



**REGULAR BOARD MEETING**

**City Council Chambers**

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

**BOARD OF  
EDUCATION**

PRESIDENT

JASON CRAIG

**DATE: May 22, 2018 7:00 p.m.**

VICE PRESIDENT

TIMOTHY O. ESTHEIMER

**BOARD MEMBERS PRESENT:** Craig, Estheimer, Freitas, Green, Kupser, Mossop, Pomponio

SECRETARY

DR. DARLENE L. POMPONIO

**BOARD MEMBERS EXCUSED:**

**BOARD MEMBERS UNEXCUSED:**

TREASURER

JASON R. KUPSER

**ADMINISTRATION PRESENT:** Pastor, Baker-Herring, McLachlan, Morin

**ADMINISTRATION EXCUSED:**

TRUSTEES

NEIL J. FREITAS  
ANDREW A. GREEN  
REBECCA MOSSOP

The Pledge of Allegiance was recited.

Mr. Craig read the District Mission and Vision Statements.

**REVISIONS/APPROVAL OF AGENDA:**

Dr. Pomponio asked for the minutes from the May 8, 2018 work session be added to the consent agenda.

2017/18-155 It was moved by Mr. Kupser supported by Mr. Estheimer, the board approve the May 22, 2018 Regular Board Meeting Agenda with the revision.

**ADMINISTRATION**

YES: Craig, Estheimer, Freitas, Green, Kupser, Mossop, Pomponio

NO:

SUPERINTENDENT

JILL M. PASTOR

**CITIZENS COMMENTS ON DISCUSSION OR ACTION ITEMS**

None

BUSINESS AND FINANCE

DIRECTOR

THERESA MCLACHLAN, C.P.A.

**PRESENTATIONS**

CURRICULUM/FEDERAL  
PROGRAMS DIRECTOR  
DR. MICHELLE BAKER-HERRING

School District Improvement Report: Curriculum Director, Dr. Michelle Baker-Herring gave the board a power point presentation on the Accountability Index and District Improvement. The Index System and the seven components and their percentages were reviewed; Growth 34%, Proficiency 29%, School Quality/Student Success 14%, English Learner progress 10%, Graduation rate 10%, Participation in content area Assessments 2%, Participation in English Learner proficiency assessments 1%. Each Component is based on 0-100 points. Index points are allocated based on the percentage of the target or long-term goal met within each component. After every Component Index Value is weighted, they are then totaled to obtain an Overall Index Score (0-100). State Average=66. Cutoff for Comprehensive Support School label= 30.68.

DIRECTOR OF  
HUMAN RESOURCES  
GERARD L. MORIN

Long term targets were established by MDE (Michigan Department of Education) based on 2016-17 data. To set the Statewide targets, MDE looked at the Statewide distribution of performance in each component and selected the value represented by the 75<sup>th</sup> percentile in that distribution. The components and targets were reviewed in depth.

The District Improvement Plan- All students will reach the targets in: Mathematics and English Language Arts. The districts Target percentages in Math and ELA for Proficiency and Growth, at all of our buildings, were compared to the overall state index. Three years of MSTEP (Michigan Student Test of Educational Progress) scores for Math, ELA, were reviewed for grades 3 through 8 as well as 5<sup>th</sup> and 8<sup>th</sup> Grade Social Studies and 4<sup>th</sup> and 7<sup>th</sup> grade Science scores. The high school MSTEP scores were shown by district, and AHS separately.

This is the third year the district has taken the SAT for the college readiness component of the index. The scores were presented by district, AHS and the state were shown separately for the 15/16 and 17/18 school years. The state level score has bumped up about 8 points, the district level, as well as Anderson, has gone up 20 points from one year to the next.

With no intervention in Math and ERW district and state scores were about the same. With intervention the district scores jumped up from 56 points to 92 points. The states improved from 57 to 83.

The instructional leadership and data team met to discuss the areas of focus for the 2018/19 school year which are; embedding social and emotional learning skills into the school day as well as train staff in trauma-informed instruction, K-12 Math, Maintain MTSS (Multi-Tiered System of Supports) K-5, NWEA benchmark testing 3-8 grade and build MTSS 6-12.

#### **STUDENT GOVERNMENT REPRESENTATIVES**

None

#### **COMMITTEE REPORTS**

Policy-Dr. Pomponio- Met with Lusk Albertson May 15, and reviewed the 3000 and 5000 series of policies.

Finance-Mr. Kupser-Next meeting is May 23 at 5:30 p.m.

Anti-Bullying-Ms. Mossop-The committee will plan on putting a date together after commencement happens because there is a lot going on in the district right now.

*All committees hold open meetings at Southgate's board offices or other location that will be posted. Dates of meetings, committee members, agendas and minutes are posted on the web page.*

#### **DISCUSSION**

Finance-Ms. McLachlan updated the board on transportation, Dean will start on July 1, 2018. The special education portion of the increase is approximately \$89,000. The district will receive 70% funding from the State of Michigan through our state aid which would be approximately \$63,000 based on their estimates and their proposals. We will not see the funding until the 2019/2020 school year. The district will have to go through a whole year of costs. When the final expenditure report is filed in the fall of 2019 the state reviews it and reconciles our funding for the prior year. There is a timing difference when we start seeing the savings.

When the busses are in the district they will have the name Southgate Community Schools on the side of the bus. Dean Transportation's name will also be on the bus, but in a different location. She wants the community to know, we did not buy new busses. This is a part of our contract and is just what Dean Transportation does to support the district.

The auditors are in the district today and tomorrow starting the preliminary work before the audit in July. Board members received a copy of a communication from the auditors. It is the annual engagement letter that is required to be provided to the superintendent and the Board of Education. This needs to be distributed during the auditors planning period. It includes; their responsibilities in the financial statement audit, including responsibilities for testing and reporting on compliance with laws and regulations and internal controls, planned scope and timing of the audit along with what the

district's responsibilities are to them and the fee in the engagement letter agrees with the fees that were quoted to the district when we extended their contract.

Curriculum-Dr. Baker-Herring- report given during presentation.

Superintendent-Ms. Pastor reported that hostile intruder training is scheduled for our staff for August and September. The district is waiting for word from Lansing regarding potential funds to help with school security & safety. Beacon graduation ceremony will be Thursday May 24, 12:00 at the Holiday Inn. AHS honors assembly is Monday, June 4<sup>th</sup>, 6:00 p.m. in the AHS auditorium. AHS graduation will be held Thursday, June 7<sup>th</sup>, 7:00 p.m. at Yack Arena. Asher graduation ceremony will be held Tuesday, June 12<sup>th</sup>, 7:00 p.m. at the Wayne County Community College. This was also a scheduled board meeting night, which is on the agenda for discussion.

### **CITIZENS COMMENTS**

None

### **CONSENT**

2017/18-156 It was moved by Mr. Estheimer supported by Dr. Pomponio, the board approve the May 8, 2018 Work Session and May 8, 2018 Regular Board Meeting minutes.

YES: Craig, Esthemier, Frietas, Green, Kupser, Mossop, Pomponio  
NO:

### **ACTION**

**1. Recommendation to Expel student 2017-18-2:**

2017/18-157 It was moved by Mr. Green supported by Dr. Pomponio, the board approved the District recommendation to permanently expel student 2017-18-2.

YES: Craig, Esthemier, Frietas, Green, Kupser, Mossop, Pomponio  
NO:

**2. Approval of Parent 2017-18-1 for volunteer work in the school district:** Jill Pastor explained to the board they are voting to approve, or not, the option to allow this parent to volunteer for Southgate Schools. Board members received a confidential letter from parent 2017-18-1.

2017/18-158 It was moved by Dr. Pomponio supported by Mr. Kupser, the board approve the district recommendation to allow parent 2017-18-1 to volunteer for Southgate Schools.

YES: Craig, Esthemier, Frietas, Green, Kupser, Mossop, Pomponio  
NO:

**3. HR Update:** Ms. Pastor explained the board is being asked to approve the HR report as a separate action agenda item at this board meeting because it contains lay-off information. The employee's names and respective positions are considered confidential. They will receive their notice on Wednesday. The building administrator will deliver the letters personally.

2017/18-159 It was moved by Mr. Estheimer supported by Dr. Pomponio, the board approve the 5/22/18 Human Resources report, that includes layoff notices for 3 employees for the 2018-19 school year.

YES: Craig, Esthemier, Frietas, Green, Kupser, Mossop, Pomponio  
NO:

4. **Approval of closing General Fund Escrow Account:** Ms. McLachlan explained she is requesting that the Board of Education approve the closing of the separate General Fund Escrow, non-interest bearing, checking account held with Huntington Bank (account ending #6502). The Board approved the opening of this account on January 23, 2018 to hold the funds received from ORS for purposes of distributing refunds related to the 3% healthcare contributions under Public Act 75 which was ruled unconstitutional. All of the funds received have been processed. Ms. McLachlan added; the district has processed all the checks and current employees refunds were direct deposited. The inactive, retired and deceased employees of the district had checks issued. Letters were sent out to all of those individuals with a form included. That form had to be filled out, notarized and returned to Central office for identity verification. Those that have returned the form have received their checks. The checks for those employees that have not returned the forms are still in her office and will be held for a year. The unclaimed checks will be turned over to the state after that. Anyone who has worked for the district between July 1, 2010 and September 3, 2012 are encouraged to contact the business office.

Discussion took place about the escrow account and the processing of the payroll for the refunds.

2017/18-160 It was moved by Mr. Kupser supported by Mr. Estheimer, the board approve the closing of the Huntington Bank General Fund Escrow account (account number ending in 6502).

YES: Craig, Esthemier, Frietas, Green, Kupser, Mossop, Pomponio  
NO:

5. **Approval of increase in lunch prices for 2018-2019:** Ms. McLachlan explained, every year we are required to verify that our lunch prices are in line with the amount the federal government pays for free meals. This requirement was established with the passing of the Healthy Hunger Free Kids Act and is meant to ensure that paid meals produce a similar contribution to revenue as the free reimbursement rate. If we are below the threshold level set by the USDA, we must raise our lunch prices. The level is determined by subtracting the federal paid meal reimbursement from the free reimbursement. The weighted average price was calculated at \$2.90 and our current weighted average price is \$2.84. In order for us to meet the threshold, it is the recommendation of the Food Service Director that we increase our Elementary price by \$0.10, Middle School by \$0.05 and no increase for the high school lunch prices. This will put us just above the level needed for this school year at a weighted average price of \$2.91. Board members were given the worksheets. A \$0.05 increase was approve by the board for the 2017-18 school year across the board.

2017/18-161 It was moved by Dr. Pomponio supported by Mr. Green, the board approve an increase of 10 cents in the elementary lunch prices, an increase of 5 cents in the middle school lunch prices and no increase in the high school lunch prices for the 2018-2019 school year.

YES: Craig, Esthemier, Frietas, Green, Kupser, Mossop, Pomponio  
NO:

6. **Approval of 1 year extension of the pizza contract with Domino's Pizza for 2018/19:** Ms. McLachlan explained it is the recommendation of the Food Service Director that we extend our current pizza agreement with Domino's Pizza. Although there is a price increase, it is the first one in two years. The price has gone from \$5.75 to \$6.50. The board was given a packet of information including the current agreement which states: "the Southgate Schools can elect to extend the contract for up to two (2) one year renewals." Domino's is required to submit a new proposal for pricing by May 31, 2018, a letter was attached, which is considered their proposal. Domino's had to raise their rate due to the increase in the Minimum Wage paid to their workers. Domino's Pizza was the only participant that turned in a completed Bid packet for the contract last year and the year before. There has been no issue with their quality of product or deliveries to the schools. Domino's has been a good partner with Southgate Schools in feeding our students. Discussion took place about the bid process, whether this should be going back out for bid, pizza costs, the awareness of the wheat exemption and the reasons for contract extensions. The RFP process; posting and timeline were reviewed.

2017/18-162 It was moved by Dr. Pomponio supported by Mr. Green, the board approve a one year extension of the pizza contract with Domino's Pizza for the 2018-2019 school year.

YES: Craig, Esthemier, Frietas, Green, Mossop

NO: Kupser, Pomponio

7. **Approval of 1 year extension of the milk and dairy contract with Berkshire Dairy for 2018-2019:** Ms. McLachlan explained the milk and dairy contract is done through the southeast Wayne County buying cooperative. They met on May 4<sup>th</sup> with conversation about the service from Berkshire and if there were any issues. The contract states "The initial contract shall commence July 1, 2017 for one school year ending July 1, 2018. At that time, the co-op can elect to extend the contract for up to four (4) one year renewals." A motion was put forward to extend the current contract for one school year, if there were no changes to the present terms. The Cooperative agreed to extend the agreement for the 2018-19 school year provided Berkshire Dairy was in agreement also.

2017/18-163 It was moved by Mr. Kupser supported by Dr. Pomponio, the board approve a one year extension of the milk and dairy contract with Berkshire Dairy for the 2018-2019 school year.

YES: Craig, Esthemier, Frietas, Green, Kupser, Mossop, Pomponio

NO:

#### **EMPLOYEE REPRESENTATIVES**

None

#### **INFORMATION AND ANNOUNCEMENTS**

None

#### **WORK ITEMS**

1. City of Southgate Park Proposal-Southgate City Administrator Dustin Lent, gave the board a presentation on the proposed Kiwanis Park Premiere Dog Park and a potential partnership with the School District. The residents of Southgate passed a 5-year recreation millage last year. A large response from the community was an interest in a dog park. Neighboring cities have dog parks but not open to non-residents. The city is proposing leasing land right behind Asher school, an underutilized piece of property. The agreement would be

similar to what the city currently has with the Nature Center. The agreement would be a 50 year lease. The city would be responsible for maintaining the park, upkeep, mowing and drainage. There will be a small membership fee for those wanting to join the dog park and key fobs would be issued to allow access; these will work during the hours the park is open.

Discussion took place about the maintenance of the whole property, pest control, parking lot expansion, insurance and liability. The timeline and the phases of the project were reviewed. This will move to action at a future board meeting, the city will draft a shared service agreement for review and approval by the district.

*Dr. Pomponio left the meeting at 8:05 p.m.*

2. June Board Meetings-June board meeting dates and conflicts with graduation were discussed. Alternate meeting dates/times were reviewed in order to allow for amended budget approval and L-4029 tax request form for the Cities of Southgate and Allen Park. Discussion took place about having a special meeting on June 12<sup>th</sup> @ 5:30 p.m. and, 19<sup>th</sup> and 26<sup>th</sup> for regular meetings.
3. Superintendent Evaluation - This evaluation is required yearly, the effectiveness rating is needed for the REP report. Partial and whole year evaluations were reviewed. Discussion took place about holding off on the evaluation until December.

#### **ADJOURNMENT**

2017/18-164 It was moved by Mr. Estheimer supported by Mr. Green the board adjourn the meeting at 8:20 p.m.

YES: Craig, Estheimer, Freitas, Green, Kupser, Mossop

NO:

*Respectfully submitted by: Theresa Grzechowski*

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Dr. Darlene Pomponio-Secretary  
Board of Education

*For detailed conversation, Board meetings may be viewed in their entirety on our website: [www.southgateschools.com](http://www.southgateschools.com)*





















