



**ROCHESTER COMMUNITY SCHOOLS**  
501 West University Drive, Rochester, Michigan  
**BOARD OF EDUCATION REGULAR MEETING**  
April 9, 2018

**MINUTES**

**Call to Order**

A Regular Meeting, open to the public, of the Board of Education for Rochester Community Schools, Rochester, Michigan was held on Monday, April 9, 2018 in the Harrison Room. President Sandy Fiaschetti called the meeting to order at 7:00 p.m. Board members led in the Pledge of Allegiance.

**Roll Call**

Members Present: Sandy Fiaschetti, Kristin Bull, Kevin Beers, Mike Zabat, Michelle Bueltel and Barb Anness

Members Absent: None

Others Present: Robert Shaner, Debi Fragomeni, Dana Taylor, Elizabeth Davis, Carrie Lawler, Michael Behrmann, Anne Evans, Cindy Lindner, Pete Muscio, Laura Walsh, Paul Hartzell, Jennifer Fickle, Donny Milovski, Brandon Bigelow, Nicholas Wozniak, Ebony Taylor, Amy Grande, Kelly Dessy, Sam Raffa, Deb Camphous, Laura Martin, Merritt Golick, Kate Zald, Michelle Wilcox, Doug Hill and approximately 32 visitors.

**Spotlight on Success**

**A. Michigan Association of School Social Workers, Oakland County Social Worker of the Year for 2018, Andrew McNeilly**

Executive Director of Special Education Anne Evans congratulated Andrew McNeilly on his award and thanked him for his service to the students and families at Brewster, North Hill and University Hills Elementary Schools. Anne noted that Andrew is now in contention for the Michigan Social Worker of the Year. She presented Andrew with a certificate on behalf of the Board of Education and Rochester Community Schools.

**B. 2018 Oakland County Excellence in Transportation Award Recipients for Durham School Services-Rochester: Kathleen Bushey and Brad Rohelier, Jr.**

Transportation Coordinator Paul Hartzell congratulated Kathleen Bushey and Brad Rohelier on their awards and presented them each with a certificate on behalf of the Board of Education and Rochester Community Schools. Brad has been with Durham School Services since 2012 and Kathy since 2014; they were both nominated by their peers for the award.

### **Communications**

#### **A. Secretary of the Board of Education**

Michelle Bueltel shared the following communication received by the Board of Education: Jennifer Smith sharing her concerns regarding field trips.

#### **B. Student Representatives to the Board**

Student representatives from ACE, Adams High School, Rochester High School, and Stoney Creek High School shared information about activities taking place in the school. Students shared details of successful fundraising activities, school, staff and sports updates as well as upcoming events. Board members were invited to an assembly at ACE on April 13<sup>th</sup>.

#### **C. Citizens Requesting Placement on the Agenda**

None

#### **D. PTA Council Update**

PTA member Jenni Glaspie updated the Board on PTA district events. Operation Medicine Cabinet was conducted during middle school conferences and a presentation on vaping at Adams High School with Officer Liaison Amy Drehmer was held on March 28<sup>th</sup>. Upcoming events include a parent mindfulness event on April 17<sup>th</sup> at West Middle School as well as a STEM and Families event on April 28<sup>th</sup> at Stoney Creek High School.

#### **E. Members of the Board of Education**

Sandy Fiaschetti received a letter of resignation from Trustee John (Pat) Piskulich effective April 2, 2018. Sandy thanked Pat for his seven and one half years of service and reported on the plans in place to select a new member to the Board of Education.

Board members acknowledged Pat for his dedication to the school district, his wisdom, mentorship and the fairness of his judgement in all situations. Dr. Shaner commented that Pat always considered what was best for the children of the district. He thanked Pat for his service to Rochester Community Schools.

### **Consent Agenda**

A motion was made to approve the Consent Agenda items as presented.

A. Current Bills Payable for March 1, 2018 through March 31, 2018 in the amount of \$16,558,264.11

B. Board of Education Regular Meeting Minutes, March 12, 2018

Moved by: Kevin Beers

Supported by: Barb Anness

Vote: 6-0

## **Reports**

### **Superintendent's Committee Reports (Informational Item) Dr. Shaner**

Assistant Superintendent for Business Affairs Dana Taylor reported that the Superintendent's Business, Operations, and Support Advisory Committee met on March 19, 2018 and reviewed January financial information, the April Budget Amendment, the projected costs of expanding the Wide Area Network to the new preschool site and facility rental rates.

Chief Human Resources Officer Elizabeth Davis reported on the March 19, 2018 Superintendent Policy and Curriculum Committee meeting which included a preview of the upcoming bond drawings facilitated by our Construction Team.

Rep. Mike Webber provided a Legislative Update to the Board on the school aid budget, school safety initiatives and the Marshall Plan, a talent development plan to help students qualify for high skill career opportunities. Rep. Webber encouraged Board member to contact him with any concerns.

## **New Business**

### **A. Human Resource Report**

Motion to approve the Human Resource Report, as presented.

Elizabeth Davis presented the following recommendations:

#### **REA RETIREMENT**

Susan Reizian, teacher at Hamlin Elementary School, submitted her letter of retirement effective at the end of the school year.

#### **REA RESIGNATION**

Debora Bovio, teacher at Adams High School, submitted her letter of resignation effective April 11, 2018.

## **ADMINISTRATIVE APPOINTMENTS**

### **Technology Systems Administrators**

We are recommending the appointment of Brandon Bigelow to the position of Technology Systems Administrator. Brandon most recently served as a service desk delivery manager for an IT company and previously served as an IT consultant for Flushing Community Schools. He holds an associate's degree in Computer Network Engineering from Mott Community College.

We are recommending the appointment of Nicholas Wozniak to the position of Technology Systems Administrator. Nicholas most recently worked as a Technology Analyst with Utica Community Schools. He holds an associate's degree in Applied Science Information Technology from Macomb Community College.

### **Information Systems Manager**

We are recommending the appointment of Donilo (Donny) Milovski to the position of Information Systems Manager. Donny began his work with the district as a Technology Assistant in 2005. He was promoted to the position of Applications Coordinator in 2007 and Information Systems Supervisor in 2015. He has been instrumental in assisting with the transition to the new student information system, Synergy, as well

as the upgrade to all information technology systems in the district. Donny holds a bachelor's degree from Oakland University in Computer Science.

Human Resource Manager

We are recommending the appointment of Ebony Taylor to the position of Human Resource Manager. Ebony has almost twenty years of experience in human resources. She is currently Director of Human Resources at Beaumont Hospital - Farmington Hills. Prior experience includes Director of Human Resource positions at the University of Phoenix and Doubletree/Hilton - Detroit. Ms. Taylor has a bachelor's degree from Ferris State University in Health Care Administration and a master's degree in Human Resource Administration from Central Michigan University. She is currently enrolled in an Ed Specialist program at the University of Michigan.

Board discussion included:

- Plans to replace the Adams High School teacher who is resigning this month.

Elizabeth Davis responded to the Board.

Moved by: Mike Zabat

Supported by: Michelle Bueltel

Vote: 6-0

**B. Approval of Construction Project Bid Awards**

Motion to approve the Construction Project Bid Awards as presented.

Dana Taylor reported that five projects from the Capital Projects Fund are being presented for approval. Requests for bids were issued and bids were received for all of the projects being recommended tonight. All bids were advertised on the district's Purchasing Department website, on the State of Michigan SIGMA website, and in the Rochester Post. All bids were reviewed and evaluated by the District's construction manager and the Director of Capital Projects and/or the District's technology design firm and the Director of Technology. All of the accepted bids were found to be initially compliant with the required specifications per the detail in the bid summary and were analyzed on bid content, completeness, inclusion of required submittals, and compliance with required specifications. Interviews with the two lowest bidders in each category included an in-depth evaluation of each bid. The construction manager's recommendation was reviewed by the District Director of Capital Projects and Purchasing Supervisor. We recommend that the following contracts be awarded:

For the Long Meadow Renovation Project:

The district received 20 bids for 8 categories of construction. We recommend the following contracts be awarded for the Long Meadow Renovation Project:

<b>Long Meadow Elementary Renovations</b>		
<b>Bid Package - Description</b>	<b>Vendor</b>	<b>Amount</b>
Bid Package A - Asphalt Pavement, Stone Base and Curbs	Asphalt Specialties, Inc.	\$203,615
Bid Package B - Concrete	Midtown Group LLC	\$171,738
Bid Package C - Carpentry and Millwork	City Renovation and Trim, Inc.	\$142,815

Bid Package D - Carpet, Resilient Tile, and Base	Master Craft Floors	\$131,000
Bid Package E - Painting	Seven Brothers Painting	\$74,974
Bid Package F - Gym Flooring	Allcourt Floor Finishing	\$6,000
Bid Package G - Plumbing	Oakland Plumbing	\$31,031
Bid Package H - Electrical	RH Electrical Services	\$112,800
Owner Bid Package - Security / Alarms	Audio Sentry Corporation	\$23,965
Owner Bid Package - Playground	Snider Recreation	\$65,153
		\$963,091

These contract recommendations total \$963,091 plus allowances and construction manager fees of \$335,736 for a total estimated project cost of \$1,298,827.

Board Discussion included:

- Scope of the work and start date
- Is the playground a replacement or in addition to what is already there

Pete Muscio, Director, Capitol Projects and Facilities responded to the Board. Dr. Shaner clarified that a secured entrance upgrade has already been completed at Long Meadow.

For the McGregor Elementary School Renovation Project:

The district received 17 bids for 8 categories of construction. We recommend the following contracts be awarded for the McGregor Renovation Project:

<b>McGregor Elementary School Renovations</b>		
<b>Bid Package - Description</b>	<b>Vendor</b>	<b>Amount</b>
Bid Package A - Asphalt Pavement, Stone Base and Curbs	Asphalt Specialties, Inc.	\$129,910
Bid Package B - Concrete	McCarthy Construction Company	\$107,650
Bid Package C - Carpentry and Millwork	Ann Arbor Ceiling and Partition Company	\$103,424
Bid Package D - Carpet, Resilient Tile, and Base	Master Craft Floors	\$121,000
Bid Package E - Painting	Seven Brothers Painting	\$65,433
Bid Package F - Gym Flooring	Allcourt Floor Finishing	\$6,000
Bid Package G - Plumbing	Oakland Plumbing	\$54,231
Bid Package H - Electrical	RH Electrical Services, Inc.	\$119,000
Owner Bid Package - Security / Alarms	Audio Sentry Corporation	\$23,448
Owner Bid Package - Playground	Snider Recreation	\$69,685
<b>Total</b>		<b>\$799,781</b>

These contract recommendations total \$799,781 plus allowances and construction manager fees of \$313,601 for a total estimated project cost of \$1,113,382.

Board discussion included:

- General overview and timing of the project

Dana Taylor responded to the Board.

Moved by: Kevin Beers

Supported by: Mike Zabat

Vote: 6-0

### **C. Approval of Cabling for Bond Construction Projects**

Motion to approve the Cabling for Bond Construction Projects, as presented.

#### For the Communications Cabling Bid Pack 2 Project

The District received two proposals for the Communications Cabling Bid Pack 2. This bid package is for cabling new or renovated spaces at Adams High School, the ATPS/ACE/RACE building, Hart Middle School, Brooklands, Hampton, Longmeadow, and McGregor elementary schools, and new early learning building on Rochester Road. The bid pack also covers district-wide cabling needs to support increased camera coverage at elementary schools.

We recommend that the communications cabling bid pack 2 be awarded to Amcomm in the amount of \$100,990 plus a contingency of \$35,000 for a total project cost of \$135,990.

Board Discussion included:

- The addition of cabling for cameras at elementary schools and the cost of the cameras
- Will the cameras fit under the bond funding
- Will cabling support more than cameras
- Cabling for the whole area network at all summer bond schools

Director of Technology and Strategic Initiatives, Cindy Lindner responded to the Board.

Moved by: Kevin Beers

Supported by: Mike Zabat

Vote: 6-0

### **D. Approval of Purchase of Copiers**

Motion to approve the Purchase of Copiers, as presented.

#### For the Copier Project

The District received three proposals for the copier project. The RFP included a phased, standardized approach to replacing copiers to support sustainability. The first phase includes North Hill, Reuther, Van Hoosen, and Stoney Creek High School and the continued use of a management software application across the entire fleet of copiers. It is important to note that the District may pay for copier equipment with bond proceeds, but must pay for software with operational funds.

We recommend that the base copier bid be awarded to Toshiba in the amount of \$176,575. We also

recommend an allowance of \$603,065 to complete future phases and include a contingency in the amount of \$70,360 for a total bond project cost of \$850,000.

We further recommend that the copier management software be awarded to Toshiba in the amount of \$60,555.30 to be paid from the General Fund, and an allocation of \$60,000 for the management software for future phases of the copier project. The total General Fund commitment is \$120,555.30. The copier project totals \$970,555.30.

Board Discussion included:

- How old are our current copiers and how far the technology has advanced
- Buying vs leasing of copiers due to technology changes
- Life expectancy of copiers
- Can students print from their phones or their Google account
- In addition to purchasing copiers will the district be charged a per page cost
- Question on the types of copiers being purchased
- Warranty on copiers
- Transition process timing
- Software licensing costs included in both the General Fund allocation and future phases of the project
- Software fees

Cindy Lindner and Scott Brune of Convergent Technology Partners responded to the Board.

Moved by: Mike Zabat

Supported by: Barb Anness

Vote: 6-0

#### **E. Approval of Purchase of Delivery Vehicle**

Motion to approve the Purchase of Delivery Vehicle, as presented.

##### For the Delivery Vehicle

The District received one proposal for the maintenance delivery vehicle. The new vehicle will replace a truck that is past its useful life and no longer in service. The delivery truck is used to transport items such as band and athletic equipment, tables and chairs between buildings, choir risers, blessings in a backpack, and even large pallets of water in emergency situations.

Specifications include a 24' Vehicle with Box; a 25,950 Gross Vehicle Weight Rating; a 4 Cylinder engine with a 6 Speed Transmission; a 100 Gallon Fuel Tank and a lift gate capacity of 3,500 pounds. We recommend the delivery truck bid be awarded to Sellers Isuzu Truck in an amount not to exceed \$81,909.68.

Board discussion included:

- Why are we in need of this truck
- Do we have any concerns on the Isuzu purchase or maintenance issues
- Were there any other trucks looked at
- Clarifications on this being a commercial vehicle

Doug Hill inquired if we considered reaching out to local car dealers for the purchase and why we are not buying an American made vehicle.

Dana Taylor responded to the Board.

Moved by: Barb Anness

Supported by: Kevin Beers

Vote: 6-0

#### **F. Approval of General Fund Bid Award for Fuel Tanks and Pumps**

Motion to approve the General Fund Bid Award for Fuel Tanks and Pumps, as presented.

Dana Taylor reviewed the recommendation for purchase of fuel tanks and pumps. One proposal was received to provide and install two 1,000 gallon gas tanks at the Facilities and Operations Center located on Hamlin Road to support future new gas buses. These tanks will replace an existing 500-gallon tank. We recommend the fuel tank bid be awarded to Oscar W. Larson Company in an amount not to exceed \$49,821.

Board Discussion included:

- Size of the tanks and the need for the new tanks
- Delivery of new gasoline busses for fall 2018

Dana Taylor responded to the Board.

Moved by: Mike Zabat

Supported by: Barb Anness

Vote: 6-0

#### **G. Approval of Food Service Fund Award of Contract for Kitchen Equipment**

Motion to approve the Food Service Fund Award of Contract for Kitchen Equipment, as presented.

Dana Taylor reviewed the recommendation for the award of contract for kitchen equipment. The District received two proposals for kitchen equipment to be installed at the ATPS/ACE/RACE building, and at Brooklands and Hampton Elementary schools. The equipment includes walk-in coolers and freezers, steam tables, an oven, and other kitchen equipment. We have requested approval from MDE to pay for the equipment from the Food Service Fund. We recommend that the kitchen equipment contract be awarded to Stafford Smith, Inc. in the amount of \$255,038, plus allowances and construction management fees of \$4,591 for a total project cost of \$259,629.

Board Discussion included:

- What are we purchasing
- Were there multiple bidders on this contract

Dana Taylor responded to the Boards questions.



Moved by: Michelle Bueltel

Supported by: Kristin Bull

Vote: 6-0

#### **H. Approval of Food Service Management Contract with Chartwells for 2018-2019 School Year**

Motion to approve the Food Service Management Contract with Chartwells for 2018-2019 School Year, as presented.

Dana Taylor reported that the district is completing its eighth year with Chartwells School Dining for the operation and management of the district's food service program. The current contract is a one-year agreement beginning in 2015-16, with up to four one-year renewals upon approval of the Michigan Department of Education. MDE has approved the district's renewal application for the 2018-19 school year.

Tracy Hizer and the entire Chartwells team do a great job of providing high-quality nutritious meals to Rochester students. Excess food service funds are used to improve food service operations including staff training and the purchase of kitchen and cafeteria equipment. The District recommends the approval of a one-year contract extension with Chartwells School Dining.

Board discussion included:

- Will the increase in management fees affect the cost of lunches

Dana Taylor responded to the Board.

Moved by: Mike Zabat

Supported by: Barb Anness

Vote: 6-0

#### **I. Approval of Budget Amendment III**

Motion to approve Budget Amendment III, as presented.

Dana Taylor reported on the budget amendment. Attached to the General Fund budget amendment resolution you will find a page that details changes by source and function. The proposed General Fund budget amendment includes an increase in budgeted revenue of \$1,018,515, and an increase in budgeted expenditures of \$1,113,260. The increase in budgeted revenue is a result of adjustments in state aid and categorical grants, Pre-K tuition, a Blue Cross Blue Shield rebate, and other miscellaneous adjustments. The increase in budgeted expenditures is comprised of higher than projected electricity, snow plowing, and security costs, as well as costs related to the new Pre-K facility. Other changes include grant amendments and payroll and benefit adjustments. The net effect of these changes is a decrease to budgeted fund balance of \$94,745. Estimated fund balance totals \$29,720,558 at June 30, 2018 which is approximately 17% of budgeted expenditures.

The proposed amendment was reviewed in detail at the March 26, 2018 Board work session. We are recommending approval of the General Fund budget amendment as presented.

Board Discussion included:

- Items voted on tonight are included in the Budget amendment

Moved by: Kevin Beers

Supported by: Kristin Bull

Vote: 6-0

#### **J. Approval of the Michigan Department of Education Seal of Biliteracy**

Motion to approve Michigan Department of Education Seal of Biliteracy, as presented.

Executive Director of Secondary Education Carrie Lawler reminded the Board of the review at the March 26<sup>th</sup> work session on the Michigan Department of Education Seal of Biliteracy. Carrie requested the Board's approval tonight to awarding the MDE Seal of Biliteracy to students, beginning with the 2018 graduating class. In addition to meeting our graduation requirements students must demonstrate ability in another language to qualify for the seal. Carrie reviewed the testing requirements to qualify for the Seal of Biliteracy. The seal identifies students with Biliteracy for colleges and universities as well as future employers. RCS Seal of Biliteracy targets the Global awareness portion of the Strategic Plan and promotes our global education initiative and career readiness.

Carrie requested the Board's approval to move forward with awarding the Seal of Biliteracy beginning with the class of 2018.

Board Discussion included:

- Will we award to students who score on the AP test
- Will instructors encourage students to test for the seal

Carrie responded to the Board.

Moved by: Barb Anness

Supported by: Kristin Bull

Vote: 6-0

#### **K. Board of Education Work Session Minutes, March 26, 2018**

Motion to approve the Board of Education Work Session minutes from March 26, 2018, as presented.

Kristin Bull was absent from the Work Session and will need to refrain from the vote.

Moved by: Kevin Beers

Supported by: Barb Anness

Abstentions: Kristin Bull

Vote: 5-0-1

### **Additional Business**

#### **A. Citizens Present at the Meeting – None**

#### **B. Members of the Administration**

Assistant Superintendent for Instruction Debi Fragomeni shared the following:

- The Curriculum Department is hosting a meeting on April 19<sup>th</sup> at RHS for an exchange trip to China in November, 2018
- Annual Literacy Summit will take place on Wednesday evening
- Juniors begin SAT testing tomorrow

#### **C. Members of the Board of Education**

Michelle Bueltel attended the RAYA Youth Recognition dinner.  
Michelle attended the PTA Vaping presentation with Barb Anness.

Mike Zabat requested the bid summary on the kitchen items purchased to be included with the minutes.  
(Attachment 1)

Kristin Bull attended the annual Rochester Hills State of the City event where Mayor Barnett recognized audience members in attendance who worked in education.

Kristin discussed the Marshall Plan as described by Rep. Webber.

Kristin is mentoring an advanced marketing class at AHS and hosted the students at her business.

Kevin Beers reported that Chamber of Commerce Youth Leadership applications are available for the program beginning in June.

Sandy Fiaschetti commented on the Seal of Biliteracy and the impact that one of her Spanish teachers had on her life.

### **Announcements**

#### **Upcoming RCS Events:**

April 23, 2018, Authors in April Banquet, Palazzo Grande Banquet Center, 7:00 p.m.

April 24, 2018, Open House to meet BOE Candidates, Administration Building, 6:00 p.m.

**April 24, 2018, Special Meeting, Administration Building, 6:30 p.m.**

**April 24, 2018, Work Session, following Special Meeting (time permitting)**

April 26, 2018, Community Scholarship Reception, R. H. Museum at Van Hoosen Farm, 7 p.m.

### **Adjournment**

A motion was made to adjourn the meeting at 8:43 p.m.

Moved by: Kristin Bull

Seconded by: Kevin Beers

Vote: 6-0

Respectfully submitted:

Maureen Nakonek  
Recording Secretary

Approved by:

Mick Beek  
Secretary, Board of Education

Frank Rewold and Son Inc.

**Rochester Community Schools  
Kitchen Equipment  
(ACE, Brooklands, McGregor)**

4/3/2018

<b>Contract Recommendations</b>		<b>Subtotals</b>	<b>Totals</b>
<b>Bid Package A - Food Service Equipment</b>			
Stafford Smith, Inc.	Base Bid	\$ 253,517	
1780 E. Highwood			
Pontiac, MI 48340			
	Performance and Labor Bond	1,521	
	Contract Recommendation		\$ 255,038
	<b>Total Contract Recommendations</b>		<b>\$ 255,038</b>
<b>Other Project Costs</b>		<b>Subtotals</b>	<b>Totals</b>
	<b>Allowances</b>		
	General Contingency 0%	NA	
	All allowances are part of the original projects	NA	
	Allowance Subtotal		\$ -
	CM General Conditions and Staff		Orig. Pjts.
	CM Fee (1.8%)		4,591
	CM Bond		NA
	<b>Total Other Project Costs</b>		<b>\$ 4,591</b>
<b>Total All Project Costs</b>			<b>\$ 259,629</b>
<b>Cost Breakdown for Accounting Purposes</b>			
ACE		\$ 96,751	\$ 98,492
Brooklands		\$ 87,838	\$ 89,419
Hampton		\$ 70,449	\$ 71,717
			\$ 259,629