BOARD OF EDUCATION
MINUTES – September 24, 2012

The regular meeting of the Board of Education of the Midland Public Schools, Midland, Michigan, was held at the Midland Public Schools Administration Center, 600 E. Carpenter Street, Midland, Michigan, on Monday, September 24, 2012, beginning at 7 p.m. in accordance with the requirements of the Revised School Code, MCL 380.1 et.seq. effective July 1, 1996, and the policies established in How Midland Schools Work.

1. CALL TO ORDER: ROLL CALL

Board members present: President Mault,
Vice President Wasserman,
Secretary Baker,
Member Brandstadt,
Member Gorton,
Member Kaminski

Board member absent: Treasurer Ohle

Central staff present: Superintendent Ellinger,
Associate Superintendent Cline,
Assistant Superintendent Verlinde,
Associate Superintendent Ellison

Visitors present: 9 staff, citizens and guests

2. CONSENT AGENDA

Wasserman/Kaminski moved that the following Consent Agenda items be approved

2.1 Approval of the Regular Meeting minutes of Monday, September 10, 2012.

2.2 The following staff member announced his resignation effective as of the date indicated:

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Douglas Hopkins</td>
<td>Head Mechanic</td>
<td>September 11, 2012</td>
</tr>
</tbody>
</table>

2.3 The following person was recommended for employment for the 2012-13 school year:

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whitney Dawn Jacobs</td>
<td>1.0 First Grade Teacher</td>
<td>August 28, 2012</td>
</tr>
</tbody>
</table>

2.4 The following persons were recommended for employment at the September 10 Board of Education meeting. Their effective dates as recorded in the Agenda were incorrect. Please note Ms. Scales and Ms. Storm’s correct effective dates listed below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heidi Marie Scales</td>
<td>School Psychologist, Special Services</td>
<td>August 28, 2012</td>
</tr>
<tr>
<td>Megan M. Storm</td>
<td>Kindergarten Teacher, Siebert Elementary</td>
<td>August 28, 2012</td>
</tr>
</tbody>
</table>
2.5 Administration sought approval to deliver a purchase order to Bomgar Corporation of Ridgeland, MS for $14,311 for one Bomgar B200 remote support appliance, six standard concurrent user licenses, and first year maintenance. The Bomgar B200 appliance will allow us to provide remote support to multiple platforms both on and off the MPS network. This will provide a more robust support experience for computer and mobile device users. This expenditure was included in the regular budgeting process for 2012-2013 and is being paid for out of general funds.

2.6 Administration sought approval to deliver a purchase order to PC Mall Gov, Inc. of Chantilly, VA for $19,058.80 to purchase Griffin Survivor iPad cases to provide protection for the student issued devices that are part of the MPS iPad Action Research Initiative. Investing in a high-quality case will help reduce the need for repairs/replacements during the initial project which is being supported by funds set aside within the annual technology budget. PC Mall Gov, Inc. was the lowest of four bids. This expenditure was included in the regular budgeting process for 2012-2013.

2.7 Administration sought approval to deliver a purchase order to Unique Software Corporation of Eagan, MN for $17,513 to purchase iPad sync carts. Pricing includes seven Lock N Charge iQ 32 Sync Carts that will be used primarily to manage the content on each of the devices that are part of the Midland Public Schools iPad Action Research Initiative. Each cart includes two removable sync stations that can sync 16 devices each and may also be used to secure and transport any iPads that parents elect to leave at the building overnight. Unique Software Corporation was the lowest of two bids. This expenditure was included in the regular budgeting process for 2012-2013.

2.8 Bids were recently received from electronic security vendors to provide Access Control Expansion for four (4) exterior doors in the transportation, grounds and maintenance buildings. Administration recommended that a purchase order be issued to the low bidder, Allen Supply of Saginaw, Michigan, for a cost of $5,400 to provide the labor and materials for the installation of the locks.

2.9 Bids have been accepted and a tabulation is provided for one (1) AccuTemp Convection Steamer for Jefferson Middle School. The current steamer has been inspected and it was determined it could not be repaired. Administration recommended issuing a purchase order to the low bidder, Stafford Smith of Bay City, Michigan, for a total delivered price of $5,400.

2.10 Administration recommended that a compensation increase from the “cost” of an eleven (11) month to a twelve (12) month contract be authorized by the Midland Public Schools’ Board of Education for Mr. Randy Schaedig, who is currently the district’s Science Coordinator. Mr. Schaedig will lead the district’s continued exploration of a potential New Tech Program and have primary responsibilities for working with the New Tech Organization, local business partnerships, internal planning committees and oversight of this potential MPS program. Mr. Schaedig will be paid a stipend for these added responsibilities for the 2012-13 school year. Appointing Mr. Schaedig as the district’s lead administrator for New Tech has the support of the Finance, Facilities, and
Operations (FFO) and Curriculum, Special Services (CaSS) Board of Education Study Committees.

2.11 Approval of the payment of the school system's bills for the months of July and August 2012, as listed in the check register prepared by Ms. Laux, in the total amount of $10,548,199 was recommended. The distribution of obligations, by fund, is as follows:

<table>
<thead>
<tr>
<th>Fund/Project</th>
<th>7/31/2012</th>
<th>Through</th>
<th>8/15/2012</th>
<th>Through</th>
<th>8/31/2012</th>
<th>Through</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund / Athletics</td>
<td>$1,616,234</td>
<td></td>
<td>671,157</td>
<td></td>
<td>752,135</td>
<td></td>
<td>$3,039,526</td>
</tr>
<tr>
<td>Capital Projects</td>
<td>53,087</td>
<td></td>
<td>-</td>
<td></td>
<td>6,065</td>
<td></td>
<td>59,152</td>
</tr>
<tr>
<td>Sinking Fund</td>
<td>183,039</td>
<td></td>
<td>135,804</td>
<td></td>
<td>14,688</td>
<td></td>
<td>333,531</td>
</tr>
<tr>
<td>Middle School Science Lab Renovation</td>
<td>-</td>
<td></td>
<td>-</td>
<td></td>
<td>-</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Technology Grant</td>
<td>-</td>
<td></td>
<td>-</td>
<td></td>
<td>6,368</td>
<td></td>
<td>6,368</td>
</tr>
<tr>
<td>School Services:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Stores</td>
<td>-</td>
<td></td>
<td>180</td>
<td></td>
<td>339</td>
<td></td>
<td>519</td>
</tr>
<tr>
<td>Food Service</td>
<td>72,066</td>
<td></td>
<td>4</td>
<td></td>
<td>2,510</td>
<td></td>
<td>74,580</td>
</tr>
<tr>
<td>Student Activities</td>
<td>12,583</td>
<td></td>
<td>540</td>
<td></td>
<td>9,345</td>
<td></td>
<td>22,468</td>
</tr>
<tr>
<td>Sub-totals</td>
<td>1,937,009</td>
<td></td>
<td>807,685</td>
<td></td>
<td>791,450</td>
<td></td>
<td>3,536,144</td>
</tr>
<tr>
<td>Federal Withholding</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>767,760</td>
</tr>
<tr>
<td>State Withholding/Sales Tax</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>245,242</td>
</tr>
<tr>
<td>Social Security/Medicare</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>903,049</td>
</tr>
<tr>
<td>Payroll Transfers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>156,913</td>
</tr>
<tr>
<td>ACH Transfers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3,551,814</td>
</tr>
<tr>
<td>ConnectCare Transfers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>961,801</td>
</tr>
<tr>
<td>Consumers payments paid electronically</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>176,877</td>
</tr>
<tr>
<td>PESG payroll (contracted substitutes)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Purchase Card Transactions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>248,599</td>
</tr>
<tr>
<td>Total July and August Distributions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$10,548,199</td>
</tr>
</tbody>
</table>

Submitted herewith are the following financial reports:

2.11.b Investment Report for the months of July/August 2012............. (prepared by Ms. Laux)
2.11.c Listing of Purchase Orders exceeding three thousand dollars ($3,000) or more for the months of July/August 2012 (prepared by Ms. Laux)
2.11.d Listing of Purchase Card transactions exceeding three thousand ($3,000) or more for the months of July/August 2012................................. (prepared by Ms. Laux)

Motion carried unanimously.

3. **REQUESTS TO ADDRESS THE BOARD**

3.1 No hearings were requested.
4. BOARD OF EDUCATION MATTERS

PRESENTATIONS TO THE BOARD

Recommended For Action:

Wasserman/Kaminski moved that the 2011-12 audit be accepted.

4.1 Ms. Mari McKenzie, Principal, Yeo & Yeo, P.C. and Ms. Linda Cline presented the 2011-12 Audit Report for Midland Public Schools.

It was recommended that MPS have 12-15% fund balance available as a percentage of general fund expenditures. As of June 30, 2012, the unrestricted fund balance as a percent of expenditures was 15%. Currently, MPS has an equivalent 55 days of general fund balance based on 365-day calendar year of cash flow or, 26 days based on a 174-day school year of cash flow. For a complete overview of the audit report, please visit the MPS website at www.mps.k12.mi.us.

The audit process looks at the financial statements to make sure that the district is following the accounting rules that have been developed by the Government Accounting Standards Board, and looks at internal controls so the district is protecting its cash management and makes sure the financial information presented is accurately reported, in compliance with federal and state laws and regulations.

Throughout the district Yeo & Yeo found a culture of excellence demonstrating both honesty and high ethics. In looking at MPS’ financial statement, this year Yeo & Yeo issued the highest level of audit assurance and an unqualified opinion. It means that the district’s financial information was accounted for properly. MPS, in fact, has followed the accounting requirements for Michigan School Districts.

Motion carried unanimously.

5. CURRICULUM and INSTRUCTION

Study Committee Chair – Dr. Kaminski
Staff Resource Person – Dr. Ellison

For Information:

5.1 The “Curriculum and Special Services (CaSS) Study Committee Report” was read aloud by Dr. John Kaminski. The meeting was held on Wednesday, September 18, 2012. Members present were John Kaminski (chair), Yvonne Gorton, Carl Ellinger, Kathy Ellison and Gary Verlinde.

International Baccalaureate Advisory Team (IBAT) Update

Review IB history and plans for future
Kathy Ellison reminded the group that IB first was offered in 2007-08. Since then we have had four graduating classes. With 54 full diplomas earned, 889 students testing and 4,340 students
involved in IB courses. The IBAT was formed last year with a charge of investigating the expansion, enhancing communications and exploring sustainable funding mechanisms. Three subcommittees (PYP, MYP, DP) are working on these goals.

**Primary Years Program (PYP)**
Linda Lipsitt and Lou Ann Bensinger presented the progress of the Primary Years Program subcommittee. Following last year’s work, the subcommittee agreed that implementing a PYP program should be pursued. The process map outlined the proposed timeline for communication, training, implementation and the application process. In addition, the hexagon for PYP was shared. An explanation took place about the six themes which are transdisciplinary, the learner profile and the IB attitudes. The six themes include: Who are we, Where we are in place and time, How we express ourselves, How the world works, How we organize ourselves, and Sharing the planet. A question and answer period followed the presentation.

**Middle Years Program (PYP)**
Randy Schaedig reviewed the progress of the MYP Subcommittee. Mr. Schaedig and Mr. Decker have co-chaired this committee during the past school year. The committee has researched the MYP program, hosted presentations from individuals from MYP schools, and visited districts that have implemented the MYP program. The group recognizes the value of the MYP program but feels the program requires more detailed investigation as it includes grades 6-10, and could require some changes to how the school day is structured. The subcommittee is expanding this year to include more members as research will continue.

**Diploma Program (DP)**
Scott Cochran explained that the subcommittee met periodically to tackle overcoming myths and misinformation about the Diploma Program and to discuss short term and long term funding strategies. They increased internal and external communication with parents, students and staff including presentations at middle school parent nights and with middle school students as they chose their classes, talking with 9th grade students as they scheduled and polling recent graduates about the impact of their IB classes. The committee spoke with community groups and dedicated an episode of MPS Today! to the IB Diploma Program. They have found that students are the best advocates for the program, particularly in talking about how the program has helped them think about their education in a deeper, more holistic, more relevant way, and how being an IB student has given them a leg up in college and career preparation.

**Five-Year Evaluation Update**
Amy Hutchinson described how both high schools will complete a Five-Year Program evaluation for the IB Diploma Program. This is essentially a self-reflection on how we are doing with the implementation of DP. Carol Neff and Sarah Pancost, IBDP Coordinators, will oversee this process in their respective buildings. The process involves surveying all of our stakeholders and asking for input from a variety of teachers and administrators. The curriculum division will be drafting guidelines for this evaluation in the areas of testing, special needs, language and academic honesty. A final report, due by June 1, 2013, will be completed and sent to the IBO.


Reflections and Discussion

Mr. Ellinger and Dr. Ellison led the CaSS committee in a discussion of the reports. Overall the subcommittee expressed positive comments for these programs which enable MPS to move toward the vision and mission statements. Data and feedback indicate that MPS students are benefitting from their experiences and are well prepared for college and career. Funding and communication will continue to be addressed.

Next CaSS meeting: October 15

6. FINANCE

For Information:

6.1 The “Finance, Facilities and Operations (FFO) Study Committee Minutes” were read aloud by Mr. Jerry Wasserman. The meeting was held on August 28, 2012. Members present were: Mr. Rick Ohle (chair), Mr. Gerald Wasserman, Dr. John Kaminski, Mr. Carl Ellinger, Mrs. Linda Cline and Mrs. Carol Laux. Others in attendance: Ms. Mari McKenzie and Mr. Dave Youngstrom from Yeo & Yeo.

Ms. McKenzie introduced Mr. Youngstrom who will become our audit partner following Mari’s retirement later this year. She then reviewed the draft of the Annual Financial Statements and Auditors’ Report of June 30, 2012. The opinion is unqualified with no findings. A full report will be made at the September 24, 2012 Board of Education meeting. Following the general presentation, staff excused themselves to provide the Board members present and auditor an opportunity to meet privately.

After Ms. McKenzie left, Mrs. Laux reviewed the July and August financial reports. They will be included on the consent agenda for the September 24 meeting.

Mr. Verlinde discussed the upcoming negotiations with the Midland City Educational Support Personnel Association (MCESPA). The current contract expires on September 30; negotiations sessions have been scheduled for October 10. Cynthia Finney, Director of Human Resources, will be the lead negotiator for the district.

Mr. Verlinde also shared information with the committee regarding a Worker’s Compensation settlement in a very lengthy case. Money has been reserved in fund balance in anticipation of this settlement. It will be transferred to the appropriate expense account in the mid-year budget amendment.

Mr. Ellinger provided an update on the planned district-wide survey to be conducted by Cobalt Community Research later this fall. The survey will take two forms; the first will be a random sampling (by U.S. mail) of 1,500 registered voters. The second will be via an “email blast” to all MPS parents. In addition to questions specific to Midland Public Schools, the survey will include items that permit comparison with other schools, industry and units of government that participate in the American Customer Satisfaction Index evaluation process.

Next meeting: Tuesday, October 16 at 4 p.m.
6.2 The following gifts, which total $7,240.44, have been received and processed:

<table>
<thead>
<tr>
<th></th>
<th>Donor</th>
<th>Purpose</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>Anonymous</td>
<td>Siebert Room 9 classroom supplies</td>
<td>$ 500.00</td>
</tr>
<tr>
<td>(2)</td>
<td>H. H. Dow High School Athletic Booster Club</td>
<td>Tennis balls for the Junior Varsity and Varsity Teams</td>
<td>$ 475.44</td>
</tr>
<tr>
<td>(3)</td>
<td>H. H. Dow High School Athletic Booster Club</td>
<td>Medical supplies for Dow High athletic trainer office</td>
<td>$ 3,000.00</td>
</tr>
<tr>
<td>(4)</td>
<td>H. H. Dow High School Athletic Booster Club</td>
<td>Dow High pool lane timing touchpad</td>
<td>$ 415.00</td>
</tr>
<tr>
<td>(5)</td>
<td>H. H. Dow High School Athletic Booster Club</td>
<td>Funds allotted to Varsity Club accounts for REP representation at the Booster Club meetings</td>
<td>$ 2,850.00</td>
</tr>
</tbody>
</table>

Appropriate thanks to the donors was recommended.

7. **HUMAN RESOURCES**

**Study Committee Chair** – Mr. Wasserman  
**Staff Resource Person** – Mr. Verlinde

**For Information:**

7.1 The Board and staff extended their deepest sympathy to the families of:

- Mr. Norman Dahl who passed away on September 13, 2012. Mr. Dahl began his MPS teaching career in 1955. He was appointed principal of Parkdale Elementary in 1963, where his career as an elementary principal spanned 26 years. From 1984-1987, in addition to serving as Principal of Parkdale, Mr. Dahl also served as Principal of Plymouth Elementary. Mr. Dahl retired in 1989.

- Mrs. Anne Hampton who passed away on September 9, 2012. Ms. Hampton was a paraprofessional at H. H. Dow High School for 13 years. She retired in 1996.


7.2 The following staff member announced her retirement effective as of the date indicated:

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sueann N. McMillan</td>
<td>Midland High School Counselor</td>
<td>December 22, 2012</td>
</tr>
</tbody>
</table>

8. **CORRESPONDENCE TO AND FROM THE BOARD OF EDUCATION**

**For Information:**

8.1 Letters from the Board of Education or the school system to:
- Midland Area Community Foundation
- H. H. Dow High School Athletic Booster Club
- Midland Violence Prevention Partnership Members
- Kiwassee Kiwanis Foundation
9. **SCHEDULED ACTIVITIES**

**For Information:**

The following is a listing of scheduled meetings or activities of the Board of Education for 2012:

- October 8, 2012  7 p.m.  Regular Meeting of the Board of Education
- October 22, 2012  7 p.m.  Regular Meeting of the Board of Education
- November 12, 2012  7 p.m.  Regular Meeting of the Board of Education
- November 26, 2012  7 p.m.  Regular Meeting of the Board of Education
- December 10, 2012  7 p.m.  Regular Meeting of the Board of Education

10. **STUDY-DISCUSSION SESSION**

This portion of the agenda is utilized by the Board to introduce topics for future study, to discuss school district-related matters, to complete professional association business and to relate items of interest. No action is taken during this time. Occasionally closed sessions are scheduled to discuss confidential personnel, negotiations or property matters.

10.1 **Hearing from Board Members:**

Board members thanked Mr. Ellinger, Mrs. Cline and everyone involved in the MPS financial environment for the successful audit that was presented and approved this evening. We appreciate and value the quality and accuracy of the district’s financial records and the integrity with which the district’s financial resources are handled. This Board will make some very serious decisions with regard to the sinking fund and other financial matters in the coming months; trust is a key component in this decision making process. Thank you to Yeo & Yeo’s Ms. Mari McKenzie for her presentation this evening and for her dedication to MPS through the years; we wish her a long and happy retirement.

10.2 **Announcements from Superintendent Ellinger:**

- Congratulations to our Midland High football team for a great game on Friday evening.
- Thank you to Ms. Betty Chenoweth for doing an outstanding job moderating and the AAUW (American Association of University Women) Midland Chapter, Inc. members for sponsoring the Midland Public Schools’ School Board Candidate Forum on September 20.
- Thank you to School Board candidates Ms. Joyce Perry and Mr. Scott McFarland for attending this evening’s Board of Education meeting.
On Saturday, the Dow High robotics team took last year's robot to one last competition. Dow ended the preliminary competition ranked 11th out of 42 teams. Dow's 2011-2012 robot is now officially retired and the team looks forward to its new season.

Community Mental Health for Central Michigan brought Mr. Dennis Liegghio to Midland High School to speak to sophomores and juniors this morning. In this powerful and inspiring presentation, Mr. Liegghio openly shared his personal story of how he overcame depression and shared his personal story, his music, and tips for coping with stress, depression, and emotional overload. Mr. Liegghio is the founder of KnowResolve, a non-profit organization dedicated to promoting mental health and preventing youth suicides.

11. **ADJOURNMENT**

Kaminski/Wasserman moved to adjourn the meeting at 8:01 p.m.

Motion carried unanimously.

President: ________________________________ Vice President: ________________________________

Ken Mault Jerry Wasserman

Approved by the Board on:

___________________________

C. Young 8-October-2012