

**TECUMSEH PUBLIC SCHOOLS**  
**Regular Board of Education Meeting**  
**August 8, 2016 Minutes**

The regular meeting of the Tecumseh Public Schools Board of Education was called to order at 7:00 p.m., by President Amstutz-Wild in the High School C-Pal room.

**BOARD MEMBERS PRESENT:** Members K. Amstutz-Wild; G. Johnson, D. Johnson-Berges, S. Linn, E. Tritt & J. Rice

**BOARD MEMBERS ABSENT:** Member R. Hart

**SCHOOL STAFF PRESENT:** K. Coffin; S. Alexander, and J. Pfund

There were twelve visitors present.

**PLEDGE OF ALLEGIANCE:** Member Johnson led the group in reciting the Pledge of Allegiance.

**GOOD NEWS:**

**Recognition of TVA Graduates:** The Board recognized two Tecumseh High School - Virtual Academy students, Winter Cecchini and Ashley Miller, for completion of their online coursework and for graduating.

**Introduction of new Staff:** Dr. Coffin introduced the following new staff members who will be joining the Tecumseh Schools team in the fall:

- Joshua Baker – Instructional Assistant at Herrick Park
- Kelsey Berrington - 6th Grade Teacher at Tecumseh Middle School
- Tyler Bochhagen - Instructional Assistant at Patterson Elementary
- Nicole Braun-Benschoter - Instructional Assistant at Tecumseh Acres
- Megan Coons - Counselor at Tecumseh High School
- Derick Kaufman - Maintenance Technician
- Bethany Klinger - Instructional Assistant at Sutton Elementary
- Jennifer LeFevre - Special Education Teacher (CI) at Sutton Elementary
- JoAnn Leupp - Before/After School Care at all elementary buildings
- Alison Rieth - English Teacher at Tecumseh High School
- Lori Ruhl - Instructional Assistant at Tecumseh Acres (Employed through PESG)
- Melanie Sinden - Instructional Assistant at Tecumseh Acres
- Rachel Smart - Preschool Lead Teacher at Tecumseh Preschool
- Greg Smith - Orchestra Teacher at Tecumseh High School
- Janey Stark - Instructional Assistant at Tecumseh Acres
- Jennifer Walters - Kindergarten Teacher at Patterson Elementary
- Jon Way Biology - Teacher at Tecumseh High School (1 year position)
- Lauren White - 4th Grade Teacher at Herrick Park
- Heather Wiebusch - Secretary at Tecumseh Middle School (Employed through PESG)
- Elizabeth Wilson - Kindergarten Teacher at Tecumseh Acres
- Darcy Wrona - Administrative Assistant at Tecumseh Middle School (Employed through PESG)

**PUBLIC COMMENT – AGENDA ITEMS ONLY:** There were no comments made.

**AGENDA - BOARD**

**Revisions and Approval of the Agenda:** With no revisions or corrections to the agenda, it was moved by Member Johnson-Berges, support by Member Rice, to approve the agenda as presented. All ayes. Motion carried 6–0.

## **SCHEDULED REPORTS**

**Athletic Department Update:** Mr. Jon Zajac, Athletic Director, spoke about the new philosophy for the athletic department. He gave a review and summary of each of the sports for the year and indicated 720 students participated this year which is up from the 644 students who participated in athletics the prior year. Mr. Zajac stated the average GPA of the student athlete was 3.17. Mr. Zajac also reported that 17 senior students were able to participate at the college level to play sports. Additionally, Mr. Zajac commented about the THS student athletes who have also been successful at the Olympic level. He stated this is a reflection on the outstanding program at TPS.

**Finance Update:** Ms. Judy Pfund, Director of Business Services, reported that there has not been much activity to report due to the end of the year, however, she anticipates activity will begin once secretaries are back and we prepare to open school for next year.

**Audit Update:** Ms. Pfund reported that district auditors would be on site starting on August 22 to begin the field work with preliminary audit work to follow.

**Facilities Update:** Mr. Josh Mattison updated the Board regarding the repairs to the high school gym floor. He reported that due to the timing, he recommends that the Board wait until spring to have the work done on the gym floor.

Mr. Mattison presented information regarding the LED lighting project for the four remaining elementary buildings. He stated he recommends the bid from Brint Electric, Inc., and stated the lighting projects will be completed at all elementary buildings by February 2017. Additionally, Brint Electric, Inc., has proposed the following payment schedules for the LED work at the elementary buildings, as follows:

Herrick Park: First school to be retrofitted with 50% down and 50% due upon completion. The bid amount is \$138,838.00. Patterson & Sutton: The second and third buildings to be retrofitted. The bid amounts are \$126,056.00 for Patterson and \$207,404.00 for Sutton with payment due July 1, 2017. Tec. Acres: The fourth building to be retrofitted. The bid amount is \$167,476.00 with payment due July 1, 2018. Mr. Mattison stated this will also allow the District the advantage to start receiving rebates much sooner. He stated the Board will be asked to take action to proceed with the lighting project at the next Board meeting. Additionally, the Board asked about getting information to show the percentage of savings the District has realized to date from the LED lighting project at the middle and high school buildings.

Mr. Mattison spoke about the need to start looking to upgrade or replace the current HVAC building management system. He stated the current system is old and uses outdated software and we are continually losing data. The new system would provide the upgrades needed including new software. He stated he would like to receive approval from the Board to proceed with developing a Request for Proposal (RFP) to Seek Bids to Upgrade/Replace the current HVAC building management system.

Mr. Mattison reported that the card access system will be ready for all staff for the fall, with cards being issued to all staff members. He indicated he will be working with Joel Bills, Technology Director, to adjust times of operation based on individual needs of teachers/staff.

Member Linn asked about the air quality issue and smell at the Patterson school location. Mr. Mattison will provide additional information to the Board at a future meeting once the report is in from Arch Environmental. Additionally, with the reorganization and future building upgrades needed at Patterson School, it was recommended to wait and look at the air flow issue if we decide to raise the ceiling and lights in the entryway.

## **DISCUSSION ITEMS**

**LED Lighting Bids for Elementary Buildings:** This matter was discussed as part of the Facilities report. This will be on the next Board agenda as an action item

**2016 2017 School Nurse Contract:** Dr. Coffin reviewed the contract with ProMedica for school nurse services that will be provided by Denice Osworth. The contract runs from August 1, 2016 to July 31, 2017 and the hourly rate remains at \$42.72.

**2016-2017 PESG Master Contract and Agreement for 2-Party Substitutes and Salaried Staff:** Dr. Coffin stated local districts have worked with the LISD to get a good contract with PESG for the master contract and for 2-party substitutes and salaried staff. This is a one year agreement and the contract continues to offer flexibility in hiring retired personnel as substitute teachers and strengthens the indemnification requirements for PESG.

**2016-2017 Student Assurance Insurance Contract:** Dr. Coffin reported that this is supplemental insurance which the district offers to student athletes. The premium remains the same as last year (\$11,675.00) and we will promote the insurance among the student athletes and families.

**2016-2017 Athletic Ticket Prices and Pay-To-Participate Fees:** Dr. Coffin stated it is recommended that the 2016-2017 athletic ticket prices and pay-to-participate fee structure remain the same as last year. The Board discussed eliminating pay-to-participate fees and discussed what other districts do for athletics. The Board asked if the number of student participation had increased from last year due to the new pay-to-participate fee structure. Dr. Coffin indicated she will provide additional feedback to the Board on this issue.

**2016-2017 Food Prices (Lunch and Milk):** Dr. Coffin stated it is recommended that the lunch prices increase \$.10 from last year as follows: \$2.60 for elementary and middle school and \$2.85 for high school and the price for milk be increased by \$0.05 to \$.50.

#### **ACTION ITEMS**

**Request for Overnight trip With Students (Sauk Valley Camp):** It was moved by Member Rice, support by Member Johnson, to approve the overnight trip request for the high school cross country students to stay at Sauk Valley on August 14-16, 2016. All ayes. Motion carried 6-0.

**2016-2017 School Nurse Contract with ProMedica:** It was moved by Member Johnson-Berges, support by Member Tritt, to approve the 2016 2017 School Nurse Contract with ProMedica as presented. All ayes. Motion carried 6-0.

**2016-2017 PESG Master Contract & Agreement for 2-Party Substitutes and Salaried Staff:** It was moved by Member Tritt, support by Member Johnson-Berges, to approve the 2016-2017 PESG Master Contract and Agreement for 2-Party Substitutes and Salaried Staff as presented. All ayes. Motion carried 6-0.

**2016-2017 Student Assurance Insurance Contract:** It was moved by Member Linn, support by Member Johnson, to approve the 2016 2017 Student Assurance Insurance Contract with an annual premium of \$11,675.00. All ayes. Motion carried 6-0.

**2016-2017 Athletic Ticket Prices and Pay-to-Participate Fees:** It was moved by Member Johnson-Berges, support by Member Tritt, to approve the 2016-2017 athletic ticket prices and pay to participate fees as presented. All ayes. Motion carried 6-0.

**2016-2017 Food Service Prices (Lunches & Milk):** It was moved by Member Rice, support Member Linn, to approve the 2016-2017 food service prices for lunches and milk as presented. All ayes. Motion carried 6-0.

**Approval of Yearly Appointments:** It was moved by Member Rice, support by Member Tritt, to approve the following items:

- 1. Appointment of Legal Counsel:** To appoint Thrun Law Firm of Lansing, MI., as its primary legal counsel

for Tecumseh Public Schools, for the 2016-2017 school year; and to appoint Attorney Kyle Hoffman, from the LISD, for other occasional items.

**2. Designation of Depositories for 2016-2017 School Funds:** To name the following banks or depositories for the various funds of Tecumseh Public Schools, for fiscal year 2016-2017:

- Old National Bank
- MILAF
- First Federal Bank
- TLC Community Credit Union
- Key Bank

**3. Check Signature Authorizations:** To authorize the Director of Business & Financial Services as the primary signer on all checks written by Tecumseh Public Schools with the Superintendent as alternate on all district accounts.

**4. Depositing of School Funds:** To authorize the Superintendent, and/or the Director of Business & Financial Services, or his/her designee, to deposit school funds in established depositories.

**5. Signatories on Transfers of Investment & Withdrawals:** To authorize the Superintendent, and/or the Director of Business & Financial Services, or his designee, to make investments of available monies from the several funds of the district and transfer monies as needed.

**6. Designation of Chief Election Officer for the District:** To appoint the Board's elected secretary, or designee, to serve as the Chief Election Officer for the Tecumseh Public Schools District.

**7. Authorizing Designees to Receive and Canvass Nominating Petitions for Annual School Election:** To appoint the Board's elected secretary, or designee, as the Board's designee to receive and officially canvass the nominating petitions for Board candidates in the annual school election.

**8. Designation of Persons to Post Legal Notice Pursuant to Open Meetings Act:** To appoint the Board's elected secretary, the Superintendent, or his/her designee to serve as the Board's designee for posting legal notices, pursuant to the Open Meetings Act.

**9. Designation of District Coordinator for Title VI of Civil Rights Act of 1964, Title IX of Educational Amendment 1972, Section 504 of Rehabilitation Act of 1973, Age Discrimination Act 1975, Title II of Americans with Disabilities Act of 1990, and McKinney-Vento Homeless Children's Act:** To appoint the Superintendent, or her designee, as the designated person for the district to oversee the responsibilities of the above referenced acts.

**10. Designation of Coordinator for Michigan Public Act 25 of 1990:** To authorize the Superintendent, or her designee, to serve as the district's designated coordinator of Michigan Public Act 25 of 1990 requirements.

All ayes. Motion carried 6-0.

**Authorization to Create a Request for Proposal (RFP) To Seek Bids to Upgrade/Replace the HVAC Building Management System:** It was moved Member Tritt, support by Member Johnson, to authorize administration to proceed with developing a Request For Proposal (RFP) to Seek Bids to Upgrade and/or Replace the Current HVAC Building Management System. All ayes. Motion carried 6-0.

**Board Retreat Date/Time/Location:** The Board agreed to hold a Board Retreat on Monday, August 26, 2016 at 5:30 p.m., at the Board Office location.

#### **CONSENT AGENDA:**

It was moved by Member Johnson-Berges, support by Member Rice, to approve the Consent Agenda which included Minutes from the Regular Board Meeting of June 13, 2016; Minutes from the Regular Board Meeting of June 27, 2016; the 2016-2017 Fall Coaching Slate; and the following Board organizational items:

**Date, Hour and Place of Regular Monthly Meetings for 2016-2017:** The 2016-2017 regular Board of Education meetings will be held on the second Monday of each month with the meeting time at 7:00 p.m. The meetings will be held at the Tecumseh High School – C-Pal Room, 760 Brown Street, Tecumseh, MI., or unless otherwise amended by future Board action. \*(Note: If an additional meeting is needed, it will be scheduled on the fourth Monday of each month).

**Renew MASB (Michigan Association of School Board) Membership:** To renew membership in the Michigan Association of School Boards for the 2016-2017 school year at a cost of \$5,328.00.

**Renew MIEM (Michigan Institute for Educational Management) Membership:** To renew membership in the Michigan Institute for Educational Management Association for the 2016-2017 school year at a cost of \$365.00.

**Renew School Equity Caucus Membership:** To renew membership with School Equity Caucus for the school year at a cost of \$1,000.00, which is based on student membership count.

**Renew MHSAA (Michigan High School Athletic Association) Membership:** To renew membership in the Michigan High School Athletic Association for the 2016-2017 school year.

**Authorization of Participation in National School Lunch and Special Milk Programs:** To authorize the Superintendent, or her designee, to apply for a continuation of the district's participation in the National School Lunch and Special Milk Program for the 2016-2017 school year.

All ayes. Motion carried 6-0.

**ACTION ITEMS:** No items scheduled.

**SUPERINTENDENT'S REPORT:** Dr. Coffin reported it was another wonderful and successful trip to Carey International School in Zunyi, China. She spoke about the opportunity they had to experience the culture as well as work with the educators at Carey School while providing a Western-style summer camp experience for 150 children. Dr. Coffin stated the teachers who traveled to Zunyi will be at the Sept. 12<sup>th</sup> Board Meeting to share the additional information.

Dr. Coffin reported she received the district Advanced Placement scores for the 2015-16 school year. She stated we had 210 students take 254 exams. Overall, students this year obtained the highest scores in the last 5 years. 78% of our students scored a 3 or higher on the test which allows them the possibility of earning college credit depending on the institution. Dr. Coffin stated this is the first year in the past 5 years where Tecumseh High School students outscored the state and national averages.

Dr. Coffin invited Board Members to attend the Opening Day festivities on Wed., August 31<sup>st</sup> to help "kick-off" the start of the new school year. Breakfast will be served from 7:00 - 8:00 a.m. in the High School Cafetorium. She stated we will be inviting all retired Tecumseh personnel to join us for breakfast again this year. The meeting will begin at 8:00 a.m. with a welcome from Ms. Kimberly Amstutz Wild followed by members from the Lenawee Cares group. The meeting will conclude by 11:00 a.m. and then staff will return to their respective buildings for the afternoon. Dr. Coffin also invited the Board to attend on Thursday, September 1st, for the session with Dr. Nancy Colflesh entitled "The Human Side of Change." The session will run from 8:30 a.m. - 11:45 a.m. She stated with all of the exciting initiatives on our horizon, it is important to ensure that staff are working through the issues and emotions related to any change process.

**ITEMS SCHEDULED FOR NEXT AGENDA:**

**Good News:**

- China Trip Report

**Discussion Items:**

- Strategic Design Process

**Action Items:**

- LED Lighting Bids for Elementary Buildings

**CLOSING**

**PUBLIC COMMENT:** No comments made.

**BOARD MEMBER COMMENTS/DISCUSSION:** Member Rice stated it is great to hear so many positive comments about the district from community members.

Member Johnson-Berges stated it was another great band camp with about 70-75 students participating. Dr. Coffin thanked Kerry Hamilton-Smith from the Tecumseh Herald, for the great article about the China trip.

**ADJOURNMENT:** At 8:50 p.m., President Amstutz-Wild adjourned the meeting.

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Debbie Johnson-Berges, Secretary, Board of Education