

November 16, 2015

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
OF SOUTH LYON COMMUNITY SCHOOLS
DISTRICT #63-240 COUNTIES OF
OAKLAND, LIVINGSTON AND WASHTENAW
HELD AT SOUTH LYON CITY AND SCHOOL ADMINISTRATION BUILDING

President Brummer called the November 16, 2015 regular meeting to order at 7:15 p.m.

CALL TO ORDER

Present: Anthony Abbate, Steve Brummer, Randy Clark, Carrie Hanshaw,
Michele Lurz, Amy McCusker

ROLL CALL

Absent: Justin Gusick

Administration Present: Melissa Baker, Superintendent, Jim Graham, Asst. Supt.
Lisa Kudwa, Asst. Supt., Maureen Altermatt, Asst. Supt.

Administration Absent: None

The Board, administration and the audience joined in the Pledge of Allegiance.

PLEDGE

The Michigan State Police issued a Certificate of Excellence to South Lyon Community Schools for their 100% Pass Rate for School Bus Safety Inspections for the 2014-15 school year. Mechanics Jim Callery, Pat Beemer and Chuck Fuhst were the recipients of the award with Chena Burton, Transportation Manager offering her support. Ms. Altermatt recognized them for keeping our students safe and our buses in excellent condition. She added that they receive the 100% pass rate year after year, noting that this award is based on last year's inspection. She proudly announced that they will be back next year because they also earned a 100% pass rate again for the 2015-16 year. Mr. Callery thanked his associates for all the success they have in the garage. He stated that it is all about kids. He emphasized that the district gives them great support as far as getting new vehicles. In closing, Mr. Callery shared his appreciation for all the support that they receive, and that they will continue trying to do a good job.

**PRESENTATION
OF AWARD**

Mr. Clark stated that he visited the garage in the spring and was very impressed with both the facility and professionalism in the way they keep our buses on the road.

Mr. Brummer stated that the whole district appreciates the care they have taken in their craft making sure our kids are safe, and that our investments are made accordingly. He thanked them on behalf of the Board and the entire District.

Mrs. Baker introduced Salem Principal, Mr. Ray Metcalf and stated that he will share and celebrate the excitement at Salem Elementary with regard to the Blue Ribbon honor and all that they have been able to accomplish and enjoy over the past several weeks. She thanked Mr. Metcalf and his staff who were in attendance. Mr. Metcalf began his presentation with the history of National Blue Ribbon Schools indicating that it started in 1982. Since its inception, fewer than 8,000 schools have been recognized. Salem is one of 13 schools in the state selected as one of the National Blue Ribbon Schools in 2015. Salem is among over 300 nationwide to receive the annual honor this year. The nomination process is based on achievement data and meeting their annual measurable objectives based on their efforts to close gaps in achievement between groups of students including many at-risk subgroup populations. Mr. Metcalf stated one third of all nominations had to serve at least 40% disadvantaged populations. He noted that Salem had a unique population of 44% at the time of nomination which includes free and reduced lunch students, students with special needs, homeless students and English Language Learners. Salem Elementary is one of Michigan's highest performing schools as measured by state assessments. Mr. Metcalf stated that school staff plays a key role in the high level of excellence that is expected. The greatest contributor to this success is the unequivocal family-like atmosphere within the school's walls. Even though the student population has grown by nearly 50% in the past five years, it has maintained its small school feel where staff develops strong relationships with students and families in order to promote each child's growth. He shared highlights of the breakout sessions, as well as the recognition ceremony which was held in Washington D.C. He brought the actual award to share with everyone and noted that the school also received a banner and a flag.

**PRESENTATION
OF SALEM
ELEMENTARY
ASA 2015
NATIONAL
BLUE RIBBON
SCHOOL**

The Board offered their congratulations to Mr. Metcalf, as well as Salem parents and staff.

Mr. Brummer offered an opportunity for public comments. The following individual addressed the Board.

PUBLIC COMMENTS

- *John Stewart* spoke to the Board about his passion for public education and how well South Lyon Schools has gained a reputation as a top district in the state. He mentioned that his uncle, James VanderVen had been a superintendent for South Lyon Schools many years ago.

Moved by Mr. Clark, supported by Mr. Abbate to approve the following minutes:

**APPROVAL
OF MINUTES**

- November 2, 2015 – Regular Meeting

Roll Call: Abbate-yes, Hanshaw-yes, Clark-yes, McCusker-yes, Brummer-yes, Lurz-yes. Motion carries 6 - 0.

Moved by Mrs. Hanshaw, supported by Mr. Clark to approve the following bills:

**APPROVAL
OF BILLS**

- October Prepays
- November AP Bill Run
- November Bond Bills
- October Wires & ACH Transactions

Mr. Clark questioned the amount of one of the bills for a MASA workshop. Mrs. Kudwa clarified that the bill was for a presenter who came for the district’s curriculum day to present to all of South Lyon High School for the entire day.

Roll Call: Brummer-yes, McCusker-yes, Hanshaw-yes, Clark-yes, Abbate-yes, Lurz-yes. Motion carries 6 - 0.

Ms. Altermatt explained to the Board that resignations, retirements and growth necessitate the hiring of the following instructional staff:

**HIRING OF
INSTRUCTIONAL
STAFF**

Effective November 9, 2015

Erin Snabes - 3rd grade - Hardy Elementary

Effective November 10, 2015

Andrea Zinkosky - 2nd grade - Hardy Elementary

Effective November 16, 2015

Lee Michna - Speech & Language - Bartlett/ECC

She asked the Board to approve the hiring of these teachers effective the dates as presented.

Moved by Mr. Abbate, supported by Mr. Clark to approve the hiring of teachers effective the dates as presented.

Roll Call: Lurz-yes, Clark-yes, McCusker-yes, Brummer-yes, Hanshaw-yes, Abbate-yes. Motion carries 6 - 0.

Ms. Altermatt explained to the Board that in accordance with Board Policy 7250 (Commemoration and Naming New Facilities), a citizen’s committee met on November 10, 2015. The committee is recommending that the football field and plaza at South Lyon High School be named the Lance Corporal Dominic Ciaramitaro USMC Athletic Field and Plaza.

**RECOMMENDATION
FROM CITIZENS
FACILITY NAMING
COMMITTEE**

Moved by Mrs. Lurz, supported by Mrs. Hanshaw to approve the recommendation as presented.

Mr. Clark was at the committee meeting, and he stated that given the fact that the plaza entrance is being redone as part of the bond project, there is an opportunity to dress up the entrance. The VFW gentlemen have graciously agreed to undertake some fundraising to purchase an appropriate plaque and possibly a monument in the plaza.

**RECOMMENDATION
FROM CITIZENS
FACILITY NAMING
COMMITTEE
CONTINUED**

Mr. Brummer stated that it is a very exciting motion to be a part of and is glad that after a suggestion, the Board brought it to completion. He indicated that it is great to have something for our students and community to look at for service as an inspiration in remembrance for our community.

Mrs. McCusker stated that it was nice to see it come to fruition and happy it is at the football field.

Mrs. Hanshaw thanked all the VFW members who attended the committee meeting that day and thanked them for their service.

Ayes – 6, Nays – 0. Motion carried.

Ms. Altermatt explained that new Policy 3363/5518 was brought to the Board at the November 2, 2015 meeting. No changes were requested. She asked the Board for their approval.

**BD. POLICY 3363/
5518 (SEX-BASED
HARASSMENT)
2NDRDG.**

Moved by Mrs. Hanshaw, supported by Mr. Clark to approve Policy 3363/5518 as presented.

Ayes – 6, Nays – 0. Motion carried.

Ms. Altermatt explained that proposed revisions to Policy 5517 were brought to the Board at the November 2, 2015 meeting. No changes were requested. She asked the Board for their approval.

**BD. POLICY 5517
(HARASSMENT OF
STUDENTS)
2NDRDG.**

Moved by Mrs. Lurz, supported by Mr. Abbate to approve Policy 5517 as presented.

Ayes – 6, Nays – 0. Motion carried.

Ms. Altermatt explained that proposed revisions to Policy 3362 were brought to the Board at the November 2, 2015 meeting. No changes were requested. She asked the Board for their approval.

**BD. POLICY 3362
(HARASSMENT OF
STAFF OR
APPLICANTS)
2NDRDG.**

Moved by Mr. Clark, supported by Mr. Abbate to approve Policy 3362 as presented.

Ayes – 6, Nays – 0. Motion carried.

Ms. Altermatt explained that proposed revisions to Policy 0168 were brought to the Board at the November 2, 2015 meeting. No changes were requested. She asked the Board for their approval.

**BD. POLICY 0168
(REIMBURSEMENT
OF AUTHORIZED
EXPENSES TO
BOARD MEMBERS)
2NDRDG.**

Moved by Mr. Abbate, supported by Mrs. Hanshaw to approve Policy 0168 as presented.

Ayes – 6, Nays – 0. Motion carried.

Ms. Altermatt informed the Board that South Lyon East received a donation of \$250 from South Lyon Orthodontics to be used by the Robotics team for materials, supplies, travel and fees. She asked the Board to accept the gift in accordance with policy 9350.

**ACCEPTANCE
OF GIFT**

Moved by Mrs. Lurz, supported by Mrs. McCusker to accept the gift with thanks in accordance with policy 9350.

Ayes – 6, Nays – 0. Motion carried.

Ms. Altermatt informed the Board that Millennium Middle School received the following monetary donations to be used for the 6th grade Robotics Team:

**ACCEPTANCE
OF GIFTS**

<i>Marcie Electric, Inc.</i>	\$100
<i>Peaker Services, Inc.</i>	\$100
<i>Gerald Johnson & Monica Shaffer</i>	\$100
<i>Delta Acquisition & Control System, Inc.</i>	\$100
<i>Meadowbrook Acres, Inc.</i>	\$300
<i>Poured Brick Walls, Inc.</i>	\$300
<i>CGE-Clean Green Energy, Inc.</i>	\$300
<i>Certified Electric, Inc.</i>	\$100
<i>INFAC North America, Inc. Infinity Accuracy</i>	\$500
<i>Proworks, Inc. – DBA Zion Restoration US</i>	\$100
<i>Kadia, Inc.</i>	\$100

Moved by Mr. Clark, supported by Mrs. Hanshaw to accept the gifts with thanks in accordance with policy 9350.

Ayes – 6, Nays – 0. Motion carried.

Ms. Altermatt informed the Board that South Lyon East received an anonymous donation of \$500 to be used for the East High School Choir Student Scholarship Fund. She asked the Board to accept the gift in accordance with policy 9350.

**ACCEPTANCE
OF GIFT**

Moved by Mr. Clark, supported by Mrs. McCusker to accept the gift with thanks in accordance with policy 9350.

Ayes – 6, Nays – 0. Motion carried.

Ms. Altermatt informed the Board that South Lyon East received an anonymous donation of \$500 to be used for the East High School Band Program. She asked the Board to accept the gift in accordance with policy 9350.

**ACCEPTANCE
OF GIFT**

Moved by Mrs. Lurz, supported by Mrs. McCusker to accept the gift with thanks in accordance with policy 9350.

Ayes – 6, Nays – 0. Motion carried.

Ms. Altermatt informed the Board that South Lyon East received a check for \$122.16 from Ohioplye Prints, Inc. as proceeds from Spirit Wear Sales at local businesses. The money will be used for the Student Activity Account. She asked the Board to accept the gift in accordance with policy 9350.

**ACCEPTANCE
OF GIFT**

Moved by Mrs. McCusker, supported by Mr. Clark to accept the gift with thanks in accordance with policy 9350.

Ayes – 6, Nays – 0. Motion carried.

Ms. Altermatt informed the Board that Salem Elementary received a donation of \$200 from A & R Motors to be used toward the purchase of Blue Ribbon T-shirts for Salem students. She asked the Board to accept the gift in accordance with policy 9350.

**ACCEPTANCE
OF GIFT**

Moved by Mrs. Lurz, supported by Mrs. Hanshaw to accept the gift with thanks in accordance with policy 9350.

Ayes – 6, Nays – 0. Motion carried.

Jeff Higgins and Nate Troyer from Plante Moran recently completed an audit of the financial statements of South Lyon Community Schools for the year ending June 30, 2015. They rendered an unmodified or clean opinion on the district's financial statements, which represents the highest level of assurance that they can provide as auditors on a set of financial statements. Plante Moran provided the Board with a Comprehensive Annual Financial Report that is the district's audited financial statements, the Federal Awards Supplemental Information, which represents the separate audit of the federal programs administered by the school district and finally the report to the Board of Education. This report provides information on the audit process and is intended to provide more transparency into the audit process itself. Mr. Troyer narrated a PowerPoint presentation that summarized pertinent details in key areas and numbers relative to the budget.

2014-15 AUDIT REPORT

Ms. Altermatt explained to the Board that she had asked the district attorney to review our procedures that we use when following up with students who may have suicidal ideations. When they looked at the procedures, they also looked at our wording in the policy. Technically, the word "immediate" was changed to "timely" on their advice because immediately, the first things you are doing are tending to that student. On a timely manner, as soon as possible the parents are notified. There were no questions or comments. This policy will be brought back to the Board for approval at the next meeting.

**REVISIONS TO
POLICY 5350
(SUICIDE PREVENTION)
1STRDG.**

A traffic impact study for Pearson Elementary School prepared by Clearzoning, Inc. and prepared for IDS and the District was shared with the Board. Ann Green, Project Mgr. and Mark Reaves, Designer both of IDS and Bill Stimpson, Traffic Engineer of Clearzoning, Inc. were in attendance. Mr. Reaves of IDS provided highlights of the traffic study on a variety of site options that built the recommendations for the site plan that was presented. He began with a conceptual drawing showing three different site entrances. He indicated that the idea for all of these is to focus on safety of the children first so when students are being dropped off, either by bus or car, they are never crossing a parking lot. During student pickup, it would be the reverse. He noted that one of the recommended conceptual refinements in the drawings show a HAWK pedestrian signal east of the main entrance off Eleven Mile Rd. This signal is a flashing pedestrian light that stops traffic when there is a pedestrian crossing. A reduction in the speed limit for traffic in the school zone may be part of the recommendation in the report to the county. A second drawing, which actually came from the civil engineer, shows the radius to the parking lots and drives in a more articulated fashion.

**FACILITY PLANNING
COMMITTEE
RECOMMENDATION
FOR ROAD ACCESS
TO PEARSON
ELEMENTARY
SCHOOL**

In the fall of 2014, in response to concerns from the community as well as school officials about heavy traffic volumes in the 9 Mile/Pontiac Trail area, the District determined that the need for a traffic light at Marjorie and Pontiac Trail was a top priority. As traffic lights are rather costly (approximately \$150,000), South Lyon Community Schools began investigating the process for obtaining funds through a Safe Routes to School Grant. Kari Costanza from Thrun Law provided an overview of the two resolutions relative to the Safe Routes to Schools Grant and the traffic signal at Marjorie Ann and Pontiac Trail and shared a brief background behind these two documents. The resolution relative to the Traffic Signal addresses contributing a not to exceed amount of \$35,000 for the traffic light. The resolution relative to the Safe Routes to Schools Grant addresses a not to exceed amount of \$105,000 for the Safe Routes to Schools Program Grant.

**RESOLUTIONS-
SAFE ROUTES TO
SCHOOLS GRANT
AND
TRAFFIC SIGNAL AT
MARJORIE ANN
& PONTIAC TRAIL**

Mr. Graham provided the Board with information on the first amendment for the 2015-16 Budget. He explained the amendment is in a similar format from previous years and highlights high level fund based changes. Along with a Budget Trend Analysis and Board Policy Test, there is a General Fund Forecast update which includes a potential increase in operational costs for Pearson Elementary school and utility costs for HVAC improvements. He began by explaining that this amendment increases the anticipated surplus of the district's General Fund by \$383,866, versus the original 2015-16 Adopted Budget. With this amendment, there is positive trend of \$656,000. He provided a test regarding the Board Policy that requires a 10% fund balance, plus or minus 1%, and we are at 10.71%, which is right where we need to be. Mr. Graham proceeded to identify the district revenues and expenditures in greater detail. The amendment will be brought back to the Board for approval at the next meeting.

**2015-16 BUDGET
AMENDMENT #1**

Under legislation, Mrs. Baker reported that the legislature is taking a two week Thanksgiving break and will return on December 2. She believes that the Detroit bill will move quickly through on their return. There is also some concern with the hearings that took place on the potential creation of education savings accounts. Basically it is an attempt at something similar to vouchers again. In order for such a program to occur, a change to Michigan's Constitution would be required. In its current form, the State Constitution bans both direct and indirect aid to all private schools and so far all attempts to change this have failed.

LEGISLATION

Mr. Brummer acknowledged the following board committee reports:

**BOARD COMMITTEE
REPORTS**

- **Legislative** – They discussed the Detroit Public School Plan. She also has legislative summaries on the bills that are out there right now if other members would like to see them. They also talked about third grade retention, which will probably pass, although they did add in IEP and parental opt out options.
- **Policy** – All was presented tonight.

**BOARD COMMITTEE
REPORTS CONTINUED**

• **Finance** – Their concentration has been on the Budget Amendment with Mr. Graham. They have been discussing budget constraints regarding the new construction. They also recommended some future hiring procedure changes.

• **Facilities** – Some minor site changes have been reviewed at Pearson Elementary. They also looked at an overview of the interior décor changes that came out of the Design Committee meeting last week. They talked about teacher input in classroom design. They are facing some challenges at Bartlett and Salem due to the older buildings and how they may have to further support the roof or relocate some of the HVAC units to the ground. They also looked at cost savings area in the new school and discussed construction timing in how it relates to athletic fields both in the summer of 2016 and 2017 and how it may impact some of the groups and community.

Mrs. Baker congratulated Kristina Cobb for her Above and Beyond award that she received from the Oakland Schools Department of Special Education for her exemplary commitment and participation in Camp ALEC. Mrs. Baker extended a thank you to Bartlett and Kent Lake with their involvement in Diabetes Week. Mrs. Baker attended the EHS play recently and found it to be wonderful. She added that there was a play beginning this weekend at SLHS. She also was excited to have everyone share their college spirit for four great causes (Active Faith, Blessings in a Backpack, Jacob Michael Davis Foundation and the Juvenile Diabetes Research Foundation).

OTHER

Mr. Brummer approached the subject of whether to allow board members who are not on the Task Force to attend their meetings and become involved. He indicated that there are currently three board members on the committee. He expressed his concern about having four board members at a meeting because of the quorum issue. After feedback and a short discussion on Board involvement, it was decided that additional board members could attend the Task Force meetings and other committee meetings to observe, but should not sit together or participate.

Mr. Brummer acknowledged the October 2015 Monthly Financial Report.

REPORTS

Mr. Brummer offered a second opportunity for public comments. There were no additional comments.

PUBLIC COMMENTS

There was no correspondence for Mr. Brummer to acknowledge.

CORRESPONDENCE

Mr. Brummer noted the following meeting dates:

MEETING DATES

- December 7, 2015, Regular Meeting, 7:15 p.m.
- January 18, 2016, Organizational Meeting, 7:15 p.m.
- February 1, 2016, Regular Meeting, 7:15 p.m.

Mrs. Baker asked the Board to add a study session on December 7 at 6 p.m. relative to grading and reporting.

BOARD COMMENTS

Mrs. Lurz stated she was very pleased with the positive items on the agenda this evening and offered her congratulations to Salem and the Transportation Department.

Mr. Abbate also offered his congratulations to the mechanics and to Salem Elementary.

Mrs. Hanshaw extended her congratulations to the Transportation Department, Salem Elementary and to Ms. Cobb at Hardy. She also reported that the Washington D.C. trip for 250 CMS students went very well.

Mr. Clark also extended his congratulations to Salem and the Transportation Department. He attended a recent volleyball playoff game in Novi, and stated that even though it did not end well, the girls did a great job. He shared his excitement about the amount of donations that were on tonight's agenda. He also had an opportunity to volunteer for the Blessings in a Backpack and indicated that it is a very good group.

Mrs. McCusker again congratulated Salem for their Blue Ribbon and the Transportation Department for another perfect year of maintaining our buses. She also thanked the veterans and everyone who served on the Naming Committee for honoring Lance Corporal Dominic Ciaramitaro who sacrificed his life. She is glad to see we are remembering and honoring him.

Mr. Brummer stated that tonight's meeting is a great way to celebrate the community and all that we have. He again conveyed how awesome it is to have been a part in honoring Lance Corporal Dominic Ciaramitaro.

Moved by Mrs. McCusker, supported by Mr. Clark to adjourn the meeting at 8:48 p.m.

ADJOURN

Ayes – 6, Nays - 0. Motion carried.

Respectfully submitted,



Carrie L. Hanshaw,
Secretary