

**WATERFORD SCHOOL DISTRICT**  
**Regular Meeting of the Board of Education**  
**Thursday, March 5, 2020 - 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](http://www.waterford.k12.mi.us).
2. Pledge of Allegiance
3. Roll Call
4. Approval of the Agenda
5. Celebration of Learning
  - a. WIRED
6. Information Item
  - a. Science Trajectory Updates and WSD Curriculum Library
  - b. 2020 Bond
  - c. Bond Refunding Results
7. Audience Comments on Action Items
8. Approval of Minutes
  - a. February 6, 2020, Regular Meeting
  - b. February 6, 2020, Closed Session
9. New Business
  - a. Superintendent's Recommendations
    - (1) Recommendation 79-19-20 Relative to Resignations/Retirements/Leave of Absence Expirations
    - (2) Recommendation 80-19-20 Relative to Head Start Personnel Policy
  - b. Consideration of Certain Purchases
    - (1) Recommendation 81-19-20 Relative to Contract Award: Website Redesign
10. Audience Comments on Non-Action Items
11. Superintendent's Report
12. Discussion Items
  - a. Future
    - (1) Regular Meeting, March 19
    - (2) Information – 2020 Bond Communication Plan
  - b. Board of Education Reports
13. Adjournment

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

ITEM NO: 5.a. Celebration of Learning

TOPIC: WIRED

Waterford School District WIRED Coordinator Elizabeth Kutchey is here, along with several district teams, to share about our K-12 Waterford Initiative for Robotic Education and Development (WIRED) program and results from this past season.

Resource Persons: Carly Stone, Director of Curriculum, Instruction & Assessment

Date of Board of Education Meeting: March 5, 2020

WATERFORD SCHOOL DISTRICT  
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501 N. Cass Lake Rd  
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ITEM NO: 6.a. Information Item

TOPIC: Science Trajectory Updates and WSD Curriculum Library

Teaching and Learning Services will present information to the Board of Education regarding Science Trajectory and the WSD Curriculum Library.

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

Date of Board of Education Meeting: March 5, 2020

WATERFORD SCHOOL DISTRICT  
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Waterford, MI 48328

ITEM NO: 6.b. Information Item

TOPIC: Bond 2020

William Holbrook, Assistant Superintendent Business & Operations, will provide information relative to the May 5, 2020, Waterford School District Bond Election.

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

Date of Board of Education Meeting: March 5, 2020

WATERFORD SCHOOL DISTRICT  
Board of Education  
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ITEM NO:	6.c.	Information Item
TOPIC:	School District Refunding Bonds, Series 2013 (2003 Series III) Results	

William Holbrook, Assistant Superintendent Business & Operations, and Amy Dagenhardt, Director of Finance & Budget, will present the results from the refinancing of the Series 2013 (2003 Series III) bonds.

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

Amy Dagenhardt, Director of Finance & Budget

Date of Board of Education Meeting: March 5, 2020

## **WATERFORD BOARD OF EDUCATION – MINUTES**

**Regular Meeting  
February 6, 2020**

### **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 Ristich at 6:30 PM.

### **PLEDGE**

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

### **ROLL CALL**

Present: Members Josselyn, Ristich, Sutherland (via phone), Halls, Petrusha and Torres  
Absent: Member Piggott  
Others: Scott Lindberg, Bill Holbrook, Amy Dagenhardt, Nadine Milostan, Carly Stone, Lisa Eldredge, Kelly Allen, Joe Humphrey, Kelly Powell, Ann Kaschner, Kristen Wagner, Kent Douglas and others not registered.

### **APPROVAL OF THE AGENDA**

The agenda was approved as presented.

### **INFORMATION ITEM**

#### **a. Head Start Policies**

The Head Start program is required by the federal government to have a Policy Committee. This Committee meets monthly for the purpose of developing and approving policies for the Head Start program. Policies developed and approved by this Committee require Board of Education review and, for select policies, approval.

The Waterford School District's Board of Education has received for review the Waterford Head Start Policy Committee's meeting minutes from September, October, November and December 2019, Head Start Policy Committee's Code of Operations, Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) policies Personnel Policy and Standards of Conduct.

A recommendation to approve the Personnel Policy will be presented on February 20, 2020.

### **AUDIENCE COMMENTS ON ACTION ITEMS**

Kristen Wagner and Kent Douglas addressed the Board of Education regarding the resolution submitting bond proposition to electors.

### **APPROVAL OF MINUTES**

Moved by Member Halls and supported by Member Josselyn that the Board of Education approve the minutes of the January 16, 2020, Organizational/Regular Meeting and the January 31, 2020, Study Session.

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

Nays: None

Motion carried. (6-0)

## NEW BUSINESS

### a. Superintendent's Recommendations

#### 1. Recommendation 74-19-20 Relative to Resignations/Retirements/Leave of Absence Expirations

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

Cook, Angela - Teacher  
Donelson Hills Elementary  
Resignation  
Effective: January 24, 2020

Emke, Erika – School Social Worker  
Beaumont Elementary  
Resignation  
Effective: February 7, 2020

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

#### 2. Recommendation 75-19-20 Relative to Teaching Contract Changes/Appointments

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

Alfano, Lisa – Special Education Teacher  
Beaumont Elementary  
Probationary Contract  
Effective: January 15, 2020

Bell, Jacquelyn – School Social Worker  
Beaumont Elementary  
Annual Contract  
Effective: February 5, 2020

Brown, Kathleen – School Social Worker  
Haviland/Stepanski  
Annual Contract  
Effective: March 2, 2020

Crespo, Irma – Teacher  
Mott High School  
Probationary Contract  
Effective: January 23, 2020

Inman, Marnee – Special Education Teacher  
Riverside Elementary  
Probationary Contract  
Effective: February 10, 2020

Kozlowski, Joshua – Teacher  
Kettering High School  
Probationary Contract  
Effective: February 10, 2020

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

3. Recommendation 76-19-20 Relative to Reinstatement of Student H

In keeping with Michigan law, a committee consisting of school board members, a school administrator, teacher and parent of a pupil in the district reviewed a petition for the reinstatement of a student previously expelled by the Waterford School District. After reviewing all facts and information in the matter and giving careful consideration to the applicable State law, the Committee recommends that the Board of Education reinstate Student H, with conditions.

Moved by Member Halls and supported by Member Petrusha that the Board of Education approve the recommendation of the reinstatement committee, reinstating Student H, with conditions.

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

4. Recommendation 77-19-20 Relative to Reinstatement of Student I

In keeping with Michigan law, a committee consisting of school board members, a school administrator, teacher and parent of a pupil in the district reviewed a petition for the reinstatement of a student previously expelled by the Waterford School District. After reviewing all facts and information in the matter and giving careful consideration to the applicable State law, the Committee recommends that the Board of Education deny the reinstatement of Student I.

Moved by Member Halls and supported by Member Petrusha that the Board of Education approve the recommendation of the reinstatement committee, denying the reinstatement of Student I.

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

5. Recommendation 78-19-20 Relative to Resolution Submitting Bond Proposition to Electors

Moved by Member Halls and supported by Member Petrusha 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 made comments as it relates to the bond, the timing of the election, costs and voter participation.

Ayes: Members Halls, Sutherland, Petrusha and Ristich  
Nays: Members Josselyn and Torres  
Motion carried. (4-2)



## **AUDIENCE COMMENTS ON NON-ACTION ITEMS**

Kristen Wagner and Art Welch spoke about the Bond.

## **SUPERINTENDENT'S REPORT**

Superintendent Lindberg spoke about Governor Whitmer's budget recommendations and the 2020 Strategic Plan.

## **DISCUSSION ITEMS**

- a. Future Items
  - Mid-Winter Break, February 17-18
  - Next Regular Meeting, February 20

- b. Board of Education Reports

Member Torres responded to public comments.

Member Halls made comments relative to the bond recommendation.

Member Petrusha shared the passing of Dr. Howard Heitzeg and Walter Stonehouse as well as the Mott vs. Kettering game this week.

Member Ristich thanked Teaching and Learning Services for the presentation at the study session and gave a shout out to Mott's soccer team.

## **RECESS TO CLOSED SESSION**

At 7:24 PM, by Roll Call Vote, the Board of Education moved to Closed Session in accordance with Section 8(d) of the OMA to consider the purchase of real property.

Roll Call Vote: Petrusha (Yes), Torres (Yes), Josselyn (Yes), Halls (Yes) and Ristich (Yes)

## **RECONVENE/ADJOURNMENT**

The Regular Meeting was reconvened and adjourned by President Ristich at 7:36 PM.

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

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Secretary, Board of Education

/mr

WATERFORD SCHOOL DISTRICT  
Board of Education  
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ITEM NO.: 9.a.(1)	NEW BUSINESS Superintendent's Recommendation 79-19-20
TOPIC :	Retirements/Resignations/Leave of Absence Expirations

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

Bokshan, Mary Jo – Special Education Teacher  
Mason Middle School  
Retirement  
Effective: June 30, 2020

Grambush, Suzanne – Principal  
Schoolcraft Elementary  
Resignation  
Effective: February 28, 2020

Hamzey, Kris – Special Education Teacher  
Schoolcraft Elementary School  
Retirement  
Effective: June 12, 2020

Robinson, Michelle – Teacher  
Pierce Middle School  
Retirement  
Effective: June 12, 2020

Robinson, Ryan – Teacher  
Mott High School  
Retirement  
Effective: June 12, 2020

Schmidt, Kenneth M – Teacher  
Mason Middle School  
Retirement  
Effective: June 30, 2020

Wilson-Widman, Victoria – Special Education Teacher  
Stepanski Early Childhood Center  
Retirement  
Effective: August 26, 2020

Resource Person(s): Janet McLeod, Director of Human Resources  
Date of Board of Education Meeting: March 5, 2020

WATERFORD SCHOOL DISTRICT  
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ITEM NO.: 9.a(2) NEW BUSINESS  
Superintendent's Recommendation 80-19-20  
TOPIC:  
Head Start Personnel Policies

The Head Start program is required by the federal government to have a Policy Committee. This Committee meets monthly for the purpose of developing and approving policies for the Head Start program. Policies developed and approved by this Committee require Board of Education review and, for select policies, approval.

It is recommended that the Board of Education approve the Head Start Personnel Policy as approved by the Head Start Policy Committee and presented to the Board of Education as information at its last meeting.

Resource Person: Lisa Eldredge, Assistant Superintendent of Teaching and Learning Services

Board of Education Meeting: March 5, 2020



## **WATERFORD HEAD START PERSONNEL POLICIES**

**Relates to Head Start Performance Standard(s) 1302.90 Personnel policies (a)(b)(c)(d)**

### **Overall Purpose of Policies:**

*The purpose of this policy is to establish written personnel policies and procedures that are approved by the governing body and policy council and govern the recruitment, selection, and evaluation of current and potential employees.*

#### **(a) Establishing personnel policies and procedures**

1. Policy Committee will be involved in interviews of potential candidates for employment with Head Start.
2. Positions must be openly advertised so that all interested parties have an opportunity to apply (both Staff and Director positions).
3. Work with the Policy Committee to implement the recruitment, selection and approval process of candidates.
4. Encourage current and past parents to apply for jobs for which they are qualified.
5. Offer feedback regarding interview candidates to assist in hiring process.
6. With input from Policy Committee, management staff will take direct responsibility and make the final decision hiring candidates.

#### **(b) Background checks and selection process Procedure:**

1. Upon receiving an application for an open position, Head Start Director/Early Childhood Specialist will evaluate the application and/or resume, and transcripts to see if the applicant is qualified for the position.
2. If the applicant is qualified for the open position, the Director/Early Childhood Specialist will contact the applicant to schedule an interview.
3. If the Director/Early Childhood Specialist, Policy Committee Member and other Committee Members are satisfied with the results of the interview, then she can offer the candidate the job. When possible, the Director will interview a minimum of 3 qualified candidates.
4. If a candidate is selected for employment, HR will verify references, conduct a sex offender registry check and obtain one of the following:
  - (i) State or tribal criminal history records, including fingerprint checks, or
  - (ii) FBI criminal history records including fingerprint checks.

HR will review information found in each employment application and complete a background check to assess the relevancy of any issue uncovered by the

background check. This would include any arrest, pending criminal charges, or conviction and must use Child Care and Development Fund disqualification factors described in 42 USC 9858©(1)(d) and 42 USC 9858(h)(1) to determine whether the prospective employee can be hired or the current employee must be terminated.

A person is only hired for employment, after all background checks have been completed:

- (i) Whichever check listed in paragraph (b)(4) of this section was not obtained prior to the date of hire; and
- (ii) Child abuse and neglect state registry is checked.  
Results are reviewed by HR to ensure that newly hired employees, consultants, or contractors do not have unsupervised access to children until the complete background check process described in paragraphs (b)(1) through (4)(ii) in this section is complete.

Waterford School District's HR department conducts the complete background check for each employee, consultant, or contractor at least once every five years which must include each of the four checks listed in paragraphs (b)(1)-(4) of this section, and review and make employment decisions based on the information as described in paragraph (b)(3) of this section.

Current and former program parents are always encouraged to apply for employment vacancies for which they are qualified.

**\*\*\* The State of Michigan is working on a process where we have a candidate's information sent to them and they will conduct all fingerprint checks, both state and FBI, as well as child abuse and neglect, and sex offender registry. OLHSA will not need to conduct additional fingerprint checks once this process is in place.**

**(c) Standards of Conduct**

**(1) Waterford Head Start ensures that all staff, consultants, contractors, and volunteers are trained and follow all applicable codes of conduct related to their position. Codes of conduct follow all State of Michigan licensing requirements, Head Start requirements, High/Scope conflict resolution guidelines, and NAEYC Ethical code of conduct requirements.**

**(i)(ii) All staff are trained in positive guidance strategies. This may include High/Scope conflict resolution and Trauma Smart.**

**(a) During new employee orientation, staff is introduced to the NAEYC code of ethical conduct. Staff are given an overview of the code of ethical conduct, concentrating on Principle 1.1 – "Above all, we shall not harm children. We shall not participate in practices that are emotionally damaging, physically harmful, disrespectful, degrading, dangerous,**

exploitative, or intimidating to children. *This principle has precedence over all others in this code.*"

- (b) Additionally, staff are trained on "What is inappropriate behavior towards children?" This document is very specific, detailing what inappropriate behavior towards children looks like. Every new staff member is trained and signs this document. The Stepanski employee handbook outlines staff conduct, including penalties for not adhering to policy.
  - (c) The classroom climate is formally evaluated using the CLASS tool twice during the school year. The CLASS tool includes a measurement of positive climate and negative climate. If a classroom's score indicates a need for support in either of these areas, the appropriate management personnel is contacted to provide support.
  - (d) Second Step is used to also support the children with Social Emotional coping skills.
  - (iii) Staff promote and exemplify respect for all people, and do not engage in stereotyping or bias of any kind. Staff receive training in this area on a yearly basis at minimum. The Stepanski employee handbooks outline Head Start/licensing policy, including penalties for not adhering to policy.
  - (iv) Staff also receive training on the confidentiality policy as defined by OLHSA standards, as well as subpart C of part 1303 and applicable federal, state, and local laws. The Stepanski employee handbooks outline Stepanski/Licensing policy, including penalties for not adhering to policies.
  - (v) Waterford Head Start staff, consultants, contractors, and volunteers are trained on the crucial importance of no child ever being left unattended at any time, for any reason. The Stepanski Early Childhood Employee handbook outlines, including penalties for not adhering to policy.
- (d) Missing Student Policy and Disciplinary Action
- (1) Teachers will follow the missing student policy approved by the Policy Committee.
  - (2) If it is deemed that a teacher, teacher assistant or staff member violated the missing student Policy, then a meeting will be arranged with the Center Director. The Director and staff member(s) will together fill out an action plan to avoid having an incident occur again. Both the Center Director and the staff member(s) involved will sign the action plan.
  - (3) The Action Plan will be submitted to OLHSA. OLHSA will then determine if any further action is needed.

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ITEM NO: 9.b.(1)	New Business: Consideration of Certain Purchases Superintendent's Recommendation 81-19-20
TOPIC:	Contract Award: District Website Design & Development

The Administration recommends awarding the contract for District Website Design & Development to Foxbright.

Vendor Name	Set-Up Price	Annual Fee	Total for 4 years
BLACKBOARD	\$ 5,600	\$10,200 or \$15,100	\$46,400
SCHOOLPOINTE	\$ 7,500	\$13,000	\$59,500
*FOXBRIGHT (Option 1 - Self-Hosting)	\$ 16,400	\$5,400	\$38,000
(Option 2 - Hosting)		\$10,100	\$51,100
EDLIO	\$ 21,700	\$17,200	\$73,300
FINALSITE	\$ 27,000	\$14,300	\$84,200
REVIZE SCHOOLS WEBSITES	\$ 27,400	\$4,900	\$42,100
INTRADO	\$ 27,650	\$16,250	\$76,400
SMART OFFICES SMART HOMES	\$ 32,324	\$4,586	\$50,668
PARENT SQUARE	\$ 35,000	\$32,000	\$163,000
JOB HUB GROUP	\$ 39,150	\$4,450	\$56,950
JUICEBOX INTERACTIVE	\$ 40,000	\$4,080	\$56,320
INFO SERVICES LLC	\$ 92,000	NA	NA
SVANACO INC / AMERICANEAGLE.COM	\$ 135,000	\$27,000	\$243,000
MEDIA GENESIS	\$ 187,200	\$12,000/monthly after 18 months)	\$547,200
NEUMERIC TECHNOLOGIES CORP	\$ 149,334	\$2,400	\$158,934
WEBIXION TECHNOLOGIES LLC	Received after bid opening.		

\*Contract Award

Funding Source: General Fund

Resource Persons: Kelly Allen, Director of Communications and Community Relations

Date of Board of Education Meeting: March 5, 2020