

CHIPPEWA VALLEY SCHOOLS
19120 Cass Avenue
Clinton Township, MI 48038
586-723-2000

June 17, 2013
6:30 p.m.

Regular Meeting
Administration Building

- A. Call to order and Pledge of Allegiance
 - B. Additions/Deletions
 - C. Breakfast Program Hearing
 - D. Budget Hearing
 - E. Recognition/Presentations
 - 1. State Champion Bowler
 - 2. Reproductive Health Report
 - F. From the Community
 - G.
 - 1. General Consent Agenda
 - a. Approve minutes of:
 - Special Meeting held on June 12, 2013 (**minutes are posted on the district website @ chippewavalleyschools.org**)
 - b. Approve Financial Reports
 - c. Personnel Transactions
- H. Old Business
- I. New Business
 - 1. Approve Change Order Summary Reports - May 2013
 - 2. Approve Bid Award for Wireless Infrastructure-District Wide
 - 3. Approve 2013/2014 Breakfast Program
 - 4. Approve Breakfast and Lunch Prices for 2013/2014
 - 5. Approve 2013/2014 Appropriation Act for General Fund and Special Revenue Funds
 - 6. Resolution to Approve Workers Compensation Excess Insurance Provider and Third Party Administrator
 - 7. Approve Computer Purchase for IAM Program
 - 8. Approve GASB 54 Resolution
 - 9. Year-End Accounting Procedures
 - 10. Approve Personnel Transaction - Promotion of Administrators
 - 11. Approve Personnel Transaction – Promotion of an Administrator
 - 12. Approve Personnel Transaction – Promotion of an Administrator
- J. Union Communication
- K. Administration Reports
- L. Curriculum Updates
- M. Of and by Board Members
- N. Executive Session (8.b. Student Expulsions-2)
- O. Adjournment

Jeff Pietryka
Stephanie Lange

Mr. Sederlund
Mr. Sederlund
Mr. Sederlund
Mr. Sederlund
Mr. Sederlund
Mr. Sederlund
Mr. Sederlund
Mr. Sederlund
Mr. Sederlund
Mr. Sederlund
Mr. Roberts
Mr. Roberts
Mr. Roberts

Future Meetings
6:15 p.m.

Organizational & Regular Meeting

July 15, 2013

NOTICE OF NONDISCRIMINATION It is the policy of Chippewa Valley Schools not to discriminate on the basis of race, color, religion, national origin, genetics, ancestry, gender, age, disability, height, weight or marital status in its programs, services, activities, or employment. Inquiries related to nondiscrimination policies should be directed to: Civil Rights Coordinator, Assistant Superintendent of Human Resources, Chippewa Valley Schools Administration, 19120 Cass Avenue, Clinton Township, MI 48038 Phone: 586-723-2090 / Nondiscrimination inquiries related to disability should be directed to: Section 504 Coordinator, Director of Special Services, (same address) Phone: 586-723-2180

- A. Call to order and Pledge of Allegiance

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|-----|---|---------------|
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| 3. | Approve 2013/2014 Breakfast Program | Mr. Sederlund |
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| 10. | Approve Personnel Transaction – Promotion of Administrators | Mr. Roberts |
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REGULAR MEETING

June 17, 2013
6:30 p.m.

MEMORANDUM

I.1 Approve Change Order Summary Report – May 2013

Mr. Sederlund

RECOMMENDED MOTION: “That the Chippewa Valley Schools Board of Education approve the 2010 Bond Issue Change Order Summary Report for the month of May 2013.”

RATIONALE: This work consists of changes to existing contracts for the purpose of Owner requested work, deducts, code compliance, or hidden conditions on the construction projects. All amounts are within the contingency budget allocation.

This report was reviewed with the Building and Site Sub-Committee on Monday, June 3, 2013 and funding will come from the 2010 Building & Site Funds.

REGULAR MEETING

June 17, 2013
6:30 p.m.

MEMORANDUM

I.2 Approve Bid Award for Wireless Infrastructure-District Wide

Mr. Sederlund

RECOMMENDED MOTION: "That the Chippewa Valley Schools Board of Education award a contract totaling \$724,011.79 to Sentinel Technologies for the Wireless Infrastructure project, Bid Package 10-T09."

RATIONALE: The project was planned as part of the 2010 bond issue and includes hardware and installation of a new Cisco wireless infrastructure including all access points and controllers throughout the district.

This information was reviewed with the Building & Site Sub-Committee on Monday, June 3, 2013 and funding is available within the 2010 Building & Site Funds.

MEMORANDUM

I.3 Approve 2013/2014 Breakfast Program

Mr. Sederlund

RECOMMENDED MOTION: “That the Chippewa Valley Schools Board of Education approve the Breakfast Program for the 2013/2014 school year as follows:”

Buildings with Free/Reduced applications totaling less than 20% of enrollment in October 2012 be exempt from offering a breakfast program that is in compliance with applicable regulations in 2013/2014. Buildings with applications totaling more than 20% of enrollment in October 2012 that are mandated to offer a breakfast program in 2013/2014 are Clinton Valley Elementary, Cherokee Elementary, Erie Elementary, Fox Elementary, Huron Elementary, Miami Elementary, Ojibwa Elementary, Ottawa Elementary, Algonquin, Iroquois, and Wyandot Middle Schools.

RATIONALE: School districts are mandated to offer a breakfast program that is in compliance with USDA and State of Michigan regulations in all buildings unless the district determines after conducting a public hearing to not offer the breakfast program in buildings where free and reduced price applications total less than 20% of building enrollment. Chippewa Valley Schools has not offered the mandated breakfast program in buildings with less than the 20% criteria because of projected low participation, which makes the program not economically feasible.

MEMORANDUM

I.4 Approve Breakfast and Lunch Prices for 2013/2014

Mr. Sederlund

RECOMMENDED MOTION: "That the Chippewa Valley Schools Board of Education approve Breakfast and Lunch prices effective for the 2013/2014 school year as follows:"

Level	Breakfast	Reduced	Lunch	Reduced	Milk
Elementary	\$1.55	\$0.30	\$2.75	\$0.40	\$0.60
Middle	\$1.55	\$0.30	\$3.00	\$0.40	\$0.60
High	\$1.55	\$0.30	\$3.00	\$0.40	\$0.60
Adult		X	\$4.50	X	X

RATIONALE: The above Breakfast and Lunch prices reflect a \$0.05 increase from 2012/2013. Lunch prices have not been increased since the 2011/2012 school year.

MEMORANDUM

I.5 Approve 2013/2014 Appropriation Act for General Fund and Special Revenue Funds

Mr. Sederlund

RECOMMENDED MOTION: “That the Chippewa Valley Schools Board of Education adopt the following resolution to approve the General Fund, Food Service Fund, Building Activities Fund, and Macomb International Academy budgets for the 2013/2014 fiscal year. Further request that the reading of the resolution be waived.”

RESOLVED that this resolution shall be the General Fund Appropriation Act of Chippewa Valley Schools for fiscal year 2013/2014 to provide for the expenditure of the appropriation; and to provide for the disposition of income received by Chippewa Valley Schools.

BE IT FURTHER RESOLVED that the total revenues and fund balance estimated to be available for appropriations in the General Fund of the Chippewa Valley Schools for the fiscal year 2013/2014 be adopted as follows:

Revenue	
Local	\$19,233,212
State	116,847,111
Federal	5,910,905
Transfers & Others	741,723
Total Revenue	\$142,732,951
Estimated Fund Balance July 1, 2013	\$16,059,185
Total Available to Appropriate	\$158,792,136

BE IT FURTHER RESOLVED, that \$141,490,857 of the total available to appropriate in the General Fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures	
Instruction	
Basic Programs	\$76,050,498
Added Needs	15,535,000
Adult and Continuing Education	173,657

Support Services	
Pupil	12,833,102
Instructional Staff	4,169,192
General Administration	754,217
School Administration	9,121,463
Business	2,084,707
Operations & Maintenance	9,363,460
Transportation	4,142,248
Central	3,022,982
Other Support (Athletics, CTE)	2,133,942
Community Services	1,104,523
Outgoing Transfers & Other	1,001,866
Total Appropriated	\$141,490,857

Estimated Fund Balance June 30, 2014 \$17,301,279

BE IT FURTHER RESOLVED, that the revenue from the millage levy of 18.000 mills on non-homestead and non-qualified agricultural property be certified and be used towards the District's 2013/2014 operating expenditures. As provided by in the Act related to the Michigan Business Tax, Personal Industrial Property is exempt from the 18 mills and Personal Commercial Property is exempt from 12 of the 18 mills.

RESOLVED, that this resolution shall be the Food Service Appropriation Act of Chippewa Valley Schools for fiscal year 2013/2014 to provide for the expenditure of the appropriation; and to provide for the disposition of income received by Chippewa Valley Schools.

BE IT FURTHER RESOLVED that the total revenues and fund balance estimated to be available for appropriations in the Food Service Fund of the Chippewa Valley Schools for the fiscal year 2013/2014 be as follows:

Revenue	
Local	\$2,012,100
State	145,000
Federal	1,685,000
Transfers & Other	0
Total Revenue	\$3,842,100
Estimated Fund Balance July 1, 2013	\$441,242
Total Available to Appropriate	\$4,283,342

BE IT FURTHER RESOLVED, that \$3,888,198 of the total available to appropriate in the Food Service Fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures	
Wages	\$1,132,500
Employee Benefits	578,698
Food Purchases	1,625,000
Other	408,000
Capital Outlay	6,000
Outgoing Transfers	138,000
Total Appropriated	\$3,888,198
Estimated Fund Balance June 30, 2014	\$395,144

RESOLVED, that this resolution shall be the Building Activities Fund Appropriation Act of Chippewa Valley Schools for fiscal year 2013/2014 to provide for the expenditure of the appropriation; and to provide for the disposition of income received by Chippewa Valley Schools.

BE IT FURTHER RESOLVED that the total revenues and fund balance estimated to be available for appropriations in the Building Activities Fund of the Chippewa Valley Schools for the fiscal year 2013/2014 be adopted as follows:

Revenue	
Local	\$2,010,000
State	0
Federal	0
Transfers & Other	0
Total Revenue	\$2,010,000
Estimated Fund Balance July 1, 2013	\$644,075
Total Available to Appropriate	\$2,654,075

BE IT FURTHER RESOLVED that \$2,010,000 of the total available to appropriate in the Building Activities Fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures	
Building Activities	\$2,010,000
Total Appropriated	2,010,000
Estimated Fund Balance June 30, 2014	\$644,075

RESOLVED, that this resolution shall be the International Academy of Macomb Fund Appropriation Act of Chippewa Valley Schools for fiscal year 2013/2014 to provide for the expenditure of the appropriation; and to provide for the disposition of income received by Chippewa Valley Schools.

BE IT FURTHER RESOLVED that the total revenues and fund balance estimated to be available for appropriations in the International Academy of Macomb Fund of the Chippewa Valley Schools for the fiscal year 2013/2014 be adopted as follows:

Revenue	
Local	\$0
State	0
Federal	0
Incoming Transfers & Fund Modifications	\$3,935,924
Total Revenue	\$3,935,924
Estimated Fund Balance July 1, 2013	\$2,125,433
Total Available to Appropriate	\$6,061,357

BE IT FURTHER RESOLVED that \$3,678,828 of the total available to appropriate in the International Academy of Macomb Fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures	
Basic Instruction	\$297,000
Support Services	244,950
Payments to Other Schools	2,533,155
Fund Modifications	603,723
Total Appropriated	\$3,678,828
Estimated Fund Balance June 30, 2014	\$2,382,529

BE IT FURTHER RESOLVED, that no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

BE IT FURTHER RESOLVED, that the Superintendent and his designee are hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for performance of their responsibilities within the amount appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board.

BE IT FURTHER RESOLVED, that 7.65 mills be certified for levy on all property in the district for the purpose of retiring principal and interest on the voted debt of the district.

This appropriation act resolution is to take effect on July 1, 2013.

RATIONALE: The Uniform Budgeting and Accounting Act requires that governmental units including school districts adopt a budget prior to the start of the fiscal year. The 2013-14 budgets for the General Fund, Food Service Fund, Building Activities Fund, and the Macomb International Academy Fund have been prepared by the administration.

The revenue budget for the General Fund has been developed using major factors including:

1. a blended general education student increase of 100,
2. an increase in the foundation allowance of \$60 per pupil,
3. an equity payment of \$50 per pupil,
4. continuation of the MPSERS Cost Offset funding at a reduced level (from \$100 per pupil to \$66 per pupil),
5. continue best practice funding of \$52 per pupil,
6. continued funding of \$40 per pupil for student performance benchmark,
7. recording of retirement offset revenue funding – section 147c funding, and
8. review and adjustment of other items as appropriate (removes several one-time funding amounts included in prior year budget).

The expenditure budget for the General Fund has been developed using major factors including:

1. impact of settled employee group contracts (2013-14 is the first year of a three year settlement),
2. impact of change to hard cap under PA 152 for health insurance benefits,
3. impact of retirement contribution increasing from 24.32% to 24.79%,
4. recording of retirement offset expenditure funding – section 147c funding, and
5. review and adjustment of other items as appropriate.

In summary, we have projected revenues of \$142.7 million and projected expenditures of \$141.5 million for an operating surplus of \$1.2 million.

MEMORANDUM

I.6 Resolution to Approve Workers Compensation Excess Insurance Provider and Third Party Administrator Mr. Sederlund

RECOMMENDED MOTION: “That the Chippewa Valley Schools Board of Education approve Safety National Casualty Corporation and Citizens Management Inc., respectively, to provide excess insurance coverage for the 2013/14 period and third party administration (TPA) for the 2013/14, 2014/15 and 2015/16 periods on the Chippewa Valley Schools self-insured workers compensation program and that the Assistant Superintendent for Business and Operations be authorized to execute documents.”

RATIONALE: The current one-year agreement with Citizens Insurance Company and Citizens Management Inc. to provide excess insurance coverage and third party administration (TPA) on our self-insured worker compensation program ends on June 30, 2013. Citizens Insurance Company and Citizens Management Inc. have been our providers since we began our self-funded workers compensation program on July 1, 2001. Effective with our July 1, 2013 policy date, Citizens Insurance Company is no longer providing excess insurance coverage (specific loss insurance). One year excess insurance quotes were received from Safety National Casualty Corporation and Midwest Employers Casualty Company. TPA quotes were received from Citizens Management Inc. (CMI), CCSMI, and Mackinaw Administrators, LLC with pricing for up to three years. Pricing from CMI was a flat fee while pricing from CCSMI and Mackinaw Administrators, LLC contained a fixed price component and a variable price component. A summary of pricing is attached. Safety National Casualty Corporation providing lowest pricing for the excess insurance and CMI provided the lowest total pricing for the third party administration.

REGULAR MEETING

June 17, 2013
6:30 p.m.

MEMORANDUM

I.7 Approve Computer Purchase of IAM Program

Mr. Sederlund

RECOMMENDED MOTION: “That the Chippewa Valley Schools Board of Education approves Netch Corporation for the purchase of 165 computer systems at the cost of \$223,495.00 for the International Academy of Macomb (IAM) Program.”

RATIONALE: Aggressive pricing was obtained through the MISD Cooperative Computer Bid PC-2012-1.

The proposal was reviewed and approved by the Technology and Purchasing Offices. Funding will come from the IAM Special Revenue Fund for this service.

MEMORANDUM

1.8 Approve GASB 54 Resolution

Mr. Sederlund

RECOMMENDED MOTION: “That the Chippewa Valley Schools Board of Education adopt the following resolution approving compliance with GASB 54, designating “Commitment” of fund balance in compliance with GASB 54, and authorizing Assistant Superintendent of Business and Operation to make “Assignments” of fund balance in compliance with GASB 54. Further request that the reading of the resolution be waived.”

RATIONALE: GASB has issued new standards on how fund balance is to be classified and reported. The five new classifications replace the previous classifications of reserved and unreserved fund balance with sub classifications of either designated or undesignated under unreserved fund balance.

Adoption of the resolution identifies the considerations related to GASB 54, designates Commitment fund balance, and gives authorization for designating Assigned fund balance.

REGULAR MEETING

June 17, 2013
6:30 p.m.

MEMORANDUM

1.9 Approve Year-End Accounting Procedures

Mr. Sederlund

RECOMMENDED MOTION: “That the Chippewa Valley Schools Board of Education authorize the Business Office to pay the June bills prior to the July Board of Education meeting approval to facilitate year-end accounting activities.”

RATIONALE: In order to facilitate the closing of the fiscal year, we request that the Business Office be given the authorization to pay and release bills prior to the July Board of Education meeting. This will allow the Business Office to release most 2012/13 checks prior to June 30, 2013 decreasing auditing time and the number of accounts payable entries.

This deviation from normal procedures is only requested at the close of the fiscal year.

MEMORANDUM

I.10 Approve Personnel Transaction - Promotion of Administrators Mr. Roberts

RECOMMENDED MOTION: "That the Chippewa Valley Schools Board of Education approve the assignment of Ed Skiba, Executive Director of Secondary Education and Susan Grenier, Executive Director of Elementary Education to Assistant Superintendent of Secondary Education and Assistant Superintendent of Elementary Education , respectively, effective July 1, 2013.

RATIONALE: As a result of the elimination of the Assistant Superintendent for Educational Services position and the resulting realignment of reporting responsibilities, service delivery will be more cost effective, efficient and will enhance efforts focusing on student achievement.

REGULAR MEETING

June 17, 2013
6:30 p.m.

MEMORANDUM

I.11 Approve Personnel Transaction – Promotion of Administrator Mr. Roberts

RECOMMENDED MOTION: “That the Chippewa Valley Schools Board of Education approve the assignment of Adam Blanchard, Co-Director of Special Education to Director of Special Education effective July 1, 2013.”

RATIONALE: As a result of the elimination of the second Co-Director of Special Education position and the resulting realignment of reporting responsibilities, service delivery will be more cost effective, efficient and will enhance efforts focusing on student achievement.

REGULAR MEETING

June 17, 2013
6:30 p.m.

MEMORANDUM

I.12 Approve Personnel Transaction – Promotion of Administrator Mr. Roberts

RECOMMENDED MOTION: “That the Chippewa Valley Schools Board of Education approve the assignment of Joseph Valenti, Desktop Systems Coordinator to Desktop Systems Supervisor effective July 1, 2013.”

RATIONALE: With the increased responsibility of virtual desktop implementation and resulting administrative and supervisory duties the assignment to a supervisor position will enhance effective service delivery.

J. Union Communication

K. Administration Reports

L. Curriculum Updates

M. Of and by Board Members

N. Executive Session (8.b. Student Expulsions-2)

O. Adjournment