

SPECIAL MEETING MINUTES – BOARD OF EDUCATION  
 REDFORD UNION SCHOOLS, DISTRICT NO. 1  
 September 26, 2018

Special Meeting  
9/26/2018

A Special meeting of the Redford Union Board of Education was held September 26, 2018, at the Board of Education Administrative Offices, 17715 Brady St., Redford, MI 48240, President Gubachy called the meeting to order at 7:30 PM.

Call to Order

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

Roll Call

President Gubachy asked everyone to please place their cell phones on silent or vibrate.

President's Remarks

None.

Superintendent's  
Remarks

It was moved by Member Pridemore, seconded by Member Kurland to adopt the agenda of September 26, 2018, Special Board Meeting as presented.

Adoption of  
Agenda as presented

Yes: 4 No: 0 Motion: Carried

President Gubachy mentioned that Assist Superintendent McIntyre was out ill.

Superintendent Shivers provided the Board with an Agenda. She gave a brief overview of the purpose of the meeting. A brief overview of the meeting on Monday, September 24th. A review of Reduction in Staff/Budget Implications would be discussed by Superintendent Shivers and Assist Superintendent Ron Ward.

Presentations  
Enrollment/Budget  
(Dr. Sarena Shivers,  
Greg McIntyre, and  
Ron Ward)

She also provided the Board with a new timeline for consideration of any reduction of staff due to enrollment numbers. The new timeline was prepared by Assist Superintendent McIntyre that would be largely facilitated by Assist Superintendent Ward.

Superintendent Shivers said that tonight's meeting was the second meeting after the Board was informed at the Regular September 17<sup>th</sup> Board Meeting that the District's enrollment numbers were leaning towards them reviewing the numbers more carefully and closely and potentially recommending a reduction in staff. The Administrative team

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provided the Board with the preliminary student enrollment data which involved every teacher. She said that they are thankful to every teacher and school administrator that assisted in the enrollment validation. That validation required each classroom teacher to take attendance twice a day for two days. They gave the validates to their principals who validated their attendance and then send it to the Superintendent's Office. The information compiled and Assist Superintendent Ward provided the Board with an analysis on Monday, September 24<sup>th</sup>.

The Administrative Team believes that the factors that have contributed to the declination of reduction in the number of students were the change in the School of Choice window and the opening of a new early K-2 building within the walls of Redford Union resident's choice.

At the last Board Meeting, the Board asked for additional information. The Board asked for a breakdown of other options, scenarios and what the impact would be to the District's fund balance.

Assist Superintendent Ron Ward provided the Board with a handout of the Fund Balance Analysis that was prepared by Assist Superintendent McIntyre and he discussed the details of the report.

Assist Superintendent Ward had a meeting on Tuesday, September 25<sup>th</sup> with Principal Koren Clinkscale (Beech) and Jennifer Hart (Beech SIG Coordinator) to discuss the possibilities. The SIG Grant budget has not been submitted as of yet. There is sufficient money over \$300,000 within SIG budget to continue the same number of staffing. It would be based upon a reduced class size initiative. They will have to submit a rationale plan and an implementation plan to the State. Also yesterday, Principal Clinkscale and Ms. Hart met with Ms. White (State). Ms. White confirmed yes there is money and she didn't see a reason why it would not be approved. But she emphasized that it must be approved. Ms. White could not provide a timeline for approval.

Superintendent Shivers said that the State wants to know if there is a District commitment to keep the class sizes low if there is a positive impact on the lower class sizes?

The District will have to submit an action plan on how this is going to help the overall culture, student achievement, behavior in the building. And once the money runs out is the District committed to maintaining the lower class sizes.

Ms. White emphasized in the meeting with Principal Clinkscale and Ms. Hart that the District's head is not in the sand. If the District is only interested in saving three positions, it would probably be denied.

Member Doby said that they are sincere in keeping class sizes low. She stated that the reality is this is a commitment that the Board made separate from the moment they find

themselves in. She said the Board could attest with their authenticity that this is the Board's commitment.

Treasurer Kurland said she agreed and she gave kudos to Assist Superintendent McIntyre for working hard to get the numbers to them especially being ill. She also said she would not feel comfortable with the fund balance below 12%.

Vice President Pridemore agreed.

Assist Superintendent Ward provided the Board with a handout of the Fund Balance Comparison, Potential SIG Grant Impact, and he discussed the report. The report reflected:

Scenario #1 (5 layoffs) w/fund balance of 12.39%

Scenario #1A (2 layoffs) SIG Grant – Class Size w/fund balance of 12.39%

Scenario #1B (0 layoffs) SIG Grant – Class Size w/fund balance 11.84%

Assistant Superintendent Ward said with the staff's past contributions and Assist Superintendent McIntyre's financial leadership it is the reason the Board can even consider and Superintendent Shivers can consider recommending something less than 10-15 layoffs.

Superintendent Shivers said that the District is in a better position to take some hit. She said to the point the Trustee Kurland and Vice President Pridemore seconded, to take the District below 12% knowing that the District may have some unanticipated/unexpected expenditures is probably not the best thing as Administrators to recommend to the Board.

Superintendent Shives passes out a handout of the Timeline of Consideration of any reduction of staff due to enrollment numbers.

She shared that there might be a possibility of a retirement or two that could impact the decision making.

There were questions and answers.

Treasurer Kurland said that there should be a hard cap number for the fund balance and for her it would be 12%.

Vice President Pridemore agreed with the 12% - 12.5%.

Member Doby stated for the minutes that her understanding of a School Board Member is that her primary responsibility is to advance educational opportunities for children who attend Redford Union Schools and a secondary but closely related responsibility is to responsibly administer the finances of schools.

She does not disagree with setting ... in fact she wouldn't want the Board to set a fund balance below which as a Board they say they don't want this District to fall in this school year. But she wants the minutes to reflect that the Board knows what their primary

responsibilities and that is why they hired Superintendent Shivers. They hired her to be an accountant, a principal educator of this District. So she wants every decision made to reflect on that first.

None.

Call to the Audience  
on Agenda Items

None.

Board of Education  
Communication/  
Discussion  
Enrollment/Budget

The Motion was amended as follows:

It was Moved By Member Doby, and Seconded By Member Kurland that the Board of Education of RU School District grants to Supt. Dr. Sarena Shivers the authority to lay off up to 4 faculty members due to the reduction in the number of students enrolled in the district 2018-19 school year.

Action Items

Guidance, keep fund balance not below 12%.

**Roll Call Vote:**

S. Caloia: ABS, C. Doby: Yes, T. Graham: ABS, L. Gubachy: Yes, P. Isabell: ABS  
J. Kurland: Yes, E. Pridemore: Yes

Yes: 4 No: 0 Motion: Carried

None.

Call to the Audience  
on Non-Agenda Items

Superintendent Shivers thanked the Board for entrusting her to make this very difficult decision. It has not been an easy decision and she, Assist Superintendent Ward and Assist Superintendent McIntyre have loss a lot of sleep. Also to the everyone, thank you for entrusting her to make is a very difficult decision but she will make it in the fairest and transparent way possible. She will make sure all of the stakeholders that would be

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impacted in one way directly or indirectly are aware of the decisions in every step of the way. They will inform people to the extent that's possible simultaneously so that people are hearing from her directly and indirectly from members of the Cabinet as they move through this decision-making process. There will be no surprises.

Monday, October 8, 2018 – Regular Meeting – 7:30 PM

Board of Education Administrative Office, 17715 Brady Street, Redford, MI 48240

Future Meetings Dates

Monday, November 19, 2018 – Regular Meeting – 7:30 PM (*Changed due to Veterans Day Observance 11/12/18.*) Board of Education Administrative Offices, 17715 Brady Street, Redford, MI 48240

It was moved by Member Kurland, seconded by Member Pridemore to adjourn the Meeting at 8:05 PM.

Adjournment

Yes: 4 No: 0. Motion: Carried.

Respectfully Submitted,

Terri Graham,  
Secretary

Redford Union Schools Board of Education