



## **ROCHESTER COMMUNITY SCHOOLS**

501 West University Drive, Rochester, Michigan

### **BOARD OF EDUCATION REGULAR MEETING**

November 11, 2019 at 7:00 PM ~ Harrison Room

## **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, November 11, 2019, in the Harrison Room. Vice President Kevin Beers called the meeting to order at 7:02 p.m. Board members led in the Pledge of Allegiance.

### **Roll Call**

Members Present: Kevin Beers, Barb Anness Mike Zabat, Michelle Bueltel, Andrea Walker-Leidy and Scott Muska

Members Absent: Kristin Bull, with notice

Others Present: Dr. Robert Shaner, Elizabeth Davis, Lori Grein, Carrie Lawler, Concetta Lewis, Pete Muscio, Matt McDaniel, Cindy Lindner, Jennifer Fickel, Ryan Kunzelman, Amy DiCresce, and approximately 2 visitors.

Dr. Shaner led a moment of silence in memory of an Adams High School student that passed away recently.

### **Spotlight in Success**

#### **A. Superintendent Communicator of the Year Award – Michigan School Public Relations Association (MSPRA)**

Judy Evola, Director of Community Relations and Marketing with Walled Lake Schools and the MSPRA awards chairperson presented Dr. Shaner with the Superintendent Communicator of the Year award by the Michigan Schools Public Relations Association.

Judy also presented Lori Grein the Gold Medallion Award.

### **Communications**

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

Barb Anness shared that one email communication has been received by Meredith McCutcheon.

**B. Citizens Requesting Placement on the Agenda**

None.

**C. PTA Council Update**

PTA Council Vice President of Membership, Betsie Brodbeck, updated the Board on recent and upcoming PTA district events.

Some of the events included:

- Veterans Day
- Condolences to McEvoy family
- Do It For Daniel Presentation
- Wellness Weekend
- STEM Plus Families Event
- Founders Day – February 27
- Neighborhood House Giving Tree Program

**D. Members of the Board of Education**

Kristin Bull received an email from Tabitha Cronander regarding the sinking fund.

**Consent Agenda**

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

- A. Current Bills Payable for October 1, 2019 through October 31, 2019 in the amount of \$5,760,823.67
- B. Annual Summer Tax Resolution
- C. Board of Education Regular Meeting Minutes, October 7, 2019
- D. Board of Education Regular Meeting Minutes, October 21, 2019
- E. Board of Education Work Session Minutes, October 21, 2019

Moved by: Scott Muska

Supported by: Andrea Walker-Leidy

Vote: 6-0

**Reports**

**A. Superintendent's Committee**

Dr. Shaner presented from the November 11, 2019, Superintendent Steering Committee meeting. Item of discussion included: employment contracts for Cabinet members.

Dana Taylor presented from the October 14, 2019, Superintendent Business and Operations Committee. Items of discussion included: August financial information, 2019-2020 budget document, budget amendment (being presented tonight), transportation operations and the cell tower lease status.

Beth Davis presented from the October 14, 2019, Superintendent Policy & Curriculum Committee. Items of discussion included: an informative presentation and discussion from curriculum leadership on their organizational chart and all of the projects they are currently working on within the department.

## **B. Meritorious Budget Award**

Dana Taylor introduced Matt McDaniel who explained the Meritorious Budget Award (MBA).

The MBA promotes and recognizes excellence in school budget presentation and is awarded only to school districts whose budgets have undergone a rigorous review by finance professionals and have met or exceeded the program's stringent criteria. The application takes approximately one year to complete and includes a forecasted budget for all areas within the organization including the general fund, capital projects fund, debt fund, food service fund, and bookstore fund. The MBA program helps applicants build trust with their community by requiring an accessible, accurate budget. Award-winning districts are recognized for being student-centered in their fiscal plan and vision.

Rochester Community Schools was presented with the prestigious Association of School Business Officials International Meritorious Budget Award for the third consecutive year. Rochester Community Schools is one of only four districts in the state of Michigan and one of 148 districts across the United States and Canada to have received the MBA for the 2018-19 school year. Statistics for the 2019-20 awards are still pending.

The MBA reflects the District's commitment to creating a transparent budget document that meets the needs of various users while remaining valuable to our entire community.

Michelle Bueltel congratulated Dr. Shaner, Dana and Matt on this award.

## **C. Technology & Infrastructure TI 2020 Status Report**

Dana Taylor, Cindy Lindner and Pete Muscio outlined the Technology & Infrastructure TI2020 Status Report. Collectively, they provided an overview of the history of the Strategic Plan 2020, which was introduced in October 2014; Bond projects schedule; technology classroom pilot; construction and technology projects approved; lessons learned; cost summary of completed and open projects; and next steps following the passing of the sinking fund.

Mike Zabat and Andrea Walker-Leidy thanked everyone for their work in providing thorough information. Barb Anness inquired about informing the community about transparency of sinking fund dollars.

## **New Business**

### **A. Human Resources Report**

Chief Human Resources Officer Elizabeth Davis presented the following recommendations:



### REA RESIGNATIONS

Nicole Balinfy, Resource Room Teacher at Reuther Middle School, submitted her letter of resignation effective November 26, 2019. Ms. Balinfy has been with the district since August 27, 2017.

Lindsey Lawrence, Cognitively Impaired Teacher at Delta Kelly Elementary School, submitted her letter of resignation effective November 15, 2019. Ms. Lawrence has been with the district since August 27, 2019.

### NEW HIRES – REA – 2019-2020 SCHOOL YEAR

Timothy Finkel, Emotionally Impaired Teacher, West Middle School

### ADMINISTRATIVE APPOINTMENTS

Director of Financial Services

After several rounds of interviews and a final interview with Dana Taylor, Matt McDaniel and Beth Davis, we are recommending the appointment of Ryan Kunzelman to the position of Director of Financial Services. Ryan served as Chief Financial Officer at Financial One Accounting, Inc. and prior to working there, he worked as he Director of Accounting/Controller at Walsh College. Earlier in his finance career, Ryan worked as a Shared-Time Business Manager with Monroe County Intermediate School District and Accounting Supervisor for Monroe Public Schools. He holds a Bachelor of Science in Accounting from the University of Findley and a Master's in Business Administration from Walsh College. Ryan's experience with budgeting, financial analysis and forecasting, experience with GASB Standards of Accounting in public education will be an asset to Rochester Community Schools.

Motion to approve the Human Resources Report, as presented.

Moved by: Barb Anness

Supported by: Michelle Bueltel

Vote: 6-0

### **B. Audit Presentation**

Dana Taylor introduced Matt McDaniel and Akshay Kapoor, CPA with Lewis & Knopf, who announced that the District received a clean, unmodified audit opinion, which is the highest level of assurance that can be received.

Matt went on to present the Comprehensive Annual Financial Report for the fiscal year ending June 30, 2019. Information included: data on fall state aid; foundation allowance; general fund revenue and expenditures and fund balance; capital projects fund revenue and expenditures and fund balance; non-major funds (Caring Steps Fund, Bookstore Fund and Food Service Fund) revenues and expenditures and fund balance; statistical data; and economic considerations.

Motion to approve the Audit Presentation, as presented.

Moved by: Barb Anness

Supported by: Michelle Bueltel

Vote: 6-0

### **C. Budget Amendment**

Dana Taylor presented the Resolution for Amendment to the 2019-2020 General Fund budget.

Board discussion included clarification on what Added Needs are.

Motion to approve the Budget Amendment, as presented.

Moved by: Mike Zabat

Supported by: Michelle Bueltel

Vote: 6-0

### **D. Construction Bid Awards and Change Orders**

#### **Recommendation for Approval of Reuther Middle School Renovations**

The recommendation was to award the contract total of \$1,294,418 with a contingency amount of \$307,174 for a total project cost of \$1,601,592. The source of funding is the Capital Projects Fund.

#### **Recommendation for Approval of Van Hoosen Middle School Renovations**

The recommendation was to award the contract total of \$1,570,714 with a contingency amount of \$342,411 for a total project cost of \$1,913,125. The source of funding is the Capital Projects Fund.

#### **Recommendation for Approval of Special Education Quiet Rooms Replacement Padding**

The recommendation was to award the contract total of \$87,453 with a contingency amount of \$8,745.30 for a total project cost of \$96,198.30. The source of funding is the General Fund.

#### **Recommendation for Purchase of Two (2) Maintenance/Grounds Vehicles**

The recommendation was to purchase two (2) maintenance/grounds vehicles in the amount of \$74,206 per vehicle for a total not to exceed \$148,412. The source of funding is the General Fund.

### **Change Orders**

Dana Taylor presented the Recommendation to Approve Bond Change Orders for Completed Projects and Projects in Progress in the amount of a decrease of \$207,606.

Motion to approve the Construction Bid Awards and Change Orders, as presented:

Moved by: Andrea Walker-Leidy

Supported by: Mike Zabat



Vote: 6-0

Board discussion included clarification of certain line items, the differences in the quotes and keeping track of all of the projects that have been completed by date. Pete Muscio addressed the Board and answered their questions.

### **Additional Business**

#### **A. Citizens Present at the Meeting**

None.

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

Dr. Shaner wished all veterans a Happy Veterans Day. SCHS hosted an awesome breakfast honoring Veterans, including three WWII Veterans. Last week Dr. Shaner held a luncheon for district veterans. A special thank you to Sharon Ahearn and Lori Grein for planning this wonderful annual event.

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

Barb attended the Veterans Day celebration at Adams High School.

Michelle thanked Dr. Shaner and all veterans for their service. Congratulations to Dr. Shaner and Lori on their awards. Michelle visited Musson and North Hill and observed reading, writing and phonics workshops. Michelle also attended the PTA Council meeting at Delta Kelly and their Positivity Project. RAYA had their second mindfulness presentation last week and will be hosting the next Do It For Daniel Event on November 18 at 7pm. Lastly, Michelle attended the MASB Annual Leadership Conference with Kevin, Barb and Mike.

Mike attended the MASB conference. He enjoyed the discussion Sunday morning given by Dr. Bill Pink – Elevating Our Impact: Delivering a World Class Education in Michigan. A copy of this presentation is attached to these Minutes.

Kevin congratulated Dr. Shaner and Lori on their awards.

### **Announcements**

November 12, 14 & 20 - Parent/Teacher Conferences (K-5)

November 27 - 29 - Thanksgiving Recess

December 9 - Board of Education Regular Meeting, 7:00 p.m., Administration Center

### **Adjournment**

A motion was made to adjourn the meeting at 9:08 p.m.

Moved by: Mike Zabat

Seconded by: Barb Anness

Vote: 6-0

Respectfully submitted:

Christina Whitmore  
Recording Secretary

Approved by:

Barbara Amner  
Secretary, Board of Education