

**BOARD OF EDUCATION  
MINUTES – February 10, 2014**

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, February 10, 2014, beginning at 7:00 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 Wasserman,  
  Secretary Gorton,  
  Treasurer Kaminski,  
  Member Baker,  
  Member Singer

Board members absent:                   Vice President Brandstadt,  
  Member McFarland

Central staff present:                    Superintendent Sharrow,  
  Assistant Superintendent Verlinde,  
  Associate Superintendent Cooper

Central staff absent:                    Associate Superintendent Cline

Visitors present:                         58 staff, citizens and guests

**2. CONSENT AGENDA**

Singer/Gorton moved that the following Consent Agenda items be approved.

- 2.1 Approval of the Organizational and Regular Meeting Minutes from January 13, 2014 and the Special Meeting Minutes from January 30, 2014.
- 2.2 The following staff members have announced their resignation effective as of the dates indicated:

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>
Crystal Gange	Paraprofessional, Carpenter	January 13, 2014
Calvin Jenkins	Grounds, Midland Public Schools	December 20, 2013
Scott Page	Teacher, Carpenter	January 24, 2014

- 2.3 In 1975, MPS entered into a trust agreement with Chemical Bank and Trust to handle funds donated to the District to provide scholarships for students. In practice, the funds have been handled as a custodial account rather than as a trust since state law limits investment options for schools. To more accurately reflect how the account is handled and to avoid trust management fees, Administration asked the District’s attorney to draft an agreement releasing the assets from the trust but leaving them in the custody of Chemical Bank. At the same time, shares of stock held by the District will be converted from paper certificates to electronic form. The FFO committee was made aware of the need to take these actions at their meeting of April 10, 2013; minutes from that meeting reflect the discussion. Administration requested approval of the attached resolution dissolving the trust and giving the Superintendent authority to sign stock powers.

- 2.4 Midland Public Schools currently has three underground fuel storage tanks that will require replacement or removal within a few years. Rather than incur additional maintenance costs, we approached the City of Midland about allowing the District to use the City’s fueling facility on North Saginaw Road. Jon Lynch, City Manager, and his staff were receptive to the idea and met with MPS staff to develop a plan that we believe will meet the needs of both parties. If the attached agreement is approved by the Board of Education and the Midland City Council, all MPS vehicles will begin fueling at the City’s facility on Monday, February 17. MPS and the City agree to review the purchase price and fueling usage six (6) months from the date of entry of the agreement to ensure that the fueling needs of MPS as well as the financial costs of the City are being met. At that time, the parties have the option to renegotiate the terms of the agreement. If the agreement proves to be beneficial, MPS will plan for the removal of the underground storage tanks on our property. Administration requested approval for the superintendent to enter into this intergovernmental purchase agreement with the City of Midland.
- 2.5 Administration recommended approval of a letter of agreement with the grounds and skilled trades association (MCESPA) which articulates working conditions and schedule for this summer. These employees have agreed to work a four-day week, ten-hour per day schedule during the summer months as part of the district’s efforts to save energy costs.
- 2.6 Submitted herewith is a letter from the Board’s auditors, Yeo & Yeo, P.C., outlining the firm’s plans and procedures for auditing the district’s books for the 2013-14 school year. Yeo & Yeo was selected last year following a request for proposal that was issued on behalf of local districts by the Clare-Gladwin Regional Education Service District. Based on the preliminary figures from Yeo & Yeo, the estimated fee will be \$26,200 including one major program as part of the single audit. Yeo & Yeo has been the Board’s auditors since 1972-73.

The total fees for the audits for the last five years have been:

2008-09	\$24,400
2009-10	\$25,150
2010-11	\$28,775 (Federal recovery programs required additional testing)
2011-12	\$26,660
2012-13	\$25,600

- 2.7 Approval of the payment of the school system's bills for the month of December 2013, as listed in the check register prepared by Ms. Laux, in the total amount of \$6,802,171 was recommended. The distribution of obligations, by fund, is as follows:

	Through <u>12/15/2013</u>	Through <u>12/31/2013</u>	<u>Totals</u>
General Fund / Athletics	\$ 1,135,193	\$ 752,041	\$ 1,887,234
Capital Projects	-	-	-
Sinking Fund	32	-	32
Middle School Science Lab Renovation	-	540	540
Technology Grant	-	-	-
School Services:			
School Stores	3,440	750	4,190
Food Service	154,748	314	155,062
Student Activities	<u>2,466</u>	<u>45,387</u>	<u>47,853</u>
Sub-totals	1,295,879	799,032	2,094,911

Federal Withholding	549,671
State Withholding/Sales Tax	184,982
Social Security/Medicare	818,593
Payroll Transfers	39,189
ACH Transfers	2,337,031
Connectcare Transfers	530,167
Consumers payments paid electronically	133,009
PESG payroll (contracted substitutes)	40,770
Purchase Card Transactions	73,848
Total December Distributions	\$6,802,171

Submitted herewith are the following financial reports:

2.7.b Listing of purchase orders and purchase card transactions exceeding three thousand dollars (\$3,000) for the month of December prepared by Ms. Laux

2.8 Approval was requested to authorize payment for the following legal bill:

FIRM	DATE	AMOUNT	PURPOSE
Thrun Law Firm P.C.	01/30/2013	6,141.50	Professional Fees
<b>AMOUNT DUE</b>		<b>\$6,141.50</b>	

Motion carried unanimously.

3. **REQUESTS TO ADDRESS THE BOARD**

3.1 No hearings were requested

4. **BOARD OF EDUCATION MATTERS**

PRESENTATIONS TO THE BOARD

4.1 Mr. Sharrow recognized the two February Shining Star employees. These staff members were recognized for doing an outstanding job and going “above and beyond” to make Midland Public Schools a better place for students.

- Ms. Deanna Jewell, Administrative Assistant, Carpenter Street School
- Mr. Steve DeRees, MPS Music Teacher/Band Director

Congratulations to these very deserving MPS staff members.

4.2 Mr. Jeff Pennex, Woodcrest Elementary Principal, and Ms. Wendy LaCourt, Physical Education Teacher, spoke about the physical education program at Woodcrest Elementary. Ms. LaCourt discussed the Midland Public Schools’ elementary physical education program and highlighted their very talented 125-member Jump Rope Team, which includes Woodcrest students from Grades 2-5. Four Woodcrest students demonstrated some of the wonderful jump rope skills they have learned while on the Woodcrest Jump Rope Team.

- 4.3 Mr. Steve Poole, Jefferson Middle School Principal, and Tina Lynch, Program Director through the Midland Area Chamber of Commerce, addressed the Board with regard to the Young Entrepreneurs Academy program that provides “real life” insights to students about what it takes to open their own business. Seven Jefferson Middle School students involved with this exciting program addressed the board and audience with reflections about the program. This exciting partnership with Northwood University and the Midland Area Chamber of Commerce involves 23 middle and high school students from across Midland County.
- 4.4 Mr. Sharrow presented and discussed a framed 2013 Academic State Champion Certificate, which was recently awarded to MPS by The Center for Michigan and *Bridge Magazine*. This impressive certificate will be on display at the Administration Center.
- 4.5 In order to meet state requirements for days and hours of instruction, The Midland City Education Association (MCEA) and the district have collaborated on a tentative agreement to change the scheduled Professional Development Day on March 10, 2014, into a required instructional day for all students. The MCEA Board of Directors will vote on ratification February 11. This additional day of instruction was made necessary with the last snow day, which brought our total weather-related cancellations to seven, exceeding the state limit of six.
- 4.6 Mr. Sharrow read a Letter of Appreciation from the Midland City Education Association (MCEA) in honor of School Board Appreciation Month. The MCEA made a donation of \$100 to the Dow High *Update* and Midland High *Focus* in honor of the MPS Board of Education.
- 4.7 Mr. Sharrow announced the appointment of Ms. Shannon Blasy as Principal of Eastlawn Elementary. Ms. Blasy will replace Ms. Bonnie Westervelt, who is retiring at the end of June. Ms. Blasy has been the Assistant Principal at Eastlawn for the past three years. We welcome Shannon to this new role.

Kaminski/Singer moved that the following be approved.

- 4.8 Bids have been accepted, and a tabulation is provided for the Woodcrest Elementary Boiler Re-tubing project. This project includes removing and replacing boiler tubes and then hydro-testing the boiler. The administration recommended issuing a purchase order to the low bidder, Monarch Welding & Engineering of Bay City, Michigan for the amount of \$5,359. The FFO Committee discussed the need to use Sinking Fund money to complete this project at their November 5, 2013 meeting.

Motion carried unanimously.

5. **CURRICULUM and INSTRUCTION**

**Study Committee Chair – Ms. Baker**  
**Staff Resource Person – Mr. Cooper**

- 5.1 The “Curriculum, Instruction, Assessment (CIA) Study Committee Report” was read aloud by Ms. Lynn Baker. The meeting was held on January 27, 2014, at Eastlawn Elementary School. Members present were Lynn Baker (chair), Scott McFarland, Pam Singer, Mike Sharrow, Bob Cooper, Gary Verlinde. Others in attendance: Bonnie Westervelt, Shannon Blasy, Erin Flamont, Chris Corbat, Dana Carley, Jackie Warner

*Meeting Times: With new board members on the CIA committee, different meeting times were discussed. The 1:45 until 3:00 time frame works best at this time. The CIA committee will*

*move to setting meeting dates and times on a January to January timeframe to match the board election and reorganizational meeting in January.*

***Community School Model:** Bonnie Westervelt had the Community School Team members introduce themselves and describe their role at the school. Shannon Blasy and Chris Corbat lead the presentation on how the Community School Model works at Eastlawn Elementary. They provided data on truancy/attendance both before implementing the model and after. Eastlawn has seen more than a 40% reduction in truancy, including a perfect attendance day. Attendance and follow-up protocol was discussed in detail. The family interventionists described their duties, incentives offered, and programs they had ran or were being planned for students and their families. Team members from outside agencies described their role and how they contribute to the Community School Model. The school nurse's role was briefly discussed. Eastlawn is waiting patiently to see this year's MEAP scores to see the effect the model is having on student achievement. A question and answer session followed the presentation.*

6. **FINANCE**

**Study Committee Chair – Dr. Kaminski**  
**Staff Resource Person – Ms. Cline**

- 6.1 The “Finance, Facilities and Operations (FFO) Study Committee Report” was read aloud by Dr. John Kaminski (chair). The meeting was held on February 3, 2014. Members present were: J. Kaminski (chair), A. Brandstadt, P. Singer (for G. Wasserman), M. Sharrow, G. Verlinde, L. Cline, C. Laux.

*Mrs. Laux presented the December financial reports. Unlike prior years, expenses are at, rather than below, projections for the year. Mrs. Cline showed how medical costs are running higher than in prior years and how they affect the overall projections. The financial reports will be included on the February 10 agenda for approval.*

*Other items that will appear on the February 10 agenda are:*

- 1. A fueling agreement with the City of Midland.*
- 2. Renewal of the second year of the audit contract with Yeo & Yeo.*
- 3. A resolution authorizing the superintendent to work with Chemical Bank and Trust on housekeeping issues associated with scholarship funds held by the bank.*

*Mrs. Cline shared a draft of a revision to district reimbursement guidelines. On March 1, the guidelines will replace the current version which has been in place since 2004. The new guidelines incorporate meal limits established by the United States General Services Administration.*

*Public Act 106 of 2007 requires periodic bidding of employee benefit plans. MPS plans to work with McGraw-Wentworth on ensuring that we are in compliance with this requirement.*

*Beginning June 30, 2015 GASB 68 will require that District financial statements include a new line item. This new line item relates to an estimate of the district's share of the unfunded pension liability for the Michigan Public Schools Employee Retirement System (MPERS). This is required accounting from GASB, not an item the district neglected to report previously. As a result, the GOVERNMENTWIDE FINANCIAL STATEMENTS for every district which participates in MPERS will likely show a NEGATIVE net position. The General Fund, Fund Equity is NOT AFFECTED.*

*Mr. Sharrow reported that eight architectural firms responded to our request for proposal. He, Mrs. Cline, and Mr. Wasserman will narrow the list to two or three and then invite the finalists to make a presentation to the FFO committee.*

*Since it is unlikely that the architectural study will indicate a future use for the former Mills Elementary, Administration will investigate the steps necessary to place the building up for sale.*

*Mrs. Cline described the work that Mr. Moeggenberg is doing on the development of a district-wide energy plan. The FFO committee will review a draft of the plan at a future meeting.*

*Mrs. Cline informed the committee that the Governor’s proposed budget is scheduled for release on February 5. It is rumored to include an \$83 increase in the foundation and additional money to cover the increased MPSERS rate. When Mrs. Cline prepares the mid-year budget adjustment she will also prepare a preliminary forecast for 2014-15 taking into account all of the information known to date.*

6.2 The following gifts, which total \$13,232.06 were received and processed:

1	Eastlawn	Eastlawn Elementary Student Supplemental Education Endowment Fund at the Midland Area Community Foundation	Science Fair	\$ 2,000.00
2	Eastlawn	Eastlawn Elementary PTO	Library Books	\$ 750.00
3	Dow High	H. H. Dow High Athletic Booster Club	Athletics	\$ 3,040.00
4	Northeast	Northeast Music Parents TMPONE	Music	\$ 1,499.00
5	Jefferson	Midland Area Community Foundation	Week of Non-Violence Activities	\$ 287.27
6	District	Midland Area Community Foundation	Snow Sculpture Event	\$ 364.00
7	Eastlawn	Eastlawn Elementary Student Supplemental Education Endowment Fund at the Midland Area Community Foundation	Field Trip	\$ 255.00
8	Jefferson	Michigan Section American Waterworks Association	Science Olympiad Team	\$ 1,000.00
9	Carpenter	Midland Youth Violence Prevention Partnership at the Midland Area Community Foundation	Anti-Bullying Programs	\$ 776.79
10	Eastlawn	Eastlawn Elementary Student Supplemental Education Endowment Fund at the Midland Area Community Foundation	Professional Development and Books	\$ 260.00
11	Dow High	Dow Chemical communityGives Fund	Athletics	\$ 1,000.00
12	Midland High	Dow Chemical communityGives Fund	Athletics	\$ 1,000.00
13	Midland High	Dow Chemical communityGives Fund	Athletics	\$ 1,000.00

An appropriate thanks to the donors was recommended.

7. **HUMAN RESOURCES**

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

- 7.1 The Board and staff extended their deepest sympathy to the families of:
- Elza Mae Hancock who passed away on January 20, 2014. Mrs. Hancock worked as a school aide at Mapleton for 14 years, retiring in 1981.
  - Paul C. Gatrell who passed away on January 11, 2014. Mr. Gatrell was a math teacher at Midland High for 37 years, retiring in 1985.
  - Victoria Ann Rock who passed away on December 20, 2013. Mrs. Rock was a supervising secretary at Midland Public Schools for 18 years, retiring in 1988.
  - Ann M. Moe who passed away on February 4, 2014. Mrs. Moe was a lead secretary for Midland Public Schools for 37 years, retiring in 1993.

7.2 The following staff members announced their retirement effective as of the date indicated:

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>
Linda N. Cline	Associate Superintendent	June 30, 2014
Nancy Cosman	Paraprofessional, Jefferson	February 11, 2014
Darla J. Iaquina	Teacher, Music Department	June 13, 2014
Sally J. Paulus	Teacher, Physical Education Department	June 13, 2014
Joanne M. Tickner	Speech Pathologist, Special Services	June 13, 2014
Kelly Wilson	Teacher, Art Department	June 13, 2014

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

- 8.1 Letters from the Board of Education or the school system to:
- H. H. Dow High School Athletic Booster Club
  - Mary C. Currie Foundation
  - EGL Currie Foundation
  - The Charles J. Strosacker Foundation
  - Mr. and Mrs. Michael Briggs
  - Jefferson Parent Advisory Committee
  - The Herbert H. and Grace A. Dow Foundation
  - Northeast Music Parents TMPONE
  - Midland Area Community Foundation
  - Midland High School Athletic Booster Club
  - The Laura Ludington Hollenbeck Foundation

9. **SCHEDULED ACTIVITIES**

**For Information:**

- 9.1 The following is a listing of scheduled meetings or activities of the Board of Education for the remainder of 2014.

March 10, 2014	7 p.m.	Regular Meeting of the Board of Education
March 24, 2014	7 p.m.	Regular Meeting of the Board of Education
April 14, 2014	7 p.m.	Regular Meeting of the Board of Education
April 28, 2014	<b>3 p.m.</b>	Budget Workshop of the Board of Education
May 12, 2014	7 p.m.	Regular Meeting of the Board of Education

June 9, 2014	7 p.m.	Regular Meeting of the Board of Education
June 23, 2014	7 p.m.	Regular Meeting of the Board of Education
July 14	7 p.m.	Regular Meeting of the Board of Education
August 11	7 p.m.	Regular Meeting of the Board of Education
September 8	7 p.m.	Regular Meeting of the Board of Education
October 13	7 p.m.	Regular Meeting of the Board of Education
November 10	7 p.m.	Regular Meeting of the Board of Education
December 8	7 p.m.	Regular Meeting of the Board of Education

## 8. 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.

### 8.1 Hearing from Board Members

Board members expressed their ...

- congratulations and appreciation to February Shining Stars, Ms. Deanna Jewell and Mr. Steve DeRees.
- thanks to MCEA membership for the monetary gift made to both of the high school newspapers and for the gift of chocolates we received this evening.
- appreciation to all of the donors for their generosity for the gifts presented at this evening's meeting.
- excitement about the DHS and MHS pom teams that performed at States last weekend.
- appreciation to the Siebert Elementary students and staff for the generous collection of shoes for Guatemala.
- enthusiasm for the great mentoring program happening at Carpenter. Thank you staff and community partners for all your work with our students.
- enjoyment and gratitude for this evening's student/staff presentations: the Woodcrest Jump Rope Team members and the Jefferson Young Entrepreneurs.
- enthusiasm for the Eastlawn Elementary Community School Model and this year's 40% improvement in truancy.
- delight with this year's board meeting format that highlights student programs, performance and presentations as well as the Shining Star program, which celebrates the hard work of our dedicated MPS staff members.
- congratulations to Shannon Blasy for her promotion as the Principal of Eastlawn Elementary beginning in July.
- eagerness for the upcoming spirit week at both high schools.
- excitement to learn that MHS student, Madison Hayes, won the recent Mid-Michigan Brain Bee Competition. Congratulations Maddie!
- appreciation for the opportunity to take CBA classes through Michigan Association of School Boards.
- anticipation for the renewal of the Enhancement Millage that will be on the February 25 ballot for Midland County voters. We are looking forward to our MPS community's support for these vital funds.
- excitement for this year's Booster Bash which is only about a month away. The committee is again off to a great start. Thank you to our generous community sponsors.



- appreciation for the service of those who announced their retirement this evening. We wish them all the best in their future retirement.

8.2 Announcements from Superintendent Sharrow

- Our recent Request for Proposal for architectural services brought in eight impressive proposals from firms across the state. We have invited two architectural firms to make a formal presentation to the Finance, Facilities & Operations Board study committee on February 26.

9. **ADJOURNMENT**

The meeting was adjourned at 8:08 p.m.

President: \_\_\_\_\_  
Gerald Wasserman

Secretary: \_\_\_\_\_  
Yvonne Gorton

Approved by the Board on:

\_\_\_\_\_  
C. Young      10-March-2014