



**REGULAR BOARD MEETING**

**City Council Chambers**

**14400 Dix Toledo, Southgate, MI 48195**

**BOARD OF  
EDUCATION**

PRESIDENT

REBECCA REED-HALL

VICE PRESIDENT

PAUL C. KNOTT

SECRETARY

DR. DARLENE L. POMPONIO

TREASURER

W. KIRK HAYHURST

TRUSTEES

JASON CRAIG  
MARK KREMER  
PATRICK OWEN

**DATE: February 3, 2015**

**TIME: 7:00 P.M.**

**BOARD MEMBERS PRESENT:** Craig, Hayhurst, Kremer, Owen, Pomponio, Reed-Hall

**BOARD MEMBERS EXCUSED:** Knott

**ADMINISTRATION PRESENT:** Hainrihar, McLachlan, Pastor

**ADMINISTRATION EXCUSED:**

The pledge of allegiance was recited.  
President Reed-Hall read the District Mission and Vision Statement.

**REVISIONS/APPROVAL OF AGENDA**

2014/15-326 It was moved by Dr. Pomponio, supported by Mr. Owen that the board approve the February 3, 2015 Regular Board Meeting Agenda.

**YES:** Craig, Hayhurst, Kremer, Owen, Pomponio, Reed-Hall.

**NO:**

**ADMINISTRATION**

SUPERINTENDENT

LESLIE HAINRIHAR

BUSINESS AND FINANCE

DIRECTOR

THERESA MCLACHLAN, C.P.A.

CURRICULUM/FEDERAL

PROGRAMS DIRECTOR

JILL PASTOR

HUMAN RESOURCES

DIRECTOR

MARY HILDEBRANDT

**CITIZENS COMMENTS ON DISCUSSION OR ACTION ITEMS**

None

**STUDENT GOVERNMENT REPRESENTATIVES**

Anderson High School Student Representative-Ms. Frank reported the Wayne State Math Program at AHS is offering free ACT Math prep during February and March. Everyone is welcome. It will be in Rm 18 from 2:45 till 4:15 p.m. Monday thru Friday. Scheduling meetings will be Wednesday February 4. This week is National School Counselors Week. Juniors will get their practice SAT scores next week.

Anderson High School Student Representative-Mr. Swinehart gave the board an update on the winter sports schedules for boys and girls Basketball, Wrestling and Hockey. He also informed the board that on March 3, 2015 all juniors across the state of Michigan will be taking the ACT exam. This exam is an important factor that colleges and universities look at when deciding to accept students. Thursday Jan 22 all juniors at AHS took a full length, timed ACT exam. Next week Counselors will meet with every student and go over their strengths and weaknesses

on each section of the exam. On Feb 23 and 24 Doorway to College ACT will be hosting a prep seminar at a cost of \$79.99, this is a steeply discounted price. Taking this ACT prep seminar has been proven to raise a student's ACT score by an average of 1 to 3 points.

Asher Student Representative-Maya Dupuis reported to the board that today was the first day of the second semester at Asher, it was pushed back one day due to the snow day Feb 2. Registration continues through this week. MME prep is in the works. Approximately 200 students will test. She extended congratulations to the January 2015 Asher graduates.

## **PRESENTATION**

Food Service Director Dan Connors gave the board an update on the Food Service Department; Mr. Connors said he has been in this position for 6 months. The Food Service Department is running in the black. He is very happy to be here, has been in food service for 40 plus years and enjoys his work. March 5 and 6, 2014 the State of Michigan Education Department performed an Administrative Review of the Southgate Food Service Program. The Administrative Review consisted of; Meal Access and Reimbursement Review, Meal Pattern and Nutritional Quality, Resource Management, General Program Compliance and Other Federal programs.

The analyst selected sites and students for review. They checked on certification and benefits issuance review for free and reduced benefits; verification of applications and assurance that they were processed correctly. Copies of the household notification letters for approved applications, denial of benefits and verification announcement letters were also reviewed.

The analyst counted meals as the students went through the lunch lines, and then verified if the point of sale register claimed the same amount. The analyst also checked to see if students were receiving a full reimbursable meal or not. Staff were interviewed and asked questions about how the program was run. Also reviewed; Civil Rights and how a complaint can be handled, the School Calendar, Local Wellness Policy, student-parent input documentation, Summer Food Service Outreach documentation and Health Department Inspections.

Nutritional Quality and Meal Pattern Review- This area had three sections for the review; First was meal component and quantities review in which the analyst needed to establish that the meals claimed by the district contained the appropriate meal components and quantities. This was done by evaluating the production sheets, menus, invoices and labels of the food purchased. Observation of the meal lines also was part of this review.

The second element of this review was Offer vs Serve. The MDE determines if the school is offering enough food on all the reimbursable meals in the service line. The analyst looks to see if there is signage to assist students on what they need to take for a reimbursable meal. The students have to take a least 3 food components (items) in the proper quantities to make a reimbursable meal. The analyst did determine that the food service staff is trained and accurately able to recognize a reimbursable meal. During the observation of the meal service the analyst determined that Southgate Schools were in compliance with this provision.

The third step was the Dietary Specification and Nutrient Analysis. In this step the school districts menus were analyzed for calories, total fat, saturated fats Trans-fats, carbohydrates and sodium. The Menus were also reviewed on whether the correct age/grade groups were used, and the amounts offered were the correct amount for those groups. Were the correct components being offered with the correct balance of vegetables, fruits and legumes? Not only were the menus reviewed, but also the recipes; making sure that the district was using recipes, and that they were standardized. During the

time the analyst was here, the preparation of meals was observed to make sure that no additional salt or butter was added to the food.

Documentation showing that the school district was in compliance with federal, state and local requirements was provided; documentation concerning reports and recordkeeping was submitted showing that all reports were timely and records were kept in accordance with USDA requirements. The competitive foods' requirement was filled when we provided documentation that food of minimal nutritional value was not being served.

On March 20, 2014 we received the summary of findings and corrective actions required from the MDE. The only finding that the analyst cited; the vending machine in Shelters Elementary cafeteria needed to be turned off during breakfast and lunch times. The corrective action was to submit written assurance that the vending machine would be turned off at meal times. The Corrective Action was submitted to MDE within the timeframe specified for compliance. There was no fiscal action taken for any violations. When the financial review of the food service program was completed there were no citing's and the program was in compliance.

We currently offer two meal times to students; breakfast and lunch. At the present time we do not offer any snacks during the day from the food service department. There may be programs in the future to fill this need, and Mr. Connors stated he will do his best to be in any pilot programs that are offered. In both breakfast and lunch programs we try to provide a good selection of foods so that the student has a choice on what to eat. If a student takes a complete breakfast or lunch (taking all allowable items), and consumes them, that student should not be starving. As you can imagine, when it comes to food, everything is very subjective. We do have processed foods that we serve. This is mainly due to the facilities setup in our schools and equipment in the kitchen. The portion sizes served are the correct portions that we should be eating. Mr. Connors said he agrees that students should not be hungry, and his challenge is to make sure each student is well-fed with wholesome food.

Ms. Reed-Hall thanked Mr. Connors for the time and effort put in to the report he gave to the board.

Dr. Pomponio asked for more information about processed foods. Mr. Connors said we do serve some processed foods. He will be sending out a survey to students and parents to find out what kind of foods they would like. He said schools have a lot of flexibility on what they can serve, but a lot depends on the kitchen set-up and the staffing in each building. Dr. Pomponio asked about the changes in the kind of food we serve. Mr. Connors stated that these changes are the first in 40 years. The changes can be dramatic, so he tries to make them gradually so the impact is not as drastic. He did note that nation-wide the food service participation has gone down. The changes do not only affect the students and kitchens but the manufacturers as well.

Ms. Reed-Hall asked if the Administrative Review can be placed on line, Mr. Connors said they can add a link from Food Service.

Mr. Connors said through the surveys he hopes to find foods that kids would like to eat, staying within the guidelines and his budget.

Ms. Hainrihar stated that she and Mr. Connors have walked through most of the kitchens in the district, and he does that on a regular basis. He has assessed our equipment, what our challenges and strengths are and he has a lot of good ideas. They have talked at length about the middle school program, and where changes can be made to make the food choices more appealing to the kids. She said we are going to see some good changes in the coming months. Ms. Hainrihar said Mr. Connors has done a very nice job with staffing and taking care of our kitchens.

## DISCUSSION

Finance Report-Theresa McLachlan reported that all documents are signed for the Refunding Bond. This Thursday the financial transactions will take place. She commented on the article in the News Herald by Laura Zoochi that outlined the benefits to the district and the taxpayer for this transaction. She said she will do a formal presentation at the next board meeting on the amended budget, for board approval.

Curriculum Report-Jill Pastor updated the board on the On-Site Reviews for the Title Programs on March 10 and 11<sup>th</sup>. All Department heads have been having meetings and filling out paperwork in preparation. We had a consultant come in December and were told the average corrective actions for a review are around 100. She also reminded everyone that a math consultant will be coming February 11<sup>th</sup> to AHS for a math night for parents of K-2 grade students. On February 19<sup>th</sup> there will be a math night for parents of 3-5 grade students. The consultant will have math materials that will be raffled off.

Superintendent's Report-Ms. Hainrihar explained to the board and viewing audience how a school closure day is determined. She uses several resources to make the decision to close school or not; Weather forecasting, the county and downriver superintendent's share info with each other. The decision to close school on a cold day is based on a wind chill factor. The decision to close on a snow day involves many factors; she confers with city administrators to determine whether or not the streets and sidewalks will be cleared in time for school to begin, she confers with district maintenance and grounds personnel to be sure our facilities driveways and sidewalks will be adequately cleared. If she knows the night before that weather conditions will not improve and no amount of work will make a difference she will make the decision that evening. When additional nighttime hours could make a difference in her decision, she will wait until morning. We begin at 4:00 a.m. to assess the situation and try to decide by 5:00 a.m.

We want to hold school every day we possibly can because parents have entrusted us to provide the best education for their children. That does need to be balanced by safety which is always the final consideration in any decision.

Ms. Hainrihar announced that Mr. Glenn Perry, long time elementary principal in the district will be retiring at the end of February 2015. She thanked Mr. Perry for his years of service, dedication to the district and his students and wished him well on his future endeavors. Ms. Andrea Schiappacasse has been recalled to replace Mr. Perry as the Fordline principal. She congratulated Andrea and welcomed her back to the administrative team.

Ms. Hainrihar said that access to district calendars on the web page is improving. Building administrative assistants have received training on google calendars and will be keeping their buildings' calendar updated. The website now has a "live" google calendar; parents can access through a drop down the buildings they would like to have the calendar for. This is a great opportunity to share what is going on in the district with everybody.

## CONSENT

2014/15-327 It was moved by Dr. Pomponio, supported by Mr. Owen that the board approve the minutes from the January 20, 2015 Regular Board Meeting.

YES: Craig, Hayhurst, Kremer, Owen, Pomponio, Reed-Hall  
NO:

2014/15-328 It was moved by Dr. Pomponio, supported by Mr. Owen that the board approve the disbursements for January 2015.

YES: Craig, Hayhurst, Kremer, Owen, Pomponio, Reed-Hall  
NO:

2014/15-329 It was moved by Dr. Pomponio, supported by Mr. Owen that the board approve the HR updates as presented.

YES: Craig, Hayhurst, Kremer, Owen, Pomponio, Reed-Hall  
NO:

### **ACTION**

2014/15-330 It was moved by Dr. Pomponio, supported by Mr. Owen that the board approve the opening of a trust fund (fund code 52) for the purpose of separately maintaining the private purpose trust funds of the District.

YES: Craig, Hayhurst, Kremer, Owen, Pomponio, Reed-Hall  
NO:

Ms. McLachlan explained we have 5 scholarship accounts that are included in our Student Activity accounts that are agency funds, we just keep custody of the funds. Those 5 scholarship funds are considered private purpose trust funds. According to the Michigan School Accounting Manual it is required to be in a different fund, it requires us to set up a fund and separate bank accounts. This is just shifting those account balances into a separate fund.

2014/15-331 It was moved by Dr. Pomponio, supported by Mr. Owen that the board approve the opening of a new checking account at Huntington Bank, Account # 01382221580 for the Southgate Community School District Trust Account and a new account at Michigan Liquid Asset Fund Plus (MILAF+) for the same purpose.

YES: Craig, Hayhurst, Kremer, Owen, Pomponio, Reed-Hall  
NO:

2014/15-332 It was moved by Dr. Pomponio, supported by Mr. Kremer that the board approve the opening of School of Choice application for 50 kindergarten slots during the 2015/16 school year. Applications would be accepted from 2/16/15 until 3/13/15.

YES: Craig, Hayhurst, Kremer, Owen, Pomponio, Reed-Hall  
NO:

Ms. Hainrihar said this request is similar to the request made last year and is typical of the allowance of kindergarten slots.

**EMPLOYEE REPRESENTATIVES**

None

**CITIZENS COMMENTS**

None

**INFORMATION AND ANNOUNCEMENTS**

Dr. Pomponio asked parents to be extra careful when driving through parking lots and not back up traffic in the drop off pick up areas. Don't double park or illegally park when picking up children.

Ms. Reed-Hall announced the JRTOC Drill Competition that will take place at Taylor Kennedy High School on Saturday February 7 at 8:00 a.m. Southgate Anderson will be represented there. She commented this is a very cool event to attend. Last year AHS took 3<sup>rd</sup> place.

She also mentioned that Feb 11<sup>th</sup> 6:00 p.m. 8:00 p.m. Carlson will be hosting the 10<sup>th</sup> grade DCTC Career Expo. Information was sent home with students.

**WORK SESSION**

Ms. Reed-Hall informed the viewing audience the board would be entering their work session at 7:30 p.m.

**ADJOURNMENT**

2014/15-333 It was moved by Dr. Pomponio, supported by Mr. Owen the board adjourn the meeting at 9:00 p.m.

YES: Craig, Hayhurst, Kremer, Owen, Pomponio, Reed-Hall

NO:

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Dr. Darlene Pomponio-Secretary  
Board of Education







