

MIDLAND BOARD OF EDUCATION

AGENDA

February 10, 2014

Mission: The Midland Public Schools, in partnership with our community, prepares students as knowledgeable, self-reliant, cooperative and ethical learners who are contributing citizens.

Regular monthly meetings are held at the Midland Public Schools Administration Center, 600 E. Carpenter Street, Midland, Michigan at 7 p.m. with adjournment not later than 9:30 p.m., except by unanimous approval otherwise.

The Board of Education receives agenda material in advance of the meeting and has the opportunity to ask clarification questions of the staff. In order to expedite routine items of business and operations and maximize the opportunity for discussion topics, the Board will utilize a consent format for portions of the agenda as noted.

1. CALL TO ORDER: ROLL CALL

Board of Education:	President Wasserman	_____	Member Baker	_____
	Vice President Brandstadt	_____	Member McFarland	_____
	Secretary Gorton	_____	Member Singer	_____
	Treasurer Kaminski	_____		

Central Staff:				
Superintendent:			Mr. Sharrow	_____
Assistant Superintendent:			Mr. Verlinde	_____
Associate Superintendents:				
Finance/Facilities/Operations:			Ms. Cline	_____
Curriculum/Instruction/Assessment:			Mr. Cooper	_____

2. CONSENT AGENDA

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 requests 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 requests approval for the superintendent to enter into this intergovernmental purchase agreement with the City of Midland.

- 2.5 Administration recommends 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 is recommended. The distribution of obligations, by fund, is as follows:



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	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			<u><u>\$6,802,171</u></u>

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 is 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>	

3. **REQUESTS TO ADDRESS THE BOARD**

3.1 Mr. Scott Yockey requests to address the Board with regard to volunteer coaching.

4. **BOARD OF EDUCATION MATTERS**

PRESENTATIONS TO THE BOARD

**For Information:**

4.1 Shining Stars..... Michael Sharrow

- 4.2 Woodcrest Elementary Presentation to the Board .....Jeffrey Pennex, Principal  
Wendy LaCourt, Physical Education Teacher
- 4.3 Jefferson Middle School Presentation to the Board.....Steven Poole, Principal
- 4.4 Midland Public Schools’ 2013 Academic State Champion Certificate  
from The Center for Michigan and *Bridge* Magazine ..... Michael Sharrow
- 4.5 2013 – 2014 School Calendar Revision..... Gary Verlinde  

In order to meet state requirements for days and hours of instruction, The Midland City Education Association (MCEA) and the district have collaborated on 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 tomorrow.

This additional day of instruction was made necessary with the last snow day, which brought our total of weather related cancellations to 7, exceeding the state limit of 6.
- 4.6 MCEA Letter in Appreciation of the Board of Education ..... Michael Sharrow
- 4.7 Administrative Appointment .....Mr. Michael Sharrow

**For Action:**

- 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 recommends 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.

5. **CURRICULUM and INSTRUCTION**

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

**For Information:**

- 5.1 Curriculum, Instruction, Assessment (CIA) Study Committee Minutes.....Lynn Baker

6. **FINANCE**

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

**For Information:**

- 6.1 Finance, Facilities and Operations (FFO) Study Committee Minutes..... John Kaminski

6.2 The following gifts, which total \$13,232.06 have been 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 is recommended.

7. **HUMAN RESOURCES**

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

**For Information:**

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

Elza Mae Hancock who passed away on January 20, 2014. Mrs. Hancock was 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

### For Information:

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 January-December 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

#### 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

10.2 Announcements from Superintendent Sharrow

#### 11. **ADJOURNMENT**