

**Huron Valley Schools**  
2390 S. Milford Rd. \* Highland, MI 48357  
248-684-8000 \* FAX 248-684-8235 \* [www.hvs.org](http://www.hvs.org)  
*Regular Board of Education Meeting*  
*February 27, 2017*  
*7:00 PM*

**Lakeland High School-LGI**  
**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**

**Approval of Agenda**  
*Recommended Motion:*  
*“I move that the Board of Education approve the agenda as presented.”*

  - A. Board President Comments**
  - B. Recognitions**
  - C. Huron Valley Highlights –Oak Valley Middle School**  
**Milford High School**
  
- III. Items from Board**
  - A. Board President**
  - B. Board Treasurer**
  - C. Board Secretary**
  - D. Board Members**
  
- IV. Items from the Superintendent**
  - A. Top 10 in 10**
  
- V. Student Leadership**
  
- VI. Association Comment**
  
- VII. Public Comment**
  
- VIII. Reports from Board Committees**
  - A. Standing Committees: Academics, Athletics, Art and Technology, Finance & Auxiliary, Executive**
  
- IX. Consent Agenda**
  - A. Approval of the Minutes (Mgt Issue) Exhibit “A-1”**
  - B. Approval of Summary of Bills Paid (Mgt Issue) Exhibit “A-2”**
  - C. Approval of Personnel Report (Mgt Issue) Exhibit “A-3”**
  - D. Approval of 1<sup>st</sup> and 2<sup>nd</sup> Quarter Budget Amendments (Mgt Issue) Exhibit “A-4”**
  - E. Approval of Worry Free Transportation Contracted Services (Mgt Issue) Exhibit “A-5”**
  - F. Approval of Skyward SMS Fees (Mgt Issue) Exhibit “A-6”**
  - G. Approval of Purchase of Security Cameras (Mgt Issue) Exhibit “A-7”**

*Recommended Motion:*  
*“I move that the Board of Education approve Exhibit “A-1” through “A-7” as shown in the Consent Agenda.”*
  
- X. Unfinished Business**
  - A. Resolution to eliminate the position of Deputy Superintendent**

**XI. New Business**

**A. Superintendent Search**

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

**XIII. Good and Welfare**

**XIV. Closed Session –Negotiations**

*Recommended Motion:*

*“I move that the meeting go to closed session for negotiations.”*

**XV. 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: February 27, 2017

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 January 27, 2017, 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  
Geoffrey VanGoethem  
Cindy LeMarbe

**Topic: Summary of Bills Paid**

**Date:** February 27, 2017  
 Management Issue  
 Board Committee:  
 Board Communication      Date:

**BACKGROUND**

Huron Valley Schools, in the normal course of business, incurs expenditures. The expenditures are paid through the accounts payable and payroll systems and through wire transfers. Accounts payable and wire transfer payments are made periodically throughout the month and payroll is made twice a month.

Approximately once a month a report of the expenditures, entitled Summary of Bills Paid, is prepared and presented to the board.

**CURRENT STATUS**

Attached is the Summary of Bills Paid for the period December 1, 2016 to December 31, 2016 and January 1, 2017 to January 31, 2017.

**FUTURE DIRECTION**

It is recommended that the Board of Education approve the Summary of Bills Paid reports, as presented.

Board Information/Action Item

- Purpose
- Item for Information
  - Item for Action
  - Item for Discussion

Presenter: Scott Lindberg

Date: February 27, 2017

- Board Communication:
- Management Issue
- Board Subcommittee

Topic: Personnel Report

**BACKGROUND**

It is the responsibility of the Executive Director of Human Resources to see that persons recommended for employment shall meet all qualifications established by law and by the Board of Education for the type of position for which the recommendation is made.

All newly hired, terminated and all other employee status changes will be presented to the Board of Education each month for their approval.

**CURRENT STATUS**

All newly hired, terminated and all other employee status changes have been processed through the Human Resources Department and will be submitted to the Huron Valley Schools Board of Education, monthly for approval.

**FUTURE DIRECTION**

Recommendation: "I move that the Huron Valley Schools Board of Education approve the appointments, terminations and all other employee status changes as presented"

Board Information/Action Item

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

**Presenter:** Donna Welch  
Geoffrey VanGoethem  
Sandra Elka  
Cindy LeMarbe

**Topic:** First and Second Quarter Amendments  
2016/2017

**Date:** February 27, 2017

Management Issue  
 Board Committee: Finance/Auxiliary 2/15/17  
 Board Communication Date: 2/24/17

**BACKGROUND**

Huron Valley Schools is required by State law and Board policies to have a balanced budget. The Board of Education approved the 2016/17 Budgets for the General Fund at the June 13, 2016 Board Meeting.

Board policy requires deviations from the original General Appropriations Resolution shall only be made through amendments to that Resolution approved by the Superintendent or his/her designee and approved by the Board.

**CURRENT STATUS**

The attached resolutions describe the amendments proposed for the Board to approve for the General Fund.

**FUTURE DIRECTION**

It is recommended that the Board of Education approve the attached resolutions for the General Fund Budget.

The first quarter resolution is decreasing revenue appropriations by \$555,814 and increasing expenditure appropriations by \$531,743 or a net change of \$1,087,557.

The second quarter resolution is increasing revenue appropriations by \$748,565 and increasing expenditure appropriations by \$1,108,775 or a net change of \$360,210.

Board Information/Action Item

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

**Presenter:** Donna Welch  
Tammy Layton

**Date:**

**Topic: Worry Free Transportation (WFT)  
Contracted Services**

Management Issue  
 Board Committee Date: 9/12/16, 2/15/17  
 Board Communication Date: 9/23/16, 2/17/17,  
2/24/17

**BACKGROUND**

Huron Valley Schools transports some special education students out of the District to center programs, located in other districts that better serve the students' needs. Each year the number of students and the center programs needs can change. This creates potential issues with the determining the most economical method to transport the students to their programs. With the current shortage of drivers to service all of the regular education routes, the Transportation Department is looking at alternative carriers for the out of District routes. As a result, HVS received competitive quotes from 3 vendors.

In 2015-2016, the District contracted with Worry Free Transportation (WFT) to transport two individual students, to their center programs in Bloomfield Hills. Based on this successful trial, and our current transportation staffing levels, the District continues this contract and added transportation for eleven students attending the Kingsley Montgomery (KM) Center in Waterford, which the Board approved on September 26, 2016.

**CURRENT STATUS**

There is now an additional student who needs transport to Birmingham. The District is recommending the same Worry Free vendor for Birmingham as well. WFT drivers and attendants have all had their background and fingerprinting check and drivers are subject to the same commercial driving standards as District drivers.

**FUTURE DIRECTION**

It is recommended that the Board approve the Worry Free Transportation Contract for the Birmingham route, in addition to the two individual student transports to Bloomfield Hills, and the eleven students to Kingsley Montgomery Center programs for the 2016-2017 school year. The total approximate cost for this driver/attendant run to Birmingham is approximately \$30,108. The cost may fluctuate due to the possibility of having to add or subtract our ridership on these routes (which could impact number of attendants).

The current contract costs are \$23,400 and \$26,100 for the two individual routes, and \$130,860 for the two Kingsley Montgomery routes, totaling \$180,360. The additional of this route brings the total to \$210,468. This amount is based on actual cost and closely approximates to HVS transportation costs. As a reminder, transportation special needs costs are reimbursable at 74%.

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

The funds for these contracts are in the Transportation Department budget.

Board Information/Action Item

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

**Presenter:** John Tavernier  
Dawn Cruz

**Date:** February 27, 2017

**Topic: Skyward SMS Fees**

Management Issue  
 Board Committee: Technology  
Date: February 6, 2017  
 Board Communication  
Date: February 24, 2017

**BACKGROUND**

In 2000, a committee comprised of 30 Huron Valley School employees conducted a comprehensive year-long search with the assistance of Plante & Moran to find a Student Management System (SMS) that best suited the District’s needs. More than two dozen bids were reviewed, finalists were selected and vendor demonstrations performed. Huron Valley Schools selected Skyward, Inc. in June 2001. Skyward, Inc. charges an annual fee based on which modules the district has installed.

**CURRENT STATUS**

This is Huron Valley School’s sixteenth school year using Skyward’s Student Management System. Board approval is required in order to continue receiving software support and enhancements for the 2017-2018 fiscal year.

Effective with the 2017-2018 school year, Skyward is offering a three-year guaranteed pricing formula for annual license fees. The three-year contract will provide the district a 10% discount from the annual contract previously available.

The three-year contract will be based on a flat dollar amount of \$9.00 per student full time equivalency (FTE) based on the fall September’s audited FTE count. This is a \$0.90 per FTE, or 10% discount from a one-year commitment. In addition to the student management system, food service, special education and new student online enrollment modules are also included with this license.

The district also uses Skylert, the emergency calling system integrated into Skyward. Skylert license fees are based on a flat dollar amount of \$1.50 per student FTE.

**FUTURE DIRECTION**

It is recommended that the Board of Education approve a three-year guaranteed pricing commitment for the licensing renewal for Skyward Student Management System and Skylert operating fees in the amount \$95,830 annually through the 2019-2020 FY, not to exceed \$287,490 over the 3-year period.

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

Expenditures for the software operating fees are budgeted in the General Fund.



Board Information/Action Item

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

**Presenter:** John Tavernier  
Dawn Cruz

**Date:** February 27, 2017

**Topic: Security Camera Purchase**

Management Issue  
 Board Committee: Technology  
Date: February 6, 2017  
 Board Communication  
Date: February 24, 2017

**BACKGROUND**

In the spring of 2013, a comprehensive security audit of all Huron Valley Schools was conducted by Patriot Services, Inc. The result of the audit was presented to the Board in the Fall of 2013. The district developed and issued an RFP for the implementation of a Security/Access Control System at each of the district’s 17 buildings. A contract was awarded to SimplexGrinnell for an AMAG security system which was installed in the summer of 2014.

The AMAG system included cameras, intercoms and electronic door locks at all building entrances, however, existing analog security cameras which had been installed in 2007 at the two high schools were not replaced.

**CURRENT STATUS**

The analog cameras at Milford and Lakeland High Schools have reached the end of their useful life and are in need of replacement.

The district has engaged with Camtronics Inc., to provide continuing integration services and technical support for the AMAG security cameras and access control system since 2015. The district is able to purchase additional camera equipment as needed from CDW-G through REMC contract pricing agreements.

With remaining 2012 bond funds, each building has been allocated curriculum specific funds which can be used in part for the replacement of security cameras. The district has identified approximately 46 cameras that are to be replaced at Milford and Lakeland High Schools.

**FUTURE DIRECTION**

It is recommended that the Board of Education approve the purchase of security cameras from CDW-G and integration services from Camtronics Inc. in the amount not to exceed \$72,320.

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

Expenditures for security cameras are budgeted in the 2012 Bond fund.