacement

The Administration recommends the awarding of contracts for Bid Package 19-02 on the following summary of bids for Cooley Elementary School 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	<u>1,927,200</u>
Total Award:		<u><u>\$ 6,187,163</u></u>

*Included is an attached memo explanation of the Barton Malow recommendation

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 7, 2019

January 31, 2019

Mr. William Holbrook
Executive Director, Business and Operations
Waterford School District
501 N. Cass Lake Road
Waterford, MI 48328

Re: **Contract Award Presentation**
Bid Pack 19-02 Cooley Elem. School Remodel and Addition, Pierce Middle School Door Replacement

Dear Mr. Holbrook:

Proposals were received January 23, 2019 for construction of Cooley Elementary School Remodel and Addition, Pierce Middle School Door Replacement. We reviewed the proposals and qualifications of each of the bidders, jointly with French Associates, Inc., and recommend contracts be awarded as follows:

<u>Category</u>	<u>Contractor</u>	<u>Amount</u>
02 4000 Demolition	DKI International, Inc.	\$169,700.00
03 3000 Foundations	Midtown Group LLC	\$146,500.00
04 0000 Masonry	Albaugh Masonry Stone Tile Inc.	\$620,844.00
05 0000 Structural Steel	Davis Iron Works, Inc.	\$219,900.00
06 0000 Carpentry	Clark Construction Company	\$326,800.00
07 4000 Metal Wall Panels	Silverline Contracting	\$67,800.00
07 5000 Roofing	Streng Construction Co.	\$190,000.00
08 1600 Aluminum Framing	Hewett Company	\$345,415.00
09 3000 Hard Tile	NBS Commercial Interiors	\$57,950.00
09 6500 Flooring	Cohns Commercial Floor Covering, Inc.	\$133,654.00
09 9000 Painting	Classic Painting Co., LLC	\$117,987.00
11 6600 Gym Equipment	Bareman & Associates, Inc	\$27,413.00
12 3200 Casework	Detroit Technical Equipment	\$178,000.00
22 0000 Mechanical	Miller-Boldt, Inc	\$965,000.00
26 0000 Electrical	Metro Electric Engineering Technologies	\$693,000.00
32 0000 Site Work	Cortis Brothers Trucking & Excavating	\$1,927,200
Total Award:		\$6,187,163

Included with this letter is a tabulation of all bids received, and a summary of recommended bidders. Note that RG Painting, LLC submitted bids which were incomplete, and therefore they are not being considered. The current projection of trade contracts after awards are complete is **\$6,187,163**. Please contact me should you have any questions.

Sincerely,

Larry Bukowski

Project Manager
Barton Malow Co.

Waterford School District - Bid Pack 19-03 Bid Tabulations

			Alternates
Bid Category	Company	Base Bid	Fire Hydrants
Selective Demolition	DKI, International Inc.	\$169,700.00	
	Christman Constructors, Inc.	\$189,475.00	
	Blue Star, Inc.	\$229,500.00	
Concrete & Foundations	Midtown Group LLC	\$146,500.00	
	McCarthy Construction Co	\$154,868.00	
	CIT Contracting	\$161,150.00	
	Villanova Construction Co., Inc.	\$169,975.00	
	DeMaria Building Company, Inc.	\$257,100.00	
Masonry	Albaugh Masonry Stone Tile Inc.	\$620,844.00	
	D'Aloisio Masonry & Construction, Inc.	\$657,000.00	
	Schiffer Mason Contractors	\$856,000.00	
	HMC Mason Contractors	\$883,900.00	
Structural Steel	Davis Iron Works, Inc.	\$219,900.00	
	Zak Welding & Custom Work, LLC	\$228,900.00	
	B&A Structural Steel LLC	\$237,500.00	
	Commmercial Contracting Co	\$289,000.00	
Carpentry	Clark Construction Company	\$326,800.00	
	Stenco Construction	\$342,000.00	
	Heritage Contracting	\$383,500.00	
	Woodlogix	\$453,000.00	
	City Contracting Services	\$455,000.00	
Metal Wall Panels	Silverline Contracting	\$67,800.00	
	Streng Construction Inc.	\$85,000.00	
	Schena Roofing & Sheet Metal Co., Inc.	\$132,100.00	
Roofing	Streng Construction Inc.	\$190,000.00	
	Summit Roofing	\$209,880.00	
	LaDuke Roofing and Sheetmetal	\$211,230.00	
	Royal Roofing	\$228,900.00	
	Schena Roofing & Sheet Metal Co., Inc.	\$249,969.00	
	Quality Roofing	\$262,667.00	

Aluminum Framing	Hewett Company	\$345,415.00	
Hard Tile	NBS Commercial Interiors	\$57,950.00	
	Continental Contracting Co., LLC	\$140,000.00	
	Empire Tile & Marble Co.	\$190,000.00	
Flooring	Cohns Commercial Floor Covering, Inc.	\$133,654.00	
	City Carpet and Flooring	\$148,983.00	
	Continental Contracting Co., LLC	\$154,000.00	
	Hubert Flooring Services LLC	\$197,145.00	
Painting	RG Painting LLC	\$54,970.00	
	Classic Painting Co., LLC	\$117,987.00	
	Heritage Contracting	\$156,440.00	
	Stark Enterprises LLC	\$169,479.00	
	Seven Brothers Painting	\$195,915.00	
	Continental Contracting Co., LLC	\$225,000.00	
Gym Equipment	Bareman & Associates, Inc	\$27,413.00	
	Gardiner C. Vose, Inc.	\$28,485.00	
Casework	Detroit Technical Equipment	\$178,000.00	
	Mica-Tec	\$205,000.00	
	Stonecreek Interior Systems, LLC	\$213,750.00	
	Big Rock Millwork	\$305,527.00	
Mechanical	Miller-Boldt, Inc	\$965,000.00	
	Delta Temp, Inc.	\$994,200.00	
	Dennys Heating, Cooling & Refrigeration	\$997,000.00	
	Quality Aire Systems, Inc	\$1,010,000.00	
	Oakland Plumbing	\$1,131,000.00	
	Ecker Mechanical	\$1,275,400.00	
Electrical	Metro Electric Engineering Technologies	\$693,000.00	
	O'Donnell Electric	\$839,250.00	
	Omega Electric, Inc.	\$849,600.00	
Site Work	Cortis Brothers Trucking & Excavating	\$1,711,300.00	\$215,900.00
	Villanova Construction Co., Inc.	\$2,021,000.00	\$299,000.00