

WATERFORD BOARD OF EDUCATION – MINUTES

**Interim Meeting
June 7, 2018**

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 Himmelspach at 6:00 PM.

PLEDGE

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

ROLL CALL

Present: Members Petrusha, Sutherland, Himmelspach, Barghahn, Torres and Halls (by phone)
Absent: Member Piggott
Others: Keith Wunderlich, William Holbrook, Danielle Corbeil, Lisa McFee, Darin Holley, Carly Stone, Janet McLeod, Mary Craite, Becky Lesh, Krisofer Libstaff, Michelle Sullivan, Riley Vermilya, Mark Herne, Grant Smith, Anthony Bartolotta, Megan Roberts and others who did not register.

APPROVAL OF THE AGENDA

Moved by Member Barghahn and supported by Member Torres that the Board of Education add the MASB Evaluation Process and Roberts Rules of Order as an information item for discussion.

Members Torres and Barghahn made comments in support of adding this topic to the agenda.

Ayes: Members Barghahn and Torres
Nays: Members Petrusha, Himmelspach, Halls and Sutherland
Motion failed. (4-2)

Moved by Member Barghahn and supported by Member Torres that the Board of Education add an information item relative to board members participating/voting by telephone.

Members made comments about this motion.

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

Moved by Member Barghahn and supported by Member Torres that the Board of Education include an information item to discuss the Waterford School District complaint process and use of lawyers.

Members made comments in support and disapproval adding this item to the agenda.

Ayes: Members Barghahn and Torres
Nays: Members Petrusha, Himmelspach, Halls and Sutherland
Motion failed. (4-2)

INFORMATION ITEMS

a. Mott High School French Trip to Paris and the Loire Valley

Mott High School is requesting approval of a French class trip to Paris and the Loire Valley, July 11-19, 2019. French Teacher Heather Neal provided further information relative to this trip and answered Board of Education questions.

A recommendation for approval will be presented June 21, 2018. Approval will be rescinded if the area to be visited is issued a travel warning.

b. Anti-Bullying Task Force Update

Superintendent Wunderlich provided an update on the Anti-Bullying Task Force. The Task Force met on May 30. The group set the date for the Bullying 101 presentation - June 12, 6:30 PM at Cray. Julie McDaniel from Oakland Schools will present and free ice cream will be provided to guests. We are working on a follow up in the fall with the Parent Engagement Night in October.

The Task Force also launched the student school climate survey for 4th – 12th grade students. A parent and staff survey has been developed as well and will follow Monday. The survey is completely anonymous.

Members of the Board asked clarifying questions and discussed communication, data, things we are doing as a district as well as the importance of social and emotional programming.

c. Head Start Reports

The Board of Education received as information the January, February, March and April Dashboard reports for 2018 and the January, February, March and April Budget reports for 2018.

d. Reduction of Teaching Personnel

Administration recommends reduction of teaching personnel on the list below consistent with the applicable provisions of the Michigan Teachers' Tenure Act and Board Policy 3131. Accordingly, the teachers listed below shall be notified in writing of the layoff effective June 30, 2018.

Howard Berlin
Chris Brakke
Phil Dawson
Don Heitala
Andrew Miller
Dawn Sanford

Member Barghahn clarified the number of reductions by layoff and attrition and expressed concerns that no central office cuts are provided as options.

Member Torres spoke against teacher reductions and discussed class sizes and budget priorities.

Member Himmelspach spoke regarding Board of Education direction to administration relative to the reduction of teaching personnel and the budget process.

INFORMATION ITEMS

e. Continuing Employment of Teaching Personnel

A recommendation for the re-employment of teaching personnel for the 2018-2019 school year, per the attached list, will be presented on June 21, 2018.

Member Barghahn noted that some of the individuals listed, such as literacy coaches, are not in the classroom. Mrs. McLeod clarified that they are part of the Waterford Education Association (teacher's union).

f. Continuing Employment of Administrative Personnel

At the June 21, 2018 Board of Education meeting, a recommendation will be presented for the re-employment of administrative personnel on a non-administrative tenure basis, for a period of two years, July 1, 2018 through June 30, 2020, subject to appropriate written notice of termination prior to June 30, 2018, due to conditions requiring probation, layoff, reassignment and/or personnel reduction and termination. Pending approval, the following are the administrators so re-employed:

Batten, Michael - Elementary Principal
Beaver, James - Director, Operations, Transportation, and Security
Behrendt, Diane - Principal, Children's Village School
Blaine, Tanya - Middle School Assistant Principal
Blomquist, Craig - High School Principal
Cooper, Debra - High School Principal
Corbeil, Danielle - Director, Finance and Budget
Dixon, Yvonne - Middle School Principal
Force, Catherine - Elementary Principal
Grambush, Suzanne - Elementary Principal
Gregory, John - Principal, Kingsley Montgomery School
Grimes, Valerie - Elementary Principal
Harding, Christina - High School Assistant Principal
Hill, Tawn - Administrative Assistant, Human Resources
Holbrook, William - Assistant Superintendent, Business and Operations
Holley, Darin - Director, Instructional Services and Technology
Jarois, Irene - Administrative Assistant, Superintendent's Cabinet
Kilyk, Cheri - Human Resources Coordinator
Knipper, Jennifer - Elementary Principal
Kokoszka, Kevin - High School Assistant Principal
Kruse, Anne - Elementary Principal
Lessel, Rhonda - Director, School and Community Services
McFee, Lisa - Assistant Superintendent, Teaching and Learning Services
McKay, Jennifer - Director, Payroll and Benefits
McLeod, Janet - Director, Human Resources
Milostan, Nadine - Executive Director, Student Support Services
Opsommer, Roger - Middle School Principal
Riggs, Jason - High School Principal
Roberts, Megan - Administrative Assistant, Board/Superintendent
Rolack, Erica - Elementary Principal
Sartorius, Allison - Director, Athletics
Schultz, Kyle - Middle School Assistant Principal
Simonds, Doreen - Director, Nutrition and Purchasing Services
Smith, Laura - Elementary Principal
Spencer, Jeffrey - Computer Programmer and Analyst
Steaban, Andrea - Dean of Students, Academic Center

INFORMATION ITEMS

f. Continuing Employment of Administrative Personnel (*continued*)

Stone, Carly - Director, Curriculum, Instruction, and Assessment
Sullivan, Michelle - Elementary Principal
Taylor, Lori - Dean of Students, Academic Center
Turney-Hartman, Joy - Administrative Assistant, Nutrition and Purchasing Services
Werthman, Shelley - High School Assistant Principal

2018-2019 EDUStaff Employee(s)
Keglovitz, John - Associate Director of Maintenance & Operations

Member Barghahn inquired about the EduStaff administrator and Blue Book staff and Mrs. McLeod clarified that Mr. Keglovitz is the only EduStaff administrator.

g. Superintendent’s Contract

A recommendation to approve the Superintendent’s Contract of Employment, with revisions extending the contract through June 30, 2021 to maintain a three year contract, will be presented on June 21, 2018.

h. 2018-2019 Meal Prices

The Administration recommends that the Board of Education establish the following school meal prices for the 2018-2019 school year. Prices remain the same as the 2017-2018 school year. A recommendation for approval will be presented on June 21, 2018.

<u>Breakfast</u>	<u>17-18</u>	<u>18-19</u>
Elementary	\$1.75	\$1.75
Secondary	\$1.75	\$1.75
Adult	\$2.50	\$2.50

<u>Lunch</u>	<u>17-18</u>	<u>18-19</u>
Elementary	\$2.75	\$2.75
Secondary	\$3.00	\$3.00
Adult	\$3.75	\$3.75

Member Petrusha asked for clarification on raising prices and Member Sutherland commended the Food Service Department.

i. Milk, Juice and Bakery Products

Administration is requesting bids proposals to contract for the purchase of milk, juice, and bakery products for use in the National School Lunch, Breakfast, and Summer Food programs for school years 2018-19 through 2020-2021. Waterford School District Food & Nutrition Services is a participant in a cooperative bid for milk, juice, and bakery products through a consortium with Huron Valley Schools, Farmington Public Schools, Lamphere Schools, Madison District Public Schools, Pontiac Schools, and Walled Lake School District.

A recommendation to award a contract will be presented for the Board of Education’s approval on June 21, 2018.

INFORMATION ITEMS

j. Partial Roof Replacements-Haviland and Houghton

Administration is seeking proposals for partial roof replacement at Haviland and Houghton Elementary Schools. A recommendation to award a contract will be presented for the Board of Education's approval on June 21, 2018. Funding Source: 2016 Bond Series II.

k. 2018-2019 Millage Rate

Administration recommends the Waterford Board of Education certify the following tax levy to the Charter Townships of Waterford, Independence, White Lake, West Bloomfield, and the City of Lake Angelus for the 2018-19 School District Tax Collection.

General Operating: (Non Homestead)

Voted 2012	<u>18.00</u>	Mills	
Total Authorized	18.00	Mills	
Compound Reduction Fraction *	<u>1.00</u>	Based on \$2,367,082,391	
Total to be Levied	<u>18.00</u>	Mills	Taxable Value

Debt Retirement: (All Property)

Total to be Levied 7.00 Mills

Total Levy:

Total Tax Levy Homestead 7.00 Mills Total Tax Levy

Non-Homestead 25.00 Mills

The total levy (100%) is to be made in July 2018.

* The 18 mill Non-Homestead property tax is subject to the Headlee Rollback calculation (Compound Reduction Fraction). The reduction fraction is calculated by Oakland County and is provided to Districts annually prior to June 1.

l. 2018-2019 Budget

William Holbrook, Assistant Superintendent, Business and Operations, and Danielle Corbeil, Director of Finance and Budget presented the 2018-2019 Original Budget to the Board of Education. A copy of the presentation is attached to the official minutes. A public hearing on the proposed 2018-2019 Budget will be held on June 21, 2018, with a recommendation to approve the 2018-2019 budget resolution at the June 21, 2018 Regular Meeting.

Member Sutherland requested At-Risk clarification and noted the good news.

Member Petrusha confirmed with a larger fund balance we would need to borrow less.

Member Barghahn asked when the reduction of administrators took place, noting it's been over years. She also clarified that the fund balance will change depending on negotiations.

INFORMATION ITEMS

I. 2018-2019 Budget (*continued*)

Member Himmelspach spoke regarding negotiations and noted that the Board would like that resolved as soon as possible once this budget is finalized.

Member Torres would also like to see the dates and expressed our workers deserve more while managing fund balance. He also noted the good news and that he would like to see concrete funding for social/emotional programs and smaller class sizes.

Member Himmelspach spoke regarding the increase in social workers and Task Force recommendations.

m. Summer Tax Collection Fees

A recommendation to approve the 2018-2019 Summer Tax Collection Fees will be presented on June 21, 2018.

	<u>2017-2018</u>		<u>2018-2019</u>		<u>TURN OVER OF TAX MONEY</u>
	<u>TOTAL COLLECTION COST</u>	<u>PER PARCEL COST</u>	<u>TOTAL COLLECTION COST</u>	<u>PER PARCEL COST</u>	
Waterford *	\$79,132.50	\$2.50	\$79,132.50	\$2.50	Once a Week
White Lake **	\$8,385.30	\$4.95	\$8,724.10	\$5.15	Every Friday
Independence ***	\$2,265.65	\$4.01	\$2,265.65	\$4.01	Every Friday
City of Lake Angelus****	\$320.00	\$4.00	\$320.00	\$4.00	Once a week
West Bloomfield*****	\$250.00	Flat Fee	\$250.00	Flat Fee	Every two weeks

* The contract for summer tax collection is for three years (summer 2017, 2018, 2019). The cost for each year is \$79,132.50.
 ** The contract for summer tax collection is for three years (summer 2017, 2018, 2019, 2020, and 2021). The cost for each year is \$4.95, \$5.15, 5.25, 5.35, and \$5.40, respectively, per parcel.
 *** The contract for summer tax collection is for 2018.
 **** The contract for summer tax collection is for three years (summer 2017, 2018, and 2019). The cost for each year is \$4.00 per parcel.
 *****The contract for summer tax collection is a flat fee of \$250.00.

Member Himmelspach asked if rates remain the same and Mr. Holbrook noted a slight increase in White Lake.

Member Petrusha thanked Waterford Township for being a community partner.

n. Board Governance Training

President Himmelspach provided information and facilitated a discussion regarding Board of Education Governance Training. It was suggested that the Board of Education participate in a summer workshop with a facilitator focused on board governance. Members of the Board engaged in dialogue in support and discussed concerns and specifics as it relates to the trainers, the process and goals. An email with dates for possible training during evenings or Saturdays this summer will be sent for members to reply with the dates that work best.

AUDIENCE COMMENTS ON ACTION ITEMS

There were no audience comments on action items.

APPROVAL OF THE MINUTES

- a. May 17, 2018, Regular Meeting

Moved by Member Piggott and supported by Member Petrusha that the Board of Education approve the minutes of the May 17, 2018 Regular Meeting.

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

Nays: None

Motion carried. (6-0)

NEW BUSINESS

- a. Superintendent's Recommendations

- (1) Recommendation 103-17-18 Relative to Resignations/Retirements

Moved by Member Torres and supported by Member Petrusha that the Board of Education approve the following resignations and retirements.

Bedient, Amanda – Teacher
Donelson Hills Elementary
Resignation
Effective: June 15, 2018

Brower, Karen – Special Education Teacher
Lifetracks
Retirement
Effective: June 30, 2018

Carlini, Lauren – Teacher
Donelson Hills Elementary
Resignation
Effective: June 15, 2018

Edwards, Taj – School Social Worker
Kettering High School
Resignation
Effective: June 15, 2018

Fras, Michael – Teacher
Kettering High School
Resignation
Effective: June 15, 2018

Leung, Stephanie – Teacher
Pierce Middle School
Resignation
Effective: August 25, 2018

NEW BUSINESS

a. Superintendent's Recommendations

(1) Recommendation 103-17-18 Relative to Resignations/Retirements (*continued*)

Nowaczyk, Carolyn – Teacher
Pierce Middle School
Resignation - Effective: May 27, 2018

Ayes: Members Halls, Barghahn, Sutherland, Petrusha, Himmelspach, and Torres
Nays: None
Motion carried. (6-0)

(2) Recommendation 104-17-18 Relative to Administrative Retirements/Resignations

Moved by Member Torres and supported by Member Petrusha that the Board of Education approve the following administrative retirement:

Lynn Bigelman, Principal
Grayson Elementary School
Retirement – Effective June 29, 2018

Ayes: Members Halls, Barghahn, Sutherland, Petrusha, Himmelspach, and Torres
Nays: None
Motion carried. (6-0)

Members of the Board offered comments and expressed appreciation for the many contributions Mrs. Bigelman made to the Waterford School District.

(3) Recommendation 105-17-18 Relative to Administrative Contract Changes/Appointments

Moved by Member Torres and supported by Member Petrusha that the Board of Education approve the following administrative appointment for the 2018-2019 school year:

Dr. Samantha Lam, Principal
Grayson Elementary School
100% Administrator Contract - Effective August 6, 2108

Ayes: Members Halls, Barghahn, Sutherland, Petrusha, Himmelspach, and Torres
Nays: None
Motion carried. (6-0)

Member Torres spoke to the qualifications of Dr. Lam.

(4) Recommendation 106-17-18 Relative to Notice of Public Hearing – 2018-2019 Budget

Moved by Member Torres and supported by Member Petrusha that the Board of Education approve the proposed newspaper notice, "Notice of Public Hearing on Proposed 2018-2019 Budget."

Ayes: Members Halls, Barghahn, Sutherland, Petrusha, Himmelspach, and Torres
Nays: None
Motion carried. (6-0)

NEW BUSINESS

b. Consideration of Certain Purchases

- (1) Recommendation 107-17-18 Relative Contract Award: Bid Pack 18-06 – Septic System, Houghton Elementary

Moved by Member Sutherland and supported by Member Petrusha that the Board of Education approve the awarding of contracts for bid pack 18-06-Septic System, Houghton Elementary:

Category	Contractor	Bid Amount
Site work	Cortis Brothers Trucking & Excavating*	\$ 93,700*
	Heritage Contracting, LLC	\$ 234,250

Award Recommendation *

Total Award Package: \$93,700

Funding Source: 2016 Series II

Member Petrusha inquired on the large bid variance. Mr. Holbrook clarified that Cortis Brothers does the work directly whereas Heritage subcontracts it out.

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

Nays: None

Motion carried. (6-0)

- (2) Recommendation 108-17-18 Relative to Contract Award: Kettering Partial Roof Replacement

Moved by Member Sutherland and supported by Member Petrusha that the Board of Education approve the award of service for the partial roof replacement at Kettering High School to Newton Crane Roofing. Among the vendors bidding on the various district roof replacements, Newton Crane was the only vendor to bid on the Kettering site. As it is deemed fair and equitable cost, it is recommended that the Board of Education award the following contract:

Site	Contractor	Base Bid
Kettering High School	Newton Crane Roofing	\$308,000

Member Petrusha inquired about full roof replacement vs. partial. Mr. Holbrook explained that they are done at different times as it is more cost effective.

Ayes: Members Barghahn, Piggott, Sutherland, Petrusha, Himmelspach, and Torres

Nays: None

Motion carried. (6-0)

AUDIENCE COMMENTS ON NON-ACTION ITEMS

Mary Craite spoke about the Anti-Bullying Task Force, her ideas of a kindness campaign and honored Heather Halls with a donation of 102 books to the Sweet Reads program in her name.

DISCUSSION ITEMS

- a. Future Items
 - (1) PUBLIC HEARING ON PROPOSED BUDGET-JUNE 21
 - (2) Information – Graduation Report
 - (3) Information – Summer Tax Collection Resolution
 - (4) Action – Mott High School French Trip-Paris and the Loire Valley
 - (5) Action – Reduction of Teaching Personnel
 - (6) Action – Continuing Employment of Teaching Personnel
 - (7) Action – Continuing Employment of Administrative Personnel
 - (8) Action – Superintendent’s Contract
 - (9) Action – 2018-2019 Millage Rate
 - (10) Action – 2018-2019 Budget Resolution
 - (11) Action – Summer Tax Collection Fees

- b. Board of Education Reports

Member Torres spoke regarding the request for support from the Waterford Youth Assistance and the services they provide to the community, 2018 commencements, the complaint process and the rights of individuals to express their views.

Member Sutherland talked about graduation and thanked the amazing staff who contributed to the success of our students.

Member Himmelspach spoke about the request from Waterford Youth Assistance, student speeches at commencements, Waterford Foundation Golf Outing and the Sweet Reads Bookmobile.

SUPERINTENDENT’S REPORT

Dr. Wunderlich spoke regarding the budget and graduation and shared a number of recent accolades and accomplishments, including but not limited to: the baseball game at Jimmy John’s Stadium, Sweet Reads Bookmobile in the Memorial Day Parade, STEM Fair for 4th graders, Josh Kuhn LVC Golf Champion, Haviland teacher published a book, Rotary awards, State Champ Pole Vault, Mott Girls Soccer advance to regionals, Katie Osika – State Champ 800m, Mott Baseball Champs, art shows, concerts, awards, and more. He also reflected on the successful 17-18 school year and thanked staff for a great year.

CLOSED SESSION

At 8:03 PM, by roll call vote, the Board of Education moved to Closed Session for the purpose of discussing a written opinion from legal counsel.

Roll Call Vote: Petrusha (Yes), Barghahn (Yes), Himmelspach (Yes), Torres (Yes), Sutherland (Yes) and Halls (No)

RECONVENE/ADJOURNMENT

The open meeting was reconvened and adjourned by President Himmelspach at 8:31 PM.

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

Secretary, Board of Education

/mr