



Grosse Pointe Board of Education
Minutes of the Regular Meeting of July 25, 2011
Wicking Library, South High School
11 Grosse Pointe Blvd., Grosse Pointe Farms, MI 48236

MEETING MINUTES	President Steininger called the meeting to order at 8:00 p.m.
CALL TO ORDER	<p>The Pledge of Allegiance was led by Trustee Pangborn.</p> <p>Board members present: Trustees Dindoffer, Gafa, Jakubiec, Minturn, Pangborn and Steininger</p> <p>Absent: Trustee Walsh</p> <p>Also Present: Superintendent Klein; Assistant Superintendents Beels, Fenton and Harwood; and Executive Director Warras</p>
SUPERINTENDENT'S REPORT	<p>A. North/South Robotics Update</p> <p>Dr. Klein shared information on the “Maker Faire”, a Detroit area two-day interactive event featuring arts, crafts, engineering, creativity, imagination, food, music, science and technology projects. The Grosse Pointe Schools Robotics Team will be participating in this special event.</p> <p>B. New Student Enrollment</p> <p>School starts on Tuesday, September 6, 2011 for all students. Enrollment has been ongoing at the administration offices throughout the summer months.</p> <p>C. Other Items</p> <p>Dr. Klein noted the North/South football game on Friday September 23rd preceeded by the annual tailgate party hosted by the Chamber of Commerce. There will be many activities for residents to enjoy that weekend also. The district will be sponsoring additional events as it celebrates the School District’s 90th birthday beginning with a photographic study of the special things that happen during a student’s school day called, “A Day in the Life”.</p> <p>President Steininger updated the community on the superintendent search noting that Mr. Thomas Harwood had been selected and the newly formed Superintendent Contract Committee, Mrs. Dindoffer, Mr. Walsh and Mr. Steininger, would be meeting soon to negotiate a contract with Mr. Harwood.</p>
PUBLIC COMMENTS ON CONSENT AGENDA ACTION ITEMS	No one came forward to comment.
PUBLIC COMMENTS ONO REGULAR ACTION ITEMS	<p>Sheryl Hogan, Harper Woods resident and President of the clerical union, addressed the clerical reductions being presented this evening for Board approval.</p> <p>Jim Schultz, Grosse Pointe Woods resident, also addressed the layoff and clerical reductions encouraging the Board to vote “no” on these decreases in positions.</p> <p>Ahmed Ismail, Grosse Pointe Woods resident, spoke in support of the selection of Dr. Matthew Outlaw for the new South High School Principal position. He thanked Mr. Harwood and the selection committee for their process and choice of candidates as well as the central administration for the mentoring they provide for the district’s future administrative candidates.</p>

<p>CONSENT AGENDA ACTION ITEMS FROM MAY 27, 2011</p>	<p>A. Approval of Memberships 1. Michigan Association of School Board 2. Michigan High School Athletic Association B. Approval of Resolution on Indemnification for Liability and Asbestos Operation and Maintenance Employees and Designated Asbestos Coordinator C. Approval of Fidelity and Treasurer's Bonds D. Approval of Designated Agent E. Approval of Authorized Debit/Credit Card Users F. Approval of Tuition Rates for 2011-2012 G. Approval of Co-Chairs for Human Sexuality Advisory Board for 2011-2012</p> <p>It was Moved by: Trustee Jakubiec Supported by: Trustee Pangborn</p> <p>THAT the Board approve the consent agenda as presented.</p> <p>Ayes: Trustees Dindoffer, Gafa, Jakubiec, Minturn, Pangborn and Steininger Absent: Trustee Walsh Nays: None Motion carried by a 6 – 0 vote.</p>
<p>AGENDA ACTION ITEMS FOR JULY 25, 2011</p>	<p>A. Approval of Human Resources Report for July, 2011</p> <p>The Human Resources Report contained the appointments of two administrative positions, Principal at South High School and Assistant Principal/Athletic Director at North High School. Also included in the report were five instructional appointments; one office appointment; one plant appointment; one classroom assistant and one paraprofessional appointment. There were reductions or resignations of one plant staff member; one administration staff; and three instructional staff members.</p> <p>Mr. Harwood highlighted the appointments of, and introduced, Dr. Matt Outlaw to the principal position at South and Mr. Ben Bandfield to Assistant Principal/Athletic Director at North. He also noted the resignation of Carmen Kennedy from North High School to become principal of St. Clair Shores South Lake High School.</p> <p>It was Moved by: Trustee Dindoffer Supported by: Trustee Jakubiec</p> <p>THAT the Board approve the Human Resources Report for July, 2011 as presented.</p> <p>Ayes: Trustees Dindoffer, Gafa, Jakubiec, Minturn, Pangborn and Steininger Nays: None Absent: Trustee Walsh Motion carried by a 6 – 0 vote.</p> <p>B. Approval of Minutes of June, 2011</p> <p>The Board was asked to approve Special Meeting Minutes of June 15, June 20 and June 21, 2011, Work Session Minutes of June 27, 2011 and Regular Meeting Minutes of June 27, 2011.</p> <p>It was Moved by: Trustee Pangborn Supported by: Trustee Jakubiec</p> <p>THAT the Board approve the Special Meeting Minutes of June 15, 20 and 21, 2011, and Work Session Minutes of June 27, 2011 and Regular Meeting Minutes of June 27, 2011 as</p>

presented.

Ayes: Trustees Dindoffer, Gafa, Jakubiec, Minturn, Pangborn and Steininger

Nays: None

Absent: Trustee Walsh

Motion carried by a 6 – 0 vote.

C. Approval of School Breakfast Program

Public Act 335 of 1993 (Reference 380.1272a, 380.1272d) required all K-12 districts provide breakfast for full-time students, except if the number of free/reduced lunches in the previous year was **20%** or less of the total enrollment at any of the school buildings in the district.

The administration is recommending that the school system not operate such a breakfast program in any one of its school buildings except at **Defer, Mason and Poupard Elementary**. The highest participation level in any one building except Defer, Mason and Poupard is **15%** and local tax dollars would be needed to supplement state reimbursement or lunch prices would increase to offset the cost. The participation rate for free or reduced lunch at Defer, Mason and Poupard Elementary exceeds 20% which is the qualifier to be part of the program. The Board has conducted a public hearing as requested by law.

It was Moved by: Trustee Dindoffer

Supported by: Trustee Jakubiec

THAT the Board approve the School Breakfast Program as presented.

Ayes: Trustees Dindoffer, Gafa, Jakubiec, Minturn, Pangborn and Steininger

Nays: None

Absent: Trustee Walsh

Motion carried by a 6 – 0 vote.

D. Approval of Cash Flow Borrowing for 2011-2012

The school district has three options for borrowing money to meet cash flow needs: Tax Anticipation Notes; a State Aid Note; and a Bank Line of Credit.

Based on analysis of the district's cash flow needs over the past weeks, Amanda Van Dusen of Miller Canfield is advising that the Board approve a resolution authorizing a Bank Line of Credit.

The resolution will authorize the district to proceed with the borrowing approval with the State of Michigan. Once the resolution is adopted and the application is signed, the administration will file an application with the State. The process takes approximately five weeks.

The line of credit would be placed with one of the school system's major depository banks.

Ms. Van Dusen is advising that the line not be tax exempt and that we choose a variable rate structure. The School System would seek written proposals from the banks. The amount available under the line must not exceed 30% of the state aid expected in the fiscal year which would be approximately \$19,456 million. During the year, the line may revolve, but it cannot automatically renew. The district would need a new resolution and state approval each year.

Once approval is received, the designees of the District (Dr. Klein or Mr. Fenton) can close on the line of credit. The line can be good for a year. Therefore, Ms. Van Dusen is recommending that the district put it in place in August, 2011, have it expire in August, 2012 and that it relate to state aid for the 2011/12 fiscal year.

A \$12 million line of credit is need based on projected fund equity and the district ending balances.

It was Moved by: Trustee Pangborn

Supported by: Trustee Jakubiec

THAT the Board approve the Cash Flow Borrowing Resolution for 2011-2012 as presented.

Ayes: Trustees Dindoffer, Gafa, Jakubiec, Minturn, Pangborn and Steininger

Nays: None

Absent: Trustee Walsh

Motion carried by a 6 – 0 vote.

It was noted that a correction needs to be made on Exhibit A to read, “\$12 million instead of \$8 million”. Mr. Fenton confirmed that correction will be made.

E. Approval of Policy Updates and Revisions

1. Guidelines for Policy 5771, Search and Seizure

During this past school year searches for drugs by trained dogs were conducted in both high schools. Following these searches a review of the search procedures was made by the administration of both schools along with central office staff. The findings of this review were shared with members of the Board policy committee, who in turn instructed Board attorney Mark McInerney to draft language that would provide greater clarity to search procedures that have been approved by the Board. The Board was provided a copy of Policy 5771, the Administrative Guidelines and the highlighted recommended changes in each.

2. Addition to Board Bylaw 0164.5, Remote Participation by Board Members at Board Meetings

A member of the Board may participate in a meeting of the Board by conference telephone connection or other electronic voice communication that allows persons participating in the meeting to communicate with each other and persons attending the meeting to hear the comments, including the votes, of the member attending remotely, provided that at least a quorum of members is physically present in person at the meeting location. Participation in a meeting pursuant to this section constitutes presence in person at the meeting for purposes of voting.

3. Bylaw 0100, Voting

The law requires that Board members must be physically present or present remotely in accordance with bylaw 0164.5 in order to have his or her votes officially recorded in the Board minutes.

It was Moved by: Trustee Pangborn

Supported by: Trustee Jakubiec

THAT the Board approve the Policy Updates and Revisions to Policy 5771 and Board Bylaws 0164.5 and 0100 as presented.

Ayes: Trustees Dindoffer, Gafa, Jakubiec, Minturn, Pangborn and Steininger

Nays: None

Absent: Trustee Walsh

Motion carried by a 6 – 0 vote.

F. Approval of Layoff and Reductions

As a result of the budget reductions in various departments, Mr. Harwood reported that it is necessary to terminate or reduce the employment of effected bargaining unit employees.

The Board was provided a list of Clerical and Classroom Assistant personnel whose services are to be terminated or reduced by Board action. Termination is effective July 26, 2011 for classroom assistants and reduction of employment status for clerical employees is effective September 1, 2011.

The clerical positions affected result in a 10.1 FTE reduction of 16 staff members that were originally presented in last year's budget reductions that were tabled and have now been restored.

Mr. Harwood suggested that the Board take two separate actions on the layoffs and reductions of support staff.

It was Moved by: Trustee Pangborn

Supported by: Trustee Dindoffer

THAT Board members approve the reductions and layoffs for clerical staff presented in the report provided.

In a roll call vote,
Trustee Jakubiec, Yes
Trustee Gafa, No
Trustee Minturn, No
Trustee Pangborn, Yes
Trustee Steininger, Yes
Trustee Dindoffer, Yes

Absent: Trustee Walsh

Motion carried by a 4 – 2 vote.

The classroom assistant reductions resulted in 5 staff members being laid off or terminated.

It was Moved by: Trustee Pangborn

Supported by: Trustee Dindoffer

THAT the Board approve the reductions for classroom assistants as presented.

It was Moved in a Layered Motion by: Trustee Minturn

THAT the decision to layoff or terminate the classroom assistants presented in the layoff resolution list be tabled until the next scheduled meeting of the Board on August 22, 2011.

Supported by: Trustee Gafa

In a roll call vote,
Trustee Jakubiec, Yes
Trustee Gafa, Yes
Trustee Minturn, Yes
Trustee Pangborn, No
Trustee Dindoffer, Yes
Trustee Steininger, Yes

	<p>Absent: Trustee Walsh Motion carried by a 5 – 1 vote.</p> <p>It was Moved in another Layered Motion by: Trustee Minturn</p> <p>THAT the Head Start Program at Poupard be approved for implementation at the earliest possible date for the 2012-2013 school year.</p> <p>Supported by: Trustee Gafa</p> <p>Trustee Dindoffer layered an additional Motion with a call for the central administration and the Policy Committee to work together to find a solution and other funding that will provide support to the at-risk emerging students while addressing concerns space consideration within the district for students at Poupard and anywhere else there is a need while seeking other funding for this.</p> <p>Supported by: Trustee Pangborn</p> <p>Trustee Jakubiec, Yes Trustee Gafa, Yes Trustee Minturn, Yes Trustee Pangborn, Yes Trustee Dindoffer, Yes Trustee Steininger, Yes</p> <p>Absent: Trustee Walsh Motion carried by a 6 - 0 vote.</p>
<p>ACTION ITEMS FOR AUGUST 22, 2011</p>	<p>A. Approval of Human Resources Report for July, 2011</p> <p>This information will be available to the Board prior to the July, 2011 meeting.</p> <p>B. Approval of Minutes for June, 2011</p> <p>Minutes of June, 2011 Board meetings will be available prior to the next regular meeting.</p> <p>C. Approval of Superintendent Goals and Evaluation Process</p> <p>Bylaw 0132.1. directs the Board to exercise its Executive responsibility “in part, by the appointment of the Superintendent.” Policy 1100 (District Organization) establishes the Superintendent as the Chief Executive Officer of the district. Policy 1210 (Board-Superintendent Relationship) establishes that it is “the primary duty of the Board to establish policies and that of the Superintendent to administer such policies.”</p> <p>Policy 1240 (Evaluation of the Superintendent) mandates that the Board evaluate the performance of the Superintendent annually. At the outset of the evaluation the Board and Superintendent are directed to jointly “determine the method by which the evaluation shall be conducted.” The evaluations are to be based on “defined quality expectations developed by the Board for each criteria being assessed” and “shall include an assessment of the progress toward the educational goals of the district.” Policy 1210 also requires that the Board “in formulating its position with regard to the performance of the Superintendent, shall rely, whenever possible, on the objective outcomes of its evaluations rather than subjective opinions.” Therefore, the objective of this resolution is to fulfill the Board’s responsibility as directed by, and in accordance with, Board Policies 1210 and 1240 by establishing the criteria and process for evaluating the performance of the Superintendent.</p>

Proposed Evaluation Process

- **Period:** The evaluation period will commence upon passage of the final form of this resolution and will conclude upon completion of the evaluation which will take place before September 1, 2012.
- **Board Established Objectives:** In its passage of Policy 1230 (Responsibilities of the Superintendent) the Board assigned specific responsibilities to the Superintendent and they therefore serve as a logical basis of the evaluation.
- **Superintendent Developed Objectives:** The Superintendent was asked to present to the Board President additional self-developed evaluation criteria that lend themselves to objective evaluation, in accordance with Policy 1210. These align logically with the Superintendent's core responsibilities, but have unique focus for this particular evaluation period.
- **Superintendent Self Evaluation:** Before the end of July, 2012 the Superintendent will deliver to the Board a self-analysis of her performance for the evaluation period using the criteria established in the final form of this resolution along with a commentary on the current status of the district, as prescribed in Policy 1240.
- **Board Evaluation:** By the end of July, 2012 each Board member will be asked to return a non-anonymous common evaluation form. Evaluations will be based on the adopted criteria and use a common scoring metric (see attached exhibit).
- **Final Report:** Results will be compiled and a final Superintendent Evaluation Report which will be presented to the Superintendent and Board by the Board President before the end of August, 2012. The report will summarize the strengths and weaknesses as identified in the evaluation process and make any appropriate recommendations to the Board regarding the employ or compensation of the Superintendent.

The Board is asked to approve the proposed 2011-2012 Superintendent Evaluation Criteria and Process.

D. Approval of Federal Program Funding

The grant history of federal funds was presented by Ms. Beels. She noted that the Board would be asked to approve in August the acceptance of funds for the various programs offered in the district. The allocations are based on the numbers of low income children in the district from the 2010 census. Title monies come to the state and the state distributes the money to the individual school districts after their costs are deducted. A 10-year history of federal grants was provided to the Board including preliminary allocations for the 2011-2012 school year. Ms. Beels explained the purpose and qualifications of each grant. Special Education monies used in a given school year are based on the previous years' funding which means the district will not be notified of next year's monies until the following year. Ms. Beels said that Title I monies were designed to help disadvantaged children meet high academic standards or to help students who are failing or at risk of failing to meet district core academic standards.

E. Approval of EduStaff Contract

The current contract with the Professional Educational Services Group, LLC (PESG) as the third party administrator for substitute staff is now in consideration for renewal. In order to review best options for services and costs of a third party administrator to provide such services, the proposed contracts for both PESG and EduStaff were considered. Upon the review of the different agencies, it appears that EduStaff has developed a quality of service that can effectively assist the staff who is in a substitute capacity with the district and the Human Resources Department. Also, as indicated in the contract with EduStaff, the company will return .05% of all contracted dollars back to the school district as unrestricted funds through the EduStaff Educational Foundation (a 501(c) tax exempt entity).

The Board is asked to approve the services of EduStaff for a period of three (3) years concluding on June 30, 2014.

F. Approval of Strategic Plan

A review of the Strategic Plan was presented by William Banach of Banach and Banach at a special meeting work session of the Board. At that meeting Mr. Banach asked Board members for their updated ideas and feedback on what was presented. That feedback will be compiled and presented to the Board at their next regular meeting on August 22, 2011.

INFORMATION AND DISCUSSION

A. Monthly Financial Report

Mr. Fenton provided the monthly financial update and the Board's budget overview, noting the only change to the monthly financials was the inclusion of the final account totals listed in the G.A.A.A. #2. The business office is conducting a final close of the year report.

B. Health Care Report

Mr. Harwood noted that the Health Care Report is on target and consistent with previous reports. He has been meeting with Browne and Browne and will provide an updated report to the Board.

C. Facilities Audit and Project Report

Mr. Fenton noted a report and audit of the district facilities and projects was submitted to the Board for their review. This report is posted on the district website.

D. Security and Video Surveillance Report

In accordance with Board policy 7440, attached is a list of security cameras currently installed in the District was presented.

Buildings	Door Buzzer/Intercom Systems with Camera	Building Security Cameras
Administration Building	No	2
North High School	Yes	52
South High School	Yes	60
Brownell Middle School	Yes	3 exterior only
Parcells Middle School	Yes	4 2/exterior 2/interior
Pierce Middle School	Yes	0
Defer Elementary School	Yes	0
Ferry Elementary School	Yes	0
Kerby Elementary School	Yes	0
Maire Elementary School	Yes	0
Mason Elementary School	Yes	0
Monteith Elementary School	Yes	0
Poupard Elementary School	Yes	0
Richard Elementary School	Yes	0
Trombly Elementary School	Yes	0
Barnes Early Childhood Center	No	0

E. Board of Education Trustee Election

Mr. Fenton noted that the deadline for filing for a position on the Grosse Pointe Public School

	Board of Education is Tuesday, August 16, 2011 at 4:00 p.m. with the City of Grosse Pointe Park.
FUTURE MEETINGS	President Steininger then announced that there will be a Work Session at 6 p.m. and a Regular Meeting of the Board at 8 p.m. on Monday, August 22, 2011 at 8 p.m. in South Wicking Library.
PUBLIC COMMENTS ON NON-ACTION ITEMS	<p>Helen Srebernak, Grosse Pointe Park, shared her thoughts on the proposed clerical cuts presented this evening.</p> <p>Nancy Combs, Grosse Pointe Park, supported the proposed Head Start Program at Poupard.</p> <p>Deb Kraft, Grosse Pointe Woods, spoke in support of the Head Start Program at Poupard Elementary School.</p> <p>Tija Spitsberg, Grosse Pointe Park, also spoke in support of a Head Start Program in the district.</p> <p>Alex Morgan, Grosse Pointe City, shared his thoughts in support of a Head Start Program in Grosse Pointe.</p> <p>Cynthia Sohn, Grosse Pointe, also spoke in support of a Head Start Program in Grosse Pointe.</p> <p>Kate Haggerty, Grosse Pointe Woods, shared her plan to run for a seat on the district's school board.</p> <p>Ron Mong, Harper Woods, spoke in support of a Head Start program.</p> <p>Kathleen Abke, Grosse Pointe Shores, shared her thoughts in support of a Head Start Program in Grosse Pointe.</p> <p>John Smith, Grosse Pointe Park, spoke about appropriate conduct at board meetings.</p>
OTHER COMMENTS FROM BOARD AND SUPERINTENDENT	<p>Trustee Gafa apologized for losing her temper at the meetings, but not for supporting the students in the district.</p> <p>Trustee Jakubiec thanked Carmen Kennedy for her service to the district.</p> <p>Trustee Minturn congratulated Dr. Outlaw on his appointment as South High School Principal.</p> <p>Trustee Pangborn thanked everyone for coming to the Board meeting. She addressed Board behavior, both past and present. She encouraged the community to join her at Bigby Coffee on Wednesday, July 27, from 6 – 8 p.m. to discuss and share school issues and concerns.</p> <p>Trustee Dindoffer congratulated Dr. Outlaw and Mr. Bandfield on their positions. She wished Carmen Kennedy well on her new position in the South Lake District. She noted the excellent staff development in the Grosse Pointe Schools that trains staff to move on to administrative positions.</p> <p>Dr. Klein share information about the Full Circle Resale Shop; current enrollment in the schools; opening of school on September 6th; appointments of Dr. Outlaw and Mr. Bandfield; and upcoming interviews for the assistant principal position at North and the principalship at Parcels.</p>

	President Steininger commended Matt Outlaw and welcomed Ben Bandfield to the district. He wished Carmen Kennedy the best of luck. He noted that a lot has been accomplished this year and the Board looks forward to moving ahead to help every student in the district succeed.
ADJOURNMENT	There being no further business, President Steininger adjourned the meeting at 11:20 p.m.

Board Secretary