

REGULAR MEETING MINUTES – BOARD OF EDUCATION  
 REDFORD UNION SCHOOLS, DISTRICT NO. 1  
 January 9, 2017

Regular Meeting 1/9/2017

A Regular meeting of the Redford Union Board of Education was held January 9, 2017 at the Board of Education Administrative Offices, 17715 Brady Street, Redford Township, Michigan, 48240. President Kurland called the meeting to order at 7:30 PM.

Call to Order

Present: Caloia, Graham, Gubachy, Isabell, Kurland, and Pridemore  
 Absent: Doby

Roll Call

The Pledge of Allegiance was recited.

Pledge of Allegiance

None.

Call to the Audience  
 on Agenda Items

President Kurland asked everyone to please place their cell phones on silent or vibrate. She announced that it was Secretary Isabell's Birthday. Everyone wished Secretary Isabell Happy Birthday.

President's Remarks

Supt. Shivers said that January is Board Appreciation Month. She thanked the Administrative team for making sure that the Board knew that they were appreciated. And on behalf of the staff, students and parents of RU, she thanked the board members for their dedication and commitment to the district.

Superintendent  
 Remarks

In recognition of RUHS's Football team and coaches, the players and coaches were honored earlier this evening (1/9/17) with cake & punch. It was standing room only. The team and coaches signed a framed memorization of a newspaper article and took pictures. Supt. Shivers presented Principal Nachman with the framed article. Supt. Shivers congratulated all of them. It was a great evening.

**MOVED** by Isabell, seconded by Caloia, to adopt the agenda of the January 9, 2017 Regular Board Meeting as amended. Yes: 6 No: 0 Motion: Carries

Adoption of  
 Amended Agenda

Supt. Shivers said there would be two presentations in this portion of the agenda. Ms. LaPointe, Director of Special Education, Beck Center would provide the board with a presentation on Cross Indicator Analysis and copies were provided to the board. And the Beech Team would provide the board with their Quarterly Updates.

Carol LaPointe said IDEA (Individuals with Disabilities Education Act) requires the Michigan Dept. of Education, Office of Special Education to issue annual determinations reports to each district special education program in the state. She said that the report summarizes how the district performed across 8 areas and how bad in elements. The final determination if you get a rating of 1 means you have met the requirements. Initially RU was reported as late with less than 95% timely IEPs. The State discovered that there was a data entry error. The problem was corrected and RU's information was revised. Under IDEA, the Michigan Dept. of Education determined that RU met the requirements (Level 1). The target indicator was met 100%.

Cross Indicator Analysis  
(Beck Educational Center)  
Director of Special  
Education, Beck Center  
Carol LaPointe

Ms. LaPointe said they will continue to monitor to make sure that they are doing timely IEPs. Compliance is an important part of her department.

Ms. LaPointe explained two additional reports: 1) Part B 2016 Determination Report which shows where they are and the indicators that she had presented on. They met the requirements under Part B of IDEA. 2) Part B Determination History Report for 2014 – 2016 and requirements were also met under IDEA. And as additional information she provided the board with a list of 14 Michigan State Performance Plan Indicators. Ms. LaPointe stated that this activity was just to share information with the board. There is no corrective action required.

The board thanked Ms. LaPointe for her presentation.

Principal Shelton said that they will be providing an update on their Priority status and providing information on the SIG Grant. She said that the Fall NWEA (Northwest Evaluation Association) is given three times a year in reading and math. This past Fall (October 2016) reading scores are going in the right direction. The scores for math are stagnant and has been an issue for a while. They are focusing heavily on math but it is a slow go.

Beech Priority  
Quarterly Update by  
Principal Sue Shelton, and  
Special Education Teacher  
Patricia Basler

Patricia Basler, Beech Special Ed. Teacher said some of the things that they have purchased with the SIG money and things that have already been implemented are: Sound-Field Application Systems (installed in their General Education classrooms), they have purchased reading intervention materials, training has been provided for all of their intervention teachers, supplementary books and magazines (Social Studies Curriculum) have been purchased. Also tables and easels have been purchased for guided reading in classrooms. Wobble seats have been purchased. The upcoming purchases are: Chromebooks (hope to have before Spring testing) and interactive boards. They will be hiring an additional reading specialist and a math coach.

The board thanked the Beech team for their presentation.

None.

Board Secretary  
Communications

Assist Supt. of Business Services Greg McIntyre stated that the Business Office will present in February or March a revised budget that will include the WREAS Enhancement Millage.

Asst. Supt. of Business  
Services

Assist Supt. of Human Resources Ron Ward stated that a meeting request was sent out but due to the BOE Appreciation/Football Recognition the Personnel Committee did not meet. The meeting will be rescheduled. The purpose of the meeting is to discuss the purpose and process of the committee and going forward.

Administrative Committee  
Reports

He said a 3<sup>rd</sup> grade position at Beech has been posted. One of the purposes with the millage is to reduce class size. The 3<sup>rd</sup> grade at Beech particularly has a high class size.

Motion to approve the Consent Agenda items as amended:

Consent Agenda  
Amended

**MOVED** by Isabell, seconded by Caloia, to approve the consent agenda items as amended.  
Yes: 6 No: 0 Motion: Carries

There was discussion by Vice-President Gubachy requesting two changes to the December 12, 2016 Regular Minutes. The minutes of the December 12, 2016 regular meeting were approved as amended.

Vice-President Gubachy sent Assist Supt. McIntyre questions regarding some checks that the district has been paying and Assist Supt McIntyre addressed the questions.

The questions and responses are as follows:

- 1) What is covered by a \$2000 per month AT&T mobility bill?  
Assist Supt. McIntyre said that the District has hot spots and cell phones which included our technology personnel. Also, each building should have a cell phone. However, he had just learned that McGowan did not have a cell phone. The cell phones are used just in case the regular phone lines go down.
- 2) Please provide a brief summary of how sub pay works with our share-time program.  
Assist Supt. McIntyre said that in the program the way the business model works is any FTEs that are generated from the share-time program RU gets a cut off the top and then less expenses and what's left over goes to our partner SES Group. The sub cost is a past due cost to the share-time program that hits the expenses on the SES side. It does not impact RU's revenue.

Vice-President Gubachy asked why are we writing checks? Are we getting reimbursed?

Assist Supt McIntyre said yes. He said it is not a reimbursement. It is a past due for what we would pay SES. We pay them less. He said RU budget at \$10,500 for sub cost for that program.

Vice-President Gubachy asked, when our people are out of those position do we use PESG (Professional Education Services Group)? Are they being replaced with qualified individuals? Would it be any liability if they were not?

Assist Supt Ward said he would ask the SES Administrator.

3) What length of services would Jennifer Mansfield be providing today?

Assist Supt. McIntyre said Office Mansfield attended their mentoring program today (1/9/17). They have identified seven sophomores at the high school that they call at-risk for behavioral, grades or attendance. It has been a 12-week intense program with different sessions. Office Mansfield's session today was on public speaking.

Assist Supt. McIntyre said that the district has a Police Liaison. Officer Mansfield was not acting in the capacity of a law enforcement officer. The check was written to Jennifer Mansfield.

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| <ul style="list-style-type: none"> <li>• Waive the reading and approve the December 19, 2017 Rescheduled Regular Meeting minutes of the Redford Union Board of Education, as amended. This meeting was a rescheduled regular meeting of the Board of Education that was scheduled for Monday, December 12, 2016 and was not held due to inclement weather that caused Redford Union Schools to be closed on that date.</li> </ul> | Regular minutes of<br>December 19, 2016<br>Rescheduled Meeting<br>Amended |
| <ul style="list-style-type: none"> <li>• Approve the payment of \$950,102.66 for checks dated 12/5/2016 to 12/30/2016.</li> </ul>   | Disposition of Checks<br>December 30, 2016                                |
| <ul style="list-style-type: none"> <li>• Approve the electronic transfers for the month of December 2016 in the amount of \$3,599,954.53.</li> </ul>  | Electronic Transfers<br>December 2016                                     |
| <ul style="list-style-type: none"> <li>• Approve the NEW HIRE: Certified request listed below:               <ol style="list-style-type: none"> <li>1. Shawn Jennings/Teacher/Beech/Effective 1/9/2017</li> </ol> </li> </ul>   | Shawn Jennings  |
| <ul style="list-style-type: none"> <li>• Approve the NEW HIRE: Non-Certified request listed below:               <ol style="list-style-type: none"> <li>1. Diane de Movellan/Educational Assistant/Beech/Effective 12/19/2016</li> </ol> </li> </ul>  | Diane de Movellan   |
| <ul style="list-style-type: none"> <li>• Approve the SEPARATION: request listed below:               <ol style="list-style-type: none"> <li>1. Marcie Schechter/Audiologist/Beck/Retirement/Effective 1/1/2017</li> </ol> </li> </ul>   | Marcie Schechter  |
| <ul style="list-style-type: none"> <li>• Approve the LEAVE: request listed below:               <ol style="list-style-type: none"> <li>1. Gail Nagher/Teacher/Beech/Effective 12/13/2016</li> </ol> </li> </ul>   | Gail Nagher   |

#### Strategic Plan Mid-Year Update

#### Academic Highlights

Supt. Shivers greeted the board. She said she will be presenting the board with a mid-year Strategic Plan Update. The Strategic Plan process requires that she provide a formal update three times a year. The first update was provided at the Board of Education Administrative Retreat in Belleville back in August 2016.

This mid-year update is to provide additional information in terms of our objectives and focused areas and progress as it relates to the Strategic Plan.

Supt. Shivers started her slide presentation and hand outs were provided to the board.

Supt. Shivers said that the last area is communication and community engagement. Mr. Marable, Hilbert Dean of Students has been to just about every significant RU event. We are stipending him as our resident photographer. He has a talent and is doing a phenomenal job of capturing things that we would not capture in the district. Supt. Shivers said she has also used some of his work in things that she has put out.

Supt. Shivers and Assist Supt McIntyre are working with Shazaaam, (Adrienne Lenhoff) who has a PR Firm that is really more of a consulting role because they have not hired them to do full PR work. Ms. Lenhoff has been to several events and we will have her come and speak in front of the board. She has pushed many of our articles that the district typically has not been in; Farmington's paper and some other papers. She pushed out the most recent article about the teacher at Stuckey that was recognized to various different outlets. She made connects and have stayed on the Observer to help us get communications out through that medium.

Assist. Supt McIntyre added that Ms. Lenhoff has expertise with crisis communication.

Supt. Shivers said they want to increase stakeholder involvement and continue to add to the list of people that are involve in the classrooms and the district. We have our upcoming partnership council meeting. She will speak more about that at the end of the board meeting. She said last year she had to call people to be a part of partnership council and now people are call us asking if they can come to the partnership council.

Regarding timely and multiple forms of communications, it's not that it is not happening it's just formally we have not made any initiatives. We are still using the forms of communication that we have always used. Ms. Lenhoff and her firm is also helping us clean up our social media. So when people search for Redford Union they come to the right place. We have a ton of dead social media accounts out there for individual buildings, clubs, etc. We had an inappropriate thing that came up on the middle school site and Ms. Lenhoff contacted yahoo or google and had it removed.

Supt. Shivers said there are three areas that are none strategic plan focus areas but they are still extremely important to the district. One is our safety initiative (a binder and flipchart was passed around for board members to see). Every building has a couple copies of our safety binder which is new for the district. It covers everything from a natural disaster to a crisis that could occur and how to respond to them. And each room in the district has a mounted flipchart on the wall. At our professional development day in November we did an EEA (Emergency Evacuation Assessment) Training for staff and we went through the binder and flipchart with all staff so they would know what was in there.

Supt. Shivers said she is hosting an ALICE Training for all new staff in the second half of the semester.

The other two areas that are none focus but really important are absenteeism and truancy. Stephvanie Wynn, Lincoln Behavioral was here today and she has hit the ground running on our absenteeism and truancy. Supt. Shivers is looking forward to bringing back to the board progress over the next couple of months as it relates to those two areas.

The last one that she has not talked about but has become something that they have decided to look at closer is special education. We are going to look at our caseloads,

programs that we provide, our disabilities, how our students are identified as having a disability, the kind of services per building/per grade level, student achievement overtime and trends.

Supt Shivers said that we have a large population of special education. And as we work to get our arms around everything else in the district we need to better understand how that population is performing now and overtime. We will be looking at our cost as it relates to special education in our center based programs and comprehensive buildings. Supt. Shivers is anticipating that this will conclude somewhere around March and there should be a presentation to the board at the March board meeting but more likely the April board meeting.

The top eight focus areas: cultural proficiency and restorative practices, teacher evaluation, math curriculum and instructional practices, SIG Priority Grant Implementation, Early College Pathways, Technology, absenteeism/truancy and special education program review. We had a planning day back in December. We had two staff members that stepped forward at the high school to do some in depth planning with the early college. Supt. Shivers, Ms. Nachman, the consultant from Eastern Michigan University, two staff members from RUHS and Mr. Humitz work all day and for each pathway they mapped out from freshman year to the fifth year the classes that the students would take and when they would do an activity. They are currently working on the applications. Supt Shivers said that they will have a parent night before the end of the month (Jan). The flyer would go out this week and the application will become live at that same time. Applications will be due before Spring break. And we have a website which is still in the early planning stage. Supt Shivers pulled up the website. The website is RUECC.com. (Early College Careers).

Supt. Shivers thanked everyone seated behind her. She said it is all their work.

Vice-President Gubachy said in addition to the math, she would like to see science added. Our science scores are 1/10 of our math scores and while we are doing the other things we need to find some way to increase our science scores.

Academic Coordinator Beatrice Benjamin agreed with Supt. Shivers. She said you have to increase reading with every subject area.

None.

Action Items

The Partnership Council Luncheon is January 25, 2017, 11AM -1PM, Redford Twp. Library. On Monday, January 16, 2017 (Martin Luther King, Jr. Day), there will be no school for students or staff. Supt Shivers said that this is the first time we are asking our students and staff to do a day of remembrance and service.

Superintendent's  
Communication

Last year on that day we had a professional development day and that precluded people from being able to participate in local community events.

None.

Call to the Audience  
on Agenda Items

Treasurer Pridemore said that the high school students will have a talent show on Friday, January 20<sup>th</sup> and it is sponsored by Student Council.

Board of Education  
Communication/Discussion

President Kurland said that the Annual Community Prayer Breakfast for Martin Luther King, Jr. Day is on January 16<sup>th</sup>, 7AM-9AM at St. Roberts, W. Chicago/Inkster. The price is \$8 per person or \$60 for a table of 8. There will be no keynote speaker this year but Gwendolyn Lewis will be doing her storytelling and she is wonderful. Our choir will be performing as well as Thurston's choir.

Monday, February 13, 2017 - Regular Meeting at 7:30 p.m.  
Board of Education Administrative Offices, 17715 Brady Street, Redford MI 48240

Future Meeting Date

**MOVED** by Isabell, seconded by Graham to adjourn the meeting at 8:33 PM.  
Total: Yes: 6 No: 0. Motion: Carries.

Adjournment

Respectfully Submitted,

Patricia J. Isabell,  
Secretary  
Redford Union Schools Board of Education