Grosse Pointe Board of Education

Minutes of the Regular Meeting of July 27, 2009

Library, Grosse Pointe North High School
707 Vernier, Grosse Pointe Woods, MI 48236

MEETING MINUTES

President Kosinski called the meeting to order at 8:02 p.m.

The Pledge of Allegiance was led by Trustee Dindoffer.

CALL TO ORDER

Board members present: Trustees Dindoffer, Gafa, Minturn, Kosinski, Steininger and Walsh

Also Present: Superintendent Klein, Assistant Superintendents Allan and Fenton, Executive Director Warras

SUPERINTENDENT REPORT AND RECOGNITIONS

Dr. Klein noted that the district was notified by the Michigan Department of Education that both high schools made Adequate Yearly Progress for the 2008-09 school year. All fourteen Grosse Pointe Public elementary, middle and high schools have accomplished this goal. All elementary and middle schools have received grades of "A". High school grades will be forward when they are received.

Dr. Klein also shared that summer school has now been in session for a few weeks. Over 700 students in elementary, middle and high school levels have participated in various classes and programs. Grosse Pointe has been recognized as having one of the most comprehensive summer programs in this part of the state.

A. Board Trustee Vacancy

Effective July 6, Trustee Ahmed Ismail resigned his seat on the Board. The Board had posted an opportunity for those interested in filling that vacancy to apply and be interviewed at a special meeting held prior to tonight's board meeting. There were six applicants interviewed for the position and will be available on the district website and on Channel 20 and 902 this week. A public meeting will be held on August 3, 2009 at 6 p.m. at the Administration Building at which time the Board will decide who will fill the vacancy.

President Kosinski encouraged the community to view the candidate forum on the local television station.

B. Enrollment Update

Mr. Fenton reported that the district has projected a count of 8,172 students (blended enrollment) for 2009-10. Based on the current enrollment, transfers and withdrawals already processed, the district stands currently at 8,139 students, 33 short of the projected count.

Mr. Harwood continues to watch enrollment "hot spots" in the schools where the number of students may be higher originally expected.

organizations that are important to our schools.

The Foundation's Grant Committee supported and the Foundation Board recently approved a generous donation to support three requests:

Middle School – Conceptual Physics Lab Equipment, $16,650 (3 kits for each school)
The newly revised 8th grade science physics curriculum being implemented calls for a "hands-on" approach to learning science and involves students in a variety of regular lab activities in support of the intended science learning. The lab activities require specialized equipment (lab kits) in order for students to be able to complete the identified lab assignments.

Last summer, the district purchased CPO Science Physics First textbooks. With each set of 30 books, the district received one complete set of lab equipment enabling teachers to provide students experience with all the labs identified in the textbook. By adding this additional lab equipment, teachers will be able to teach the units in a parallel time sequence and participate in joint planning, instruction, and unit assessment as they move through the curriculum.

Middle School – Homework Club, $6,300 ($2,100 for each school)
Homework Club will run after school in each of the middle school buildings twice a week from the second week in September through the third week of May. The program is staffed by middle school teachers and high school student volunteers. Benefits of the program are similar to those from our Elementary Homework Club: increased confidence for students; increase of homework completion; increase in academic success, especially in math. The funding will cover Extra Pay for Extra Duty (EPED) costs for teachers.

High School – Struggling Learner Summer Transition Camp, $2,000
This transition experience in August for incoming ninth graders is an extension of the Freshman Academic Success Team model developed at Grosse Pointe North High School during the 2007-08 school year. This model, a team approach to working with our most struggling learners, has been a great success. The camp will focus on academic preparation, study and organizational skills, and relationship building to benefit our students at both high schools. Research indicates that the transition from 8th to 9th grade is one of the most difficult transitions, so this new support program is anticipated to increase student success in school.

This brings the total of gifts from the Foundation to the school district to $588,000.

Moved by: Trustee Minturn
Supported by: Trustee Dindoffer

THAT the Board accept the gifts from the Grosse Pointe Foundation for Public Education for $24,950.

PUBLIC COMMENTS ON CONSENT AGENDA ACTION ITEMS

No one came forward to comment.

PUBLIC COMMENTS ON ACTION ITEMS

Laura Bartell, Co-President of the North Choir Parents Group, asked the Board to recall Ben Henri, last year's choir director, to his position at North.

CONSENT AGENDA ACTION ITEMS FROM JUNE 22, 2009

A. High School Math Textbooks
B. Astronomy Textbook for Grade 6
C. Memberships in MASB and MHSAA
D. Resolution on Indemnification
   1. Liability Indemnification
   2. Asbestos Indemnification
      a. Operation and Maintenance Employees
      b. Designated Asbestos Coordinator
E. Fidelity and Treasurer's Bonds
F. Designated Agent
G. School Breakfast Program
H. Co-chairs for Human Sexuality Advisory Board for 2009-10
I. Authorized Debit/Credit Card Users
J. Transfer Agent to Designate Electronic Funds
K. Tuition Rates for 2009-10

It was Moved by: Trustee Minturn
Supported by: Trustee Walsh

THAT the Board approve the Consent Agenda as presented.

Ayes: Trustees Dindoffer, Gafa, Kosinski, Minturn, Steininger and Walsh
Nays: None
Motion carried by a 6 – 0 vote.

ACTION ITEMS FOR July 27, 2009

A. Approval of Gift from Grosse Pointe Foundation for Public Education

Mr. Robert Bury, newly elected President of the Grosse Pointe Foundation for Public Education, shared that new members have been added to the Foundation board and recognized Patrick Burke and Christy Scoggin, continuing members who were present. He said that the Foundation recently finished its third year as an organization and has raised over $1 million for the school district.

The primary purpose of the Grosse Pointe Foundation for Public Education (GPFPE) is to provide locally controlled, financial support to the Grosse Pointe Public School System by direct contribution and through proceeds generated by an endowment. Funds raised by the Foundation augment, but do not replace, the generous support provided by booster clubs, PTO's and other

Ayes: Trustees Dindoffer, Gafa, Kosinski, Minturn, Steininger and Walsh
Nays: None
Motion carried by a 6 – 0 vote.

B. Approval of Contract with Food Services

As part of the ongoing effort to reduce costs, the administration has pursued a number of avenues including the privatization of the cafeteria program. The cafeteria food service program was contracted to Sodexo, Inc. on July 13, 2005, for one year and the company has held the contract for the last 4 fiscal years.

As mandated by the State, The Grosse Pointe Public School System was required to re-bid the cafeteria operations. The contract includes food cost, labor, benefits, on-site manager, administrative costs, management fee and non-food costs. The guarantee from Sodexo for next year is $60,196.

When this agenda item was brought formally in June, the contract had not yet been approved by the State so the item was tabled until the July Board meeting. The administration is now asking the Board of Education to approve a one year contract with Sodexo.

It was moved by: Trustee Walsh
Supported by: Trustee Steininger

THAT the Board approve the contract for food services with Sodexo.

Ayes: Trustees Dindoffer, Gafa, Kosinski, Minturn, Steininger and Walsh
Nays: None
Motion carried by a 6 – 0 vote.

C. Approval of Human Resources Report for June, 2009

The Human Resources Report for May, 2009 contained the summer appointment in various programs, Camp O'Fun, Summer School, Camp Invention, summer maintenance as well as the new hire of a teacher of Mandarin Chinese. The recall of some additional teachers was also listed as were new retirements.

Moved by: Trustee Minturn
Supported by: Trustee Steininger

THAT the Human Resources Report for June, 2009 be approved as presented.

Ayes: Trustees Dindoffer, Gafa, Kosinski, Minturn, Steininger and Walsh
Nays: None
Motion carried by a 6 – 0 vote.

D. Approval of Closed Session and Work Session Minutes of June 8, 2009, Closed Session and Regular Session Minutes of June 22, 2009

and Closed Session Minutes of June 30, 2009

It was moved by: Trustee Walsh
Supported by: Trustee Minturn

THAT the Board approve the meeting minutes of June 8, 2009, June 22, 2009 and June 30, 2009.

Ayes: Trustees Dindoffer, Gafa, Kosinski, Minturn, Steininger and Walsh
Nays: None
Motion carried by a 6 – 0 vote.

E. Approval of Bank Line of Credit Borrowing for 2009-10

The school district has three options for borrowing money to meet cash flow needs: Tax Anticipation Notes, State Aid Notes, or a Bank Line of Credit.

Based on an analysis of our cash flow needs over the years, Ms. Amanda Van Dusen of Miller Canfield is again advising that the Board approve a resolution authorizing a Bank Line of Credit.

The resolution will authorize the district to proceed with the borrowing approval with the State of Michigan. Once the resolution is adopted and the application is signed,the administration will file an application with the State. This process takes about five weeks.

The line of credit would be placed with one of the school system's major depository banks (others are possible, but in general the banks with a depository relationship will be more interested). Ms. Van Dusen is advising that the line not be tax exempt and that we choose a variable rate structure. The school system would seek written proposals from the banks. The amount available under the line must not exceed 30% of the state aid expected in the fiscal year which would be approximately $19 million. During the year, the line may revolve, but it cannot automatically renew.

Once approval is received, the designees of the district (Dr. Klein or Mr. Fenton) can close on the line of credit which will be good for one year. Therefore, Ms. Van Dusen is recommending that we put it in place in August 2009 to expire in August 2010, and that it relates to state aid for the 2009/10 fiscal year.

A $6 million line of credit is needed based on projected fund equity and our ending balances.

Board members discussed this resolution and

It was moved by: Trustee Dindoffer
Supported by: Trustee Kosinski

THAT the Board approve the bank line of credit with a revision to

'line 3 in exhibit A' to state, "...not to exceed $6 million..." in the body of the resolution.

Ayes: Trustees Dindoffer, Gafa, Kosinski, Minturn, Steininger and Walsh
Nays: None
Motion carried by a 6 – 0 vote.

F. Approval of Bids

1. Parcells Addition

Bids for the performing arts addition at Parcells were opened in July. Thirty-one companies attended the mandatory pre-bid meeting and twelve submitted bids. The project is being funded from the bond fund.

It was moved by: Trustee Minturn
Supported by: Trustee Gafa

THAT the Board award the bid for the Parcells addition to Degenhardt & Sons for $429,888.

Ayes: Trustees Dindoffer, Gafa, Kosinski, Minturn, Steininger and Walsh
Nays: None
Motion carried by a 6 – 0 vote.

2. Security Services

Bids for security services were advertised and two companies directly contacted. This security bid includes parking lot/exterior security services for daytime and after school activities for North High School and some special after school activities at Parcells. Contracted services are primarily used for outside parking lot security at North. The district has done business with Ricco Investigations Inc. for the past 10 years. The base bid for daytime security from Ricco is the same amount that the district currently pays. The administration is recommending that the Board accept the bid from Ricco Investigations Inc. for 2009-10 thru 2011-12 for security of North High School.

It was moved by: Trustee Kosinski

THAT the Board table this bid allowing the administration to review the information and bring additional input to the Board.

Ayes: Trustees Dindoffer, Gafa, Kosinski, Minturn, Steininger and Walsh
Nays: None
Motion carried by a 6 – 0 vote.

ACTION ITEMS FOR AUGUST 24, 2009

A. Approval of Human Resources Report for July 2009

The Human Resources Report includes the appointments for two custodial positions at South; the recall of two employees from layoff status; and the retirement of one classroom assistant.

B Approval of Regular Meeting Minutes of July 27, 2009

The minutes of the regular meeting of July 27, 2009 will be available before the next meeting in August.

C. Approval of Revisions to Board Policies

The Board of Education has contracted with NEOLA to provide semi-annual policy updates and revisions based on changes in legislation and court decisions. Recently the Board Policy Committee met with a representative from NEOLA regarding recommendations for policy revision and has reviewed each policy brought forward.

From this review, the Policy Committee is proposing changes to the following Board policies:

- Policy 2623, Student Assessment
- Policy 3430.01/4430.01, Family and Medical Leave of Absence (FMLA)
- Policy 6144, Investments
- Policy 7217, Weapons
- Policy 8330, Student Records

1. Policy 2623, Student Assessment

Public Act 349 of 2008 eliminates retakes of the Merit Exam except for the ACT portion of the assessment, requires all students not eligible for free lunch to pay for Merit Exam retakes, restricts any Merit Exam writing exams to only the ACT written test, requires all three WorkKeys components to be administered, and requires the Department of Education to identify specific grade level content expectations to be taught before and after the middle of 11th grade, so teachers will know what content will be covered within the Merit Exam.

This revision reflects the current state of law and should be adopted to have accurate policies.

2. Policy 3430.01 and 4430.01, Family and Medical Leaves of Absence (FMLA)

The Department of Labor (DOL) recently released revised regulations related to the Family Medical Leave Act (FMLA) thus defining "qualifying exigencies" and providing further guidance regarding the twenty-six (26) week military lease provision.

This revision reflects the current state of the law and should be adopted to have accurate policies.

3. Policy 6144, Investments

Public Act 307-2008 amends the state statute to clarify when certificates of deposit may be used as investment tools.

This revision reflects the current state of law; it is recommended, but not required.

4. Policy 7117, Weapons

Public Act 407-2008 adds judges and retired judges to the group of individuals who may carry concealed weapons in otherwise restricted areas, such as schools.

This revised policy reflects the current state of the law and should be adopted to have accurate policies.

5. Policy 8330, Student Records

In December 2008, the U.S. Department of Education released revised regulations to the Family Educational Rights and Privacy Act (FERPA) that includes a number of changes to definitions and to use and release of records requirements.

These revisions reflect the current state of the law and should be adopted to have accurate policies.

President Kosinski asked that questions or concerns from the Board be forwarded to Trustee Dindoffer before the policy meeting in August.

D. Approval of Superintendent Goals and Evaluation Process

Bylaw 0132.1. directs the Board to exercise its Executive responsibility "in part, by the appointment of the Superintendent." Policy 1100 (District Organization) establishes the Superintendent as the Chief Executive Officer of the district. Policy 1210 (Board-Superintendent Relationship) establishes that it is "the primary duty of the Board to establish policies and that of the Superintendent to administer such policies."

Policy 1240 (Evaluation of the Superintendent) mandates that the Board evaluate the performance of the Superintendent annually. At the outset of the evaluation the Board and Superintendent are directed to jointly "determine the method by which the evaluation shall be conducted." The evaluations are to be based on "defined quality expectations developed by the Board for each criteria being assessed" and "shall include an assessment of the progress toward the educational goals of the district." Policy 1210 also requires that the Board "in formulating its position with regard to the performance of the Superintendent, shall rely, whenever possible, on the objective outcomes of its evaluations rather than subjective opinions."

Proposed Evaluation Process

- **Period:** The evaluation period will commence upon passage of the final form of this resolution and will conclude upon completion of the evaluation which will take place before September 1, 2010.
- **Board Established Objectives:** In its passage of Policy 1230 (Responsibilities of the Superintendent) the Board assigned specific responsibilities to the Superintendent and they therefore serve as a logical basis of the evaluation.
- **Superintendent Developed Objectives:** The Superintendent was asked to present to the Board President additional self-developed evaluation criteria that lend themselves to objective evaluation, in accordance with Policy 1210. These align logically with the Superintendent's core responsibilities, but have unique focus for this particular evaluation period.
- **Superintendent Self Evaluation:** Before the end of July, 2010 the Superintendent will deliver to the Board a self-analysis of her performance for the evaluation period using the criteria established in the final form of this resolution along with a commentary on the current status of the district, as prescribed in Policy 1240.
- **Board Evaluation:** By the end of July, 2010 each Board member will be asked to return a non-anonymous common evaluation form. Evaluations will be based on the adopted criteria and use a common scoring metric.
- **Final Report:** Results will be compiled and a final Superintendent Evaluation Report will be presented to the Superintendent and Board by the Board President before the end of August, 2010. The report will summarize the strengths and weaknesses as identified in the evaluation process and make any appropriate recommendations to the Board regarding the employ or compensation of the Superintendent.

President Kosinski commended Dr. Klein for her high level of performance and accomplishments thanking her for her service to the community of parents, students, staff and residents. Mrs. Kosinski supported using the same forms and process again to evaluate the superintendent's performance in the future.

INFORMATION AND DISCUSSION

A. Security and Video Surveillance Program Report

In accordance with Board policy 7440, a list of security cameras currently installed in the district was provided to the Board of Education for review.

B. Financial Reports

Mr. Fenton said that the customary financial reports for July will be posted on the district webpage including the check register and variable cost reports from the June, 2009 financial activity.

Trustee Walsh commented that a variety of financial reports need to be presented to ensure that the Board is evaluating all budget options carefully.

Trustee Dindoffer agreed with Mr. Walsh adding that early conceptual planning with work session time will help the Board know what options are feasible for the next school year and help to implement plans in an orderly fashion for next year's budget.

C. Facility Audit

Mr. Fenton prepared a detailed report listing short, intermediate and long term plans for each facility. Audits for various projects and buildings are also part of the information prepared for the Board.

Also available in Mr. Fenton's report to the Board: a list of Sinking Fund projects remaining which are for repairs and improvements, not maintenance items; remaining bond projects ($2.9 million left in the 2002 bond issue); and energy improvements that require some capital outlay (totaling $6.5 million).

Mr. Fenton noted that there is a document which contains every project by building planned for the next 18 years. The projects listed would maintain the buildings as they are currently configured. He added that the oldest building in the district is the Administration Building which is over 100 years old, built in 1906. The newest building is about 40 years old.

Board members had an opportunity to ask questions and discuss facility spending and planning.

D. Millage Election Timeline

Mr. Fenton provided a timeline for submission of a millage proposal which lists the steps required for a November 3, 2009 regular election. With each step listed, there is documentation that must be kept to record the proceedings. Amanda VanDusen from Miller Canfield was available to answer questions and explain requirements and options.

Board members discussed varying options and alternate language that could be used in the resolution with Ms. Van Dusen, who counseled on practical options as well as strict requirements that could not be revised or altered.

FUTURE MEETINGS

President Kosinski announced that the Board will hold a Special Meeting on Monday, August 3, 2009 at 5 p.m. at the Administration Building on St. Clair. The next Regular Meeting of the Board will be on Monday, August 24, 2009 at 8 p.m. in Wicking Library at South High School Library.

PUBLIC COMMENTS ON NON-ACTION ITEMS

No one came forward at this time.

OTHER COMMENTS FROM BOARD AND SUPERINTENDENT

Trustee Minturn said that all of the candidate interviewed this evening were excellent candidates and would be an asset on the Board. He congratulated Mr. Bury and thanked Mrs. Utley for their work on the Grosse Pointe

Foundation for Public Education and their gifts to the district. Mr. Minturn also thanked Dr. Klein for the excellent job she does each year as district Superintendent.

Trustee Gafa also thanked the candidates that attended the forum to apply for the vacated Board seat. She also thanked the district's student for making Adequate Yearly Progress a reality and the Foundation for their generosity.

Trustee Walsh thanked the candidates who applied for the Board seat left vacant by Mr. Ismail's departure. He thanked Mr. Ismail for his service on the Board wishing him well. Mr. Walsh commented that the process of interviewing candidates was a good one and was pleased with the fluidity of the forum. He also shared his thoughts on the technology opportunities available through Twitter and Facebook and noted that the Grosse Pointe Schools offers a site for Twitter which can easily be accessed by the community.

Trustee Steininger thanked the candidates that participated in the public forum this evening to fill the vacant Board seat. He encouraged those not selected to run in the November election.

Trustee Dindoffer thanked all of the candidates that were part of the interview process this evening as well as Mr. Ismail for his years of service on the Board of Education. She also commended Dr. Klein on her performance as Superintendent of Schools. Mrs. Dindoffer thanked Mr. Fenton and Mrs. VanDusen for the informative and productive presentation on the millage proposal.

Dr. Klein noted the various projects taking place in buildings over the summer. She also thanked the candidates that participated in the public forum prior to the Board meeting.

President Kosinski thanked the community members that participated in the public forum this evening and for their thoughtful answers and insights to the questions presented. She also congratulated both high schools and well as the other schools that have already passed the Adequate Yearly Progress process with "flying colors".

ADJOURNMENT

There being no further business, President Kosinski adjourned the meeting at 10:40 p.m.

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Board Secretary