

**WATERFORD SCHOOL DISTRICT**  
**Regular/Budget Meeting of the Board of Education**  
**Thursday, March 21, 2019 - 6:00 PM**  
**A G E N D A**

1. Opening – Audience participation is scheduled at the beginning and end of the agenda. Only those who want to speak on an action item and have completed a public comment card will be called upon at the beginning of the meeting. Those who have comments on non-action items and have completed a public comment card will be called upon before the conclusion of the meeting. The President of the Board is responsible for recognizing all speakers. Board packets are available on the website, [www.waterford.k12.mi.us](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. Approval of Minutes
  - a. March 7, 2019, Regular Meeting
7. Accounts Payable – February 2019
8. School District Financial Statement
9. New Business
  - a. Superintendent’s Recommendations
    - (1) Recommendation 78-18-19 Relative to Reinstatement of Student A
    - (2) Recommendation 79-18-19 Relative to Policy 4120: Employment of Support Staff
    - (3) Recommendation 80-18-19 Relative to Resolution for Designation of a School Safety Liaison and Emergency Contact to Attorney General Hotline
    - (4) Recommendation 81-18-19 Relative to Resolution in Support of the Governor’s Budget Proposal
10. Information Items
  - a. Administrative Layoffs
  - b. 2018-2019 Revised Budget
11. 2019-2020 Budget Development
12. Audience Comments on Non-Action Items
13. Superintendent’s Report
14. Discussion Items
  - a. Future
    - (1) Board Workshop, March 27
    - (2) Spring Break, April 1-5
    - (3) No Meeting Scheduled on April 4
    - (4) Next Regular Board of Education Meeting, April 18
  - b. Board of Education Reports
15. Adjournment

# WATERFORD BOARD OF EDUCATION – MINUTES

## Regular Meeting March 7, 2019

### OPENING

The Regular Meeting of the Waterford School District Board of Education, held at the Waterford Township Hall Auditorium, 5200 Civic Center Drive, Waterford, Michigan, was called to order by Vice President Torres at 6:00 PM.

### PLEDGE

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

### ROLL CALL

Present: Members Halls, Sutherland, Petrusha, Torres and Josselyn

Absent: Members Piggott and Barghahn

Others: Keith Wunderlich, Bill Holbrook, Darin Holley, Lisa McFee Janet McLeod, Nadine Milostan, Carly Stone, Tammy Wolfe, Mary Craite, Ann Kaschner, Susan Calario, Irene Jarois, Grant Smith, Joe Humphry, Kristi Moore, Sarah Furney, Val Grimes, Lori McCracken, Kelly Powell, Michelle Sullivan, Larry Spiece, Sally Hart, Margy Newberry, Denise Sokol, Vicki Widman, Kristen Wagner, Elyse Swenson, Lisa Kane, Megan Roberts and others not registered.

### APPROVAL OF THE AGENDA

Members engaged in dialogue regarding the change from the tentative agenda to the agenda presented with regard to the removal of action on Policy 4120.

Seeing no changes, the agenda was approved as presented.

### INFORMATION ITEMS

a. Anti-Bullying Task Force Update

Keith Wunderlich, Superintendent, and Lisa McFee, Assistant Superintendent of Teaching and Learning Services, presented an update on the Anti-Bullying Task Force. The group met on February 28, 2019. The group finalized the website, which is now highlighted with a link under "Latest News". Lisa McFee also shared information from the Parent Engagement Night and the PR campaign to brand the efforts of the Task Force. Students will be a part of the process and will create a slogan and artwork. They will meet March 18.

b. Waterford MEA

Mary Craite, President of the Waterford Education Association, honored Dr. Wunderlich, Superintendent of Schools, on behalf of the Waterford MEA.

### AUDIENCE COMMENTS ON ACTION ITEMS

There were no audience comments on action items.

### APPROVAL OF THE MINUTES

a. February 21, 2019, Regular Meeting

b. February 26, 2019, Special Meeting

Moved by Member Halls and supported by Member Sutherland that the Board of Education approve the minutes of the above stated minutes.

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

Nays: None

Motion carried. (5-0)

## **NEW BUSINESS**

### a. Superintendent's Recommendations

#### (1) Recommendation 75-18-19 Relative to Retirements/Resignations/Leave of Absence Expirations

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

Anderson, Deborah – Teacher  
Donelson Hills Elementary  
Retirement Effective: June 30, 2019

Austin, Susan – Teacher  
Cooley Elementary  
Retirement Effective: June 30, 2019

Baudino, Elizabeth – Special Education Teacher  
Kingsley Montgomery  
Retirement Effective: August 30, 2019

Dittman, Theresa – Special Education Teacher  
Mason Middle School  
Retirement Effective: July 1, 2019

Fromwiller, Jeffrey – Special Education Teacher  
Mott High School  
Retirement Effective: June 30, 2019

George, Sandra – Teacher  
Donelson Hills Elementary  
Retirement Effective: June 30, 2019

Moses, Mary Denise – Special Education Teacher  
Mott High School  
Retirement Effective: June 15, 2019

Paredes, Cindy – Teacher  
Schoolcraft Elementary  
Retirement Effective: June 30, 2019

Radhs, Sylvia – Special Education Teacher  
Kingsley Montgomery  
Retirement Effective: September 1, 2019

St. Dennis, Carol – Teacher  
Donelson Hills Elementary

Retirement Effective: June 30, 2019

## NEW BUSINESS

### a. Superintendent's Recommendations

- (1) Recommendation 75-18-19 Relative to Retirements/Resignations/Leave of Absence Expirations  
(continued)

Thompson, Jacqueline  
Mason Middle School  
Retirement  
Effective: June 30, 2019

Werk, Cheri – Special Education Teacher  
Kingsley Montgomery  
Retirement  
Effective: June 30, 2019

Weston, Michelle – Teacher  
Kettering High School  
Retirement  
Effective: June 30, 2019

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

Nays: None

Motion carried. (5-0)

### b. Consideration of Certain Purchases

- (1) Recommendation 76-18-19 Relative to Teaching Contract Changes/Appointments

Moved by Member Sutherland and supported by Member Halls that the Board of Education approve the awarding of contracts for Bid Pack 19-03: Grayson Elementary Remodel and Addition; Mott and Kettering Locker Room Renovations; Haviland Door Replacement; Beaumont Water Main/Fire Hydrants Additions; Schoolcraft Drainage Improvements per the summary below:

<u>Category</u>	<u>Contractor</u>	<u>Amount</u>
Selective Demolition	DKI International, Inc.	\$ 317,700
Concrete-Foundations	Midtown Group LLC	217,800
Masonry	D'Aloisio Masonry & Construction, Inc.	927,000
Structural Steel	B&A Structural Steel LLC	307,350
Carpentry	Heritage Contracting	776,000
Metal Wall Panels	Streng Construction Co.	45,000
Roofing	Royal Roofing	317,800
Aluminum Framing	Hewett Company	415,111
Hard Tile	Southeastern Tile	219,184
Flooring	Continental Contracting Co., LLC	210,000
Painting	G.M. Painting, Inc.	198,450
Metal Lockers	Rayhaven Group	147,845
Gym Equipment	Gardiner C. Vose, Inc.	23,944
Casework	Detroit Technical Equipment	203,000
Mechanical	Quality Aire Systems, Inc.	3,258,000
Electrical	Metro Electric Engineering Technologies	1,145,000
Site Work	Site Development, Inc.	1,395,000
Total Award:		<u>\$ 10,124,184</u>

## **NEW BUSINESS**

### **b. Consideration of Certain Purchases**

- (1) Recommendation 76-18-19 Relative to Teaching Contract Changes/Appointments (*continued*)

Funding Source: 2016 Series II

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

Nays: None

Motion carried. (5-0)

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

The following audience members addressed the Board of Education:

- Tammy Wolf – Superintendent Search
- Kristen Wagner – WSD Parent Funding Advocacy Committee and Mott Chamber Orchestra Festival
- Jessica Pumfrey – Board Training and Professional Development
- Grant Smith – Waterford Youth Assistance Youth Recognition Nominations

## **SUPERINTENDENT'S REPORT**

Dr. Wunderlich discussed the Governor's proposed budget and various District accolades.

## **DISCUSSION ITEMS**

### **a. Future Items**

- (1) Information – 2019-2020 Budget Development

### **b. Board of Education Reports**

Member Halls spoke about community advocacy and giving.

Member Sutherland acknowledged Kristen Wagner and the parent advocates and also discussed the School Finance Research Collaborative.

Member Petrusha thanked the students who made cards for the Board and also acknowledged the outstanding community.

Member Torres discussed the Day of Advocacy, thanked Dr. Wunderlich for his service and addressed public comments.

## **ADJOURNMENT**

The meeting was adjourned by Vice President Torres at 7:17 PM.

A video recording is on file with the official minutes.

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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 FEBRUARY 2019

RECOMMENDATION: It is recommended that the Board of Education approve the Check/Electronic Funds Transfer Register for the month of February 2019 as listed on pages 1-165, and the P-Card Account Statement listed on the last two pages.

## EXPENDITURES BY DISBURSEMENT TYPE:

## 1. ACCOUNTS PAYABLE (CHECKS)

General Fund/Pooled Cash	\$ 2,818,352.61
Special Ed Center Program	21,478.02
Community Service	53,460.55
Food Service	211,351.51
Debt Service	-
Capital Projects: 2016 Series II	1,985,636.94
Capital Projects: 2016 Series III	-
<b>TOTAL ACCOUNTS PAYABLE</b>	<b>\$ 5,090,279.63</b>

## 2. PAYMENTS BY WIRE OR ACH:

2/1/2019	Edustaff Contracted Substitutes/Staff	\$ 60,826.52
2/4/2019	Food Service Bankcard Credit Fees	1,813.35
2/4/2019	Food Service MI Business Tax	130.23
2/4/2019	5/3 Merchant Bankcard Credit Fees	399.01
2/4/2019	Authnet Gateway Billing	33.80
2/4/2019	ArbiterPay Officials	1,200.00
2/4/2019	ArbiterPay Officials	2,000.00
2/5/2019	Food Service PayPal Payment Fees	185.20
2/5/2019	Edustaff Contracted Benefits	712.25
2/7/2019	Food Service Meal Magic Fees	288.36
2/8/2019	Edustaff Contracted Substitutes/Staff	4,325.23
2/11/2019	5/3 Bank Food Service MPS Billing	461.34
2/11/2019	5/3 Child Care Bankcard Credit Fees	600.82
2/11/2019	5/3 Merchant MPS Billing	147.23
2/12/2019	Office of Retirement Services Payroll 2/1/19	734,636.17
2/14/2019	ArbiterPay Officials	3,500.00
2/15/2019	Edustaff Contracted Substitutes/Staff	59,260.31
2/19/2019	Office of Retirement Services-Adjustment Payroll 2/1/19	785.87
2/20/2010	ArbiterPay Officials	1,000.00
2/22/2019	Edustaff Contracted Substitutes/Staff	3,499.84
2/26/2019	Office of Retirement Services Payroll 2/15/19	747,998.57
2/27/2019	Office of Retirement Services UAAL-February 2018	628,392.01
2/27/2019	5/3 Bank Purchasing Card-January 2019	7,909.78

TOTAL WIRES OR ACH \$ 2,260,105.89

TOTAL DISBURSEMENTS FOR FEBRUARY 2019 \$ 7,350,385.52

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  
Doreen Simonds, Director of Nutrition & Purchasing Services

Date of Board of Education Meeting: March 21, 2019

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

<u>REVENUE</u>	<u>BUDGET</u>	<u>ACTUAL PLUS ENCUMBRANCE</u>	<u>PERCENT OF BUDGET</u>
LOCAL			
PROPERTY	\$ 11,834,768	\$ 10,730,262	90.7%
OTHER	2,195,191	442,478	20.2%
TOTAL	14,029,959	11,172,740	79.6%
STATE			
MEMBERSHIP AID	55,778,011	30,594,239	54.8%
CATEGORICAL AID	16,864,370	9,250,107	54.9%
TOTAL	72,642,381	39,844,346	54.9%
FEDERAL	7,436,949	3,484,419	46.9%
INCOMING TRANSFER	5,170,139	3,446,759	66.7%
TOTAL REVENUE	\$ 99,279,428	\$ 57,948,264	58.4%
<b><u>EXPENDITURES</u></b>			
INSTRUCTION:			
ELEMENTARY	\$ 9,752,823	\$ 5,499,606	56.4%
MIDDLE SCHOOL	4,705,937	2,552,059	54.2%
HIGH SCHOOL	6,631,888	3,874,702	58.4%
SUMMER SCHOOL	130,278	92,256	70.8%
EARLY CHILDHOOD	1,825,891	975,064	53.4%
SPECIAL ED	10,392,915	5,556,635	53.5%
COMP ED	3,115,187	1,477,438	47.4%
VOC ED	990,735	527,433	53.2%
TOTAL INSTRUCTION	37,545,654	20,555,193	54.7%
SUPPORT SERVICE:			
PUPIL SERVICE	7,123,526	3,778,202	53.0%
INSTR STAFF	2,137,411	1,306,070	61.1%
GENERAL ADM	1,338,914	730,969	54.6%
SCHOOL ADM	3,898,954	2,441,825	62.6%
BUSINESS	10,683,333	8,403,680	78.7%
CENTRAL	24,842,076	14,453,907	58.2%
TOTAL SUPPORT	50,024,214	31,114,653	62.2%
OTHER:			
ATHLETICS	1,576,614	805,995	51.1%
COMMUNITY SERVICE	101,984	52,391	51.4%
FEDERAL PROGRAMS	7,823,995	3,665,761	46.9%
DEBT	1,078,000	1,078,800	100.1%
TEACHER RETIREMENT SAVINGS	(300,000)	(200,000)	66.7%
INTERFUND TRANSFERS	190,170	126,780	66.7%
TOTAL OTHER	10,470,763	5,529,727	52.8%
TOTAL EXPENDITURES	\$ 98,040,631	\$ 57,199,573	58.3%
REV. OVER/(UNDER) EXP.	\$ 1,238,797	\$ 748,691	

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

ITEM NO.:	9.a.(1) NEW BUSINESS Superintendent's Recommendation 78-18-19
TOPIC:	Reinstatement of Student A

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 not reinstate Student A.

Resource Person(s): Darin Holley, Director, Instructional Services and Technology

Date of Board of Education Meeting: March 21, 2019



ACTION

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

ITEM NO.: 9.a.(2) NEW BUSINESS  
Superintendent's Recommendation 79-18-19  
TOPIC: Policy 4120: Employment of Support Staff

It is recommended that the Board of Education approve the proposed language revisions to Policy 4120: Employment of Support Staff.

The Board shall approve the ~~employment~~ **POSITIONS WITHIN EACH SUPPORT STAFF GROUP**, and also, when not covered by the terms of a negotiated, collectively-bargained agreement, fix the compensation, and establish the term of employment for each support staff member **POSITION** ~~employed by~~ **AVAILABLE IN** this District. **CHANGES IN SUPPORT STAFF PERSONNEL SHALL BE BROUGHT TO THE BOARD MONTHLY. ALL NEW SUPPORT STAFF POSITIONS SHALL BE APPROVED BY THE BOARD BEFORE BEING POSTED UNLESS REQUIRED BY STATE OR FEDERAL LAW.**

Resource Persons: Bob Piggott, President  
Keith D. Wunderlich, Superintendent of Schools

Date of Board of Education Meeting: March 21, 2019

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

ITEM NO.:	9.a.(3) NEW BUSINESS Superintendent's Recommendation 80-18-19
TOPIC:	Resolution for Designation of a School Safety Liaison and Emergency Contact to Attorney General Hotline

It is recommended that the Board of Education approve the following resolution directing the Superintendent to designate the school safety liaison and emergency contact to Attorney General Hotline (OK2SAY).

WHEREAS, Public Act 435 of 2018 establishes the Office of School Safety within the Department of State Police; the Office of School Safety is tasked with working with the Michigan Department of Education to create model practices for school safety and offering school safety trainings to school districts;

WHEREAS, Public Act 538 of 2018 requires the Department of State Police to create a School Safety Commission to review model practices for determining school safety measures and to make policy recommendations to the Office of School Safety;

WHEREAS, Public Act 549 of 2018 requires the Board to designate a District employee to act as a liaison to both the newly-created Office of School Safety and the School Safety Commission;

WHEREAS, the District's designated liaison to the Office of School Safety and School Safety Commission must be a District employee who regularly and continuously works under contract for the District;

WHEREAS, under the Student Safety Act, MCL 752.913(3), the Attorney General is responsible for operating a hotline that allows the public to submit reports regarding potential self-harm and potential harm or criminal acts directed at school students, school employees or schools in Michigan; and

WHEREAS, Public Act 670 of 2018 requires the governing body of a school to provide, at least biannually, to the Department of State Police current emergency contact information for at least one school official to ensure that the school official is able to receive information submitted through the hotline described above.

NOW, THEREFORE BE IT RESOLVED,

1. That the Superintendent is directed to designate an individual employed by the District or who is assigned to regularly and continuously work under contract for the District to act as a liaison to the Office of School Safety and the School Safety Commission and the Superintendent shall notify the Department of State Police of the designated liaison by March 28, 2019; and
2. That the Superintendent is directed to provide the contact information of at least one school official within the District to receive information from the Attorney General's hotline, to the Department of State Police by March 28, 2019 as required by Public Act 670.

Resource Persons: Bob Piggott, President  
Keith D. Wunderlich, Superintendent of Schools

Date of Board of Education Meeting: March 21, 2019

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

ITEM NO.:	9.a.(4) NEW BUSINESS Superintendent's Recommendation 81-18-19
TOPIC:	Resolution in Support of Governor Whitmer's Proposed Budget

It is recommended that the Board of Education approve the following resolution in support of Governor Whitmer's budget proposal.

**WHEREAS**, the Michigan Constitution requires the state to support a system of free public elementary and secondary schools as defined by law; and

**WHEREAS**, a recent study by researchers at Michigan State University has shown that Michigan ranks last in the nation in providing funding for K-12 schools in recent years; and

**WHEREAS**, the work of the non-partisan School Finance Research Collaborative (SFRC) has provided Michigan with comprehensive recommendations on how to change our approach to how we fund Michigan's schools to fully prepare all students for jobs and success; and

**WHEREAS**, the SFRC and Michigan State University study have both pointed to the need for significant new funding for K-12 schools in addition to changing how those dollars are allocated to reflect the unique needs of each individual school district; and

**WHEREAS**, Governor Gretchen Whitmer has released a proposed 2019-2020 school-aid budget that reflects the work and recommendations of the SFRC; and

**WHEREAS**, Governor Gretchen Whitmer's proposed 2019-2020 school-aid budget represents a historic investment in schools across Michigan; and

**WHEREAS**, Governor Gretchen Whitmer's proposed 2019-2020 school-aid budget would provide an additional \$466 dollars per pupil to Waterford Schools and better support the programs our students rely on; and

**WHEREAS**, Governor Gretchen Whitmer's budget plan emphasizes the need for the state to properly fund early literacy programs, special education programs, career technical education and programs for at-risk students;

**THEREFORE BE IT RESOLVED**, the Waterford School District believes that Governor Gretchen Whitmer's proposed 2019-2020 school-aid budget puts the needs of our students first and foremost and we encourage our elected legislators to support it as it moves through the legislative process.

Resource Persons: Bob Piggott, President  
Keith D. Wunderlich, Superintendent of Schools

Date of Board of Education Meeting: March 21, 2019

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

ITEM NO: 10.a.	Information Item
TOPIC:	Administrative Layoff

A recommendation to approve the following resolution relative to administrator layoffs will be presented for action on April 18, 2019.

WHEREAS, due to the financial condition and the staffing needs of the School District, the Board of Education has determined that a reduction of administrator positions is necessary; and

WHEREAS, administration has reviewed the present administrative assignments and recommended the elimination of specific position and the layoff of the following administrator:

Donna Bergstrom

NOW, THEREFORE, BE IT RESOLVED that the above person is hereby laid-off and her administrative employment with Waterford School District accordingly terminated by reason of necessary reduction in personnel, effective June 30, 2019.

BE IT FURTHER RESOLVED that this Resolution, and resulting layoff, be carried out in a manner that is wholly consistent with any applicable contracts of employment.

BE IT FURTHER RESOLVED that the Superintendent of Schools, or designee, is hereby directed to notify in writing said employees affected by this Resolution of layoff and termination of service prior to April 30, 2019.

Resource Persons: Keith D. Wunderlich, Ed.D., Superintendent  
Janet McLeod, Director of Human Resources

Date of Board of Education Meeting: March 21, 2019

WATERFORD SCHOOL DISTRICT  
Board of Education  
501 North Cass Lake Road  
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ITEM NO: 10.b.	Information Item
TOPIC:	2018-2019 Revised Budget

William Holbrook, Assistant Superintendent, Business and Operations, and Amy Dagenhardt, Director of Finance & Budget, will present the 2018-2019 Revised Budget to the Board of Education.

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

Date of Board of Education Meeting: March 21, 2019