

**UTICA COMMUNITY SCHOOLS
BOARD OF EDUCATION MINUTES
Schuchard Elementary
2900 Holly
Sterling Heights, MI 48310
December 14, 2009**

Attending: Klenow, Klida, Territo, Templeton, Ross, Prybys, Meyers

1.-2. Meeting Call to Order

Mrs. Klida called the meeting to order followed by the Pledge of Allegiance.

3. Minutes

Motion by Meyers, supported by Territo, to accept the minutes from the November 23, 2009 Board of Education meeting.

Motion carried.

4. Schuchard Elementary Student and Staff Presentation

Karen Monahan, Principal of Schuchard Elementary School, welcomed the Board of Education, and Dr. Johns to Schuchard. Mrs. Monahan introduced the Schuchard staff and students who had the opportunity to demonstrate how Schuchard Elementary is delivering an exemplary educational program for all students, which clearly reflects Utica Community Schools' goal, "Every Child Achieves." Through their presentation, the Schuchard students and staff highlighted educational experiences that occur every day and cover every content area and ensure increased student achievement for all students.

Comments from the Board of Education were entertained.

Dr. Klenow resumed the Board of Education meeting at 8:02 p.m.

5. Superintendent's Report

Schools Superintendent Dr. Christine M. Johns, in her regular update to the Board, said the financial crisis experienced by the school district is very real and continues to worsen due to the dependence on the state for operating revenue. She stated that since November, district parents and others have joined a growing group of concerned citizens to urge the state legislature to address this growing crisis. She thanked the employees who accepted the voluntary three-day furlough, but said more action must be taken to balance the budget this fiscal year and in the future.

Dr. Johns reminded the audience that the state legislature fueled the crisis by reducing the district's 2009-2010 funding by an unanticipated \$165 per pupil in October, for a loss of \$4.8 million this school year.

She went on to state that an additional \$127 per pupil reduction threatened by Gov. Jennifer Granholm was rescinded last week. However, the decision is in effect only for the month of January. On January 11, the state will conduct its annual revenue estimating meetings to determine whether to make the reprieve permanent or reinstitute the cut in part or in full. More importantly, Dr. Johns said, the legislature's cut of \$165 per pupil in funding for Michigan's schools remains in effect, necessitating a reduction of \$4.8 million for this current school year. Consequently, she said, planning for mid-year reductions, including employee layoffs, must take place in order to maintain a balanced budget, as required by law.

6. Community Correspondence

Correspondence from Charlene G. Watson-Rochfort was acknowledged.

7. Public Communication

No request for public communication.

8A. 2009-2010 Fall Parent Teacher Conferences

Mr. Robert Monroe, Executive Administrator of Schools, reviewed the elementary and secondary parent-teacher conferences. The conferences are instrumental in providing opportunities for communication between parents and the schools.

The November conferences were held over a two-week period and staggered to accommodate parents of students at elementary, junior high and senior high school levels. Elementary and secondary buildings continue to experience a consistently high attendance record, with a total of 14,811 parent-teacher conferences out of 15,000 students who attend elementary school, representing an average of 98.7 percent participation. Secondary schools reported a total of 44,272 parent-teacher conferences for the 14,200 students who attend junior high and high schools.

8B. Advanced Placement Report

Dr. Mary Johnston presented the Advanced Placement results and stated that the program is a cooperative educational endeavor between secondary schools and colleges and universities. Since its inception in 1955, the program has provided high school students with the opportunity to take college-level courses in a high school setting.

The Advanced Placement program offers more than 30 courses in 22 disciplines. Most colleges and universities in the United States and in 30 countries recognize AP exam results in the admission process as a sign of a student's ability to succeed in rigorous curriculum. They also award college credit or placement into a high level college course so that college entrants can move directly into the courses that match their level of academic preparation for college.

In the report to the Board, it was noted that the Advanced Placement (AP) program is a cooperative educational endeavor between secondary schools and colleges and universities. Since its inception in 1955, the program has provided high school students with the opportunity to take college-level courses in a high school setting.

The composite score for each AP exam is converted to an AP exam grade of 5, 4, 3, 2 or 1. AP exam grades of 5 are equivalent to the top A level work in the corresponding college course. AP exam grades of 4 are equivalent to a range of work representing midlevel A to midlevel B performance in college. Similarly, AP exam grades of 3 are equivalent to a range of work representing midlevel B to midlevel C. Most colleges and universities nationwide grant college credit or Advanced Placement for AP exam grades of 3 or higher.

The Board of Education accepted the report as presented.

8C. Facility Studies Team Update

Mr. Charles O'Connor, Executive Director of Pupil Services, reported to the Board of Education that the citizen-based Facilities Study Team (FST), charged with reviewing the efficient use of district schools, has begun meeting. They have selected group leaders and developed a communication team. They have also heard financial updates and an overview by a demographics consultant and reviewed enrollment data. Following the holiday break, the FST will begin its review of district buildings. The group expects to make a recommendation regarding building use to the Board in March.

The Board of Education accepted the report as presented.

8D. Mid-Year Budget Reductions

Ms. Stephanie Eagen, Assistant Superintendent for Business and Finance, reported that the State's reduction in funding and failure to adequately fund schools has forced Utica Community Schools to develop mid-year budget reductions to reduce costs. The State reduced the Foundation Allowance by \$165 per student in October 2009. This mid-year reduction for the 2009-10 year, results in a revenue loss of \$4.8 million. The district identified \$4.3 million in mid-year reductions to the 2009-10 general fund budget in response to this funding loss and is recommending that these reductions be incorporated into Budget Adjustment I.

Comments were made by the Board of Education.

Motion by Territo, supported by Ross, that the Board of Education approves mid-year budget reductions as presented to be incorporated into Budget Adjustment I and instructs administration to move forward with personnel notification.

Motion carried.

8E. Cancellation of December 28, 2009 Board of Education Meeting

Dr. Klenow presented the recommendation regarding a change to the regularly scheduled Board of Education meetings. It was recommended that the December 28, 2009, Board of Education meeting be canceled due to the holiday.

Motion by Meyers, supported by Klida, that the Board of Education cancels the Monday, December 28, 2009 regularly scheduled meeting.

Motion carried.

9A. Changes in Certified Personnel

Mrs. Charlotte Furton-Walker, Assistant Superintendent for Human Resources, requested consideration from the Board of Education to approve the changes in certified personnel since November 23, 2009.

Motion by Templeton, supported by Ross, that the Board of Education approves the changes in certified personnel as presented.

Motion carried.

10A. Financial Report - Part I

Ms. Jill Tomyn, Budget Director, reviewed the schedule of bills in the General Fund Financial Report as of November 30, 2009.

The Board of Education accepted the report as presented.

10B. Schedule of Bills Report

Ms. Jill Tomyn, Budget Director, reviewed for the Board of Education information on the schedule of bills for the General Fund.

GENERAL FUND:

GENERAL FUND - SPECIAL - November.....	\$17,161,011.09
GENERAL FUND (11/25/09)	\$2,099,374.95
GENERAL FUND (12/02/09)	\$228,602.40
GENERAL FUND (12/09/09)	\$836,955.88
	<u>\$20,325,944.32</u>

The Board of Education accepted the report as presented.

10C1. Digital Scanning Services

Ms. Stephanie Eagen, Assistant Superintendent for Business & Finance, reviewed competitive bids received for Digital Scanning Services for in-active Special Services files. The conversion of these records, currently housed in a large number of file cabinets within the department, into a digital format will enable ready access of the documents by Special Services staff and allow the physical documents to be removed from the area. Project work will include pick-up and delivery of files from the district on a scheduled basis and cataloging/tracking while the work is being performed. Documents will be scanned, indexed, and attached to the district's current imaging system. The recommended vendor, DSS Corporation, has performed this type of work for the district in the past. Although they are not the low bid, project coordination will be better managed because they are located in the tri-county area, while the other bid was provided by an out-of-state company.

Pricing for scanning and digital conversion was requested on a per page basis for an estimated 325,000 pages; however, some fixed costs for set-up/implementation and for providing the data on compact disks are included. The total project cost may fluctuate based on the number of actual documents scanned. Funds made available through the American Recovery and Reinvestment Act of 2009 will be used for this project.

DESCRIPTION	DSS Corporation	Cities Digital, Inc.
Per page cost for scanning/conversion of documents (estimated at 325,000 pages)	\$.0745	\$ 0.0654
Project set-up and implementation	\$ 250.00	\$ 600.00
CD production	\$ 875.00	\$ 1,099.75
Total Estimated Cost of Project	\$ 25,337.50	\$ 22,924.75
Recommended Award	***	

Motion by Klida, supported by Territo, that the Board of Education accept the bid from DSS Corporation to provide Digital Scanning Services at the rates shown in the table.

Dr. Johns stated that the dollars would be IDEA dollars and be spent in the special education area.

Motion carried.

10C2. STEM Science Kits – Module 2

Ms. Stephanie Eagen, Assistant Superintendent for Business & Finance, reviewed the specifications prepared to provide 14 “ready-to-use” kits for each of the four grade levels. The kits will include the necessary equipment and supplies to support the module. In addition to the request for pricing for complete kits, the specifications also asked vendors to include pricing for an extra set of the consumables for each kit and unit pricing for future orders to replenish the consumable materials through December 31, 2010. The district has received three responses from vendors able to provide the wide variety of materials in each kit. The recommended vendor, The Science Source, will ship the kits assembled and ready for classroom use.

Motion by Templeton, supported by Ross, that the Board of Education accept the bid from The Science Source to provide STEM Module 2 materials in the initial amount of \$60,410 and accept the unit prices for replacement consumable items through December 31, 2010 as attached.

Motion carried.

10C3. Boiler Replacement – Ebeling & Schuchard Elementary

Mr. Mark Davey, Assistant Superintendent for Auxiliary Services reviewed competitive bids received for the replacement of the boilers and related mechanical equipment at Ebeling and Schuchard Elementary buildings. The project includes the replacement of gas fired heating units that service classrooms that were constructed as additions to the original building with new hydronic units. The new boilers will be sized to accommodate the increase in heating load resulting from this change.

Installation of the replacement equipment will commence in the spring, at the conclusion of the heating season.

This work is consistent with the 2009 Citizens for Education Project recommendations to the Board of Education. Funding for the project is the Bond Issue allocation for replacement of mechanical equipment.

Motion by Territo, supported by Meyers, that the Board of Education accept the following bids for the boiler replacement at Ebeling and Schuchard Elementary.

<u>CATEGORY</u>	<u>CONTRACTOR</u>	<u>AMOUNT</u>
Concrete	Gemelli Concrete, LLC	\$ 13,990.00
Masonry	Masonry Concepts	\$ 15,980.00
Carpentry & Acoustical Ceilings	B&H Construction Co. Inc.	\$ 43,000.00
Painting	Progressive Colors	\$ 11,391.00

Mechanical	Ecker Mechanical Contractors, Inc	\$ 736,000.00
Electrical	Great Lakes Power & Lighting	<u>\$ 58,000.00</u>
	Total Recommended Award	<u>\$878,361.00</u>

Motion carried.

11. Board Items

Dr. Ross extended congratulations to the Stevenson High School Titans on playing in the championship game.

12. Adjournment

Motion by Territo, supported by Klida, to adjourn the meeting at 9:06 p.m.

Motion carried.

Respectfully submitted,

Mrs. Michele Templeton, Secretary
Utica Community Schools Board of Education