

Minutes of Regular Meeting

February 22, 2016

The Board of Education Midland Public Schools

A Regular Meeting of the Board of Education of Midland Public Schools was held Monday, February 22, 2016, beginning at 7:00 PM in the Midland Public Schools Administration Center, 600 E. Carpenter Street, Midland, Michigan.

1. **CALL TO ORDER: ROLL CALL**

Board Members Present: President Brandstadt, Vice President Singer, Secretary McFarland, Member Frazee, Member Gorton

Board Member Absent: Treasurer Wasserman, Member Baker

Central Staff Present: Superintendent Sharrow, Associate Superintendent Cooper

Central Staff Absent: Associate Superintendent Brutyn

14 audience members were present for this meeting.

2. **CONSENT AGENDA**

McFarland/Frazee moved for approval of consent agenda items.

2. 1. Approval of the Organizational Meeting Minutes and Regular Meeting Minutes from January 18, 2016.
2. 2. The following staff members announced their resignation effective as of these dates:
 - <> Jennifer Martin, Paraprofessional, Eastlawn Elementary, January 15, 2016
 - <> Erin Walker, Paraprofessional, H.H. Dow High, January 27, 2016
 - <> Carol Laux, District Director of Fiscal Services, February 12, 2016
 - <> Lindsay Bilacic, Speech Pathologist, Special Services, February 19, 2016
 - <> Christian Sanchez, Spanish Teacher, Jefferson Middle, June 17, 2016
 - <> Jennifer Breneman, Music Teacher, Midland High/Northeast Middle, June 17, 2016
 - <> Karen Moore, Special Education Teacher, Woodcrest Elementary, June 17, 2016
2. 3. Administration sought approval to deliver a purchase order to Troxell of Farmington Hills, MI for \$30,592.00 as part of providing buildings enhanced access to testing devices for the M-STEP test. The pricing is for 128 Samsung Chromebooks and includes delivery. Technology Readiness Infrastructure Grant (TRIG) funds will be used for this purchase. The pricing provided is from REMC and follows Board purchasing policy.
2. 4. Administration recommended the renewal of the food service contract with Chartwells for the 2016-17 school year. This is the second renewal of a five-year contract.
2. 5. Legal Invoice for Payment
 - Approval was requested to authorize the following legal payments:
 - <> Thrun, \$1,416.00, January 28, 2016, Professional Legal Fees
 - Motion carried unanimously.

3. BOARD OF EDUCATION MATTERS--PRESENTATIONS TO THE BOARD FOR INFORMATION

3. 1. H. H. Dow High Principal, Pam Kastl, introduced The Dow High School Conservation Club's Advisor, Brent Chambers, who spoke about the club's mission, work projects, field trips and guest speakers. One of the group's field trips was habitat building with the Michigan United Conservation Club and DNR during this school year. A student involved with the Club spoke about his experiences while a member of the DHS Conservation Club.
3. 2. 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.
 - <> Dawn Moulthrop, English Teacher at H. H. Dow High School
 - <> Bridget Hockemeyer, Principal at Plymouth Elementary School

4. BOARD OF EDUCATION MATTERS--PRESENTATIONS TO THE BOARD FOR ACTION

4. 1. Singer/McFarland moved for adoption of the mid-year budget adjustments. Mr. Cooper presented several necessary revisions to the 2015-16 budget. He explained that the 2015-16 budget was required by the State of Michigan to be developed in June of the previous school year, when many factors about the next school year are still unknown. Subsequently enrollment, student needs and state revenue will alter budget figures. This mid-year 2015-16 budget adjustment reflects the following anticipated changes: revenue increases of \$1,220,969; expenditures increases of \$158,081. With an expected budget variance of at least 1%, we would see the fund balance increase with a surplus of \$229,373 making the anticipated Fund Balance as of June 30, 2016 to be \$8,584,708 (10.7% of expenditures). Motion carried unanimously.
4. 2. Gorton/Singer moved for approval of the STEM Elementary Name, Tagline and Mascot In November, administration solicited feedback from our students, families, staff and community regarding the name, tagline and mascot for the new STEM elementary school. The feedback received expressed very clear findings. As a result, Administration requested approval as follows:
 - Name: Central Park Elementary School
 - Tagline: A STEM Exploration School
 - Mascot: ExplorersMotion carried unanimously.
4. 3. Singer/McFarland moved for approval of the STEM Elementary Construction Bids Low bids have been accepted and a tabulation is provide for Bid Package 16-100 STEM elementary school. Administration recommends issuing the following purchase orders:
 - <> Concrete: Wobig Construction Company, Saginaw, MI, \$1,115,355.00
 - <> Masonry: Edgar Boettcher Mason Contractors, Inc., Bay City, MI, \$2,664,675.00
 - <> Structural Steel: Men of Steel, Inc., Marlette, MI, \$1,185,300.00
 - <> General Trades: E & L Construction Group, Inc., Flint, MI, \$1,061,000.00
 - <> Carpentry: Wobig Construction Co., Inc. Saginaw, MI, \$661,684.00
 - <> Roofing: Streng Construction, Inc., Chesaning, MI, \$1,165,000.00
 - <> Aluminum Entrances: Architectural Glazing Systems, Mt. Morris, MI, \$589,900.00
 - <> Painting: Murray Painting Co., Freeland, MI, \$230,650.00
 - <> Flooring: Flooring Edge, Inc., Kimball Twp., MI, \$290,100.00
 - <> Fire Suppression: Phantom Fire Protection, Inc., Hale, MI, \$257,390.00

- <> Mechanical: William E. Walter, Inc., Saginaw, MI, \$3,820,000.00
- <> Electrical: William F. Nelson Electric, Saginaw, MI, \$1,945,970.00
- <> Site Work: Fisher Companies, Midland, MI, \$2,571,079.00

Total recommended award amount for Bid Package 16-100 STEM elementary school is \$17,558,103.00. This work is part of the Bond Projects utilizing Series 1 Bonds.

Motion carried unanimously.

5. **REQUESTS TO ADDRESS THE BOARD:** No hearings were requested.

6. **CURRICULUM, INSTRUCTION AND ASSESSMENT**

Study Committee Chair: Lynn Baker; Staff Resource Person: Mr. Brutyn

6. 1. The “Curriculum, Instruction and Assessment (CIA) Study Committee Reports” were read aloud by Ms. Pam Singer.

The January 26, 2016, meeting was held at Northeast Middle School. Members present were Lynn Baker (Chair), Brian Brutyn, Mike Sharrow, Pamela Singer, and Gerald Wasserman. Guests present were Dirk DeBoer, Dave Dziedzic, and Chris Sabourin

Federal Programs Audit:

Brian Brutyn presented results of the recent Federal Programs audit. The audit process began last March and concluded this November with an on-site review from the Michigan Department of Education. Midland Public Schools’ Federal Programs procedures and operations received the highest ratings possible in all sectors vetted. Brian shared due praise for the staff of Carpenter, Eastlawn, Plymouth, and the Curriculum Office for their exemplary work.

Middle School Technology Initiative - Tour and Update:

Dave Dziedzic, Chris Sabourin, and Dirk DeBoer facilitated a discussion on the implementation of 1:1 computers at Northeast and Jefferson Middle School. Topics included logistics, procedures, curricular impact, and future planning. The discussion was followed by classroom tours with instructors Kelli Waun and Tim Kipfmiller. Committee members observed devices in use and, where afforded, the opportunity to interact with students and instructors.

The February 15, 2016 meeting was held at Carpenter Street School. Members present were Lynn Baker (Chair), Brian Brutyn, Mike Sharrow, Pamela Singer, and Gerald Wasserman. Guests present were Lou Ann Bensinger and Jeff Lauer

Carpenter Kindergarten Program – Tour and Update:

Brian Brutyn, Lou Ann Bensinger, and Jeff Lauer facilitated a discussion on the implementation of a specialized kindergarten program at Carpenter St. School. Topics included a history on the origin of the program, enrollment procedures, curriculum, and future enrollment projections. The discussion was followed by a classroom tour with instructor Christina Wehl. CIA members and guests observed students and staff working on a variety of center-based activities during the visit.

7. **FINANCE, FACILITIES AND OPERATIONS**

Study Committee Chair: Gerald Wasserman; Staff Resource Person: Mr. Cooper

7. 1. The “Finance, Facilities and Operations (FFO) Study Committee Report” was read aloud by Mr. Patrick Frazee. This meeting was held on February 18, 2016.

Members Present: A. Brandstadt, P. Frazee, J. Wasserman (chair), M. Sharrow, R. Cooper. Guest Present: Daryl Dombrow, Barton Malow

Bond Update: *Mr. Dombrow from Barton Malow reviewed the progress and timeline on the current Central campus work. The committee reviewed the bidding process for the construction of the STEM Elementary and the actual bids received and accepted that will be presented at the February Board of Education meeting for approval.*

Finance/Operations: Mr. Cooper / Mr. Sharrow reviewed the following items:

- Food service contract renewal.
- 2015-16 Budget adjustment scheduled for the February Board of Education meeting.
- Early information on State funding for 2016-17 school year.
- Status on conversion from self-insured medical to a high deductible health plan with HSA.
- Employment of new Director of Fiscal Services.

7. 2. For Information: Gifts totaling \$11,864.66

- ◇ \$ 348.95 for snow sculpture contest support by Midland Area Comm. Foundation
- ◇ \$ 4,000.00 for the Midland High Band by an anonymous donor
- ◇ \$ 100.00 for the Community School Model by the Contemporary Review Club
- ◇ \$ 4,415.71 for the wrestling program by the Midland Chemics Wrestling Assoc. From Dow Chemical Community Gives at the Midland Area Community Foundation
- ◇ \$ 1,000.00 for Midland High girls' soccer program
- ◇ \$ 1,000.00 for Dow High DECA materials
- ◇ \$ 1,000.00 for Dow High competitive cheer equipment

7. 3. For Action: Gifts totaling \$10,000.00

McFarland/Gorton moved for approval of the following gifts.

- ◇ \$ 5,000.00 for Midland High Robotics Club from FIRST--Great Lakes Bay Region
 - ◇ \$ 5,000.00 for music supplies from the H. H. Dow High Music Booster Club
- Motion carried unanimously.

8. HUMAN RESOURCES

Study Committee Chair: Scott McFarland; Staff Resource Person: Mr. Sharrow

8. 1. The "Human Resources Study Committee Report" was read aloud by Mr. Scott McFarland. This meeting was held on February 11, 2016.

Members Present were Scott McFarland (chair), Lynn Baker, Pam Singer, Michael Sharrow, Cynthia Marchese

Grievances: Ms. Marchese updated the committee on an MFP grievance.

Negotiations: The District will begin negotiating the 2016-2017 salaries for the MFP group.

Teacher Retirements: Ms. Marchese informed the committee that 46 teachers submitted their resignation/retirement letters as part of the early resignation incentive offered in the MCEA Master Agreement.

Teacher Job Fairs and Recruiting: Ms. Marchese informed the committee of the District's teacher recruiting plan.

8. 2. The Board and staff extended their deepest sympathy to the families of:

- ◇ Oscar Hahn, who passed away on January 23, 2016. He was a building trades and industrial education teacher and a football and golf coach at Midland High School for 26 years, retiring in 1993.
- ◇ Shirley Schofield who passed away on February 7, 2016. She was in the food service department for 19 years, retiring in 1992.
- ◇ Karon Weyrowski who passed away on February 4, 2016. She was a bus driver in the transportation department for 27 years, retiring in 2003.

8. 3. The following staff members have announced their retirement effective June 17, 2016:

- ◇ Ms. Marilyn Adan, Special Education Teacher, Midland High
- ◇ Mr. Jeffrey Babin, Social Studies Teacher, Midland High
- ◇ Mr. Kirt Doke, Art Education Teacher, Midland High

- ◇ Ms. Marie Erickson, World Language Teacher, H.H. Dow High
 - ◇ Ms. Ellen Flegenheimer-Riggle, PYP Coordinator, Woodcrest/Plymouth Elementary
 - ◇ Ms. Mary Anne Forgach, 3rd Grade Teacher, Carpenter Elementary
 - ◇ Ms. Mary Fredell, Chemistry Teacher, H.H. Dow High
 - ◇ Ms. Linda Gilmore, Food/Nutrition & Keyboarding Teacher, Midland High/Jefferson Middle
 - ◇ Mr. David Hammond, History Teacher, H.H. Dow High
 - ◇ Ms. Verita Hayes, Special Education Teacher, H.H. Dow High
 - ◇ Ms. Leanne Hocquard, Spanish Teacher, Plymouth/Woodcrest Elementary
 - ◇ Mr. Martyn Hollenbeck, Family and Consumer Education Teacher, Midland High
 - ◇ Ms. Nancy Hollerback, 4th Grade Teacher, Plymouth Elementary
 - ◇ Ms. Deborah Kaiser, 3rd Grade Teacher, Chestnut Hill Elementary
 - ◇ Ms. Tracey Kempself, Music Teacher, Music Department
 - ◇ Ms. Deb Mahar, 5th Grade Teacher, Woodcrest Elementary
 - ◇ Ms. Barb McIntyre, Science/Lang. Arts/Reading Teacher, Northeast Middle
 - ◇ Ms. Tracey Moeggenberg, 3rd Grade Teacher, Plymouth Elementary
 - ◇ Ms. Carol Neff, IB Social Studies Teacher/IB Programme Director, Midland High
 - ◇ Ms. Crystal Prunier, Occupational Therapist, Special Services Department
 - ◇ Mr. Ric Shahin, History Teacher, H.H. Dow High
 - ◇ Mr. Roger Stevens, Music Teacher, Northeast Middle/Chestnut Hill Elementary
 - ◇ Ms. Jeanne Townsend, Art Education Teacher, Midland High
 - ◇ Mr. Thomas Venman, 4th Grade Teacher, Carpenter Elementary
- The following staff members are retiring as of the following effective dates:
- ◇ Ms. Anna Lytikainen, Paraprofessional, H.H. Dow High, April 29, 2016
 - ◇ Ms. Cherylann Trudell, Paraprofessional, Transportation, June 16, 2016
 - ◇ Ms. Robin Holzinger, Bus Driver, Transportation, June 16, 2016
 - ◇ Ms. Nanette Entenmann, Paraprofessional, Northeast Middle, June 16, 2016
 - ◇ Mr. Rawleigh Arthur III, Building Manager, Midland High, June 30, 2016

9. CORRESPONDENCE TO AND FROM THE BOARD OF EDUCATION

9. 1. For Information: Letter from the Board of Education to:

- ◇ Jefferson Parent Advisory Committee
- ◇ Jefferson Music Parents Association
- ◇ Mr. and Mrs. Michael Murphy
- ◇ Woodcrest Elementary PTO
- ◇ Mr. and Mrs. Michael Briggs
- ◇ Chestnut Hill Elementary PTO
- ◇ The Memorial Presbyterian Church
- ◇ Walmart, Midland, MI
- ◇ H.H. Dow High All Sports Boosters
- ◇ Sigma Alpha IOTA Philanthropies, Inc.
- ◇ Mr. Tim Plum
- ◇ Midland Kiwanis Foundation
- ◇ Kiwassee Kiwanis of Midland
- ◇ Bergstein Fund c/o County of Midland
- ◇ Ms. Cheryl Levy

9. 2. For Information: Letter to the Board of Education from:

- ◇ FOIA request from Edge Point requesting information pertaining to uncashed, stale-dated and returned checks from 2010 through 2015.

10. SCHEDULED ACTIVITIES--FOR INFORMATION

The following is a listing of scheduled meetings or activities of the Board of Education. All meetings are Regular and Special Meetings of the Board of Education and begin at 7:00 p.m. at the MPS Administration Center (600 East Carpenter, Midland) unless otherwise noted:

- | | |
|------------------------------------|----------------------|
| ◇ March 21, 2016 | ◇ August 15, 2016 |
| ◇ April 18, 2016 (Budget Workshop) | ◇ September 19, 2016 |
| ◇ May 16, 2016 | ◇ October 17, 2016 |
| ◇ June 13, 2016 | ◇ November 21, 2016 |
| ◇ June 27, 2016 | ◇ December 19, 2016 |
| ◇ July 18, 2016 | |

11. 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.

11. 1. Board members expressed their:

- gratitude and admiration to our teachers who have announced their retirement. Thank you for your service to MPS as you've guided our students to be successful. We are sad to see you go and appreciate all you have done for students and families through the years. Congratulations. We wish you well and thank you for your service.
- reminder that all MPS parents are invited to the monthly PIC (Parent Information Committee) meetings. In February the meeting focused on safety and security in our buildings. Parents who attend each month appreciate the information they receive. *(Call the Superintendent's office for PIC information.)*
- interest as they talked to a 7th grader who went to the Alden B. Dow House. He was excited about the experience and he wrote some good stories.
- interest as they talked to a 5th grader recently who was apprehensive about attending middle school but was also looking forward to the new opportunities in store for her at middle school.
- enthusiasm about Dow High's recent Ren Fair production. A great evening highlighting great talent.
- enjoyment of this evening's Dow High Conservation Club presentation. Didn't realize we had such a great outdoors program for students. Through their participation in this club, it is exciting to see the many life skills students may not have the opportunity to experience otherwise. Again we are reminded that our schools have great programs and clubs where students can meet and make good friends with common interests. For these great experiences to be possible, it takes a teacher to step up and be an advisor. Thank you to our teachers for being willing to advise all of the great clubs/programs available for students.
- thanks to Jerry for serving as Board President for three years. Thank you for your dedication and willingness to serve.
- enthusiasm for the *Malala* books placed in our schools' media center in honor of January's Board of Education appreciation month.
- excitement for the recent Dow vs. Midland swim meet and the parent night celebrated the same evening.
- appreciation for the recent publication of *Our Schools* and all of the great MPS information shared with our community.

- enthusiasm that Central Park Elementary School is the name chosen for the new STEM school. Wonderful that 8 out of 13 contractors chosen in the construction are local and that we will use local work force in the building of the STEM elementary school. Such an exciting time for our district.
- congratulations to Dawn Moulthrop and Bridget Hockemeyer, our February Shining Stars. Thank you for all you do for MPS students and staff.
- appreciation for all of the gifts presented at tonight's Board meeting. We are so fortunate to have such generous foundations, PTOs, boosters, community!
- cautious optimism about the \$200,000 anticipated surplus in this year's budget reported in tonight's mid-year budget revision. Thank you to all of the district employees for the concessions that made this happen. We appreciate that the concessions were made with as little impact to the students as possible. We are really proud of our MPS staff.

11. 2. Announcements from Superintendent Sharrow

- Working with Tom Mynsberge in his Critical Incident Management procedures. Mr. Mynsberge did professional development training for all MPS teachers on February 12. MPS Administrators were trained previously. We will take our present policies and procedures and align them with the CIM practices. Additional training will be completed in the future. Our plan is to have secure entrances in our buildings by the beginning of the 2017-18 school year. Tom will continue to work with us over the next few years. Multiple mid-Michigan counties are working with Mr. Mynsberge, which is vital should an incident occur with emergency teams needing to be called across county-lines.
- The closing on the Dow High property with Northwood University took place on February 19 as approved at our January Board of Education meeting.
- Teacher retirement status: we have 41 teachers retiring, each receiving \$20,000 in 2017. Not all positions will be filled. Significant savings will be realized as a result of the retirements. We will be attending about a dozen job fairs in and out of state.
- Completed the search for the Business Office Director. We had seven applicants and interviewed three. Lori Holderby will begin next week. She has 17 years of Business Manager experience at a local district level and at the ISD level.
- The new exterior wall to the auditorium is nearly complete. A small portion of the building has been demoed and the classrooms will be demoed over the next two weeks. New construction is scheduled to begin on April 1.

12. **ADJOURNMENT**

Meeting was adjourned at 8:06 p.m.

President: _____
Angela Brandstadt

Secretary: _____
Scott McFarland

Approved by the Board of Education on:

C. Young 21-March-2016