

WATERFORD SCHOOL DISTRICT
Regular Meeting of the Board of Education
Thursday, October 17, 2019 - 6:30 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. Waterford Hero
6. Celebration of Learning
 - a. Detroit Zoo Partnership
7. Information Item
 - a. External Audit Report
 - b. Critical Shortage
 - c. Superintendent's 90 Day Plan Update
8. Audience Comments on Action Items
9. Approval of Minutes
 - a. October 3, 2019, Regular Meeting
10. Accounts Payable – September 2019
11. School District Financial Statement
12. Support Staff Report
13. New Business
 - a. Superintendent's Recommendations
 - (1) Recommendation 45-19-20 Relative to Resignations/Retirements/Leave of Absence Expirations
 - (2) Recommendation 46-19-20 Relative to Teaching Contract Changes/Appointments
 - (3) Recommendation 47-19-20 Relative to Administrative Contract Changes/Appointments
 - (4) Recommendation 48-19-20 Relative to Head Start Budget
 - (5) Recommendation 49-19-20 Relative to Critical Shortage
 - b. Consideration of Certain Purchases
 - (1) Recommendation 50-19-20 Relative to Food Service Equipment Upgrade
14. Audience Comments on Non-Action Items
15. Superintendent's Report
16. Discussion Items
 - a. Future Items
 1. COL – Kettering Musical
 2. COL – STEM

17. Board of Education Reports

18. Adjournment

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

ITEM NO:	6.a.	Information Item
TOPIC:		Detroit Zoo Partnership

Joe Austin, Claire Lannoye-Hall and Sandy Ling will share information about partnership between WSD staff and the Detroit Zoo to provide WSD Kindergarten students with a unique educational experience at the Detroit Zoo.

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

Date of Board of Education Meeting: October 17, 2019

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

ITEM NO:	7.a.	Information Item
TOPIC:		External Audit Report for the 2018-2019 Fiscal Year

The Board of Education will be presented with the Audited Financial Statements for the 2018-2019 fiscal year. David Youngstrom of Yeo & Yeo will be the presenter.

The Audited Financial Statements are a public document and will be available for review at the Kurzman Administrative Services Crary Campus, Office of the Assistant Superintendent of Business & Operations, and the District website.

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

Date of Board of Education Meeting: October 17, 2019

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

ITEM NO:	7.b.	Information Item
TOPIC:		Critical Shortage

We currently have a significant number of Special Education Paraprofessional and Center Program paraprofessional vacancies and have been unsuccessful in recruiting and retaining staff. Our turnover is unsustainable as we are losing our staff to surrounding districts for higher pay. This staffing shortage has put us out of compliance with MDE special education requirements and the classrooms and students are left with minimum support where it is needed most.

In an effort to attract employees, it is recommended that the Board of Education approve an increase for both Special Ed and Center Program paras, as noted below.

POSITION	CURRENT	INCREASE	COST OF INCREASE
Special Education Para	\$10.12 – \$11.16	\$11.00 – \$14.25	\$244,092
Center Program Para	\$13.00 - \$14.34	\$13.79 - \$18.17	\$ 20,644

Resource Persons: Janet McLeod, Director of Human Resources
Nadine Milostan, Executive Director of Student Support Services
William Holbrook, Assistant Superintendent, Business & Operations

Date of Board of Education Meeting: October 17, 2019

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

ITEM NO:	7.c.	Information Item
TOPIC:		Superintendent's 90 Day Plan Update

Scott Lindberg, Superintendent of Schools, will provide an update on his 90 Day Plan.

Resource Persons: Scott Lindberg, Superintendent of Schools

Date of Board of Education Meeting: October 17, 2019

WATERFORD BOARD OF EDUCATION – MINUTES

Regular Meeting
October 3, 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 President Piggott at 6:30 PM.

PLEDGE

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

ROLL CALL

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

Absent: Member Halls

Others: Scott Lindberg, Bill Holbrook, Amy Dagenhardt, Nadine Milostan, Carly Stone, Darin Holley, Lisa McFee, Janet McLeod, Kelly Allen, Mary Craite, Matt Hokanson, Lisa Kane, Deb Cooper, Shelley Werthman, Ann Kaschner, Nick Gregory, Jessica Pumfrey, Kelly Suchanek, Sally Hart, Megan Roberts and others not registered.

APPROVAL OF THE AGENDA

The agenda was approved as presented.

CELEBRATIONS OF LEARNING

a. Academic Recognition

Kettering Senior, Nicholas Maggi, was recognized by Principal Deb Cooper, on behalf of the Waterford School District, for is being nationally recognized for outstanding academic performance. Nick took the Preliminary SAT, National Merit Scholarship Qualifying Test last October. Nick's performance on the assessment placed him into a designation as a Commended Student in the National Merit Scholarship Program. His high Selection Index score placed him in the top 50,000 of over 1.5 million students who entered the program. He is among 34,000 Commended Scholars in the nation, demonstrating exceptional academic promise. In addition to scoring well on the junior level PSAT/NMSQT, Nick scored in the 99th percentile in Reading and Writing and in the 98th percentile in math on his SAT test, with an incredible overall score in the 99th percentile in the nation, also earning four perfect sub-scores, and one perfect cross-test score.

In addition to his College Board Suite of Assessment accolades, Nick has a 4.0 grade point average, (4.2439 weighted), never having received a grade lower than a "A" through grades 6-11. Not even an "A-." He has challenged himself with a rigorous course load of honors classes and seven advanced placement classes, in addition to honors orchestra. He also is in activities and played tennis at Kettering. In short, he is an incredibly talented student with a very bright future.

INFORMATION ITEM

a. Head Start Budget

Administration presented a video highlighting the start of the 2019-2020 school year.

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 for review. A recommendation for approval will be presented on October 17, 2019.

b. Food Service Equipment Upgrade

Waterford School District Administration is seeking a proposal for the purchase of equipment to upgrade existing serving lines at Pierce and Mott which includes cooling units, hot holding units, and custom stainless steel installation for surfaces where merchandiser racks will be displayed. Stafford Smith participates in the Wayne RESA CoPro+ (Collaborative Procurement) bid process that reduces costs for goods and services by eliminating the time and effort to process bids and leveraging the usage of school districts, county governments and municipalities statewide. A recommendation for approval will be presented on October 17, 2019. Funding source is the Food Service Fund.

AUDIENCE COMMENTS ON ACTION ITEMS

There were no audience comments on action items.

APPROVAL OF MINUTES

Moved by Member Ristich and supported by Member Josselyn that the Board of Education approve the minutes of the September 19, 2019, Regular Meeting.

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

Nays: None

Motion carried. (6-0)

NEW BUSINESS

a. Superintendent's Recommendations

1. Recommendation 39-19-20 Relative to Resignations/Retirements/Leave of Absence Expirations

Moved by Member Ristich and supported by Member Josselyn that the Board of Education accept the following resignations:

Craven, Kathleen – Teacher
Children's Village School
Resignation Effective: October 11, 2019

Roth, Sarah – S&L Pathologist
Beaumont Elementary
Resignation Effective: October 11, 2019

Kerchoff, Kelly – Teacher
Grayson Elementary
Resignation Effective: September 27, 2019

Stinson, Hannah – Teacher
Mason Middle School
Resignation Effective: August 30, 2019

NEW BUSINESS

a. Superintendent's Recommendations

1. Recommendation 39-19-20 Relative to Resignations/Retirements/Leave of Absence Expirations (continued)

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

Nays: None

Motion carried. (6-0)

2. Recommendation 40-19-20 Relative to Teaching Contract Changes/Appointments (continued)

Moved by Member Ristich and supported by Member Josselyn that the Board of Education approve the following teaching contract changes/appointments for the 2019-2020 school year.

Cook, Angela – Teacher
Donelson Hills Elementary
Probationary Contract
Effective: September 19, 2019

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

Nays: None

Motion carried. (6-0)

3. Recommendation 41-19-20 Relative to Resolution: National School Lunch Week

Moved by Member Ristich and supported by Member Josselyn that the Board of Education approve the following resolution in recognition and support of National School Lunch Week, October 14-18, 2019.

WHEREAS the National School Lunch Program has served our nation admirably for over 60 years through advanced practices and nutrition education; and

WHEREAS the National School Lunch program is dedicated to the health and well-being of our nation's children, and

WHEREAS the National School Lunch Program has been joined through the years by many other excellent child feeding programs; and there is evidence of continued need for nutrition education and awareness of the value of school nutrition programs.

NOW THEREFORE, the Waterford Board of Education does hereby proclaim the week of October 14-19, 2019, as NATIONAL SCHOOL LUNCH WEEK and encourages all residents to become aware and concerned about their children's and their own nutrition habits, in hope of achieving a more healthful citizenry for today and the future.

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

Nays: None

Motion carried. (6-0)

NEW BUSINESS

a. Superintendent's Recommendations

4. Recommendation 42-19-20 Relative to Resolution: School Bus Safety Week

Moved by Member Ristich and supported by Member Sutherland that the Board of Education approve the attached resolution in support and recognition of School Bus Safety Week, October 21-25, 2019.

WHEREAS, the Waterford Board of Education recognizes that the importance of protecting the safety of Waterford's school children extends beyond the classroom walls and the school building; and

WHEREAS, the Board has great respect for the accomplishments of school bus drivers, mechanics, supervisors, and all school transportation personnel in providing the safest transportation possible for children to and from school and home; and

WHEREAS, coordinating the countless routes over so many miles and supervising the dozens of students on each vehicle, requires an outstanding effort put forth by these exemplary professionals who have devoted their careers to transporting our children safely; and

WHEREAS, the Board continues to recognize and to take great pleasure in commending the men and women who accept and meet the challenge of school transportation; now therefore, be it

RESOLVED, that the week of October 21-25, 2019, is recognized as Nation School Bus Safety Week; and be it further

RESOLVED, that this week be devoted to the recognition of everyone who contributes to the successful operation of our nation's school buses; and be it finally

RESOLVED, that this special week serve as a fitting time to urge all Waterford drivers to become more aware of school bus safety regulations and encourage all citizens to be alert and drive carefully near school buses.

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

Nays: None

Motion carried. (6-0)

5. Recommendation 43-19-20 Relative to Resolution: National Principals Month

Moved by Member Ristich and supported by Member Sutherland that the Board of Education approve the following resolution in recognition and support of National Principals Month, October 2019.

WHEREAS October 2019 is declared National Principals Month; in coordination with the efforts of the National Association of Elementary School Principals, the American Federation of School Administrators, and the National Association of Secondary School Principals, working with the U.S. Congress, to designate "National Principals Month" and resolutions thereof;

WHEREAS the vision, dedication, and determination of a principal provides the mobilizing force behind any school reform effort;

NEW BUSINESS

a. Superintendent's Recommendations

5. Recommendation 43-19-20 Relative to Resolution: National Principals Month (continued)

WHEREAS principals are expected to be educational visionaries, instructional leaders, assessment experts, disciplinarians, community builders, public relations experts, budget analysts, facility managers, special programs administrators, and guardians of various legal, contractual, and policy mandates and initiatives, as well as being entrusted with the education and development of young people, the most valuable resource;

WHEREAS principals set the academic tone for their schools and work collaboratively with teachers to develop and maintain high curriculum standards, develop mission statements, and set performance goals and objectives for schools to achieve educational excellence;

WHEREAS to honor and recognize the contribution of all school principals and assistant principals at all grade levels to the success of students in Waterford School District; and to encourage residents to observe "National Principals Month" with appropriate ceremonies and activities that promote awareness of school leadership's role in ensuring that every child has access to a high-quality education.

BE IT RESOLVED, in honor of the service of all elementary, middle and high school principals, and to recognize the importance of their school leadership so that every child has access to a high-quality education, and to celebrate school leader accomplishments, the month of October 2019 is hereby recognized as "National Principals Month."

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

Nays: None

Motion carried. (6-0)

b. Consideration of Certain Purchases

(1) Recommendation 44-19-20 Relative to Contract Award: Bid Pack 19-04: Mason Door Alterations

Moved by Member Sutherland and supported by Member Petrusha that the Board of Education approve the awarding of contracts for Bid Pack 19-04: Mason Door Alterations, per the summary of bids below.

Bid Category	Company	Base Bid	Alterates Paint	Total
General Trades	M L Schoenherr	\$ 123,200	\$ 3,800	\$ 127,000 *
	Construction Solutions	\$ 149,500	\$ -	\$ 149,500
	Heritage Contracting	\$ 165,000	\$ -	\$ 165,000

Total Award Package: \$127,000

Funding Source: 2016 Bond, Series III

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

Nays: None

Motion carried. (6-0)

AUDIENCE COMMENTS ON NON-ACTION ITEMS

Matt Hokanson shared information on the C2 Pipeline program.

SUPERINTENDENT'S REPORT

Superintendent Lindberg spoke about the Durant HS Most Improved, Watch D.O.G.S., All-Conference Athletes in Soccer, the Americana Concert and the Kettering Marching Band.

DISCUSSION ITEMS

- a. Future Items
 - Information – Superintendent's 90 Day Plan Update
 - Celebration of Learning – Detroit Zoo Partnership
 - Action – Head Start Budget

- b. Board of Education Reports

Member Torres spoke about the C2 Pipeline program, Cooley's Fun Run, Watch D.O.G.S and Harvest Happening.

Member Ristich discussed the Durant Most Improved luncheon and Knudsen's Fall Festival.

ADJOURNMENT

The Regular Meeting was reconvened and adjourned by Member Piggott at 6:58 PM.

A video recording of the regular meeting is on file with the official minutes.

Secretary, Board of Education

/mr

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

ITEM NO:	
TOPIC:	ACCOUNTS PAYABLE FOR SEPTEMBER 2019

RECOMMENDATION: It is recommended that the Board of Education approve the Check/Electronic Funds Transfer Register for the month of September 2019 as listed on pages 1-161, and the P-Card Account Statement listed on the last three pages.

EXPENDITURES BY DISBURSEMENT TYPE:

1. ACCOUNTS PAYABLE (CHECKS)

General Fund/Pooled Cash	\$	2,002,100.22
Special Ed Center Program		25,331.81
Community Service Fund		29,038.38
Food Service Fund		278,734.25
Capital Projects: 2016 Series II		4,627,572.79
Capital Projects: 2016 Series III		-
Capital Projects: 2016 Series IV		713,820.50
Student Activity		-
TOTAL ACCOUNTS PAYABLE	\$	7,676,597.95

2. PAYMENTS BY WIRE OR ACH:

9/3/2019	5/3 Bank Food Service Bankcard Credit Fees	415.21
9/3/2019	5/3 Bank Merchant Bankcard Credit Fees	168.39
9/4/2019	Authnet Gateway Billing	27.80
9/4/2019	Edustaff Contracted Benefits	754.93
9/4/2019	Food Service PayPal Payment Fees	50.70
9/6/2019	5/3 Bank Child Care SafeSave Bankcard Credit Fees	896.43
9/9/2019	Food Service Meal Magic Fees	30.84
9/10/2019	5/3 Bank Food Service ACH-MPS Billing	104.67
9/10/2019	5/3 Bank Merchant ACH-MPS Billing	108.87
9/5/2019	ArbiterPay	2,000.00
9/5/2019	ArbiterPay	2,000.00
9/6/2019	Edustaff Contracted Substitutes/Staff	3,519.75
9/11/2019	Office of Retirement Services Payroll 8/30/19	42,119.71
9/11/2019	Office of Retirement Services Payroll 8/30/19	574,857.60
9/11/2019	Office of Retirement Service UAAL-August	628,929.25
9/12/2019	5/3 Bank Bond Series III Service Charge	70.87
9/20/2019	ArbiterPay	2,500.00
9/20/2019	Edustaff Contracted Substitutes/Staff	3,519.75
9/23/2019	ArbiterPay	3,000.00
9/23/2019	Huntington Bank Wire-State Aid Note (Principal & Interest)	9,928,396.67
9/25/2019	5/3 Bank Purchasing Card-August Expenses	21,529.73
9/24/2019	Office of Retirement Service Payroll 9/13/19	51,371.67
9/24/2019	Office of Retirement Service Payroll 9/13/19	616,539.36
9/27/2019	Edustaff Contracted Substitutes/Staff	69,263.50

TOTAL WIRES OR ACH

	\$	11,214,417.57
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TOTAL DISBURSEMENTS FOR SEPTEMBER 2019

	\$	18,891,015.52
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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: October 17, 2019

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

<u>REVENUE</u>	<u>BUDGET</u>	<u>ACTUAL PLUS ENCUMBRANCE</u>	<u>PERCENT OF BUDGET</u>
LOCAL			
PROPERTY	\$ 12,186,415	\$ 9,297,400	76.3%
OTHER	1,885,495	355,871	18.9%
TOTAL	14,071,910	9,653,271	68.6%
STATE			
MEMBERSHIP AID	51,674,928	7,286,165	14.1%
CATEGORICAL AID	18,303,115	2,580,739	14.1%
TOTAL	69,978,043	9,866,904	14.1%
FEDERAL	6,641,093	991,664	14.9%
INCOMING TRANSFER	6,001,801	1,500,450	25.0%
TOTAL REVENUE	\$ 96,692,847	\$ 22,012,289	22.8%
 <u>EXPENDITURES</u>			
INSTRUCTION:			
ELEMENTARY	\$ 9,163,372	\$ 1,063,086	11.6%
MIDDLE SCHOOL	4,512,001	520,771	11.5%
HIGH SCHOOL	6,723,830	925,228	13.8%
SUMMER SCHOOL	19,574	19,550	99.9%
EARLY CHILDHOOD	1,752,394	240,947	13.7%
SPECIAL ED	11,079,562	1,604,137	14.5%
COMP ED	3,213,936	463,554	14.4%
VOC ED	937,231	111,703	11.9%
TOTAL INSTRUCTION	37,401,900	4,948,976	13.2%
SUPPORT SERVICE:			
PUPIL SERVICE	7,375,788	1,097,193	14.9%
INSTR STAFF	2,231,343	537,142	24.1%
GENERAL ADM	1,337,914	289,364	21.6%
SCHOOL ADM	3,757,637	845,527	22.5%
BUSINESS	10,626,894	4,244,195	39.9%
CENTRAL	24,370,870	7,796,650	32.0%
TOTAL SUPPORT	49,700,446	14,810,071	29.8%
OTHER:			
ATHLETICS	1,364,798	178,306	13.1%
COMMUNITY SERVICE	101,984	22,914	22.5%
FEDERAL PROGRAMS	7,034,172	1,050,360	14.9%
DEBT	1,078,000	997,875	92.6%
TEACHER RETIREMENT SAVINGS	(300,000)	(75,000)	25.0%
INTERFUND TRANSFERS	305,303	76,326	25.0%
TOTAL OTHER	9,584,257	2,250,781	23.5%
TOTAL EXPENDITURES	\$ 96,686,603	\$ 22,009,828	22.8%
REV. OVER/(UNDER) EXP.	\$ 6,244	\$ 2,461	

**WATERFORD SCHOOL DISTRICT
SUPPORT STAFF REPORT
OCTOBER 2019**

RESIGNATIONS **Non Affiliated Employee "NAE" formerly WFSP/Blue Book**	
<p>Abner, Annita – Secretary (MESPA I) Board Office Resignation Effective: September 27, 2019</p>	<p>Phifer, Anthony – Paraprofessional Special Ed (NAE) Pierce Middle School Resignation Effective: September 4, 2019</p>
<p>Barney, Tracey – Food Service Assistant (MESPA III) Grayson Elementary School Resignation Effective: September 13, 2019</p>	<p>Sanchez, Cathy – Michigan Works (Blue Book) Michigan Works Resignation Effective: September 30, 2019</p>
<p>Berridge, Diana – Paraprofessional Special Ed (NAE) Stepanski Early Childhood Center Resignation Effective: September 1, 2019</p>	<p>Sitto, Jennifer – Bus Aide Paraprofessional (NAE) Transportation Resignation Effective: September 3, 2019</p>
<p>Cretu, Mary Beth – Secretary (MESPA I) Knudsen Elementary School Resignation Effective: September 30, 2019</p>	<p>Stewart, Brianne – Paraprofessional (NAE) Stepanski Early Childhood Center Resignation Effective: September 19, 2019</p>
<p>Downey, Kateland – Paraprofessional Special Ed (NAE) Knudsen Elementary School Resignation Effective: September 20, 2019</p>	<p>Strong, Katarina – Paraprofessional (NAE) Kingsley Montgomery School Resignation Effective: September 12, 2019</p>
<p>Mabbitt-Mitchell, Carolyn – Paraprofessional Special Ed (NAE) Haviland Elementary School Resignation Effective: September 27, 2019</p>	<p>Thomas, Casandra – Building Support (NAE) Donelson Hills Elementary School Resignation Effective: September 3, 2019</p>
<p>Glass, Maria – Building Support (NAE) Stepanski Early Childhood Center Resignation Effective: September 26, 2019</p>	<p>Thompson, Stephen – Resource Center Specialist (Blue Book) Michigan Works Resignation Effective: September 27, 2019</p>
<p>Horvath, Deborah – Child Care Assistant (NAE) Stepanski Early Childhood Center Resignation Effective: September 13, 2019</p>	
<p>Jensen, NickKlaus – Technician (NAE) Covert Center Resignation Effective: September 6, 2019</p>	
<p>Johnson, Antonio – Paraprofessional Special Ed (NAE) Kingsley Montgomery School Resignation Effective: September 20, 2019</p>	
<p>Pearson, Taylor – Paraprofessional Special Ed (NAE) Mason Middle School Resignation Effective: September 4, 2019</p>	
<p>Perel, Aaron – Student Worker – PFC (Non Union) Mott & Kettering High School Resignation Effective: September 21, 2019</p>	

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

Bailey, Jessica – Paraprofessional Special Ed (NAE) Haviland Elementary School Effective: September 19, 2019	Hamilton, Kimberly – Food Service Assistant (MESPA III) Pierce Middle School Effective: September 10, 2019
Barney, Tracey – Child Care Assistant (NAE) Grayson Elementary School Effective: September 14, 2019	Heckman, Kimberly – Paraprofessional Special Ed (NAE) Mason Middle School Effective: September 6, 2019
Brooks, Danielle – Building Support (NAE) Knudsen Elementary School Effective: September 16, 2019	Holt, Jessica – Office Aide Paraprofessional Mason Middle School Effective: September 9, 2019
Chiodo, Bridget – Paraprofessional (NAE) Grayson Elementary School Effective: September 3, 2019	Johnson, Jessica – Food Service Assistant (MESPA III) Durant High School Effective: September 4, 2019
Cook, Grace – Secretary (MESPA I) Board Office Effective: September 30, 2019	Jones, Jean – Building Support (NAE) Riverside Elementary School Effective: September 3, 2019
Dagostino, Derek – Computer Technician (NAE) Covert Center Effective: September 17, 2019	Jones, Matthew – Bus Driver Trainee (Blue Book) Transportation Effective: September 11, 2019
Daniel, Ashley – Paraprofessional Special Ed (NAE) Knudsen Elementary School Effective: September 3, 2019	Jones, Rachelle – Paraprofessional (NAE) Stepanski Early Childhood Center Effective: September 23, 2019
Davis, Deanna – Paraprofessional Special Ed (NAE) Kettering High School Effective: September 3, 2019	Martin, Angela – Paraprofessional (NAE) Grayson Elementary School Effective: September 23, 2019
Dorough, Courtney – Building Support (NAE) Schoolcraft Elementary School Effective: September 3, 2019	Nenninger, Jessica – Building Support (NAE) Houghton Elementary School Effective: September 26, 2019
Eastin, Gail – Building Support (NAE) Schoolcraft Elementary School Effective: September 11, 2019	Pittman, Karen – Food Service Assistant (MESPA III) Kettering High School Effective: September 16, 2019
Emmans, Kelly – Building Support (NAE) Schoolcraft Elementary School Effective: September 23, 2019	Ratliff, Morgan – Child Care Assistant (NAE) Stepanski Early Childhood Center Effective: September 26, 2019
Flatau, Timm – Paraprofessional (NAE) Kingsley Montgomery School Effective: September 4, 2019	Rimmell, Melissa – Paraprofessional Special Ed (NAE) Mason Middle School Effective: September 3, 2019
Gates, Kelli – Child Care Assistant (NAE) Cooley Elementary School Effective: September 3, 2019	Roberson, Nathaniel – Bus Driver Trainee (Blue Book) Transportation Effective: September 16, 2019
Robison, Suzanne – Paraprofessional Special Ed (NAE)	

Kettering High School
Effective: September 17, 2019

Romayor, Heather – Child Care Assistant (NAE)
Stepanski Early Childhood Center
Effective: September 4, 2019

Siffin, Leah – Building Support (NAE)
Mott High School
Effective: September 11, 2019

Shaw, Mary – Child Care Assistant (NAE)
Haviland Elementary School
Effective: September 3, 2019

Stewart, Brianne – Paraprofessional (NAE)
Stepanski Early Childhood Center
Effective: September 6, 2019

Sweetman, Kayla – Paraprofessional Special Ed (NAE)
Grayson Elementary School
Effective: September 5, 2019

Verhey, Deana – Building Support (NAE)
Cooley Elementary School
Effective: September 3, 2019

Willoughby, Jessica – Paraprofessional (NAE)
Grayson Elementary School
Effective: September 9, 2019

Wyse, Josie – Food Service Assistant (MESPA III)
Durant High School
Effective: September 10, 2019

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

ITEM NO.: 13.a.(1) NEW BUSINESS
Superintendent's Recommendation 45-19-20
TOPIC : Retirements/Resignations/Leave of Absence Expirations

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

Adams, Sharon - Counselor
Mott High School
Resignation
Effective: October 8, 2019

Waldroop, Silisa – Special Education Teacher
Haviland Elementary School
Resignation
Effective: September 23, 2019

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

Date of Board of Education Meeting: October 17, 2019

ACTION

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

ITEM NO.: 13.a(2) NEW BUSINESS
Superintendent's Recommendation 46-19-20
TOPIC: Teaching Contract Changes/Appointments

It is recommended that the Board of Education approve the following teaching contract changes and appointments for the 2019-2020 school year:

Ryan, Anastasia – Speech & Language
Beaumont Elementary School
Annual Contract
Effective: October 14, 2019

Zemina, Ashley – Teacher
Grayson Elementary School
Probationary Contract
Effective: October 7, 2019

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

Date of Board of Education Meeting: October 17, 2019

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

ITEM NO.: 13.a.(3) NEW BUSINESS
Superintendent's Recommendation 47-19-20
TOPIC : Administrative Contract Changes and Appointments

It is recommended that the Board of Education approve the following administrative appointment for the 2019-2020 school year:

Appointments/Changes:

Velez, Alexandra - Principal
Schoolcraft Elementary School
100% Administrator Contract
Effective October 17, 2019

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

Date of Board of Education Meeting: October 17, 2019

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

ITEM NO.: 13.a.(4) NEW BUSINESS
Superintendent's Recommendation 48-19-20
TOPIC: Head Start Policies

The OLHSA Governing Body, Policy Council, Delegate School Board and Delegate Policy Committee must use ongoing monitoring results, data on programmatic and school readiness goals and other information described in the Head Start Program Performance Standards and Head Start Act to conduct its responsibilities.

It is recommended that the Board of Education approve the attached Head Start Budget as approved by the Head Start Policy Committee.

Resource Person: Amy Dagenhardt, Director of Budget and Finance

Board of Education Meeting: October 17, 2019

2020 Calendar Year Budget

Budget Justification:

The majority of the 2019-20 budget will be used to cover the cost of staff to operate the program: wages, FICA/RET, health insurance, and professional development. We will employ 16 staff members and propose to serve 85 children and families. Our Head Start program is within the Waterford Public School District and is located at Stepanski Early Childhood Center. The salaries are based on our current Waterford Early Childhood Wage and Benefit Package.

The remaining balance will be used to cover additional program operating costs such as: supplies, food, and mileage for home visits, curriculum supports, fieldtrips, and parent activities. Additional personnel costs are included in our contractual line. We contract out with a nutritionist, nurse, early childhood specialist, as well as a percentage of our substitute teachers.

Total Federal Budget: \$716,377

Personnel Wages: \$381,100

5 Classroom teachers working full time for 39 weeks – \$219,500

- Teacher A - \$45,250
- Teacher B - \$45,250
- Teacher C - \$45,250
- Teacher D - \$43,750
- Teacher E - \$40,000

5 Classroom assistants working full time for 37 weeks – \$97,500

- Assistant A - \$19,200
- Assistant B - \$19,200
- Assistant C - \$19,700
- Assistant D - \$19,700
- Assistant E - \$19,700

2 Noon Aids working part time for 128 days - \$15,000

- Noon Aid A - \$7,500
- Noon Aid B - \$7,500

1 Family Service Staff working full time for 37 weeks - \$47,500

*Average teacher salary: \$43,900

*Average assistant salary: \$19,500

Fringes (FICA/RET/INSURANCE): \$242,345

*All salaries for the Waterford Head Start staff comply with the compensation cap guidelines.

Retirement calculated at 39% of above salary – \$148,590

FICA calculated at 7.65% of above salary - \$29,146

Insurance costs calculated at MESSA current agreement with Waterford Public Schools:

16.6% of above salary - \$63,392

Supplies: \$20,532

The amounts reflected here in the supply line item include funds to support the program. They include classroom supplies of \$10,532, child food cost for snacks of \$8,000 and office supplies of \$2,000, as well as specific supplies needed for students with disabilities. It also includes supplies for meetings and overall management of the program.

Contractual: \$57,100

This line item includes contractual services for our program nutritionist, nurse, substitute teachers and teacher assistants, child care and early childhood specialist.

Nutritionist: \$7,000

Nurse: \$15,500

Early Childhood Specialist: \$19,600

Contracted sub teachers: \$12,000

Professional Technical Services: \$3,000

Other: \$15,300

***Local Travel:** This amount reflects the total cost for staff to travel to meetings and home visits as well as required meetings in the county. The cost for reimbursement is currently .58 per mile.

Cost: \$1,000

***Parent Services:** These funds include support for parent groups and policy committee.

Cost: \$2,400

***Workshop:** This cost is associated with staff membership in the National Association for the Education of Young Children and fees associated with the programs accreditation with this program.

Cost: \$2,000

***Miscellaneous Expense:** This line covers costs such as program fieldtrips for parents and students, costs for school based family events, telephone, child care, printing/binding, maintenance agreement and unexpected materials and supplies that may be needed that may not have been budgeted for in previous lines.

Cost: \$9,900

Non-Federal Share: \$337,350

Non-Federal Share Detail:

Non-federal Share is updated 2 times annually: Fall of current year to reflect any program, wage, and benefit changes and January.

Personnel: \$176,950

- Personnel include director wages and wages, early childhood specialist, speech pathologist, student transportation bus drivers, custodial services which are union contracted positions within Waterford Public Schools
- Speech Pathologist (.16 FTE): \$13,000
- Early Childhood Specialist (1.0 FTE): \$50,100
- Director – (.40 FTE) - \$42,600
- Transportation/Drivers (105 hours a week x 37 weeks for 7 drivers): \$71,250

Fringes (FICA/RET/INSURANCE): \$108,535

- *All salaries for the Waterford Head Start staff (charged as non-federal) comply with the compensation cap guidelines.
- Retirement calculated at 39% of above salary – \$69,011
- FICA calculated at 7.65% of above salary - \$13,537
- Insurance costs calculated at MESSA/Blue Care Network current agreement with Waterford Public Schools: 16% of above salary - \$27,455

Contractual: \$15,000

- Custodial Services in addition to WSD custodial staff - \$21,750

Other: \$25,915

- **Utilities:** This amount reflects the cost for several utilities, such as electricity, heat, water, etc.
Cost: \$7,675
- **Insurance:** The amount reflects the cost for building/liability insurance.
Cost: \$1,195
- **Maintenance:** This cost reflects any building or grounds maintenance to occur during the year.
Cost: \$6,800
- **Miscellaneous Expense:** This line covers various miscellaneous indirect costs not directly related to the program.
Cost: \$14,445

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

ITEM NO: 13.a.(5)	New Business Superintendent's Recommendation 49-19-20
TOPIC:	Critical Shortage

We currently have a significant number of Special Education Paraprofessional and Center Program paraprofessional vacancies and have been unsuccessful in recruiting and retaining staff. Our turnover is unsustainable as we are losing our staff to surrounding districts for higher pay. This staffing shortage has put us out of compliance with MDE special education requirements and the classrooms and students are left with minimum support where it is needed most.

In an effort to attract employees, it is recommended that the Board of Education approve an increase for both Special Ed and Center Program paras, as noted below.

<u>POSITION</u>	<u>CURRENT</u>	<u>INCREASE</u>	<u>COST OF INCREASE</u>
Special Education Para	\$10.12 – \$11.16	\$11.00 – \$14.25	\$244,092
Center Program Para	\$13.00 - \$14.34	\$13.79 - \$18.17	\$ 20,644

Resource Persons: Janet McLeod, Director of Human Resources
Nadine Milostan, Executive Director of Student Support Services
William Holbrook, Assistant Superintendent, Business & Operations

Date of Board of Education Meeting: October 17, 2019

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

ITEM NO.: 13.b.(1) NEW BUSINESS: Consideration of Certain Purchases
Superintendent's Recommendation 50-19-20

TOPIC: Food Service Equipment Upgrade

Waterford School District Administration is seeking a proposal for the purchase of equipment to upgrade existing serving lines at Pierce and Mott, which includes cooling units, hot holding units, and custom stainless steel installation for surfaces where merchandiser racks will be displayed. The total cost is \$42,691.00

Stafford Smith participates in the Wayne RESA CoPro+ (Collaborative Procurement) bid process that reduces costs for goods and services by eliminating the time and effort to process bids and leveraging the usage of school districts, county governments and municipalities statewide.

Equipment

Mott HS

Cold Well Unit Drop Ins (2)
Sneeze Guards (2)
Custom Stainless Doors (2)

Pierce HS

Display Merchandiser (1)
Stainless Steel Work Table (1)
Ice Maker (1)
Open Air Merchandiser (1)

Funding Source: Food Service Fund

Resource Persons: William Holbrook, Assistant Superintendent, Business & Operations
Amy Dagenhardt, Director of Finance & Budget
Samantha Mozdierz, Director of Nutrition and Purchasing Services

Date of Meeting: October 17, 2019