



**Grosse Pointe Board of Education  
Minutes of the Regular Meeting of May 21, 2012  
Library, North High School  
707 Vernier Road, Grosse Pointe Woods, MI 48236**

**MEETING MINUTES**

**I. CALL TO ORDER**

President Gafa called the meeting to order at 7:01p.m.

**Board members present:** Trustees Dindoffer, Gafa, Jakubiec, Pangborn, Roeske, Valente and Walsh

The Pledge of Allegiance was led by Trustee Roeske.

**Also Present:** Superintendent Harwood; Assistant Superintendents Beels, Dean and Fenton; Executive Director, Warras

**II. APPROVAL OF BOARD AGENDA FOR MAY 21, 2012**

**It was Moved by:** Trustee Walsh

**Supported by:** Trustee Roeske

**THAT the Board Agenda for the Regular Meeting of May 21, 2012 be adopted as presented.**

**Ayes:** Trustees Dindoffer, Gafa, Jakubiec, Pangborn, Roeske, Valente and Walsh

**Nays:** None

**Motion carried by a 7 – 0 vote.**

**III. SUPERINTENDENT'S REPORT**

**A. Recognitions**

Dr. Harwood noted that in accordance with a new Board Policy recently passed, the Board will recognition students and staff upon Board approval. The following information is good news that has transpired within the district:

- Newsweek's recent publication ranked both North and South High Schools in the Top 1000 high school in the United States again this year leading the list in the top 3% of high schools in the U.S.
- Grosse Pointe North Jazz Band gave an amazing performance this past weekend at the Cedar Point Music in the Parks Festival receiving a "superior" rating and one of the highest scores of the entire festival and one of their highest scores in recent history. Both North and South Jazz Bands will be playing at "Music in the Plaza" in the Village of Grosse Pointe on June 7<sup>th</sup> at 7 p.m.
- Grosse Pointe North students are near to completing a semester long independent study class, Astronomical Image Processing, involving astronomy, science and imaging.
- The last day of school for students is a half day on June 14. There will be no late start Mondays in June.
- North's graduation is June 13<sup>th</sup> and South's is June 14<sup>th</sup>.

**B. Summer Programs**

Summer programs for 2012 include:

- Summer School Offerings at the Secondary, Elementary and Michigan Virtual University
- Camp O'Fun is open Monday through Friday, 7:15 a.m. – 6:15 p.m. except the 4<sup>th</sup> of July
- Camp Invention is June 27 to July 1 at Parcels Middle School
- Summer Music Festival will be July 9 – 20 at Brownell Middle School
- Summer Select Choir is August 13-17 by music instructor invitation at Brownell Middle School
- Safety Town will be held in 2-week sessions, June 18-August 17, for students entering kindergarten or 1<sup>st</sup> gr.

#### **IV. PUBLIC COMMENTS ON REGULAR ACTION ITEMS**

Cynthia Sohn, Grosse Pointe Park resident and South Mother's Club President, thanked the Board and administration for their consideration in the proposed renovations for the South Greenhouse. She also offered a helping hand from the Mother's Club in any way needed.

William Broman, Grosse Pointe Woods, spoke on the proposed technology bid up for Board approval this evening.

#### **V. AGENDA ACTION ITEMS FOR MAY 21, 2012**

##### **A. Approval of Human Resources Report for May, 2012**

The Human Resources Report contained the appointment of one instructional staff member and one classroom assistant; the retirement, resignation or leave of absence for seven instructional employees, two office staff members, and three classroom assistants. All appointments are replacements or otherwise within the 2011-12 budget allocations unless noted.

**It was Moved by:** Trustee Walsh

**Supported by:** Trustee Valente

**THAT the Board approves the Human Resources Report for May 21, 2012 as presented.**

**Ayes:** Trustees Dindoffer, Gafa, Jakubiec, Pangborn, Roeske, Valente and Walsh

**Nays:** None

**Motion carried by a 7 – 0 vote.**

##### **B. Approval of the Minutes of the April, 2012**

The Board was asked to approve the minutes of the Closed Session and Work Session Minutes of April 16, 2012, Regular Meeting Minutes of April 23, 2012, and Policy Meeting Minutes of April 19, 2012 as presented.

**It was Moved by:** Trustee Roeske

**Supported by:** Trustee Walsh

**THAT the Board approve the Minutes of the Closed Session and Work Session Minutes of April 16, 2012, Regular Meeting Minutes of April 23, 2012, and Policy Meeting Minutes of April 19, 2012 as presented.**

**Ayes:** Trustees Dindoffer, Gafa, Jakubiec, Pangborn, Roeske, Valente and Walsh

**Nays:** None

**Motion carried by a 7– 0 vote.**

##### **C. Approval of Resolution Honoring Retirees**

The following employees were recognized as retiring at the May 21, 2012 regular meeting: Sharon Blain, Thomas Briske, Jan Cullen, Patricia Dillon-Quinn, Kris Grabowski, Michael Hallop, Isabel Harwood, Damaris Inger, David Rayburn, Cynthia Rolka, Brenda Schrade, Debra Lynn Sutherland and Therese Tyner.

**It was Moved by:** Trustee Pangborn

**Supported by:** Trustee Jakubiec

**THAT the Board approve the Resolution Honoring Retirees as presented.**

**Ayes:** Trustees Dindoffer, Gafa, Jakubiec, Pangborn, Roeske, Valente and Walsh

**Nays:** None

**Motion carried by a 7 – 0 vote.**

#### **D. Approval of Layoff on Non-Teaching Personnel**

By reason of a necessary personnel reduction of The Grosse Pointe Public School System, the services of the classroom assistants provided to the Board, as employees of the School District, will be terminated effective at the end of the day on June 15, 2012; and The Assistant Superintendent of Human Resources is hereby directed to make arrangements for immediate notification of this action of the Board of Education to each of the persons named in the form of notice recommended by the Superintendent of Schools.

**It was Moved by:** Trustee Walsh

**Supported by:** Trustee Dindoffer

**THAT the Board approve the List of Layoff of Non-Teaching Personnel as presented.**

#### **In a Roll call vote:**

Trustees Dindoffer, Yes

Trustee Pangborn, Yes

Trustee Jakubiec, Yes

Trustee Roeske, Yes

Trustee Walsh, Yes

Trustee Valente, Yes

Trustee Gafa, Yes

**Nays:** None

**Motion carried by a 7 – 0 vote.**

#### **E. Approval of Policy Revisions**

1. NEOLA Updates (as of September, 2011)
  - a. 1422.02/3122.02/4122.02, Nondiscrimination Based on Genetic Information of the Employee (New/Revised)
  - b. 1460/3169/4160, Physical Examination (New/Revised)
  - c. 1461/3161/4161, Unrequested Leaves of Absence/Fitness for Duty (New/Revised)
  - d. 1623/3123/4123, Section 504/ADA Prohibition Against Disability Discrimination in Employment (New)
  - e. 2260.01, Section 504/ADA Prohibition Against Discrimination Based on Disability (Revised)
  - f. 1443, Non-Renewal of Administrative Contracts (New)
  - g. 3143, Non-Renewal of Administrative Contracts (Delete)
  - h. 3131, Staff Reductions/Recalls (Replacement)
  - i. 9160, Public Attendance at School Events (Revised)

**It was Moved by:** Trustee Walsh

**Supported by:** Trustee Roeske

**THAT the Board approve the NEOLA Updates (as of September, 2011) as listed above.**

**Ayes:** Trustees Dindoffer, Gafa, Jakubiec, Pangborn, Roeske, Valente and Walsh

**Nays:** None

**Motion carried by a 7 – 0 vote.**

2. New and Modified Policies
  - a. 3112.01, Annual Professional Staff Engagement Survey
  - b. 4112.01, Annual Support Staff Engagement Survey
  - c. 5890, Annual Student Engagement Survey

**It was Moved by:** Trustee Walsh  
**Supported by:** Trustee Roeske

**THAT the Board approve the New and Modified Policies, a) Annual Professional Staff Engagement Survey, 3112.01; b) Annual Support Staff Engagement Survey, 4112.01; and c) Annual Student Engagement Survey, 5890 as listed above in number V. E. 2.**

**Ayes:** Trustees Dindoffer, Gafa, Jakubiec, Pangborn, Roeske, Valente and Walsh  
**Nays:** None  
**Motion carried by a 7 – 0 vote.**

**It was Moved by:** Trustee Walsh  
**Supported by:** Trustee Roeske

**THAT the Board approve New Policy 9251.01, Annual Community Survey as presented.**

**It was Moved by:** Trustee Valente  
**Supported by:** Trustee Walsh

**THAT the Board approve the Modified Policy 5600, Student Discipline as presented.**

**Ayes:** Trustees Dindoffer, Gafa, Pangborn, Roeske, Valente and Walsh  
**Nays:** Trustee Jakubiec  
**Motion carried by a 6 – 1 vote.**

#### **F. Approval of Wayne County RESA 2012-13 Budget**

Section 380.624 of the Revised School Code includes language which requires each constituent school board of Wayne RESA to participate in RESA's budget development process.

RESA must submit its proposed general fund operating budget to the board of each constituent district no later than May 1 each year.

Not later than June 1 of each year, each local school board must review the proposed budget, adopt a board resolution expressing its support for or disapproval of the proposed budget, and submit to the RESA board any specific objections and proposed changes the constituent district board has to the budget.

In the past several years the Grosse Pointe Board of Education has chosen to acknowledge receipt of the RESA Budget with the opportunity to provide any feedback individual Board Members wish to share.

**It was Moved by:** Trustee Dindoffer  
**Supported by:** Trustee Walsh

**THAT the Board acknowledge amending the agenda to adopt a resolution to acknowledge receipt of the RESA Budget with the opportunity to provide feedback if Board Members wish to share.**

**Ayes:** Trustees Dindoffer, Gafa, Jakubiec, Pangborn, Roeske, Valente and Walsh  
**Nays:** None  
**Motion carried by a 7 –0 vote.**

#### **G. Approval of Cell Phone Bid**

The district currently has a cellular phone contract with Sprint. Administrators, supervisors, technology and key plant personnel are provided a cell phone/blackberry. These devices are need for these key positions for emergency access and after hour, weekend and holiday access. Most phones are Blackberry devices which can send and receive email and calendar appointments from the user's computer. A list of those positions receiving a cell phone has been provided to the Board.

**It was Moved by:** Trustee Valente  
**Supported by:** Trustee Roeske

**THAT the Board approve the contract with Sprint for cell telephone service at an estimated cost of \$27,610.28 on a month-to-month contract for one year.**

**In a roll call vote,**  
Trustees Dindoffer, Yes  
Trustee Gafa, Yes  
Trustee Jakubiec, Yes  
Trustee Pangborn, Yes  
Trustee Roeske, Yes  
Trustee Valente, Yes  
Trustee Walsh, Yes

**Nays:** None

**Motion carried by a 7 – 0 vote.**

#### **H. Approval of Grosse Pointe South High School Greenhouse Renovation Bid**

The work needed to renovate the Grosse Pointe South High School greenhouse consists of:

- Removal of existing greenhouse structure, glazing, etc.
- Masonry wall (brick and limestone) repair and / or replacement as designated on the drawings, including repointing and pressure cleaning.
- Installation of new greenhouse structure including structural framing, insulated (safety) glazing, operable windows, venting windows, etc.
- True vertical muntins in lieu of in-between glass muntins.
- Due to safety reasons the Greenhouse had to be partially demolished. This was done April 30, 2012.
- In addition, room 197, which is next to the Greenhouse, will be used for Earth Sciences.

Thirteen companies attended the mandatory pre-bid meeting and seven submitted bids.

**It was Moved by:** Trustee Roeske  
**Supported by:** Trustee Valente

**THAT the Board of Education award the bid for the South High School Greenhouse Renovation to Axiom Construction Services, LLC for \$121,300.**

**Ayes:** Trustees Dindoffer, Gafa, Jakubiec, Pangborn, Roeske, Valente and Walsh

**Nays:** None

**Motion carried by a 7 – 0 vote.**

#### **I. Approval of Cash Flow Borrowing Line of Credit**

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

Based on an analysis of the district's cash flow needs over the past couple 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 application with the State. This process takes about five weeks.

The line of credit would be placed with one of the school systems major depository banks (others are possible, but in general the banks with a depository relationship will be more interested). 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. During the year, the line may revolve, but it cannot automatically renew. We would need a new resolution and state approval each year.

Once approval is received the designees of the district (Dr. Harwood 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 we put it in place in July 2012 and expire in July 2013 and that it relate to state aid for the 2012/13 fiscal year.

Trustee Dindoffer recused herself from the vote due to a professional work relationship.

**It was Moved by:** Trustee Jakubiec

**Supported by:** Trustee Walsh

**THAT the Board of Education approve the Resolution provided for a Bank Line of Credit Borrowing for the 2012-2013 school year.**

**Ayes:** Trustees Gafa, Jakubiec, Pangborn, Roeske, Valente and Walsh

**Nays:** None

**Motion carried by a 6 – 0 vote.**

#### **J. Approval of Resolution for Technology Related Information Items**

At its March 26, 2012 Regular Meeting, the Board of Education received the findings of Plante Moran's information technology assessment. This assessment, authorized by the administration, was intended to inform the district's IT vision and strategy moving forward. The assessment made certain recommendations that will have significant financial and operational implications for the district and taxpayers.

In the opinion of the Board of Education sponsors of this resolution, the assessment was incomplete. Therefore certain foundational information items should be gathered at the risk of even further delays in the district's progress and in anticipation of a comprehensive technology vision being developed by the administration. With these thoughts in mind, a resolution has been brought to the Board for consideration for technology related items.

Included in the resolution are requests for information across five categories to be provided before the end of July, 2012:

1. Wide Area Network and Bandwidth
2. PC refresh and desktop computing alternatives
3. Wireless LAN and Wi-Fi
4. Microsoft vs. Alternatives
5. Applications, Web Platform and Other loose end issues to analyze

**It was Moved by:** Trustee Walsh

**Supported by:** Trustee Roeske

**THAT the Board approve the Resolution for Technology Related Information Items as presented.**

**Ayes:** Trustees Dindoffer, Gafa, Jakubiec, Pangborn, Roeske, Valente and Walsh

**Nays:** None

**Motion carried by a 7 – 0 vote.**

Dr. Harwood asked the Board for flexibility with the delivery date for the information. The Board agreed that some information may need additional time beyond the July deadline.

## **VI. ACTION ITEMS FOR JUNE 25, 2012**

### **A. Approval of Human Resources Report for June, 2012**

The Human Resources Report for May will be provided before the June, 2012 regular meeting.

### **B. Approval of Minutes for May, 2012**

Minutes of the Work Session and Regular Meeting for May 21, 2012 will be available prior to the next regular meeting.

### **C. Approval of Food Services**

Mr. Fenton noted that this item may be postponed until the July board meeting as he is waiting for clarification from the state on what documentation and approval is needed at this time.

### **D. Approval of Bid for Parcels Pool Entrance Ramp/Waterproofing**

The scope of the work for the barrier free ramp at Parcels includes:

- Existing concrete ramp, sidewalk, curb and masonry planter removal
- Foundation waterproofing and protection
- Concrete stair restoration
- Concrete ramp, sidewalk and curb
- Metal handrails and guards

The current barrier free ramp does not meet ADA guidelines. In addition, there is water leakage behind the current large masonry planter. The project is being funded from the sinking fund.

The Board of Education will be asked to award the bid to Luigi Ferdinandi & Son Cement for \$56,024.

### **E. Approval of Budget for 2012-2013**

Mr. Fenton said that all budget materials are on the website including the Budget Model Utility Report (BMU) for revenue and expenses including staffing, projected tax rates, variable costs, Debt Fund, Sinking Fund, Capital Projects Fund and enrollment projections, which have not changed. The Administration is waiting for finalization on the retirement proposals, best practice language and taxable value summaries. The BMU has been reviewed with Treasurer Walsh. The major areas to watch in terms of changes are the retirement rates, per pupil funding, best practices and enrollment. The projections on the BMU for the impact of the salary benefit reduction formula are projections only for budgeting purposes and at this point of time are not proposed or official. Trustee Walsh indicated that the items are on the web and if there are any proposals they should be brought to the Board for discussion or proposed changes.

### **F. Approval of Policy Revisions**

The following policies will be voted on at the June 25, 2012 regular meeting of the Board.

1. NEOLA Updates (as of March, 2012)
  - a. Policy 1220, Employment of the Superintendent (Revised)
  - b. Policy 3139, Staff Discipline (Revised)
  - c. Policy 3140, Termination and Resignation (Revised)
  - d. Policy 3142, probationary Teachers (Revised)
  - e. Policy 7540.03, Student Network and Internet Acceptable use and Safety (Revised)
  - f. Policy 7540.04, Staff Network and Internet Acceptable Use and Safety (Revised)

2. Modified Policy
  - a. Policy 5460, Graduation Requirement (Revised)

## **G. Approval of Microsoft Software Renewal**

The district uses Microsoft software products on a School License Agreement (SLA). The SLA allows the technology department to install Microsoft software and obtain new versions and critical upgrades from Microsoft.

Microsoft has changed the manner in which software licensing is priced for schools. The agreement is now based on the number of FTE employed by the district and not the total number of computers installed. Pricing for the Microsoft SLA renewal was received from CDW/G and Dell. CDW/G is the REMC vendor for Microsoft this year. The contract price through CDW/G and the state REMC contract has significantly reduced the district's annual Microsoft license expense by over \$117,510 annually.

Funds for this purchase are included in FY 2012-2013 technology budget.

The Board is asked to approve renewing the Microsoft School License agreement with CDW/G at a cost of \$49,740.39.

## **VII. INFORMATION AND DISCUSSION**

### **A. Monthly Financial Report/Health Care Report**

Mr. Fenton noted that there is nothing new to add to the monthly financial report which is posted on the district website. The Board is on target for the \$7.9 - \$8 million fund equity. He added that he is working on delinquent taxes that are coming in.

Dr. Dean said that health care reports were received, provided to the Board, and on target overall with budgets for health care. He also noted that last month was a heavier month with health care, but not alarming since the district has been ahead of the trend. Additional information will be provided to the Board in May.

## **VIII. FUTURE MEETINGS**

President Gafa announced there will be a Work Session at 7:00 p.m. on Monday, June 18, 2012 and a Regular Meeting of the Board at 7:00 p.m. on Monday, June 25, 2012 in the North High School Library.

Trustee Gafa also announced a Policy Committee Meeting on Thursday, June 7, 2012 at 6:00 p.m. in the Board Room of the Administration Building on St. Clair.

## **IX. PUBLIC COMMENTS ON NON-ACTION ITEMS**

George McMullen, Grosse Pointe Woods, honored Monique Beels and the decision of the Clawson's School District's in selecting her as their new Superintendent. He thanked Ms. Beels for her contributions to the Grosse Pointe Public School System.

## **X. OTHER COMMENTS FROM BOARD AND SUPERINTENDENT**

Trustee Dindoffer congratulated Ms. Beels on her new position as Superintendent of Clawson Public Schools.

Trustee Pangborn directed community members to call Mrs. Hinz at Ferry if they are interested in the half-day kindergarten program.



Trustee Jakubiec had no comment.

Trustee Roeske congratulated Ms. Beels on her appointment to Superintendent of Clawson Public Schools. He also congratulated the graduates of North and South High Schools as well as both high schools for ranking in the 3% percent of high schools in America.

Trustee Walsh echoed Trustee Roeske's comments.

Trustee Valente had no comment.

Dr. Harwood echoed Board members' thanks and appreciation to Ms. Beels for her work in the district. Dr. Harwood also sent condolences to the Collinson family on the passing of Mr. Collinson, and to Michelle Kenny and the Kenny family on the passing of their daughter.

President Gafa reiterated sympathies to the Collinson and Kenny families. She wished Ms. Beels the best in her new position. She noted the great programs and wonderful literacy options available. Mrs. Gafa spoke about the kindergarten program

She congratulated both North and South High Schools for ranking in the 3% of high schools in the nation.

## **XI. ADJOURNMENT**

There being no further business, President Gafa adjourned the meeting at 8:36 p.m.

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Board Secretary