

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
September 26, 2016
7:00 PM

Milford High School
2380 S. Milford Rd
Highland, MI 48357

- 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**
 - C. Recognitions**
 - 1. Jump Rope for Heart**
 - 2. Huron Valley Heroes – Thad Szott**
 - 3. Huron Valley Highlights – Showcasing Lakewood Elementary School**

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

- IV. Items from the Superintendent**

- V. Student Leadership**

- VI. Association Comment**

- VII. Public Comment**

- VIII. 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 Purchase of Pool Chemical & Repair Purchases for 2016/17 (Mgt Issue) Exhibit "A-4"**
 - E. Approval of HVCRE Activity Guide printing bid (COTW-9/12/16) Exhibit "A-5"**
 - F. Approval of School Loan Revolving Fund Annual Loan Application (COTW-9/12/16) Exhibit "A-6"**
 - G. Approval of State and Federal Grant Awards (COTW-9/12/16) Exhibit "A-7"**
 - H. Approval of M & O Contracted Services (COTW-9/12/16) Exhibit "A-8"**
 - I. Approval of Worry Free Transportation Contract (COTW-9/12/16) Exhibit "A-9"**
 - J. Approval of Food Service Pizza Bid (COTW-9/12/16) Exhibit "A-10"**
 - K. Approval of Purchase of Road Salt (COTW-9/12/16) Exhibit "A-11"**
 - L. Approval of Goal Measures Exhibit "A-12"**
 - Recommended Motion:*
"I move that the Board of Education approve Exhibits "A-1" through "A-12" as shown in the Consent Agenda."

- VIII. Unfinished Business**
 - A. Fund Development Update**
 - B. Strategic Plan Facilitation**

- IX. New Business**
 - A. M-Step Test Results Update-Exhibit "B"**

- 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: September 26, 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 August 15, 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
Geoffrey VanGoethem
Cindy LeMarbe

Topic: Summary of Bills Paid

Date: September 26, 2016
 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 May 1, 2016 through June 30, 2016.

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: September 26, 2016

- 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: Kim Root
Shannon Loso

Date: September 26, 2016

Topic: Pool Chemical & Repair Purchases for 2016-17

- Management Issue
- Board Committee:
- Board Communication, Board notes: 9/16/16

BACKGROUND

In the spring of 2004, Huron Valley Schools completed the construction of a 98,400 square foot addition to Lakeland and Milford High Schools to house a field house, two pools, a fitness center and supporting spaces for use by physical education and special education students, athletic department teams, and community members. The pools require chemicals to maintain appropriate Sanitizer and pH levels for users and to meet State of Michigan Health Codes. Since opening, the Pools & Fitness and Maintenance & Operations departments have tested and researched delivery systems for the chemicals. Based on research and evaluation, the Accutab System manufactured by PPG, Industries was selected.

CURRENT STATUS

The Accutab System is only sold by PPG, Industries through their state representative, Aquatic Source. Aquatic Source is located in Commerce Township. The District has been extremely pleased with their operations and service, and has found them to be an outstanding company with great communication. Their repair technicians are all insured and qualified.

FUTURE DIRECTION

It is recommended that the Board approve the purchase of pool chemicals from Aquatic Source in the amount of \$35,000, with a 10% contingency for usage. It is also recommended that the Board approve Aquatic Source for repairs per the Oakland County Pricing Consortium at \$35,000, with a 10% contingency for usage. This will cover the costs for the pools at Milford and Lakeland High Schools.

Funds for this purchase are budgeted in the Community Schools fund.

Board Information/Action Item

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

Presenter: Kim Root
Shannon Loso

Date: September 26, 2016

Topic: Activity Guide

- Management Issue
 Board Sub Committee
Date:
 Board Communication
Date: Board Notes 9/9/16

BACKGROUND

Huron Valley Recreation & Community Ed publishes their activity guide four times a year. This guide is distributed to approx. 49,000 households in and around our school district promoting programs and events run by this department.

CURRENT STATUS

Bid documents were sent out for the Activity Guide process (printing, binding, mailing, etc). Three companies submitted bids by our deadline. Stafford Solutions, our current vendor and the lowest bidder for a 40 page guide (which is our typical size guide), at \$9,988 per guide, is our selected vendor from this process. This is a three year agreement with optional extensions for year 4 and 5.

FUTURE DIRECTION

Recommended motion:

“I recommend that the Board of Education award the bid for HVRCE’s quarterly activity guide to Stafford Solutions and authorize Kim Root, Director of Community Relations, to sign any necessary contracts”.

Funds for this guide are paid for through HVRCE’s marketing budget.

Board Information/Action Item

Purpose: Item for Information
 Item for Action
 Item for Discussion

Presenter: Donna Welch
Sandra Elka
Geoffrey G. VanGoethem

**Topic: School Loan Revolving Fund
Annual Loan Application**

Date: September 12, 2016
 Management Issue
 Board Sub Committee:
Committee of the Whole 9/12/16
 Board Communication
Date: 9/23/2016

BACKGROUND

The voters have approved bonded debt to provide for various capital improvements throughout the district. The repayment of the bonded debt is made from the proceeds of the 7 mill tax levy (levied annually on July 1). As part of the bonding process, all of the district's bonds are considered state qualified. Since the district's bonds are state qualified and the district debt levy is a minimum of 7 mills, the district may borrow from the School Loan Revolving Fund (SLRF) should the tax revenues fall short of the annual debt service payments, rather than increase the debt millage. Repayment of the amount borrowed from the SLRF is made from future tax levies.

CURRENT STATUS

Due to the economic downturn, property values decreased over 25% from 2007 to 2012, resulting in lower tax collections. Although taxable values have increased since 2013, the total taxable value is still short to make debt payments at 7 mills. In FY 2012-2013 through 2014-2015, the annual debt payments exceeded the estimated tax revenues. The District borrowed \$1.7M for FY13, \$1.3M for FY14, and \$1.2M in FY15. In 2015-2016, the District repaid \$3.1 million in principal and anticipates paying the remaining principal balance of \$1.1 million dollars in May 2017. Similar to previous payments, interest will accrue and will be paid accordingly.

FUTURE DIRECTION

It is recommended that the Board of Education approve the payment of the estimated amount of \$1.13 million (including principal and interest) for the May 2017 debt repayment and approve the attached resolution for the Annual Loan/Repayment Activity Application for Tax Year 2016 (FY 2016-2017).

Board Information/Action Item

Purpose: Item for Information
 Item for Action
 Item for Discussion

Presenter: Donna Welch
Geoffrey VanGoethem
Sandra Elka

Date: September 26, 2016

**Topic: State and Federal Grant Awards
- Budget for 2016-17**

Management Issue
 Board Committee: COTW 9/12/16
 Board Communication Date: 9/23/16

BACKGROUND

Huron Valley Schools support excellence in our District by acquiring and distributing grant resources. By acquiring grants we are able to enhance and supplement programs and provide additional educational opportunities for all of our students.

CURRENT STATUS

The Huron Valley Schools' total preliminary State and Federal grant budget for the 2016-17 school year is \$5,929,793. This amount includes \$4,867,561 for 2016-17 awards and \$1,062,232 for carryover amounts from the 2015-16 grant awards, as attached.

FUTURE DIRECTION

It is recommended that the Board of Education approve the 2016-17 grant awards and the 2015-16 grant award carryover budgets.

Board Information/Action Item

Purpose: Item for Information
 Item for Action
 Item for Discussion

Presenter: Donna Welch

Date: September 26, 2016

Topic: M&O Contracted Services

Management Issue
 Board Committee: COTW 09/12/16
 Board Communication: 09/23/16

BACKGROUND

From 2001 to March 2015, HVS utilized the service of an Owner's Representative to assist the District in facility project oversight. This position has not been replaced. In addition another M&O personnel, the Supervisor of Operations, retired in August 2016 after 32 years in the District.

CURRENT STATUS

Currently, the District facility personnel are new to their positions and the position of owner's representative has not been replaced. As a result, additional experienced facility support is requested. Administration is recommending utilizing Barton Malow to assist with the technical support for the M&O Department and to assist with the possible re-organization of staffing in the M & O Department. The proposed contract term is for \$75/hour, not to exceed \$31,200 in FY 2017, without additional Board approval. It is anticipated that the work performed would be approximately one day a week, beginning October 1, 2016 through September 30, 2017. This time frame is consistent with previous Owners Rep contracts as is allows for continuity of services over the summer construction projects. However, this does not bind the District to continue with the services of Barton Malow if the District feels the services are no longer needed.

FUTURE DIRECTION

It is recommended that the Board of Education delegate authority to Donna Welch, Assistant Superintendent of Administrative Services to contract services with Barton Malow for a rate of \$75/hour, not to exceed \$31,200 for the period of October 1, 2016 through September 30, 2017.

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)
Contracts**

Management Issue
 Board Committee Date: 9/12/16
 Board Communication Date: 9/23/16

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 they need can change. This creates potential issues with the determining the most economical method to get 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.

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, the District plans to continue this contract.

CURRENT STATUS

Based on our current transportation staffing levels, the Transportation Department determined that it would contract transportation for the students attending the Kingsley Montgomery (KM) Center program. There are eleven students currently attending this out of District program. If the services were performed in-house, the District would use two drivers and two attendants to transport to KM.

The WFT vendor that the District is recommending for the KM route is the same for the Bloomfield Hills Center programs. 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 Contracts for both Kingsley Montgomery routes, and the two individual student transports to Bloomfield Hills Center programs for the 2016-2017 school year. 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 \$23,400.00 and \$26,100.00 for the two individual routes, and \$130,860.00 for the two Kingsley Montgomery routes, totaling \$180,360.00. This amount is based on actual cost and closely assimilates 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: Donna Welch
Sara Simmerman

Date: September 26, 2016

Topic: Food Service Pizza Bid

Management Issue
 Board Committee: 9/12/2016
 Board Communication Date: 9/23/2016

BACKGROUND

One of the ways that the Food Service department increases participation in their lunch programs is by offering different food options to students. During the 2015/16 school year, the Food Service department brought in brand-name fresh-made pizza for lunch. Due to the success of these special pizza lunches, the program is being expanded to once a week at all buildings for the 2016/17 school year.

CURRENT STATUS

A bid was put together for local pizza vendors to bid on providing the fresh-made pizzas for the District that comply with federal meal regulations (100% lowfat cheese, size of slice and number of peperoni per slice). This bid included delivery to each school in a specific time frame so the pizza would be fresh for each lunch period.

Three bids were received. The two lowest bidders' pizzas were subjected to a taste test at the secretarial in-service held on August 18th and both vendors were rated well. Because of the size the district, Food Service and the bidders agreed to split the district between the two lowest bidders, which was allowed by the bid. Splitting the District between two bidders will allow for a fresher product to be delivered to each building.

Once per week each school will be served freshly made pizza that complies with federal meal regulations.

FUTURE DIRECTION

It is recommended that the Board award the Fresh-Made Pizza bid to the two lowest bidders in the following amounts:

Papa John's Pizza - not to exceed \$43,000
Little Caesar's Pizza – not to exceed \$44,000

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: Donna Welch
Shun Smith

Date: September 26, 2016

Topic: Road Salt Purchase 2016/17

Management Issue
 Board Committee: 9/12/16
 Board Communication Date: 9/23/16

BACKGROUND

Huron Valley Schools maintains over fifty acres of parking lots during the winter months. On average, the District uses approximately 800 to 900 tons of road salt each year. Conditions such as frequent heavy snows or ice storms can increase the amount required.

CURRENT STATUS

The best pricing for road salt has been with the MiDEAL (Michigan Delivering Extended Agreements Locally), a State of Michigan cooperative bid. This year, the State of Michigan awarded the bid to Morton Salt Inc. at a price of \$36.79 per ton. This is a 35% price decrease from last year's award.

FUTURE DIRECTION

It is recommended that the Board approve the purchase of 1,000 tons of salt from Detroit Salt Company at \$36.79 per ton for a total purchase of \$36,790 for the 2016/17 fiscal year.

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

Fund for this purchase are budgeted in the General Fund.

Board Information/Action Item

Purpose: Item for Information
 Item for Action
 Item for Discussion

Presenter(s): Nancy Coratti

Date:

Management Issue
 Board Sub Committee **Date:**
 Board Communication **Date:** COTW-9/12/16

Topic: Goals-Measures of Success

BACKGROUND

Each year Goals are developed in the areas of Business/Finance and Technology. These goals are presented to the Board. After the goals have been approved by the Board the Measures of Success will be developed.

CURRENT STATUS

The Measures of Success for each goal were presented at the August 15, 2016 Regular Board of Education meeting.

FUTURE DIRECTION

Recommended Motion:

"I move that the Board of Education approve the Measures of Success for the 2016/17 Business/Finance and Technology Goals".

Board Information/Action Item

Purpose: X Item for Information
 Item for Action
 Item for Discussion

Presenter: Ed Okuniewski

Date: September 26, 2016

Topic: M-STEP Update

Management Issue
 X Board Communication Dates:
 9/2/16 Board Notes
 9/12/16 COTW
 9/16/16 Board Notes

BACKGROUND

Spring of 2017 will be the third year that Michigan students take the M-STEP (Michigan Student Test of Educational Progress). This year's testing window will open on April 10 and will run through May 5. M-STEP 2016 data was released September 1 from the State of Michigan and shared in the September 2, 2016 Board Notes.

CURRENT STATUS

Tonight's presentation will focus on M-STEP test content and format in comparison to the MEAP, testing schedules, past results, and 2016 District wide interventions to enhance student success.

FUTURE DIRECTION

Our goal is to use data and feedback to provide students with the best opportunities for success in test preparation and environment. We continue to align and modify curriculum, develop assessments with higher Depth of Knowledge (DOK) and constructed response, as well as familiarize students with the testing tools and the test taking skills necessary for an online format.