

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
March 20, 2017
7:00 PM

Lakeland High School-Cafeteria
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 – White Lake Middle School**
Johnson Elementary School

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

- IV. Items from the Superintendent**
 - A. Michigan’s 3rd Grade Reading Legislation**

- 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 Elimination of Deputy Superintendent Position (Mgt Issue) Exhibit “A-3”**
 - D. Approval of Additional Services from HVS TV (Sproket) (Mgt Issue) Exhibit “A-4”**
 - E. Approval of Junior Kindergarten/Kindergarten Marketing and Schools of Choice Mailings (Mgt Issue) Exhibit “A-5”**
 - F. Approval of White Lake Middle School Gym Floor Abatement (Mgt Issue) Exhibit “A-6”**
 - G. Approval of White Lake Middle School Gym Floor Replacement (Mgt Issue) Exhibit “A-7”**
 - H. Approval of Septic Systems 2017 (Mgt Issue) Exhibit “A-8”**
 - I. Approval of Fire Alarm Systems 2017 (Mgt Issue) Exhibit “A-9”**
 - J. Approval of Roofing Package 2017 (Mgt Issue) Exhibit “A-10”**

Recommended Motion:

“I move that the Board of Education approve Exhibit “A-1” through “A-10” as shown in the Consent Agenda.”

X. Unfinished Business

XI. New Business

A. HR Data Points

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: March 20, 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 February 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: March 20, 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 February 1, 2017 to February 28, 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 A. Lindberg
Executive Director of Human Resources

Date: March 20, 2017

Management Issue
 Board Date: 11/14/2016 & 2/27/2017
 Board Communication Dates: 3/6/2017

Topic: Elimination of Deputy Superintendent Position

BACKGROUND

The Huron Valley Schools Comprehensive Cost Containment Plan includes the elimination of the Deputy Superintendent position.

CURRENT STATUS

The original vote approving the resolution of February 27, 2017 for the contract non-renewal of the Deputy Superintendent's position, will be rescinded and readopted at tonight's meeting.

FUTURE DIRECTION

With the elimination of the Deputy Superintendent Position, the COAT team will be reduced from six members to five.

Board Information/Action Item

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

Presenter: Kim Root, Director
 Communications & Community Relations
 Date: March 20, 2017

- Board Communication: Board Notes
3/17/17
- Management Issue
- Board Committee

Topic: Sprocket Services for HVS TV

BACKGROUND

Fred Gorczyk serves as the production manager for HVS TV. Mr. Gorczyk has served in this capacity on a contract that is invoiced through Sprocket. The board previously approved the expenditure of \$24,000 for services from Sprocket. These services are reimbursed by the Western Oakland County Community Cable Association (WOCCA).

CURRENT STATUS

In order to provide consistent production services an additional \$10,000 is required to cover the number of hours dedicated to filming and televising quality programming on HVS TV. These additional costs are covered by the previous reductions made in hours of the studio manager.

FUTURE DIRECTION

Following approval by the Board of Education, a purchase order will be completed for an additional \$10,000 for the balance of the 2016-2017 school year.

Board Information/Action Item

Purpose Item for Information
 Item for Action
 Item for Discussion

Presenter: Kim Root, Director
 Communications & Community Relations
 Date: March 20, 2017

Board Communication: Board Notes
 3/17/17
 Management Issue
 Board Committee

Topic: Junior Kindergarten and Kindergarten Orientation Marketing

BACKGROUND

Over the past three months, the Communications Department has worked with Group 55 Marketing to develop materials in support of the launch of the Junior Kindergarten Program and Kindergarten orientation activities. Bids for the work were obtained and Group 55 provided the lowest bid. The original work has been completed by Group 55 and was completed under the bid limit.

CURRENT STATUS

Based on the success of the first series of marketing materials, the Communications Department would like to work with Group 55 to develop and mail a Junior Kindergarten marketing piece to the zip codes encompassed by the Walled Lake Consolidated School District. Walled Lake does not currently offer a Junior Kindergarten program and we believe we could be successful in attracting some families to HVS for this opportunity. In addition, the department would like to work with Group 55 to develop a Schools of Choice mailing targeting households that contain student between the ages of 4-15 in the Holly and Walled Lake school districts. Therefore, we are seeking to expand the original scope of the work to include these two projects. The total cost for Junior Kindergarten and SOC marketing materials is \$28,266.81.

FUTURE DIRECTION

Following approval by the Board of Education, the Communications Department will work with Group 55 Marketing to complete the projects in a timely fashion.

Board Information/Action Item

Purpose: Item for Information
 Item for Action
 Item for Discussion

Presenter: Donna Welch
Allen Gigliotti

Date: March 20, 2017

Topic: Approval of White Lake Middle School Gym Floor Abatement

Management Issue
 Board Committee: Fin/Aux: February 15, 2017, March 14, 2017
 Board Communication: February 17, 2017, March 17, 2017

BACKGROUND

The existing wood floor at the White Lake Middle School gym was installed over a rubber floor that contained mercury. Both floors need to be abated to install a new wooden floor.

Along with the base bid, two Alternates were included in the Request for Proposal. The Base Bid includes abatement up to the existing bleachers. Alternate 1 is for additional abatement that will be needed if the rubber floor extends under the bleachers. Alternate 2 is for demolition of the wood floor under the bleachers if there is no rubber floor under that portion.

CURRENT STATUS

Six bids for the White Lake Middle School Gym Floor Abatement were received. One bid was withdrawn by the vendor due to a mathematical error. The three lowest Base Bids ranged from \$81,600 to \$137,275.

After completing a post-bid interview, the District's abatement consultant, Nova Environmental, has recommended that the bid be awarded to the lowest bidder, Environmental Maintenance Engineers, Inc.

FUTURE DIRECTION

It is recommended that the Board approve the contract to Environmental Maintenance Engineers, Inc. for the Base Bid at \$81,600, Alternate 1 at \$8,800 plus a contingency of 5% for a total of \$94,920.

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

This project is funded from the Building and Site Sinking Fund (BSSF)

Board Information/Action Item

Purpose: Item for Information
 Item for Action
 Item for Discussion

Presenter: Donna Welch
Allen Gigliotti

Date: March 20, 2017

**Topic: Approval of White Lake Middle
School Gym Floor Replacement**

Management Issue
 Board Committee: Fin/Aux: February 15, 2017,
March 14, 2017
 Board Communication: February 17, 2017,
March 17, 2017

BACKGROUND

The existing wood floor at the White Lake Middle School gym was installed over a rubber floor. The joint between the two floors has failed, resulting in the floor swelling and heaving during the summer and shrinking and cracking during the winter. Because of the safety hazards that result, it was decided to replace the floor.

Along with the Base Bid, the Request for Proposal included an option for an alternating square pattern similar to that used at the high schools, but just over the basketball playing surface rather than over the full extent of the gymnasium.

CURRENT STATUS

Two bids for the White Lake Middle School Gym Renovation were received. The Base Bids were \$71,800 and \$86,600.

The low bidder, Foster Specialty Floors, has a long record of service to the District. They are a local vendor whose owner and employees live within the District.

FUTURE DIRECTION

It is recommended that the Board approve the contract to Foster Specialty Floors for the Base Bid at \$71,800, the Alternating Square Pattern Option at \$2,200 plus a contingency of 5% for a total of \$77,700.

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

This project is funded from the Building and Site Sinking Fund (BSSF)

Board Information/Action Item

Purpose: Item for Information
 Item for Action
 Item for Discussion

Presenter: Donna Welch
Allen Gigliotti

Date: March 20, 2017

Topic: Approval of Septic Systems 2017

Management Issue
 Board Committee: Fin/Aux: February 15, 2017
March 14, 2017
 Board Communication: February 17, 2017,
March 17, 2017

BACKGROUND

Huron Valley Schools operates twenty-one buildings, most of which have septic systems. Many of these systems are 50 years old and beyond the typical life of such systems.

In 2015 a study was prepared by Wolverine Engineers and Surveyors to determine the condition of the existing systems and make recommendations including estimates of remaining life and replacement costs.

Based on Wolverine's recommendations, four schools were identified for septic system replacement in 2017: Highland, Oxbow and Spring Mills Elementary Schools and Apollo Center.

CURRENT STATUS

Four bids for Septic Systems 2017 were received, ranging from \$182,000 to \$291,330.

After completing a post-bid interview, Wolverine has recommended that the bid be awarded to Superior Contracting Group, LLC, the lowest bidder.

FUTURE DIRECTION

It is recommended that the Board approve the contract to Superior Contracting Group, LLC for the Base Bid at \$182,000 plus a contingency of 5% for a total of \$191,110.

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

This project is funded from the Building and Site Sinking Fund (BSSF)

Board Information/Action Item

Purpose: Item for Information
 Item for Action
 Item for Discussion

Presenter: Donna Welch
Allen Gigliotti

Date: March 20, 2017

**Topic: Approval of Fire Alarm
Systems 2017**

Management Issue
 Board Committee: Fin/Aux: February 15, 2017,
March 14, 2017
 Board Communication: February 17, 2017,
March 17, 2017

BACKGROUND

Most of the fire alarm systems at Huron Valley Schools are twenty to twenty-five years old. As such, parts are no longer being manufactured, but rather are only available from old units that have been taken out of service. In addition, life safety codes have changed significantly since these systems were installed.

Because changes in life safety codes are designed to address real issues that occur during fires, and because future support for existing systems will become an issue, it was decided to begin a multi-year process of replacing fire alarm systems in the District. The schools chosen for this year were Highland, Kurtz and Oxbow Elementary Schools.

CURRENT STATUS

Five bids for Fire Alarm Systems 2017 were received. The three lowest bids ranged from \$103,460 to \$180,645.

Following post-bid interviews, Larkin Engineering, the District's consultant for this project, recommended that the bid be awarded to the low bidder, Boynton Fire Safety Service, LLC.

FUTURE DIRECTION

It is recommended that the Board approve the contract to Boynton Fire Safety Service, LLC for the Bid of \$103,460 plus a contingency of 5% for a total of \$108,633.

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

This project is funded from the Building and Site Sinking Fund (BSSF)

Board Information/Action Item

Purpose: Item for Information
 Item for Action
 Item for Discussion

Presenter: Donna Welch
Mike Hill

Date: March 3, 2017

Topic: Approval of Roofing Package 2017

Management Issue
 Board Committee: Fin/Aux: February 15, 2017,
March 14, 2017
 Board Communication: February 17, 2017,
March 17, 2017

BACKGROUND

Each year, the District commissions a roofing consultant, Testing Engineers & Consultants, Inc., to perform a roofing assessment in order to identify roofing sections in need of repair, restoration or replacement. For 2017, the consultants have recommended replacement of four sections of Oxbow Elementary and four sections of Milford High School's roofs.

CURRENT STATUS

Three bids for the Roofing Package 2017 were received on February 23, 2017. The bids ranged from \$385,250 to \$508,373.

All references checked reported positive experiences with the low bidder, KJP Roofing and Maintenance, LLC. KJP has worked for HVS in 2015 on both LHS and MHS pool area roofing projects. A post-bid interview confirmed their understanding of the bid documents and schedule and their knowledge of means and methods to successfully complete the project. Our roofing consultant recommends we accept their bid.

FUTURE DIRECTION

It is recommended that the Board approve the contract to KJP Roofing and Maintenance, LLC for \$385,250 plus a contingency of 5% for a total of \$404,513.

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

This project is funded from the Building and Site Sinking Fund (BSSF).

Board Information/Action Item

Purpose: Item for Information
 Item for Action
 Item for Discussion

Presenter: Scott Lindberg
Executive Director of Human Resources

Date: March 20, 2017

Management Issue
 Board
Date:
 Board Communication
Dates: 3-10-17 Board Notes

Topic: Human Resources Key Data Points

BACKGROUND

Regulatory complexities, competition for talent and upward pressure on costs are all strong forces that shape the "new normal" for employers. School districts have added challenges at both the federal and state levels. Huron Valley Schools employs over 1,500 individuals in all capacities and remains the second largest employer in our community. Since retention of quality employees is essential to the effective operation of a successful organization, it is important that we evaluate the stability and satisfaction of our workforce.

CURRENT STATUS

A two-year snapshot was reviewed for fiscal years 2014-15 and 2015-16 to determine not only the number of employees who left the district, but the reasons behind their termination, the years of service of those who left, and the salaries of exiting employees. A total of 204 employees left the district in this two year period from the larger employee groups for various reasons. This number has held steady from last year's report. Although the number of teachers leaving the district remained the same as last year at 41, of concern is the number leaving the district within their first five years for other employment. Teacher retirements have been on average between 16 and 19 annually. Another area of concern is the number of Transportation employees leaving the district due to retirement in the past year. This has put a burden on this department with their resources stretched to the limit. HR continues to monitor the Exit Surveys of employees leaving the district. The lowest satisfaction scores of exiting employees were in the areas of promotional/growth opportunities and compensation. The highest satisfaction scores were in the categories of benefits and supervisory/administrative support.

FUTURE DIRECTION

Human Resources will continue to monitor the retention and satisfaction of our key asset, HVS employees. The human factor is at the core of all HR responsibilities which makes the focus much more than a data point. Successful recruitment and retention of outstanding employees will afford the ongoing success of Huron Valley Schools and create an "employer-of-choice" environment. It is important that we find ways to bring our employee groups together in a collaborative fashion to work through issues on both small and large scales so that our primary focus remains on teaching and learning.