

**TECUMSEH PUBLIC SCHOOLS**  
**Regular Board of Education Meeting**  
**January 9, 2017 Minutes**

The regular meeting of the Tecumseh Public Schools' Board of Education was called to order by Superintendent, Kelly Coffin, at 7:00 p.m., in the High School Media Center.

**Board Present:** Members K. Amstutz-Wild; R. Hart; D. Johnson-Berges; S. Linn; J. Rice; G. Johnson; & E. Tritt

**Board Absent:** None

**School Present:** K. Coffin, Superintendent; J. Pfund; S. Alexander; L. Church; R. Francis; D. Thelen; S. Bailey; G. Mills; A. Mensing; R. Hilderley; A. Schmidt; and C. Lewandowski

There were approximately 75 visitors present.

**OATH OF OFFICE:** Mrs. Teri Hoeft, a Notary Public, administered the Oath of Office to the newly elected Board Members Kimberly Amstutz-Wild, and Steven Linn, who assume their positions as Board Members for 6-year terms respectively, November 2016 and ending in November of 2022.

**SLATE OF OFFICERS:** Superintendent Coffin presented a slate of officers as follows: President – Kimberly Amstutz-Wild; Vice-President – Roger Hart; Secretary – Deborah Johnson-Berges; Treasurer – Steven Linn; Trustees – Jimmie Rice, Gregory Johnson, and Edward Tritt. It was moved by Member Rice, support by Member Johnson, to approve the slate of officers as presented for the 2017-2018 school year. All ayes. Motion carried. Superintendent Coffin turned the meeting over to President Amstutz-Wild.

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

**GOOD NEWS:**

**School Board Member Recognition:** Superintendent Coffin stated that the Michigan Association of School Boards (MASB) has declared January as Board Member Recognition Month. With that in mind, the administrators, along with staff and students, presented Board Members with Thank You cards and gifts to show support and to say thank you to the Tecumseh School Board Members for their time, dedication, and service to the staff and students at TPS.

**PUBLIC COMMENT – ON AGENDA ITEMS ONLY:** No comments made.

**AGENDA – BOARD**

**REVISIONS/APPROVAL OF AGENDA:** Dr. Coffin requested to remove the report from ARAMARK Food Service. It was moved by Member Johnson-Berges, support by Member Linn, to approve the revised agenda. All ayes. Motion carried 7-0.

**SCHEDULED REPORTS:**

**High School – School Improvement Report:** THS teachers, Katie Marecle and Amanda Schmidt, spoke about the school improvement goals and strategies used at the high school in the area of reading. They spoke about the online program – newsela.com – that allows teachers and students the ability to adjust reading levels, track quizzes, and customize learning. They reported teachers can write quizzes based on the topics presented on the website and see the levels their students are accessing. The cost-free program allows teachers to see when students have taken the quizzes and how well the class is progressing collectively. In summarizing how the newsela.com product was selected, Mrs. Schmidt stated that the teachers felt that the newsela.com program was the most relevance to high school students. She stated since October, 4,977 articles have been read and 2,164 quizzes taken. Additionally, Ms. Marecle reported that they have found that students are now reading for the sake of reading, which is a bonus in and of itself.

**Monthly Finance Report:** Mrs. Judy Pfund reviewed the monthly finance reports covering revenue and expenses for the month. She also spoke about the purchasing process and how all building requisitions are submitted and that she (Judy) reviews all purchases against budget lines prior to purchases being approved. As far as activity accounts, Mrs. Pfund also gave an overview of the process and how she evaluates the budget lines to ensure the funds are available and makes adjustments prior to purchases being made.

**Monthly Facilities Report:** Mr. Josh Mattison updated the Board regarding the LED lighting projects stating that things are progressing along at the elementary buildings with the project and that all of the pool lighting equipment is here now and that project should be completed soon.

**DISCUSSION ITEMS:**

**HVAC Bids:** Mr. Mattison gave an overview of the bids received for the district's heating and cooling system. He stated the system being used is currently Windows 98 or XP which is outdated software and crashes frequently causing valves and switches to malfunction. He spoke about HVAC bid process and that four contractors participated in the walk-through; however only two companies submitted bids. Mr. Mattison reviewed the bids from Johnson Controls and Grand Valley Automation, Inc. He reviewed the major cost discrepancies between the two companies and answered questions about the vast difference in pricing for the work. Mr. Mattison stated he recommends going with Grand Valley's alternate bid based on energy rebates and due to the fact the parts weren't proprietary. He reported once the work covered in the base bid is in working order, we can start looking building by building to see where we need to concentrate our efforts. Mr. Mattison will provide additional information to the Board prior to the next meeting as well regarding cost differences.

**ACTION ITEMS:**

**First Budget Revision:** It was moved by Member Johnson-Berges, support by Member Rice, to approve and adopt the first budget revision resolution hereby appropriating and revising total expenditures in the amount of \$27,404.040 for the 2016-2017 fiscal year for the Tecumseh Public Schools general fund budget. All ayes. Motion carried 7-0.

**Website Proposal – Finals site:** It was moved by Member Hart, support by Member Johnson, to approve the bid from Finals site in the amount of \$18,500 to design the main and mobile TPS web sites, provide training, online support, and phone assistance, security, social media integration, information backup, storage, hosting, etc. Additionally, Finals site will provide assistance to TPS to ensure the district is in compliance with the Americans with Disabilities Act (ADA), regarding all features of the website. All ayes. Motion carried 7-0.

**AGENDA – ADMINISTRATION (District Business)**

**CONSENT AGENDA:** It was moved by Member Rice, support by Member Johnson-Berges, to approve the Consent Agenda, which included Minutes from the Regular Meeting of December 12, 2016. All ayes. Motion carried 6-0.

**ACTION ITEMS:** No items scheduled.

**SUPERINTENDENT'S REPORT:**

Dr. Coffin reported that over the winter break, the technology department worked to recycle the remaining old technology located in each of the school buildings. She stated the technology staff is now making sure we are letting go of technology that is not aligned to our long-range plans. Through an audit of our internal network servers, the technology staff now has a solid plan to streamline the process for shutting down old servers that are no longer in use. Dr. Coffin also reported that the technology department staff have been working to prepare for the NWEA testing and will begin the yearly audit of our Google server.

Dr. Coffin reported that Laurie Church, Director of Student Support Services, continues to focus on our district reorganization efforts, especially connecting with experts around the nation on re-inventing special education services at the K-12 level.

Dr. Coffin stated as we continue to move forward with our planning and preparation for the reorganization, that she, along with Josh Mattison and the new 2<sup>nd</sup>-6<sup>th</sup> grade principals will be meeting with the current PTO presidents to develop plans to purchase new playground equipment for the 2<sup>nd</sup>-6<sup>th</sup> grade center.

Dr. Coffin suggested potential dates for a Board retreat; however, no date was set at this time due to scheduling conflicts.

#### **ADMINISTRATIVE DISCUSSION ITEMS:**

##### **Building Updates:**

***Tecumseh High School:*** Mr. Mills reported that Michele Vanhala attended the 2017 Science Teacher's Conference; spoke about the project-based learning that is going on at the high school, and that NWEA testing is currently underway.

***Tecumseh Middle School:*** Mr. Hilderley spoke about the Lego League that has been formed for 5<sup>th</sup>/6<sup>th</sup> graders and how exciting it is for students.

***Herrick Park:*** Mrs. Francis spoke about the good things going on with NWEA and how staff are seeing student growth. She spoke about the experience with teachers visiting other classrooms to observe student learning and successes.

***Patterson:*** Ms. Thelen spoke about the Lego Robotics club which was started at Patterson and how excited the students are to be part of it.

***Sutton:*** Mrs. Bailey reported that planning is underway for the STEAM Night on April 25<sup>th</sup>, which is a project-based learning opportunity for students and families. She stated Joyce Lammers put music to the "Leader in Me" curriculum at Sutton and she was contacted from a teacher in Paris about using her song.

***Tecumseh Acres:*** Mr. Lewandowski reported on various activities at each grade level and reported on the work being done with staff at the grade level meetings.

***Student Support Services:*** Mrs. Church updated the Board about the work she is doing with instructional assistants and with staff from Adrian in the area of specialized instruction. She also thanked the Board for approving her position 3 years ago and how much she loves her job at TPS.

#### **ITEMS SCHEDULED FOR NEXT AGENDA (Feb. 13, 2017):**

##### **Good News:**

- Ukulele Club
- TMS Robotics Update

##### **Report/Discussion Items:**

- Tec. Acres – School Improvement Report
- ARAMARK Food Service Update
- Transportation Update
- Athletic Update
- Request for Overnight Trip – TMS 8<sup>th</sup> Grade Trip to Gettysburg

##### **Action Items:**

- HVAC Bids

#### **CLOSING**

**PUBLIC COMMENT:** No comments made.

**BOARD MEMBER COMMENTS/DISCUSSION:** Board members expressed thanks for the showering of gifts and recognition from staff and students and stated that the students come first in all of their decisions.

**ADJOURNMENT TO CLOSED SESSION:** At 8:22 p.m., it was moved by Member Johnson-Berges, support by Member Hart, to adjourn to closed session, pursuant to P.A. 267 of 1976, Section 8, Subsection (c): For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing. Roll Call: Members Amstutz-Wild, Hart, Johnson-Berges, Linn, Johnson, Rice, and Tritt. Motion carried 7-0.

At 9:30 p.m., it was moved by Member Rice, support by Member Tritt, to return to regular session.

**ADJOURNMENT:** At 9:30 p.m., President Amstutz-Wild adjourned the meeting.

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Debbie Johnson-Berges, Secretary, Board of Education