

Huron Valley Schools
2390 S. Milford Rd. * Highland, MI 48357
248-684-8000 * FAX 248-684-8235 * www.hvs.org
Regular Board of Education Meeting
August 15, 2016

Lakeland High School
1630 Bogie Lake Rd
White Lake, MI 48383

- I. Meeting Called to Order**
 - A. Roll Call**
 - B. Pledge of Allegiance**

- II. Information from the Board President**
 - A. Approval of Agenda**

Recommended Motion:
"I move that the Board of Education approve the agenda as presented."
 - B. Board President Comments**

- III. Items from Board**
 - A. Board Secretary**
 - B. Board Treasurer**
 - C. Board Members**

- IV. Items from the Superintendent**

- V. Association Comment**

- VI. Public Comment**

- VII. Consent Agenda**
 - A. Approval of the Minutes (Mgt Issue) Exhibit "A-1"
 - B. Approval of Asbestos Emergency Response Designee (Mgt Issue) Exhibit "A-2"
 - C. Approval of Bus Purchases for 2016/17 (Mgt Issue) Exhibit "A-3"
 - D. Approval of Bus Parts Bid for 2016/17 (Mgt Issue) Exhibit "A-4"
 - E. Approval of Food Services Purchases for 2016/17 (Mgt Issue) Exhibit "A-5"
 - F. Approval of Edgenuity licenses (Mgt Issue) Exhibit "A-6"
 - G. Approval of U-Tech for Printer/Copier Use (Mgt Issue) "A-7"
 - H. Approval of WOCCA Contract (Mgt Issue) "A-8"

Recommended Motion:
"I move that the Board of Education approve Exhibits "A-1" through "A-" as shown in the Consent Agenda."

- VIII. Unfinished Business**
 - A. Interim Superintendent**
 - B. Strategic Plan**
 - C. Budget Items**

- IX. New Business**
 - A. Goals – Measures of Success**

- X. Additional Public Comment (In accordance with Board Policy)**

- XI. Good and Welfare**

- XII. Adjournment**

If you are an individual with a disability who needs accommodations for participation in this meeting contact the Superintendent's Office at 248-684-8244 at least one week prior to the meeting or as soon as possible to request assistance.the official minutes of the Huron Valley Schools Board of Education Meeting are stored and available for inspection at the Huron Valley Schools Board Office and website.

Board Information/Action Item

Purpose Item for Information
 Item for Action
 Item for Discussion

Presenter: Board Secretary

Date: August 15, 2016

Board Communication:
 Management Issue
 Board Subcommittee

Topic: Minutes

BACKGROUND

The Open Meetings Act (OMA) requires that minutes be kept of all School Board meetings. While every Board of Education is authorized to adopt bylaws prescribing the style of its meeting minutes, the minute must also be recorded in a way that meets all requirements specified by the OMA.

CURRENT STATUS

OMA prescribe that the minimum contents for minutes of School Board meetings are:

1. Date of meeting
2. Time of meeting
3. Place of meeting
4. Board members present and absent
5. Every decision made by the Board
6. All roll call votes
7. Purpose of a closed session
8. Corrections (if any)

FUTURE DIRECTION

Attached are the minutes from the July 25, 2016, Regular Board of Education Meeting. School Board Meeting minutes are public record and approved minutes are posted on the Huron Valley School website.

Board Information/Action Item

Purpose: Item for Information
 Item for Action
 Item for Discussion

Presenter: Donna Welch

Date: August 15, 2016

Topic: Asbestos Hazard Emergency Response Designate

Management Issue
 Board Sub Committee
Date: 08/08/16
 Board Communication
Date: 08/12/16

BACKGROUND

The Asbestos Hazard Emergency Response Act (ADHERA) of 1986 and the Environmental Protection Agency have implemented regulations requiring the district to perform various tasks to ensure asbestos containing materials are handled and documented properly. These laws include the requirement to designate a person to ensure the requirements and regulations are properly implemented.

CURRENT STATUS

Sue Gilson, Supervisor of Operations, currently serves as the Designated Person to comply with AHERA. She will be retiring from Huron Valley Schools on August 8, 2016. We propose to transfer the responsibility of Designated Person from Sue Gilson to Mike Hill, Facilities Manager, who has completed all of the necessary training.

FUTURE DIRECTION

It is recommended that the Board approve the attached resolution to approve Mike Hill to assume the title as "Designated Person" in compliance with AHERA standards.

Board Information/Action Item

Purpose: Item for Information
 Item for Action
 Item for Discussion

Presenter: Donna Welch
Tammy Layton

Date: August 15, 2016

Topic: **Bus Purchases**

Management Issue
 Board Committee: 10/31/11, 11/17/11, 12/1/11, 5/1/13, 8/8/16
 Board Communication Date: 9/30/11, 10/6/11, 10/7/11, 12/11/11, 1/12/12, 2/1/13, 5/3/13, 7/18/14, 8/12/16

BACKGROUND

The Transportation Department developed a fleet replacement schedule when the 2009 Bond Issue was approved by voters. This schedule was based on getting the District to the recommended 13-year life cycle for General Education and large Special Education buses. Buses were purchased as follows: 2009-2010 (3 reg ed & 4 spec ed), 2010-2011 (4 reg ed & 3 spec ed), 2011-2012 (7 reg ed), 2012-13 (4 reg ed & 3 spec ed), 2013-14 (7 reg ed) and 2014-15 (4 reg. ed. & 3 spec. ed.)

The District hired a consultant in late 2011 to evaluate the size and age of the fleet and to make recommendations, if any, for changes to the replacement schedule. The consultant recommended, among other items, adding additional buses to increase the number of spares the District has due to the size of the fleet and its age. One additional Special Ed bus was purchased in January 2012 from the General Fund.

CURRENT STATUS

The District is recommending the purchase of 3 regular ed buses from Holland Bus Co. for \$80,500 each (the lowest bid for a stock bus with our specifications), with a total cost of \$241,500.

The purchase of the buses will be made through the Michigan School Business Officials' (MSBO) cooperative bus purchasing program. To use the MSBO Bus Bid, the District will pay \$125 per bus purchased (maximum \$1,250).

FUTURE DIRECTION

It is recommended that the Board approve the purchase of 3 regular education buses in the amount of \$241,500. DVRs and radios will also be purchased as part of the Bond schedule.

Funds for this purchase will be from the 2012 Bond Fund (the second series of the 2009 approved bond).

It is further recommended that the Board authorize Donna Welch, Assistant Superintendent of Administrative Services, to sign any necessary contracts.

Board Information/Action Item

Purpose: Item for Information
 Item for Action
 Item for Discussion

Presenter: Donna Welch
Tammy Layton

Date: August 15, 2016

Topic: Transportation Parts Bid

Management Issue
 Board Committee: COTW 8/8/16
 Board Communication Date: 8/12/16

BACKGROUND

Huron Valley Schools' Transportation Department, along with several other Oakland County school districts, worked with Oakland School's Transportation and Purchasing Departments to develop a county wide Transportation Bus Parts Bid. This cooperative bid is for over 750 transportation bus parts in six categories: general bus parts, lamps & lens, mirrors, exhaust, brakes & suspension, and filters.

CURRENT STATUS

Bids were submitted and analyzed by the Oakland Schools' Purchasing Department and the Transportation Departments of several districts. Participating vendors submitted bids and the lowest priced responsible bidders were identified. The vendors identified will be the preferred vendors of the districts that participate in the cooperative bid.

As this is a cooperative bid, there was no self-identification of the bidders as a local taxpayer; however O'Reilly Automotive does have 1 store in Milford and 2 that are just outside of District boundaries and may have employees that live in the District.

FUTURE DIRECTION

It is recommended that the Board approve use of the Oakland Schools' cooperative bid for 2016/17 to supply transportation parts in the amount of \$210,000.

The following nine vendors are approved through the Oakland Schools cooperative bid: C&S Motors, Fleet Pride, Jackson Truck Service, Kirk's Automotive, O'Reilly Automotive Stores, Royal Truck and Trailer, TWAS dba State Wire & terminal, Unity School Bus Parts, and W.W. Williams.

These expenditures are part of the 2016/17 General Fund budget.

Board Information/Action Item

Purpose: Item for Information
 Item for Action
 Item for Discussion

Presenter: Donna Welch
Sara Simmerman

Date: August 15, 2016

**Topic: Food Service Purchases
for 2016-17**

Management Issue
 Board Committee: COTW 8/8/2016
 Board Communication Date: 8/12/2016

BACKGROUND

On June 27, 2016, the Board authorized Huron Valley Schools (HVS) to purchase routine items from national, state and intermediate school district cooperative bids. HVS is using bids awarded through the Macomb, Oakland and RESA (MOR) Cooperative for food and paper product purchases during the 2016/17 fiscal year.

CURRENT STATUS

Estimated purchases for 2016/17 are as follows:

MOR Cooperative: for commercial and commodity food, paper and cleaning supplies through the approved vendors: Van Eerden/The Distributor Group and Sysco Food Services of Detroit.

The following vendors are for items not available through the MOR Cooperative. These items are quoted with each order and purchased from the lowest vendor. The past purchases have shown the following vendors have had the lowest price; however, if another vendor is lower, we will come to the Board for approval, if we anticipate exceeding the bid limit.

Gordon Food Services: items not available through the MOR Cooperative (our secondary vendor, disposable, household and items that are lower cost in general)

Tools for Schools: items not available through MOR Cooperative (canned fruit, whole grain cookies, shredded cheese and protein items such as ham and cheese sandwiches)

Intrastate Beverages: items not available through the MOR Cooperative (such as Smart Snack approved beverages including tea and juice beverages and zero calorie beverages)

Lumetta: for fresh fruits and vegetables, based on line item weekly comparisons

Huff Refrigeration: for refrigeration/food service equipment repair and maintenance, quotes received on hourly rates, parts discounts and maintenance.

Oliver Equipment packaging for elementary satellite meals

FUTURE DIRECTION

It is recommended that the Board authorizes purchases for the following amounts:

MOR Cooperative: not to exceed \$1,000,000 (Van Eerden/The Distributor Group and Sysco of Detroit)

Gordon Food Service: not to exceed \$50,000

Tools for School: not to exceed \$50,000

Intrastate Beverages: not to exceed \$30,000

Lumetta Produce Company: not to exceed \$40,000

Huff Refrigeration: not to exceed \$50,000

Oliver Packaging: not to exceed \$30,000

It is further recommended that the board authorize Donna Welch, Assistant Superintendent of Administrative Services to sign any necessary contracts.

These purchases are budgeted in the Food Services Fund

Board Information/Action Item

Purpose: Item for Information
 Item for Action
 Item for Discussion

Presenter(s): John Tavernier

Date: 8/15/16

Topic: Edgenuity Licenses

Management Issue
 Board COTW Date: 8/8/16
 Board Communication Date: 8/12/16

BACKGROUND

Since 2010, Huron Valley Schools has utilized curriculum materials from the national recognized provider of online education programming, Edgenuity, formally known as e2020. As part of the District's e100 initiative, students at Harbor, Lakeland and Milford High Schools along with students in our Special Education and Adult Education programs have completed curriculum requirements using the Edgenuity system.

CURRENT STATUS

For the 2016-2017 school year, the District will continue its e100 initiative and provide students with online learning opportunities. The Edgenuity system has been an avenue for many students to take courses outside of the school day enabling them to participate in other education/vocational opportunities during the school day as well as for other students to participate in credit recovery activities during the school day.

In an effort to continue these online learning opportunities, the Technology Services Department is requesting to purchase 150 Edgenuity licenses for the 2016-2017 school year. This would enable us to provide Harbor, Adult Education and Special Education with 30 concurrent seats, with Lakeland and Milford HS each with 60 concurrent seats. Pricing is unchanged since the 2012-2013 school year.

FUTURE DIRECTION

It is recommended the Board approve the purchase of 150 licenses through consortium pricing with Oakland Schools totaling \$82,500.

Funds for this purchase are allocated in the General Fund.

Board Information/Action Item

- Purpose:** Item for Information
 Item for Action
 Item for Discussion

Presenter: John Tavernier
 Sandra Elka

Date: August 15, 2016

Topic: Copier/Printer Contract

- Management Issue
 Board Committee 8/8/16
 Board Communication
 Date: 8/12/16

BACKGROUND

In 2010, the District was at the end of a four year lease for copiers. In anticipation of needing new copiers to replace the copiers coming off lease, information was gathered about District needs and cooperatives that the District could use to save time and money when determining a vendor to recommend. During the information phase, an alternative to leasing was also investigated which was renting copiers. Renting copiers gives the District flexibility in changing the type (speed, size) of copiers and number of copiers during the contract as the District needs change.

The Board approved a five year contract to rent copiers and printers, as needed, from University Technologies (U Tec). That contract expired in October and the District has been renting the copiers on a month to month basis as it goes through the process of choosing a vendor to replace the District's copier and printer needs.

CURRENT STATUS

A district-wide committee listened to presentations from the District's current vendor (U Tec), from our former vendor (Ricoh) and from a local company (Digital Document Store). In addition, pricing was obtained from four other vendors that lease products (Canon, Hewlett Packard, Konica Minolta and Xerox). All the vendors market nationally known brands and provide maintenance (and toner) as part of the lease/rental. The committee felt that service was very important and were impressed with the current vendor's service. The rental option was also a factor in the decision to stay with U Tec.

While U Tec's pricing was not the lowest price, the per-click pricing is less than the last contract's. All pricing comes from competitively bid cooperatives. Based on the responses to this year's request for pricing, the District will continue to have strong options for its copier needs.

FUTURE DIRECTION

It is recommended that the Board award U Tec through the NJPA cooperative contract for district copiers and printers for 60 months in amount not to exceed \$250,000 annually.

It is also recommended that the Board authorize John Tavernier, Executive Director of Technology, to sign any contracts.

Funds for these purchases are allocated in building and department general fund budgets.

Board Information/Action Item

- Purpose:** Item for Information
 Item for Action
 Item for Discussion

Presenter: Kimberly Root

Date: August 15,2016

- Management Issue
 Board
Date:
 Board Communication
Dates: Board Notes 8/5/2016
COTW:8/8/2016

Topic: Sprocket Agreement

BACKGROUND

Through an agreement with the Western Oakland County Cable Communications Authority (WOCCCA), HVS is paid a fee to run the Public Access Channels on Comcast Cable TV. HVS uses these funds to contract with Fred Gorczyk (Sprocket, Inc.) to act as production manager in our studio to support WOCCCA programming.

CURRENT STATUS

The current contract was approved by the Board of Education through the 2015-2016 school year. The contract with WOCCCA expires December 31, 2017.

FUTURE DIRECTION

HVS TV is seeking Board approval through December 31, 2017 for an annual salary of \$24,300.00 for Sprocket, Inc. This fee will be reimbursed to HVS TV by WOCCCA.