

ROCHESTER COMMUNITY SCHOOLS

501 West University Drive, Rochester, Michigan

BOARD OF EDUCATION RETREAT MEETING

August 22, 2011

MINUTES

CALL TO ORDER AND PLEDGE

A retreat meeting of the Board of Education for the Rochester Community Schools, Rochester, Michigan was held on Monday, August 22, 2011, in the West Middle School, 500 Old Perch, Rochester Hills, Michigan. President Barb Cenko called the meeting to order at 8:20 a.m. Board members led in the Pledge of Allegiance.

RECORD ROLL

Members Present: Barb Cenko, Jennifer Berwick, Lisa Nowak, Beth Talbert, Marty Sibert, Chuck Coutteau

Gerald Moore arrived at 8:25 a.m.

Members Absent: None

Others Present: Fred Clarke, Geraldine Moore, Bill Mull, Beth Davis, Irene Larson, Alesia Flye, Jeff Mozdierz, Anne Evans, Lori Hartnell, John Stoner, Michael Dillon, Don Maskill, Christine Keener and two visitors.

RETREAT

ACT Reports

The major accomplishments for 2010-11 and the major goals/focus areas for 2012 were presented by each of the following departments: Business Affairs, Business Office, Community Relations, Facility Operations, Human Resources, Technology Services, and Curriculum.

Mr. Mull, Assistant Superintendent for Business Affairs, presented the following information on *Business Affairs*:

MAJOR ACCOMPLISHMENTS 2010-11

Compiled and presented comprehensive report on district athletics program:

- Identified opportunities, participation, and number of contests
- Summarized funding sources including pay to participate, gate receipts, and general fund subsidy
- Comparative data from 22 (of 27) other Oakland County Districts
- RCS charges parents a bit more, and subsidizes athletics a bit less, compared to compiled averages.

Facilitated budget adoption process:

- Multiple budget presentations throughout process
- Extensive community and RCS stakeholders' input
- Community Forum with State Representatives
- Collaborative process between Board and Administration.

Assisted HR is securing three new labor contracts and extending a fourth labor contract:

- Teachers (REA) contract through 2011-12
- Secretaries (REA) contract through 2011-12
- Paraeducators (AFSCME) contract through 2011-12
- Supervisors, Managers, and Coordinators extended contract through 2011-12.

Oversight of transition to contracted FSMC Chartwells:

- First major function to be outsourced, major paradigm shift
- Growing pains rapidly diminished throughout school year
- Chartwells turned a profit and made good on guarantee
- Renewed for second year.

MAJOR GOALS/FOCUS AREAS FOR 2011-12

Design and gain approval for consolidation of services plan in order to meet the "best fiscal practices" criteria:

- Primary challenges are to secure an MDE-approved plan for consolidation of services and to create a website "dashboard" including various student achievement and fiscal data.

Explore outsourcing possibilities for 2012-13:

- "Blue Group" (custodial and transportation) labor contract expires after this year
- An RFP for the provision of these key non-instructional services should be supported by a Board resolution in January
- A decision on whether to outsource service(s) for 2012-13 should be made in April or May at the latest
- "Crisis Bargaining" may be a by-product to an RFP and board decision process, similar to last time.

Facilitate budget adoption process:

- Estimated \$15 million spending deficit with inclusion of full-day kindergarten and no other cost increases
- District may not pay step increases without successor labor agreement(s) in place that calls for step increases
- Pending legislation regarding employee-employer cost sharing arrangement(s) for employee health care costs may help district
- District may experience a sharp spike in teacher retirements (which would be a financial benefit) with this being the final year of the E.R.I.P.

Assist HR in labor negotiations. All district labor contracts expire at end of this year.:

- Teachers (REA)
- Secretaries (REA)
- Paraeducators (AFSCME)
- Blue Group (AFSCME)

- Supervisors, Managers, and Coordinators
- RAA (Principals and Assistant Principals expired 6/30/11)
- Non-union Exec Staff, Directors, Exec Assistants, Children's Programs, R.A.C.E. and A.C.E. staff

Assist in budgeting for adoption of full day kindergarten program for 2012-13:

- Estimated first year cost is \$1 million. Ongoing additional cost expected to stabilize at \$500k per year. These costs are net from expected additional revenue from gain in kindergarten enrollments that may occur.
- First Year cost components may include:
 - 19 additional teachers
 - Additional Paraeducator staff hours
 - Additional costs of pupil transportation
 - Professional development
 - Instructional materials
 - Instructional Technology
 - Instructional Furniture
 - Retrofit of some instructional space
 - Loss of revenue from Children's Programs

Discussion included kindergarten foundation allowance and the best fiscal practices criteria.

Ms. Hartnell, Director of Business Office, presented the following information on the *Business Office*:

MAJOR ACCOMPLISHMENTS 2010-11

- 4 of 9 team members were new and training in their positions. This puts extra burden on the entire staff as they are both training and processing operations at the same time. It was a challenging year.
- With the change in legislation regarding electronic payments, all staff are now paid by direct deposit or paycard (similar to a debit card but not tied to a bank account).
- There were multiple changes in budget, categorical funding and reporting, the retirement system, and bargaining agreements. The team had to accommodate those changes and determine the best ways to implement them given our limitations in the financial software system.

MAJOR GOALS/FOCUS AREAS FOR 2011-12

- Training and support of the multiple staff who were moved or displaced as a result of the elimination of media assistants. Several staff moved from learning support to operations support positions. This requires an entirely new set of software and operations for them to learn.
- Implementation of Payschools as a method of accepting credit cards for payment of student activity fees. Parents have been asking to pay the higher athletic fees by credit card. For items such as registration for advanced placement classes and enrichment, we plan to implement a software that will record the registration information as well.
- Paperless Payroll – the goal is to no longer print or distribute direct deposit vouchers and save both the paper and postage. We would like to have staff use the access portal and look-up that information electronically.

- Budget Process support and implementation for the 2012-13 budget year is expected to be both challenging and far reaching.

Discussion included accounting software and feedback on Payschools.

Mr. Clarke, Superintendent, presented the following information on *Community Relations* and the *Rochester Community Schools Foundation*:

MAJOR ACCOMPLISHMENTS 2010-11

Community Relations Department

- Design and distribution of parent communications including "Instructional Pathways" and ELL brochures
- Successful transition of all new staff members into Community Relations office following retirements
- RCS brochure and Communicating Concerns brochure translated into Spanish and Albanian
- Opening Day celebration for all staff
- Updates to district website
- Coordination of district participation in Dr. Martin Luther King, Jr. celebration in January
- Kindergarten Information Night in February
- Liaison to PTA Council
- Initiation and organization of Superintendent's Community Council and Drug Summit

Rochester Community Schools Foundation

- Processed \$568,000 in donor directed and undesignated gifts
- An annual appeal letter was mailed December 2010.
- The Foundation conducted an ornament fundraiser in November 2010
- MEEMIC/Pino Excellence in Education awards were presented in April 2011
- The Hometown Hustle was held in October 2010 and May 2011.

MAJOR GOALS/FOCUS AREAS FOR 2011-12

Community Relations

- Evaluate updated communication system with addition of School Messenger to align communications with most appropriate tool.
- Community/Parent outreach per District Improvement Plan Goals
- Help facilitate successful anti-bullying pilot
- Kindergarten Study/Implementation Communication

Rochester Community Schools Foundation

- Organize and implement new fundraising initiatives for the RCS Foundation
- Add new directors to the RCS Foundation Board
- Increase Foundation/school fundraising partnerships

Discussion included board members seeking the data from the May Summit, translation of documents, language/culture figures, and legal compliance.

Mr. Stoner, Director of Facility Operations, presented the following information on the *Facility Operations*:

MAJOR ACCOMPLISHMENTS 2010-11 - Custodial Department

Consolidated Team Cleaning Concept

- Added non summer school buildings including two high schools
- Reduced summer hires by 30
- Aggressively turned off buildings (air, supplies, deliveries)

Reorganized Administrative duties

- Assigned buildings to coordinators
- Reduced energy manager position (less cost)
- Record data through surveys and peer district comparisons

Finalized hiring/promotion process

- All new hires undergo extensive pre-employment testing
- All candidates for head custodial positions are skill tested

MAJOR GOALS/FOCUS AREAS FOR 2011-12 - Custodial Department

Solidify Summer Building Closed Concept

- Work with other groups to consolidate concept

Continue to Investigate Cost Reductions

- Continue efforts in energy, supplies, employees & vendor cost reduction strategies

MAJOR ACCOMPLISHMENTS 2010-11 - Maintenance & Grounds

Operate Grounds Department with fewer employees

- Reduced grounds employees by 1 and instituted new snow removal procedures
- Staff the high schools 24/5.
 - Use maintenance to plow snow

Prioritize Capital Projects

- Use roof data, life cycles, parking lot data to prioritize projects

MAJOR GOALS/FOCUS AREAS FOR 2011-12 - Maintenance & Grounds

- Continue investigate cost savings
- Update capital project lists
- Collect data for annual furniture replacement (\$64,000 budget allocation)

MAJOR ACCOMPLISHMENTS 2010-11 - Transportation

- Integrate Technology between CIMS and Edulog
- Integrate Technology between CIMS and Time clock
- Bus maintenance records

MAJOR GOALS/FOCUS AREAS FOR 2011-12 – Transportation

- On-going Professional Development opportunities
 - Safety, peer relations, student relations, customer service, team-building
- Improve garage operations\bus purchases
- Collect data for peer comparison

Discussion included energy/bond project, bus purchases and sinking fund. Ms. Hartnell provided board members a handout on sinking fund.

Ms. Davis, Executive Director of Human Resources, presented the following information on *Human Resources*:

MAJOR ACCOMPLISHMENTS 2010-11

Restructuring of para-educator schedules

- Savings of approximately \$750,000 for 2011-2012 and still providing more instructional support to students overall.

Negotiation of concessionary collective bargaining agreements

- REA concessionary contract, including moving 900 teachers to the "choices" benefit plan and providing informational meetings to employees. Two tier step schedule providing for expanded 15 step salary schedule for new hires. Elimination of ERIP in June 2012.
- RSPA instituted position testing for all positions including when transferred as a result of reductions/bumping. Moved to "choices" benefit plan and -2% reduction in salary.
- Para Educators concessionary contract with overall -2% pay reduction. Two tiered benefit plan with base choices plan for current instructional and HMO plan with 5% premium sharing for non-instructional. All new hires must enroll in HMO plan. Removal of language requiring all to be full-time when possible. Requirement that all instructional/special education para educators be highly qualified under NCLB by January 2012.
- Executive Assistants took a 2% pay reduction and moved to the "choices" benefit plan.
- Supervisors, Managers and Coordinators contract extension.

Hiring of highly qualified administrators, teachers and support staff

- Hired approximately 70 teachers in 2010 and 25 in 2011 after retirement incentive. 100% certified and highly qualified. Hired 10 Principals/Assistant Principals in 2011.
- Provided HUMANeX/Ventures Teacher training so that all Principals/Assistant Principals are trained in the teacher selection interview.
- Provided HUMANeX/Ventures Principal selection interview training to two curriculum and two human resources administrators.
- Added the Style Profile Builder online screener interview to the teacher application to provide a tool for principals to screen applicants with predictive indicators for success.
- Instituted position testing for all support staff positions leading to highly qualified candidates in secretarial and para educator positions.

MAJOR GOALS/FOCUS AREAS 2011-12

Negotiate six (6) collective bargaining agreements

- All six collective bargaining agreements will have expired or are expiring in 2012.
- Investigate health care and other benefit options that will align with possible health care caps/premium share mandates from the state. Continue to negotiate "merit pay" for teachers and administrators to meet state requirements.
- Implement new Teacher Tenure Act amendments and incorporate changes in the collective bargaining agreement.

Revise hiring/staffing process for teachers and investigate change in online application process.

- Explore replacing current online application system for all positions.
- Review and revise the district's hiring process for teachers.

Enhance Wellness Program

- Promote the district's employee assistance program and its benefits and resources.
- Promote wellness by providing employees with information and incentives that promote wellness and ultimately save the district through health care savings.
- Provide employees with professional development opportunities centered around wellness and health.

Discussion included the bumping, training, transition plan, early retirement, contract language, health care, wellness options and merit pay being tied to student achievement.

Mr. Mozdierz, Director of Educational Technology and Media Services, presented the following information on *Technology* and *Media Services*:

MAJOR ACCOMPLISHMENTS 2010-11

Technology Services

- Installation of 700+ new computers
- Migration to Office and Exchange 2010
- Deployment of over 60 SmartBoards
- Copy machine replacements and copy card deployment
- Completed work for state electronic transcript tool – Docufide
- Completed data collection requirements for Teacher Student Data Link (TSDL)
- Delivered variety of professional development opportunities for staff
- Co-hosted second annual SmartBoard user conference with Chippewa Valley Schools
- Supported department-based initiatives for new application and programs
 - Successmaker, e 20/20, PaySchools,
- Rewrite of District Website application (currently used by 9 districts)
- Redesign and enhancement of myRCS application

MAJOR GOALS/FOCUS AREAS 2011-12

Technology Services

- Replacement of technology devices (desktops, laptops, etc.)
- Establish replacement plan for district information systems (Student, Business, HR, Library)
- Establish replacement plan for video and phone systems
- Pilot new technologies for students (iPad, tablets, etc.)
- Enhance professional development opportunities for staff
- Evaluate new technologies for optimization of resources
- Evaluate program and services for optimization, security and customer support
- Comply with increased data reporting for State of Michigan
- Support department-based initiatives for applications and programs

MAJOR ACCOMPLISHMENTS 2010-11

Media Services

- Developed and delivered new 9th grade digital citizenship module with ELA 9 classrooms
- Completed elementary media and technology skills guidelines for K-5 media program
- Collaborated with classroom teachers on lessons, projects, research and information literacy skills
- Middle School Poetry Slam to complement Authors in April event
- Elementary Teacher Labs

MAJOR GOALS/FOCUS AREAS 2011-12

Media Services

- Evaluate program services and support with reduced staffing
- Evaluate program for future
- Develop digital citizen modules for elementary and middle school

Discussion included working with private enterprises, financial reporting/accounting software, MyRCS communication to parents and tracking usage, program services and support at the middle and high school and digital citizen modules.

Mrs. Moore, Assistant Superintendent for Instruction and Curriculum, gave an overview of the Curriculum department.

Ms. Fiye, Director of Pre K – 12, presented the following information on *Curriculum – General Education*:

MAJOR ACCOMPLISHMENTS 2010-11

Curriculum Alignment

- Common Core Standards
- College Readiness
- Instructional Pathways

Curriculum Mapping

- Training and professional development for Atlas Curriculum mapping

Pyramid of Intervention

- Accelerated Math 6 placement process and timeline
- Accelerated math placement procedures for middle school students
- Advanced Language Arts 6 process and timeline
- SuccessMaker implementation K-12
- Evaluation and Development of Tier II Interventions

Professional Development (Professional Learning Community)

- Instructional Leadership Team focus on "Effective Teaching"
- Teacher lab model expanded to middle school

8.5 Initiatives

- Universal Screener – continued implementation for new students who have incomplete testing data from prior district
- Transition spreadsheet – continued development of consistent procedures for transition support from elementary to middle school and middle school to high school

Systemic Consistency

- Development of format and communication plan for High School Teacher Leaders Program
- Development of communication plan for Middle School Teacher Leaders Program
- Electronic/Correspondence Course Credit Guidelines
- Enrollment Guidelines for students with Severe High School Credit Deficiencies

Full-Day Kindergarten implementation for 2012-13 (planning)

State Mandates

- Docufide (electronic transcripts)
- Teacher Student Data Link (TSDL)

MAJOR GOALS/FOCUS AREAS 2011-12

Curriculum Alignment

- Continue alignment of curriculum with the Common Core Standards and College Readiness Benchmarks

Full-Day Kindergarten Implementation for 2012-13

Cultural Competency/Anti-bullying

Professional Development (Professional Learning Community)

- Teacher Evaluations
- Differentiation
- RTI/Special Education
- Cultural Competency

Discussion included the communication of the curriculum alignment and mapping document internally as well as externally, college readiness data, common core, best practices, module usage, teacher leader and professional development, assessment, accelerated testing, request for review, transitions, seat time requirements, meeting the needs of all students.

Recess at 12:18 p.m. / Meeting recalled at 12:56 p.m.

Mrs. Evans, Director of Special Education, presented the following information on *Curriculum – Special Education*:

MAJOR ACCOMPLISHMENTS 2010-11

- All teachers and ancillary staff were trained on the new state required standards based IEP
- Multiple teams were trained with Dr. Villa on specific strategies for Co-Teaching and implemented those strategies daily in the classroom
- A committee was formed and met throughout the year to complete an updated parent handbook
- Training was completed with administrators and learning consultants on the new requirements for identifying and providing accommodations for students in need of a 504 plan
- A committee was formed to work on a consistent child study referral process for special education at the elementary level. (Elementary Problem Solving Packet)

Products:

- An IEP binder with IEP development guidance was given to staff
- A new revised Parent Handbook is available on-line and for distribution
- 504 manual policies and procedures for “Students”
- Instructional Problem Solving Process/Packet was developed for child study teams

MAJOR GOALS/FOCUS AREAS 2011-12

- Work toward consistent practices for disciplining students with disabilities.
- Continue committee work on the Secondary Problem Solving Packet, pilot format at a secondary building
- Continue inservice and program evaluation of Co-Teaching
- Provide training and inservice to para-educators displaced.
- Incorporate “Inside Algebra” as an intervention for 9th grade students with a disability who need skill development prior to taking Algebra
- Complete and distribute Autism Spectrum Disorder Evaluation and Eligibility Guidelines
- Complete committee work on “Procedures for Transitioning Students with an Emotional Impairment into and out of EI Basic Classroom Programs”
- Revise all special education policies and procedures
- Develop a Moodle site for communication and as a resource for special education staff

Products:

- Each secondary Principal and Assistant Principal will receive a notebook clarifying procedures and guidelines for discipline and suspension of a student with a disability.
- Autism Spectrum Disorder Evaluation and Eligibility Guidelines Manual will be distributed to teams
- Distribute to appropriate special education staff binder on "Procedures for Transitioning Students with an Emotional Impairment into and out of EI Basic Classroom Programs".

Mrs. Larson, Director of Assessment, presented the following information on *Curriculum – Assessment*:

MAJOR ACCOMPLISHMENTS 2010-11

State Reporting Requirements

- Chaired District Improvement Planning Committee
- Developed District Improvement Plan, District Data Profile and Process Rubric in compliance with new State requirements
- Supported principals and School Improvement Teams in the development of School Improvement Plans
- Updated and published District Annual Report and provided template to principals for school Annual Reports. Added assessment data to each school's report.
- Reviewed and updated all documents related to Education YES! (Mi SAAS) including School Report Cards and AYP. Write appeals as appropriate to correct data.

General Education Grants (Title I, Title II, Title III, 31A)

- Assumed responsibility for all general education grants
- Prepared for Title III audit
- Support Principals and Learning Consultants with all grant requirements

Teacher Evaluation (Teacher Evaluation Committee)

- Revised Teacher Evaluation process to be in compliance with new state requirements and to improve the process
- Developed a Rubric with multiple rating categories that describes "best practice"

ACT/College Readiness (Assessment Committee)

- Revised the internal assessment schedule to include EXPLORE at 7th, 8th and 9th grades and PLAN at 10th grade in preparation for ACT in 11th grade
- Developed a College Readiness brochure for parents
- Implemented ACT Parent Nights at each secondary building
- Updated the Assessment webpage to include several links to College Readiness, ACT, Explore and Plan information

Assessments

- Oversee all state testing including MEAP, MME and ELPA.
- Provide data on test results to all stakeholders and prepare presentations for building principals.
- Oversee the Exam for Credit process
- Testing now takes place twice a year

- Implemented a new version of Pearson Inform which has merged the functionality of Benchmark and Inform into one program
- Added Pearson Inform Coaches at the secondary level
- All State Assessments, Explore, Plan, ACT, and Common District Assessment results were added to Inform.

MAJOR GOALS/FOCUS AREAS 2011-12

Teacher Evaluation

- Implement the new Teacher Evaluation system
- Provide Professional Development to all building principals and teacher staff
- Develop additional Teacher Rubric for non-classroom teachers
- Monitor all new legislation regarding teacher evaluation and make adjustments as necessary to be in compliance.

State Reporting Requirements

- Monitor and implement revisions to the Education YES! Accreditation system. Including new College Ready targets and cut scores for MEAP, MME and AYP.
- Develop a program evaluation tool for state and federal grant programs. This is a new requirement for all grant programs.
- Implement a Program Evaluation tool to monitor and adjust district/school programs
- Monitor changes in state requirements
- Adjust reporting process as necessary to be in compliance

ACT/College Readiness

- Support buildings in the use of Explore, Plan and ACT data
- Provide additional support and information to principals to be presented at parent nights

Discussion included evaluation cycle, annual teacher evaluation and rubric.

Ms. Flye, Director of Pre K – 12, presented the following information on *Curriculum – Children's Programs*:

MAJOR ACCOMPLISHMENTS 2010-11

Provided a self-supporting, quality program for our students and families. Serviced 1200 SAC and 525 pre-school students.

Began on-line registration process for the Elementary Summer Learning Program.

Staff collaborated to design a curriculum and create common assessments based on the Michigan Early Childhood Standards.

- Lesson plans include connections to the standards
- Developmentally appropriate portfolios are based on the standards and reflect student growth

MAJOR GOALS/FOCUS AREAS 2011-12

SAC will open at 6:45 AM at all elementary buildings

Increase district-wide program collaboration

- Pre-school will participate in district-wide professional development

Contribute to the transition process regarding full-day kindergarten

Discussion included early childhood standards, other pre-schools in the community and professional development.

Self Assessment

Board members discussed their self assessment tool which includes expectations, primary responsibilities, obstacles that hinder job performance, board goals, training, governance, financial oversight, executive oversight and board decision making.

Discussion among board members included adding the Superintendent Continuous Improvement Committee, Superintendent Curriculum Advisory Committee, and Superintendent Business, Operations and Support Advisory Committee under the governance heading. Each committee will update goals, incorporate a standard report out document and minutes will be communicated in a timely manner.

Under the executive oversight heading discussing included protocol, key performance indicators, the annual assessment of the superintendent and strategic plan. With regards to the annual strategic plan changes need to be pointed out as areas of focus and an explanation of why numbers may have gone up or down as well as how the district is going to address/fix these changes.

Under the board decision making heading board members discussed looking at reformatting the Study Session including focus, dialogue, limiting presentations and room location.

Goals

Board members drafted the six new goals that included achievement, finance, facilities, communication, technology and board governance. Each goal will include an explanation/definition, objectives and tasks. The goals will remain constant but the objectives can change.

ADJOURNMENT

Motion to adjourn the meeting at 5:30 p.m.

Moved by: Ms. Nowak

Supported by: Mrs. Berwick

Motion carried: 7-0

Respectfully submitted:

Christine Keener
Recording Secretary

Approved by:


Secretary, Board of Education