

**WATERFORD SCHOOL DISTRICT**  
**Virtual Meeting of the Board of Education**  
**Thursday, May 21, 2020 - 6:30 PM**  
**A G E N D A**

1. Opening – This is a Regular Meeting of the Board of Education, held virtually in accordance with the Governor’s Executive Order due to health and safety concerns associated with COVID-19. Notice of this public meeting is provided on the District’s website, along with links for viewing and participation. Board packets are also available on the website, [www.waterford.k12.mi.us](http://www.waterford.k12.mi.us).
2. Pledge of Allegiance
3. Roll Call
4. Approval of the Agenda
5. Audience Comments on Action Items
6. Consent Agenda
  - (a) Minutes
  - (b) Accounts Payable
  - (c) Financial Statement
  - (d) Support Staff Report
  - (e) Resignations
7. Response to COVID-19
8. Information
  - (a) Kids Read Now
  - (b) Board Meeting Structure
9. New Business
  - (a) Superintendent’s Recommendation
    1. Superintendent’s Recommendation 88-19-20 Relative to Resolution: Oakland ISD Budget
    2. Superintendent’s Recommendation 89-19-20 Relative to Resolution: Oakland ISD Election
    3. Superintendent’s Recommendation 90-19-20 Relative to Newspaper Notice – Notice of Public Hearing
    4. Superintendent’s Recommendation 91-19-20 Relative to Summer Tax Collection Fees
    5. Superintendent’s Recommendation 92-19-20 Relative to Extension of Audit Engagement
    6. Superintendent’s Recommendation 93-19-20 Relative to Head Start Budget
    7. Superintendent’s Recommendation 94-19-20 Relative to Waterford Youth Assistance Election Results
  - (b) Consideration of Certain Purchases
    1. Superintendent’s Recommendation 95-19-20 Relative to Contract Award: Milk, Juice and Bakery Products
    2. Superintendent’s Recommendation 96-19-20 Relative to Contract Award; Asbestos Removal
    3. Superintendent’s Recommendation 97-19-20 Relative to Online Learning Devices
10. Audience Comments on Non-Action Items
11. Board of Education Reports
12. Adjournment

**WATERFORD SCHOOL DISTRICT  
BOARD OF EDUCATION**

**Minutes – May 7, 2020 Virtual Meeting**

**OPENING**

A Virtual Meeting, Zoom Webinar, of the Waterford School District Board of Education was held in accordance with the Governor's Executive Order in response to COVID-19. The meeting was called to order by President Ristich at 6:34 PM.

**PLEDGE**

The Board of Education and panel participated in the Pledge of Allegiance.

**ROLL CALL**

Present: Members: Petrusha, Piggott, Sutherland, Ristich, Josselyn and Torres

Absent: Member Halls

Others: Scott Lindberg, Kelly Allen, Lisa Eldredge, Bill Holbrook, Darin Holley, Amy Dagenhardt, Carly Stone, Nadine Milostan, Janet McLeod, Samantha Mozdierz, Joe Humphrey, Doc, Mary Craite, Sally Hart, Becky Lesh, Caleb Hunter, Megan Roberts and others not registered.

In the absence of Member Halls, Robert Petrusha, Jr., served as Secretary.

**APPROVAL OF THE AGENDA**

The agenda was approved as presented.

**AUDIENCE COMMENTS**

There were no audience comments.

**CONSENT AGENDA**

- a. Minutes - April 16, 2020 Virtual Meeting
- b. Resignations

Seeing no objection, the consent agenda was approved as presented.

**RESPONSE TO COVID-19**

Superintendent Lindberg congratulated Janet McLeod on her retirement and introduced Cabinet members to report on the District's response to COVID-19 and the emphasis on compassion over compliance.

Lisa Eldredge, Assistant Superintendent of Teaching and Learning Services, reported on the printed packets, online learning and Google Meets, transition meetings for 5<sup>th</sup> and 8<sup>th</sup> grade families, the purchase of additional devices and graduation.

William Holbrook, Assistant Superintendent of Business & Operations, provided an update on the food service distribution. We will have served over 272,000 meals since the shutdown began. Kudos to the Food Service staff and volunteers. He also provided an update on Maintenance and Operations and construction.

Kelly Allen, Director of Communications and Community Relations, updated the Board on connections with community with videos for remote learning, school lunch heroes, and Teacher Appreciation Week. She also discussed weekly messages with Spanish translation, prom and graduation.

Members of the Board asked questions and offered comments and accolades.

**INFORMATION**

**OISD Budget**

Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed budget no later than May 1 of each year to the board of each constituent district for review. Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school

district budget, shall adopt a board resolution expressing its support or disapproval of the proposed intermediate school district budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

The Waterford Board of Education has received the proposed 2020-2021 Oakland Intermediate School District budget in accordance with Section 624 of the Revised School Code, as amended. Oakland Schools Board of Education held a Designates Meeting in April. This meeting provided local board designates and district administration an opportunity to review the budget further prior to taking action on a resolution. A recommendation to approve the attached resolution in support of the 2020-2021 Oakland Intermediate School District budget will be presented on May 21, 2020.

**OISD Election**

An election for one (1) six-year term on the Oakland Schools Board of Education will be held on June 1, 2020. Oakland Schools board members are elected by an electoral body composed of one (1) person designated by the board of each constituent school district.

The Revised School Code prescribes that each constituent school district board must designate a representative to this electoral body by adopting a resolution which:

- a. Designates the person to vote in the election on behalf of the local district board;
- b. Directs the designee which candidate the board supports for each position to be filled; and
- c. Directs the designee to vote for those individuals, at least on the first ballot taken by the electoral body.

To comply with the timeline, the attached resolution is presented as information and a list of qualified candidates will be sent by the OC Clerks Office on May 4, 2020, will be forwarded to members of the Board. A recommendation to approve the election resolution will be presented on May 21, 2020.

**Notice of Public Hearing**

A recommendation to approve the newspaper notice “Notice of Public Hearing” will be presented on May 21, 2020.

**Summer Tax Collection Fees**

	<u>2019-2020</u>		<u>2020-2021</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 *	\$79,482.50	\$2.50	\$79,595.00	\$2.50	Once a Week
White Lake **	\$8,893.50	\$5.25	\$9,062.39	\$5.35	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 2020, 2021, 2022). The cost for each year is \$79,595.00.  
 \*\* 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 2020.  
 \*\*\*\* The contract for summer tax collection is for three years (summer 2020, 2021, and 2022). The cost for each year is \$4.00 per parcel.  
 \*\*\*\*\* The contract for summer tax collection is a flat fee of \$250.00.

**Extension of Audit Engagement**

The Yeo & Yeo audit services contract extension for fiscal years 2020-2021, 2021-2022, and 2022-2023. A recommendation to extend the contract will be presented to the Board of Education on May 21, 2020.

**Budget Updates**

William Holbrook, Assistant Superintendent, Business and Operations, and Amy Dagenhardt, Director of Finance & Budget shared information relative to the 2019-2020 Revised Budget and the 2020-2021 Original Budget.

## Head Start Budget

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. As such, the Head Start Budget, as approved by the Head Start Policy Committee, is attached for Board of Education review. A recommendation for approval will be presented on May 21, 2020.

## Milk, Juice and Bread Items

The Waterford School District is requesting proposals for Milk, Juice and Bread supplier contracts. The funding source is the Food Service Fund. The request for bid will be processed through the Washtenaw Intermediate School District CoPro + Program (Michigan Association of Counties Shared Services Program). A recommendation to award the contract will be presented to the Board of Education on May 21, 2020.

## Asbestos Abatement

Waterford School District Administration is seeking proposals for the asbestos abatement projects at Grayson, Schoolcraft, Cooley and Beaumont Elementary Schools. Scope of work to be in accordance with 2020 Asbestos Abatement Specifications provided by Nova Environmental, Project No. 237157.

## Online Learning Devices

The Waterford School District searched MI-Deal to secure 600 additional internet devices. The intent is to provide them for student use during the shutdown. Everything on MI-Deal has been bid out and awarded to a reputable vendor with a good service record. CDW-G was awarded the bid for the Travelmate netbook/tablet below.

Vendor	Brand	Model	Unit Price	Quantity	Total
CDW-G	Acer	Travelmate	\$207.52	600	\$124,512.00

A recommendation to approve the purchase of 600 Acer Travelmates from CDW-G in the amount of \$124,512, will be presented on May 21, 2020. Funding: Title IV reallocation & General Fund

## Board Meeting Structure

President Ristich facilitated a discussion with members of the Board of Education relative to the structure of board meetings for the 2020-2021 school year, specifically as it relates to adopting a Committee of the Whole approach.

## NEW BUSINESS

### Superintendent's Recommendation 85-19-20 Relative to Resolution Submitting the Bond Proposal to the Electors

Moved by Member Petrusha and supported by Member Sutherland that the Board of Education approve the attached Resolution to call an election and submit the bond proposal to the electors.

Members of the Board expressed their opinions relative to this bond proposal.

Roll Call Vote: Petrusha (Aye), Sutherland (Aye), Ristich (Aye), Josselyn (Aye), Piggott (Nay), Torres (Nay)  
Motion carried. (4-2)

### Superintendent's Recommendation 86-19-20 Relative to Resolution: Teacher Appreciation Week.

Moved by Member Petrusha and supported by Member Josselyn that the Board of Education approve the resolution in support of Teacher Appreciation Week, May 4-8, 2020.

Roll Call Vote: Petrusha (Aye), Sutherland (Aye), Ristich (Aye), Josselyn (Aye), Piggott (Aye), Torres (Aye)  
Motion carried. (6-0)

**Superintendent’s Recommendation 87-19-20 Relative to Schoolcraft Roof Replacement**

Moved by Member Sutherland and supported by Member Petrusha that the Board of Education award a contract for the roof replacement at Schoolcraft Elementary School.

VENDOR	TOTAL BID AMOUNT
Quality Roofing, Inc.*	\$579,789
Newton Crane Roofing, Inc.	\$633,000
Royal Roofing, Inc.	\$872,600

Funding Source: 2016 Bond Series IV

Roll Call Vote: Petrusha (Aye), Sutherland (Aye), Ristich (Aye), Josselyn (Aye), Piggott (Aye), Torres (Aye)  
Motion carried. (6-0)

**BOARD REPORTS**

Member Josselyn offered comments regarding the bond.

Member Torres reported on food service meal distribution.

Member Sutherland congratulated Janet McLeod on her retirement and provided shared information regarding the OISD Election, an update on Member Halls and Teacher Appreciation Week

**ADJOURNMENT**

The meeting was adjourned by President Ristich at 8:32 PM.

:mr

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Acting Board Secretary

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

ITEM NO:  
TOPIC: ACCOUNTS PAYABLE FOR APRIL 2020

RECOMMENDATION: It is recommended that the Board of Education approve the Check/Electronic Funds Transfer Register for the month of April 2020 as listed on pages 1-69, and the P-Card Account Statement listed on the last two pages.

EXPENDITURES BY DISBURSEMENT TYPE:

1. ACCOUNTS PAYABLE (CHECKS)

General Fund/Pooled Cash	\$ 1,732,463.77
Special Ed Center Program	14,033.85
Community Service Fund	20,985.03
Food Service Fund	191,656.22
Debt Service Fund	-
Capital Projects: 2016 Series II	-
Capital Projects: 2016 Series III	-
Capital Projects: 2016 Series IV	1,383,850.42
Student Activity	-
<b>TOTAL ACCOUNTS PAYABLE</b>	<b>\$ 3,342,989.29</b>

2. PAYMENTS BY WIRE OR ACH:

4/1/2020	Edustaff Contracted Substitutes/Staff	1,699.20
4/2/2020	5/3 Bank Merchant Bankcard Credit Fees	637.98
4/2/2020	5/3 Bank Food Service Bankcard Credit Fees	1,312.26
4/2/2020	Authnet Gateway Billing	41.70
4/3/2020	Food Service Business Tax Payment	100.75
4/3/2020	Edustaff Contracted Substitutes/Staff	3,519.75
4/6/2020	Food Service PayPal Payment Fees	131.70
4/6/2020	5/3 Bank Child Care SafeSave Bankcard Credit Fees	652.05
4/7/2020	Office of Retirement Service Payroll 3/27/2020	71,071.80
4/7/2020	Office of Retirement Service Payroll 3/27/2020	694,236.51
4/7/2020	Office of Retirement Service Payroll-UAAL March	601,526.24
4/8/2020	Food Service Meal Magic Fees	128.16
4/9/2020	5/3 Bank Merchant ACH-MPS Billing	207.52
4/9/2020	5/3 Bank Food Service ACH-MPS Billing	318.42
4/10/2020	Edustaff Contracted Substitutes/Staff	61,078.52
4/17/2020	Edustaff Contracted Substitutes/Staff	3,519.75
4/22/2020	Office of Retirement Service Payroll 4/10/2020	71,527.68
4/22/2020	Office of Retirement Service Payroll 4/10/2020	702,063.35
4/24/2020	Edustaff Contracted Substitutes/Staff	43,753.96
4/28/2020	5/3 Bank Purchasing Cards - MAR Expenses	12,097.49

TOTAL WIRES OR ACH

**\$ 2,267,925.59**

TOTAL DISBURSEMENTS APRIL 2020

**\$ 5,610,914.88**

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

BUDGETARY INFORMATION: All within prescribed budget allocations.

EXHIBITS: Attached Schedule.

RESOURCE PERSON(S): William Holbrook, CPA, Assistant Superintendent of Business and Operations  
Amy Dagenhardt, Director of Finance & Budget  
Samantha Mozdierz, Director of Nutrition & Purchasing Services

Date of Board of Education Meeting: May 21, 2020

**WATERFORD SCHOOL DISTRICT  
STATEMENT OF REVENUES AND EXPENDITURES  
GENERAL FUND  
FOR THE TEN MONTHS ENDED APRIL 2020**

<u>REVENUE</u>	<u>BUDGET</u>	<u>ACTUAL PLUS ENCUMBRANCE</u>	<u>PERCENT OF BUDGET</u>
LOCAL			
PROPERTY	\$ 12,186,415	\$ 11,653,438	95.6%
OTHER	1,885,495	654,829	34.7%
TOTAL	14,071,910	12,308,267	87.5%
STATE			
MEMBERSHIP AID	51,674,928	38,172,786	73.9%
CATEGORICAL AID	18,303,115	13,520,694	73.9%
TOTAL	69,978,043	51,693,480	73.9%
FEDERAL	6,641,093	3,907,643	58.8%
INCOMING TRANSFER	6,001,801	5,001,501	83.3%
TOTAL REVENUE	\$ 96,692,847	\$ 72,910,891	75.4%
 <b><u>EXPENDITURES</u></b>			
INSTRUCTION:			
ELEMENTARY	\$ 9,163,372	\$ 6,502,583	71.0%
MIDDLE SCHOOL	4,512,001	3,091,038	68.5%
HIGH SCHOOL	6,723,830	4,907,537	73.0%
SUMMER SCHOOL	19,574	26,319	134.5%
EARLY CHILDHOOD	1,752,394	1,356,439	77.4%
SPECIAL ED	11,079,562	7,437,753	67.1%
COMP ED	3,213,936	1,953,469	60.8%
VOC ED	937,231	586,576	62.6%
TOTAL INSTRUCTION	37,401,900	25,861,714	69.1%
SUPPORT SERVICE:			
PUPIL SERVICE	7,375,788	5,090,109	69.0%
INSTR STAFF	2,231,343	1,559,643	69.9%
GENERAL ADM	1,337,914	862,842	64.5%
SCHOOL ADM	3,757,637	3,162,606	84.2%
BUSINESS	10,626,894	9,772,615	92.0%
CENTRAL	24,370,870	20,319,379	83.4%
TOTAL SUPPORT	49,700,446	40,767,193	82.0%
OTHER:			
ATHLETICS	1,364,798	1,081,389	79.2%
COMMUNITY SERVICE	101,984	41,709	40.9%
FEDERAL PROGRAMS	7,034,172	4,138,932	58.8%
DEBT	1,078,000	1,010,225	93.7%
TEACHER RETIREMENT SAVINGS	(300,000)	(250,000)	83.3%
INTERFUND TRANSFERS	305,303	254,419	83.3%
TOTAL OTHER	9,584,257	6,276,674	65.5%
TOTAL EXPENDITURES	\$ 96,686,603	\$ 72,905,581	75.4%
REV. OVER/(UNDER) EXP.	\$ 6,244	\$ 5,310	

**WATERFORD SCHOOL DISTRICT  
SUPPORT STAFF REPORT  
MAY 2020**

**CONTRACT CHANGES/RESIGNATIONS \*\*Non Affiliated Employee "NAE" formerly WFSP/Blue Book\*\***

<p>Sumpter, Saranne – Child Care Assistant (NAE) Cooley Elementary School Resignation Effective: April 22, 2020</p>	
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**CONTRACT CHANGES/APPOINTMENTS \*\*Non Affiliated Employee "NAE" formerly WFSP/Blue Book\*\***

No Change

Resource Person(s): Janet McLeod, Director of Human Resources  
Date of Board of Education Meeting: May 21, 2020

CONSENT

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

ITEM NO.: 6.e. Consent Agenda  
TOPIC : Retirements/Resignations/Leave of Absence Expirations

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

Holbrook, William – Assistant Superintendent  
Kurzman Administration  
Resignation  
Effective: June 30, 2020

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

Date of Board of Education Meeting: May 21, 2020

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

ITEM NO:	8.a	Information Item
TOPIC:		Kids Read Now

To combat the spread of COVID-19 in Michigan, Governor Whitmer signed the “Stay Home, Stay Safe” executive order. This order means an additional summer learning loss opportunity for students due to the cancellation of our district’s unique book lending program, Sweet Reads.

The Waterford School District is looking to offer an alternative summer reading program for all JK-3rd grade students that meets the phases of the “Stay Home, Stay Safe” executive order and aligns to our state’s Read By Grade Three Law.

The program is titled, *Kids Read Now*. It is a low-tech reading plan designed for students who are away from traditional learning. The program details are outlined as follows:

- Each JK-3rd grade student in the district will select 6 books they are interested in and want to read
- The variety of books to choose from are multicultural, bilingual and classroom favorites
- One brand new book will be mailed out weekly that is theirs to keep
- Guided discussion questions will be included to help parents connect with their children over reading and encourage better comprehension
- A bonus book of beautifully illustrated creative writing prompts will also be included in this opportunity

The cost of this program is \$34.95 per student with a total cost of \$80,874.30.

Funding sources to support the costs of this purchase include a donation from the Waterford Foundation, an MDE Summer School Reading Program Grant and Federal Cares Act Funding.

Resource Person: Lisa McFee, Assistant Superintendent, Teaching & Learning Services  
Carly Stone, Director, Curriculum, Instruction & Assessment

Date of Board of Education Meeting: May 21, 2020

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

ITEM NO:	8.b.	Information Item
TOPIC:		Board Meeting Structure

President Ristich will facilitate a discussion with members of the Board of Education relative to the structure of board meetings for the 2020-2021 school year, specifically as it relates to adopting a Committee of the Whole approach.

Resource Person: Michael Ristich, Ph.D., President

Date of Board of Education Meeting: May 21, 2020

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

ITEM NO.:	9.a.(1) NEW BUSINESS Superintendent's Recommendation 88-19-20
TOPIC:	Oakland Intermediate School District Budget 2020-2021

Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed budget no later than May 1 of each year to the board of each constituent district for review. Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district budget, shall adopt a board resolution expressing its support or disapproval of the proposed intermediate school district budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

The Waterford Board of Education has received the proposed 2020-2021 Oakland Intermediate School District budget in accordance with Section 624 of the Revised School Code, as amended. It is recommended that the Board of Education approve the attached resolution in disapproval of the Oakland ISD 2020-2021 Budget.

Resource Persons: Board of Education

Date of Board of Education Meeting: May 21, 2020

**ISD BUDGET RESOLUTION**

\_\_\_\_\_, Michigan (the "District")  
A \_\_\_\_\_ meeting of the board of education of the District was held in the \_\_\_\_\_ in the District, on the \_\_\_\_ day of \_\_\_\_\_, 2020 at \_\_\_\_\_ o'clock in the \_\_\_\_\_.

The meeting was called to order by \_\_\_\_\_, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_:

**WHEREAS:**

1. Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed General Fund budget no later than May 1 of each year to the board of each constituent district for review; and

2. Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district General Fund budget, shall adopt a board resolution expressing its support for or disapproval of the proposed intermediate school district General Fund budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

**NOW, THEREFORE BE IT RESOLVED THAT:**

1. The board of education has reviewed the proposed intermediate school district General Fund budget and has determined that it disapproves of certain portions of the proposed intermediate school district General Fund budget which objections, along with proposed changes, if any, are set forth on Exhibit A attached hereto and incorporated herein by reference.

2. The superintendent is hereby directed to submit a certified copy of this resolution to the intermediate school board and/or to the intermediate school district superintendent with the specific objection and proposed changes that this board has to the budget.

3. All resolutions insofar as they conflict with this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adoption.

\_\_\_\_\_  
Acting Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of \_\_\_\_\_, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a \_\_\_\_\_ meeting held on \_\_\_\_\_, 2020, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

\_\_\_\_\_  
Acting Secretary, Board of Education

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

ITEM NO.: 9.a.(2)	NEW BUSINESS Superintendent's Recommendation 89-19-20
TOPIC:	Oakland Intermediate School District Election Resolution

An election for one (1) six-year term on the Oakland Schools Board of Education will be held on June 1, 2020. Oakland Schools board members are elected by an electoral body composed of one (1) person designated by the board of each constituent school district. The Revised School Code prescribes that each constituent school district board must designate a representative to this electoral body by adopting a resolution which:

- a. Designates the person to vote in the election on behalf of the local district board;
- b. Directs the designee which candidate the board supports for each position to be filled; and
- c. Directs the designee to vote for those individuals, at least on the first ballot taken by the electoral body.

It is recommended that the Board of Education approve the attached resolution directing Joan Sutherland, Board Designate, to vote for candidate George Elhert, running unopposed, for the one position on the Oakland Schools Board of Education for a six year term.

Resource Persons: Scott A. Lindberg, Superintendent

Date of Board of Education Meeting: May 7, 2020



# Oakland Schools Election

## RESOLUTION OF THE WATERFORD BOARD OF EDUCATION

**WHEREAS**, Public Act 419 of 2004 amended the election procedures for Intermediate School Districts that elect board members at a meeting of representatives from constituent district school boards, and

**WHEREAS**, Public Act 419 of 2004 requires a constituent school board to designate its representative and identify the Intermediate School Board candidate the board supports by a resolution adopted not earlier than 21 days prior to the date of the election, and

**WHEREAS**, Public Act 419 of 2004 prescribes the method for passage of a resolution including the requirement to consider the resolution at not less than one public meeting before adopting the resolution, and

**WHEREAS**, the Board previously considered the resolution at an open meeting conducted in a manner prescribed under the Open Meetings Act on May 7, 2020.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board designates Joan Sutherland as its representative and Michael Ristich, Ph.d. as its alternate representative to serve on the 2020 electoral body responsible for electing members to the Oakland Schools Intermediate School District Board of Education.
2. The Board supports candidate George Ehlert for the one (1) position on the Oakland Schools Intermediate School District Board of Education each for a term of six (6) years ending June 30, 2026.
3. The Board directs its representative Joan Sutherland to vote for candidate George Ehlert at least on the first ballot taken at the June 1, 2020 election.

Ayes: Members

Nays: Members

Motion declared adopted

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Acting Secretary, Board of Education

Certification

The undersigned duly qualified and acting Secretary of the Board of Education of \_\_\_\_\_, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a \_\_\_\_\_ meeting held on \_\_\_\_\_, 2020, the original of which resolution is a part of the Board's minutes.

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

ITEM NO: 9.a.(3)	NEW BUSINESS Superintendent's Recommendation 90-19-20
TOPIC:	Notice of Public Hearing – Proposed 2020-2021 Budget

The Administration recommends that the Board of Education approve the attached newspaper notice, "Notice of Public Hearing on Proposed 2020-2021 Budget".

Resource Persons: William Holbrook, CPA, Assistant Superintendent, Business & Operations  
Amy Dagenhardt, Director of Finance and Budget

Date of Board of Education Meeting: May 21, 2020

# NOTICE OF PUBLIC HEARING OF THE BOARD OF EDUCATION OF WATERFORD SCHOOL DISTRICT

PLEASE TAKE NOTICE THAT THERE WILL BE A PUBLIC HEARING REGARDING THE PROPOSED 2020-2021 BUDGET AT THE NEXT REGULAR MEETING OF THE BOARD OF EDUCATION OF THE WATERFORD SCHOOL DISTRICT:

DATE OF MEETING: JUNE 18, 2020

PLACE OF MEETING: [HTTPS://US02WEB.ZOOM.US/J/83710168602](https://us02web.zoom.us/j/83710168602)

HOUR OF MEETING: 6:30 PM

TELEPHONE NUMBER OF THE SUPERINTENDENT'S OFFICE: (248) 706-4862

BOARD OF EDUCATION MEETING MINUTES ARE LOCATED AT: 501 NORTH CASS LAKE ROAD  
WATERFORD, MICHIGAN 48328

A COPY OF THE PROPOSED 2020-2021 BUDGET INCLUDING THE PROPOSED PROPERTY TAX MILLAGE RATE IS AVAILABLE FOR PUBLIC INSPECTION BY CONTACTING: [DagenA01@wsdmi.org](mailto:DagenA01@wsdmi.org)

## PURPOSES OF MEETING:

- 1. Public discussion on the proposed 2020-2021 Budget. The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing. The Board may not adopt its proposed 2020-2021 Budget until after the public hearing. (MCL 141.412) \*\***

Publish June 5, 2020

Secretary, Board of Education of Waterford School District

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**\*\* This paragraph must be printed in 11-point boldface type.**

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

ITEM NO: 9.a(4)	NEW BUSINESS Superintendent's Recommendation 91-19-20
TOPIC:	Summer Tax Collection Fees 2020-21

	<u>2019-2020</u>		<u>2020-2021</u>		TURN OVER OF TAX MONEY
	TOTAL COLLECTION COST	PER PARCEL COST	TOTAL COLLECTION COST	PER PARCEL COST	
Waterford *	\$79,482.50	\$2.50	\$79,595.00	\$2.50	Once a Week
White Lake **	\$8,893.50	\$5.25	\$9,062.39	\$5.35	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 2020, 2021, 2022). The cost for each year is \$79,595.00.
- \*\* 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 2020.
- \*\*\*\* The contract for summer tax collection is for three years (summer 2020, 2021, and 2022). The cost for each year is \$4.00 per parcel.
- \*\*\*\*\* The contract for summer tax collection is a flat fee of \$250.00.

Resource Person: William Holbrook, CPA, Assistant Superintendent, Business & Operations  
Amy Dagenhardt, Director of Finance & Budget

Date of Board of Education Meeting: May 21, 2020

ACTION

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

ITEM NO: 9.a.(5)	NEW BUSINESS Superintendent's Recommendation 92-19-20
TOPIC:	Yeo & Yeo Audit Extension

Attached is the Yeo & Yeo audit services contract extension for fiscal years 2020-2021, 2021-2022, and 2022-2023.

Resource Person: William Holbrook, CPA, Assistant Superintendent, Business & Operations  
Amy Dagenhardt, Director of Finance & Budget

Date of Board of Education Meeting: May 21, 2020



February 3, 2020

Bill Holbrook, Associate Director Business Services  
Waterford School District  
501 N. Cass Lake Rd.  
Waterford, MI 48328

Dear Bill:

We appreciate the opportunity and thank you for considering an extension to our auditing contract. We have enjoyed working with you and your staff and feel we have been able to provide a quality consistent audit team. Jessica Rolfe has been the in-charge of this job during the past several years and will be back again this year. We have a thorough understanding of how the organization operates, which helps us identify key areas during our audit to identify weaknesses, offer opportunities to strengthen controls, and make suggestions to increase operating efficiencies. We are excited to continue to be a part of the improvements the District has made over the past several years.

We do understand that cost is an important factor and we feel we can offer the following for your consideration:

	Audit	Increase from Prior Year
2021	\$48,400	0%
2022	\$49,900	3%
2023	\$51,400	3%

Again, thank you for this opportunity and should you have any questions, feel free to contact me at your convenience.

Sincerely,

David R. Youngstrom, CPA  
Principal

**Response:**

Acceptance

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Signature & Title

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

ITEM NO:	9.a.(6) NEW BUSINESS Superintendent's Recommendation 93-19-20
TOPIC:	Head Start Budget

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.

As such, it is recommended that the Board of Education approve the Head Start Budget, as approved by the Head Start Policy Committee.

Resource Person: William Holbrook, CPA, Assistant Superintendent, Business & Operations  
Amy Dagenhardt, Director of Finance & Budget

Date of Board of Education Meeting: May 21, 2020



## **Waterford Head Start Program & Budget Narrative / 2020 COLA**

### **\$14,328- COLA Supplemental Funds:**

Waterford Head Start is partnered with Waterford Public School District and the Waterford Public Schools Early Childhood Center/Stepanski. Our staff wages are currently above the average rates of pay for our county's early childhood teachers. For example, a Waterford Head Start teacher with a bachelor's degree in early childhood entering our program currently makes \$29.26 per hour (Waterford Public Schools Early Childhood Wage Scale) while the average hourly rate as noted in the Oakland County Early Childhood Staffing Study in the same category is \$19.96 per hour. An entry level for a paraprofessional with a CDA for our program is \$12.00, and the average for the county is \$11.76. Head Start teachers draw an annual compensation of \$44,200 and in the Waterford school district, a starting teacher salary is \$38,703.

The total COLA amount of \$14,328 will be used to supplement the fringe increase provided to all of our employees, as well as the cost of healthcare which has increased approximately 3% from the current premiums. The amount of \$14,328 will go to off set the cost of the increases.

### **Budget Narrative**

#### **Fringes/Retirement: \$14,328**

The retirement costs for our employees has increased approximately 1% from the current premiums, and healthcare for our employees has increased approximately 3% from the current premiums. The amount of \$12,459 will go to off set the cost of the increase.

#### **Non-Federal Share: \$0**

## **Waterford Head Start QIF Budget Narrative / 2020**

### **\$21,250 Quality Improvement Funds:**

Waterford Head Start is partnered with Waterford Public School District and the Waterford Public Schools Early Childhood Center/Stepanski. Our program employs a full time social worker who is a certified Trauma Trainer. The Waterford Head Start staff has also attended TRAUMA SMART training through OLHSA. Our program practices Trauma informed and Trauma responsive practices each and every day. The children and families benefit from these high quality practices.

Waterford intends to use QIF funds to increase classroom quality and strengthen family services. We will improve the physical learning spaces throughout the facility to help address the multiple domains of development and learning that are impacted by trauma. We will invest in providing staff with opportunities to foster continuity of care, and consistent, predictable, and nurturing environments. Classrooms will receive supplies that align with High Scope curriculum, PQA and enhance caregiver-child relationships.

We will also be enhancing the services that strengthen families, promote relationships, decrease parental stress and improve family safety. Parent and Grandparent celebrations and Parent Education that focuses on COR domains and social emotional learning related to trauma for home and school partnerships.

### **Budget Narrative**

The QIF amount of **\$16,250** will be used to increase classroom quality.  
The QIF amount of **\$5,000** will be used to strengthen family services

**Non-Federal Share: \$0**

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

ITEM NO: 9.a.(7)	NEW BUSINESS Superintendent's Recommendation 94-19-20
TOPIC:	Waterford Youth Assistance Election Results

It is recommended that the Board of Education approve the following resolution in support of the Waterford Youth Assistance election results.

WHEREAS, the Waterford Youth Assistance program in the Charter Township of Waterford is augmented by contributions from the Charter Township of Waterford, the Waterford School District and Oakland County Probate Court/Circuit Court – Family Division which permits operation of an office with casework staff and

WHEREAS, the efforts of numerous citizen volunteers provide significant service to the youth of the Charter Township of Waterford and Waterford School District in projects promoting the prevention of juvenile delinquency, child neglect and child abuse.

NOW, THEREFORE, BE IT RESOLVED, that the Waterford Board of Education does hereby approves and supports the Waterford Youth Assistance Executive Board election results being:

Megan Dennis, Vice President

Gloria Jensenius, Corresponding and Recording Secretary

Resource Person: Board of Education

Date of Board of Education Meeting: May 21, 2020

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

ITEM NO.:	9.b.(1)	NEW BUSINESS: Consideration of Certain Purchases
		Superintendent's Recommendation 95-19-20
TOPIC:		Contract Awards: Milk, Juice and Bakery Products

The Administration recommends the award of a one year contract with (the option to add additional years up to four one year extensions) for the purchase of milk, juice, and bakery products for use in the National School Breakfast/Lunch, and Summer Food programs for school years 2020-2021 through 2024-2025. Waterford School District Food & Nutrition Services is a participant in a cooperative bid for milk, juice, and bakery products through the Washtenaw ISD Co Pro+. It is recommended that the Board of Education award the following contracts:

Milk/Juice Products	Prairie Farms*	Cedar Crest	Berkshire Dairy
1% White	.234	.2496	.25
1% Chocolate	.258	.2680	.263
1% Strawberry	.258	.2753	.263
Fat Free White	.257	.2665	.24
1% Chocolate Gallon	3.509	No Bid	No Bid
Orange Juice (4 oz)	.141	.256	.179
Apple Juice (4 oz)	.131	.223	.177

\*Contract Award  
 Based on 2019-2020 milk and juice purchases, the total estimated award recommendation is \$351,000.

BakeryProducts	Aunt Millies*	Cochran Brothers	Great Lakes Bakery
Hamburger Buns, WG	1.43	2.88	1.59
Hamburger Buns, White	1.43	2.04	1.50
Hot Dog Buns, WG	1.38	2.52	1.59
Hot Dog Buns, White	1.38	1.92	.96
Foot Long Buns	2.06	2.64	No Bid
Loaf Bread, WG	1.38	2.58	1.34
Loaf Bread, White	1.37	1.58	1.39
Sub Bun, WG	1.53	3.96	1.15
Sub Bun, White	1.53	1.98	1.15
Dinner Roll, WG	2.25	3.36	1.34
Dinner Roll, White	2.25	1.20	No Bid

\*Contract Award  
 Based on 2019-2020 bakery purchases, the total estimated award recommendation is \$38,000.  
 Funding Source: Food Service Fund

Resource Persons: William H. Holbrook, Assistant Superintendent, Business & Operations  
Samantha Mozdierz, Director, Nutrition and Purchasing Services

Date of Board of Education Meeting: May 21, 2020

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

ITEM NO.: 9.b.(2)	NEW BUSINESS: Consideration of Certain Purchases Superintendent's Recommendation 96-19-20
TOPIC:	Contract Awards: Asbestos Abatement at Grayson, Schoolcraft, Cooley and Beaumont Elementary Schools

The Administration recommends the award of a contract for asbestos abatement work to be performed as part of the renovation activities at Grayson, Cooley, Schoolcraft and Beaumont Elementary Schools.  
:

BUILDING	CONTRACTOR	BID AMOUNT
All Buildings	Dore and Associates	\$88,200

Funding Source: 2016 Bond Series IV

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

Date of Board of Education Meeting: May 21, 2020



**WATERFORD SCHOOL DISTRICT**  
**2020 Summer Abatement**  
**Asbestos Abatement Bid Tabulation**  
**May 8, 2020**

<b>Contractors</b>	<b>Bid Bond</b>	<b>Adden #1</b>	<b>Familial Stmt</b>	<b>Iran Stmt</b>	<b>Bid 1 All Schools</b>	<b>Bid 1 Alternate Schoolcraft</b>
Trust Thermal Abatement	X	X	X	X	\$114,000.00	\$9,000.00
Building Decommission Services, LLC	X	X	X	X	\$135,000.00	\$15,900.00
Qualified Abatement Services	X	X	X	X	\$246,000.00	\$20,000.00
Global Green Service Group	X	X	X	X	\$112,900.00	\$18,600.00
Dore	X	X	X	X	\$88,200.00	\$7,950.00

**NOVA**  
**ENVIRONMENTAL, INC.**  
5300 PLYMOUTH ROAD  
ANN ARBOR, MICHIGAN 48105  
734-930-0995

May 13, 2020

Mr. John Keglovitz  
Maintenance Supervisor - Facilities  
Waterford School District  
1145 Tee Cee  
Waterford, MI 48328

RE: Contractor Selection

Dear Mr. Keglovitz:

As you are well aware, asbestos abatement work has to be performed as part of the renovation activities at Grayson Elementary School, Schoolcraft Elementary School, Cooley Elementary School, and Beaumont Elementary School. The present project the removal of flooring and other miscellaneous materials.

The following is Nova Environmental, Inc.'s recommendation regarding the selection of the asbestos abatement Contractor for the Waterford School District project.

<b>BID NO.</b>	<b>Building</b>	<b>Contractor</b>	<b>Bid Amount</b>
1	All Buildings	Dore and Associates	\$88,200.00

This recommendation is based upon the following factors:

1. The bid from the Contractor was the low bid.
2. The Contractor has performed similar projects.
3. The contractor has acknowledged the requirements of the project scope and schedule.

For the above noted reasons, Nova recommends the bid proposal from the above noted Contractor be accepted for the project in Waterford School District. Obviously, this recommendation is conditioned upon proper submittals from the company in keeping with the requirements of the bid documents and the contract between the School District and the Contractor being mutually agreed upon.

If you have any questions or if I can be of further service, please contact me.

Thank you,  
NOVA ENVIRONMENTAL, INC.



Lisa Whitton  
Vice President

ACTION

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

ITEM NO.:	9.b(3)	NEW BUSINESS Superintendent's Recommendation 97-19-20
TOPIC:	Purchase of Online Learning Devices	

The Waterford School District searched MI-Deal to secure 600 additional internet devices. The intent is to provide them for student use during the shutdown. Everything on MI-Deal has been bid out and awarded to a reputable vendor with a good service record. CDW-G was awarded the bid for the Travelmate netbook/tablet below.

Vendor	Brand	Model	Unit Price	Quantity	Total
CDW-G	Acer	Travelmate	\$207.52	600	\$124,512.00

It is recommended that the Board of Education approve the purchase of 600 Acer Travelmates from CDW-G in the amount of \$124,512.

Funding: CARES Act Funds

Resource Persons: Darin Holley, Director of Instructional Services & Technology

Date of Board of Education Meeting: May 21, 2020