

**BOARD OF EDUCATION
MINUTES – September 23, 2013**

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 23, 2013, 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,
 Vice President Baker,
 Secretary Kaminski,
 Treasurer Brandstadt,
 Member Gorton,
 Member McFarland

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

Visitors present: 20 staff, citizens and guests

2. CONSENT AGENDA

McFarland/Brandstadt moved that the following Consent Agenda items be approved.

- 2.1 Approval of the Regular Meeting Minutes from September 9, 2013
- 2.2 The following staff members announced their resignation effective as of the dates indicated:

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>
Kasandra G. Andridge	Paraprofessional, Carpenter Elementary	September 9, 2013
Tamara L. Chalk	ELS Tutor, Midland Public Schools	September 6, 2013
Marcus Collins	Paraprofessional, Northeast Middle	September 10, 2013
Kurtis Lee	Mechanic, Transportation	September 27, 2013
Seth Simmons	Paraprofessional, Transportation	September 20, 2013
Cari Warren	Paraprofessional, Siebert Elementary	August 23, 2013

- 2.3 The following persons are recommended for employment for the 2013-14 school year:

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>
Christine C. Brillhart	Science Teacher (.6), Jefferson Middle	September 3, 2013
Dana D. Carley	Family intervention Specialist (1.0), Eastlawn and Plymouth Elementary	August 27, 2013

2.4 The following textbooks were presented for the 28-day period of examination August 26.

This book will be used for IB Twentieth Century World Topics in grade 12:

Title: *History: A Very Short Introduction*
 Author: John H. Arnold
 Publisher: Oxford University Press
 Copyright: 2000

This book will be used for Marketing .3 in grades 9-12:

Title: *The Traveler's Gift*
 Author: Andy Andrews
 Publisher: Thomas Nelson
 Copyright: 2002

This book will be used for Sales Management A in grades 9-12:

Title: *Fish! A proven Way to Boost Morale and Improve Results*
 Author: Stephen C. Lundin
 Publisher: Hypersion Books
 Copyright: 2001

The administration recommended approval of these books. As approved, these purchases are contingent on the available funding as approved in the 2013-14 budget.

2.5 Approval of the payment of the school system's bills for the months of July and August 2013, as listed in the check register prepared by Ms. Laux, in the total amount of \$11,064,583 was recommended. The distribution of obligations, by fund, is as follows:

	Through <u>7/30/2013</u>	Through <u>8/31/2013</u>	<u>Totals</u>
General Fund / Athletics	\$ 1,936,056	\$ 1,593,225	\$ 3,529,281
Capital Projects	-	37,630	37,630
Sinking Fund	-	21,610	21,610
Middle School Science Lab Renovation	-	-	-
Technology Grant	-	-	-
School Services:			
School Stores	-	3,337	3,337
Food Service	79,048	84,695	163,743
Student Activities	<u>415</u>	<u>43,094</u>	<u>43,509</u>
Sub-totals	2,015,519	1,783,591	3,799,110
Federal Withholding			734,712
State Withholding/Sales Tax			238,395
Social Security/Medicare			1,045,786
Payroll Transfers			62,176
ACH Transfers			3,502,658
Connectcare Transfers			1,178,985
Consumers payments paid electronically			123,784

PESG payroll (contracted substitutes)	1,161
Purchase Card Transactions	<u>377,816</u>
Total July and August Distributions	<u>\$11,064,583</u>

The following financial reports were submitted:

- 2.5.b Listing of purchase orders and purchase card transactions exceeding three thousand dollars (\$3,000) for the months of July and August 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

For Information:

- 4.1 Mr. Sharrow spoke about a new program being introduced at Midland Public Schools—*Shining Stars*. At the second Board meeting of each month, two employees will be recognized as staff members who do an outstanding job and go “above and beyond” to make our school district a better place for students. Mr. Sharrow recognized our District’s very first Shining Stars.

For September 2013, the MPS Shining Stars recognized were:

- Terry Gay, Trade Carpenter with Midland Public Schools
- Lisa Hohman, ICT Specialist at Plymouth and Siebert Elementary Schools.

Congratulations to these very deserving MPS staff members.

- 4.2 Mr. Corey Pawlak, Midland High School Welding Teacher, presented information about the MHS welding program and the great things students are doing in his program. Two of Mr. Pawlak’s students joined him at the podium to talk about the welding program at MHS.
- 4.3 Midland Public Schools has been working with NEOLA since 2011 to update and ensure legal compliance of all MPS Board policies. Administration will recommend initial approval of the entire NEOLA Board Policy Manual at the October 28, 2013 Regular Board of Education meeting. Upon culmination of the approval process, the NEOLA Board Policy Manual will be posted on the MPS website for utilization by all MPS stakeholders. The NEOLA Board Policy Manual will be available for review at the Superintendent’s Office for the 28-day period of examination.

For Action:

Brandstadt/Kaminski moved that the 2012-13 Audit be accepted.

- 4.4 Mr. Dave Youngstrom, Principal, Yeo & Yeo, P.C. and Ms. Linda Cline presented the 2012-2013 Audit Report for Midland Public Schools.

It was recommended that MPS have 15% fund balance available as a percentage of general fund expenditures. As of June 30, 2013, the unrestricted fund balance as a percent of expenditures was 14%. 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.midlandps.org.

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 unmodified 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. **FINANCE**

Study Committee Chair – Ms. Brandstadt
Staff Resource Person – Ms. Cline

For Information:

- 5.1 The following gifts, which total \$11,073.50, have been received and processed:

	Donor	Purpose	Amount
1	Adams Elementary PTO	Key card reader for Adams Elementary playground door	\$ 1,600.00
2	H. H. Dow High Music Boosters	Equipment and instruments for H. H. Dow High band	\$ 1,600.00
3	Jefferson Parent Advisory Committee	Art supplies with funds raised from Box Tops for Education	\$ 474.10
4-8	Dow Chemical community Gives Fund at the Midland Area Community Foundation	<ul style="list-style-type: none"> • Dow High's freshman baseball team field updates • Dow High's junior varsity baseball team field updates • Dow High's varsity baseball team field updates • Uniforms for Dow High's varsity tennis team • Dow High's junior varsity cheerleading team uniforms 	\$ 5,000.00

9	Anonymous	Supplies for Siebert Elementary classroom	\$ 500.00
11-13	H. H. Dow High School Athletic Booster Club	<ul style="list-style-type: none"> • Girls golf rain suits • Girls basketball team funding • Boys tennis team trophies and awards 	\$ 1,899.40

For Action:

Brandstadt/McFarland moved that the following be approved.

5.2 Acceptance of the following gift totaling \$29,772 is recommended:

	Donor	Purpose	Amount
10	H. H. Dow High School Athletic Booster Club	Tuff Sport Scoreboards for Dow High Gym	\$ 8,972.00
14	Woodcrest PTO	Laptop computers for mobile carts	\$ 20,800.00

Motion carried unanimously.

An appropriate thanks to the donors was recommended.

6. **HUMAN RESOURCES**

Study Committee Chair – Ms. Baker
Staff Resource Person – Mr. Verlinde

For Information:

6.1 The following staff members have announced their retirement effective as of the dates indicated:

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>
Karen S. Emeott	Office Professional, H. H. Dow High	December 20, 2013
Beth Hanson	Office Professional, Human Resources	December 20, 2013
Catherine Lopez	Bus Driver, Transportation	December 20, 2013

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

For Information:

7.1 Letters from the Board of Education or the school system to:
 Ms. Melissa Bressette, Plymouth Elementary PTO
 Mr. and Mrs. Aaron Oberlin
 Ms. Brandi Palmer, Chestnut Hill Elementary PTO
 Ms. Tracy Renfro, Chestnut Hill Administrative Account
 Ms. Karen Kozerski, Jefferson Parent Advisory Committee

8. **SCHEDULED ACTIVITIES**

For Information:

The following is a listing of scheduled meetings or activities of the Board of Education for 2013:

October 7, 2013	7 p.m.	Special Meeting of the Board of Education
October 14, 2013	7 p.m.	Regular Meeting of the Board of Education
October 22, 2013	7 p.m.	Special Meeting of the Board of Education*
October 28, 2013	7 p.m.	Regular Meeting of the Board of Education
November 11, 2013	7 p.m.	Regular Meeting of the Board of Education
November 25, 2013	7 p.m.	Regular Meeting of the Board of Education
December 9, 2013	7 p.m.	Regular Meeting of the Board of Education

*The October 22, 2013 Special Meeting of the Midland Public Schools Board of Education will take place at the Midland County Educational Service Agency (MCESA), 3917 Jefferson Avenue, Midland, MI 48640. Purpose of the meeting: discussion of the County-wide Enhancement Millage Renewal process.

The following is a tentative listing of meetings or activities of the Board of Education for January-June 2014. Action will take place on these meeting dates at the organizational meeting on January 13, 2014.

January 13, 2014	4 p.m.	Organizational Mtg. of the Board of Education
January 27, 2014	7 p.m.	Regular Meeting of the Board of Education
February 10, 2014	7 p.m.	Regular Meeting of the Board of Education
February 24, 2014	7 p.m.	Regular Meeting of the Board of Education
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	3 p.m.	Budget Workshop of the Board of Education
May 12, 2014	7 p.m.	Regular Meeting of the Board of Education
May 27, 2014 (Tuesday)	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

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 voted on the three-person recommendation subcommittee for the Board Vacancy replacement process. The replacement must be named within 30 days. The three member subcommittee is: President Wasserman, Vice President Baker, Trustee McFarland.

11.2 Hearing from Board Members

Board members expressed their ...

- congratulations to Lisa Hohman and Terry Gay for being recognized as the first *Shining Stars* for Midland Public Schools. Board members also expressed their appreciation to Mr. Sharrow for bringing this program to MPS.
- appreciation for Mr. Pawlak and the two students who made this evening's very impressive MHS welding program presentation. It was wonderful to see the students' enthusiasm for the MHS welding program and hear about their plans for possible future careers in this field.
- enthusiasm for MHS's upcoming play and DHS's upcoming homecoming events.
- thanks to gift donors for their generous gifts presented at this evening's meeting.
- congratulations and thanks to Mrs. Cline and the business office staff for another outstanding audit.
- interest in the collaboration of the MCEA and the other Midland County districts for the upcoming enhancement millage renewal election process.
- excitement about a soccer tournament held last weekend in Traverse City where both of the Midland Public Schools' high schools participated and represented our community admirably.
- appreciation for the dedication and true passion our teachers have for education and their students.
- thanks to our community members who have expressed an interest in the open board of education position
- intent to fill the vacant board seat through a board appointment within 30 days.

11.2 Announcements from Superintendent Sharrow:

- A county-wide joint board meeting will be held on October 22, 2013, at the MCEA at 7:00 p.m. regarding the renewal election process of the Enhancement Millage.
- The four local school district and MCEA superintendents have ongoing discussions regarding consolidation of services. Mrs. Cline will be invited to the October meeting.
- We are excited about the new MPS website www.midlandps.org and its clean, uniform appearance.
- Part of my entry plan as the "new superintendent" was to have a strategic planning session in November or December. I am proposing Wednesday, November 20, as a potential date.
- The MPS Parent Information Committee (PIC) had the first meeting of the 2013-14 school year last week with 20 parents in attendance. It was a pleasure to meet with these informed, interested parents.
- Mr. Sharrow will attend the MASA State Superintendent's Meeting Wednesday-Friday this week.

12. **ADJOURNMENT**

The meeting was adjourned at 8:05 p.m.

President: _____ Secretary: _____
Gerald Wasserman John Kaminski

Approved by the Board on:

C. Young 14-October-2013