



ROCHESTER COMMUNITY SCHOOLS
501 West University Drive, Rochester, Michigan
BOARD OF EDUCATION REGULAR MEETING
November 11, 2013

MINUTES

Call to Order

A Regular Meeting, Open to the Public, of the Board of Education for the Rochester Community Schools, Rochester, Michigan was held on Monday, November 11, 2013, at RCS Administration Center, 501 West University Drive, Rochester, Michigan 48307. President Beth Talbert called the meeting to order at 7:00 p.m. Board members led in the Pledge of Allegiance.

Roll Call

Members Present: Beth Talbert, Lisa Nowak, Pat Piskulich, Jennifer Berwick, Chuck Coutteau, Jane Pierobon, and Michael Zabat

Members Absent: None

Others Present: Robert Shaner, Debi Fragomeni, Dan Romzek, Debbi Hartman, Carrie Lawler, Michael Behrmann, Anne Evans, Lori Hartnell, and approximately 100 visitors.

Jolene Plotzke, Choir Director from Rochester High School, lead a combination of alumni and current students in The Star Spangled Banner.

Communications

A. Secretary of the Board of Education

Mr. Piskulich shared that the Board of Education received 131 communications regarding the teacher contract from the following people: Elizabeth Tigue, Jennifer Sonquist, Carnella Johnson, Paul Jakey, Cameron McConnell, Tom Moxley, Jeff Hall, Colleen Monroe, Jolene Plotzke, Lara Cornish, Nicole Edick, Amanda Brzezicki, Elizabeth Bromund, Nicole Murphy, Michelle Rupp, Heather Guzik, Jennifer Wordell, Barb Prew, Stephanie Papak, Kathryn Porembiak, Sara Sullivan, Diane Kosuda, Jill Leider, Paula Denyes, Kristin Newer, Matthew Cottone, Daniel Amore, Tiffany Gauthier, Denise Tayloe, Mary Jo Hickey, Megan Maguire, Brandee Senecal, Amber Filipski, Amber Trachsel, Renae Ormsby, Beth Bowerman, Sarah Lewis, Aleah Walvaara, Lois Davis, Amber Gress, Natalie James, Tiffany Goliday, Katie Antrup, Melissa Duggan, Eric Thuma, Melissa Moore, Tarra Dodge, Karen Darcy Campbell, Merritt Golick, Sheryl Hicks, Loren Gosling, Andrew Leh, Anne Kast, Marjorie Adams, Mary Hartz, Barb

Gemellaro, Kim Filips, Sarah Kimmel, Jenna Fischetti, Karen Knight, Fran Scislowicz, Bruce Cottingham, Jeff Kutschman, Heather Poirier, Dana Getsinger, Cheryl Ogonowski, Emily Sommer, Nancy Ann Tomaszycski, Jessica Rome, Susan Rapp, Jan Dillon, Rebecca Campbell, Dale, Michelle Ferries, Julie Gibson, Denise Read, Lindsay Nowak, Jen Weller, Timothy Nadeau, Jeff Castonia, Adam Miserlian, Dylan McKee, Jennifer Lovell, Audrey Swider, Ona McGhee-Jones, Emily Hung, Tom Zara, Megan Thomas, David Tulppo, Amy Baisley, Leesa Stumpf, Amy O'Rourke, Joy Yokes, Leslie Jennings, Susan Reizian, Janice, Michelle Guest, Beth Bublely, Erika Wattles-Cooke, Michelle Gallagher, Colleen Mestdagh, Cindy Woodard, Heather Thomas, Magdalena Wolski, Traci Naylis, Barbara Cavins, Erin Simons, Amanda Chutorash, Ali Surinck, Robin Czarniowski, Andrew Krupp, Andrea Ciluffo, Tricia Williams, Mary Anne Norred, Rita Peter, Steven Book, Todd Calcamuggio, Shelley Zuziak, Donley Norris, Gail Davidson, Julie Reese, Chris DeVantier, Nicholas Klak, Amy DiCresce, Jeffrey Garnai, Kelly Nixon, Cristy Limke, Jennifer Curran, Jenny Zavadil, and Brian S. Kirksey.

B. Citizens Requesting Placement on the Agenda

Heather Poirier, resident, teacher, and parent, addressed the Board regarding the REA contract negotiations.

Heather Chase, parent, addressed the Board regarding the REA contract negotiations.

Angela Gadlage, parent, addressed the Board regarding the REA contract negotiations.

Tracie Bailey, teacher and parent, addressed the Board regarding the REA contract negotiations.

C. Student Representatives to the Board

Student Representatives from Rochester, and Stoney Creek High School shared information about activities taking place at their schools since the previous Board meeting.

D. Members of the Board of Education

Ms. Nowak shared at Chat with Board this evening she was able to catch up with a few teachers.

Mrs. Talbert had correspondence from Gary Elliott involving an issue at Rochester High School.

Spotlight on Success

A. Veterans Day Recognition (Informational Item) Mrs. Talbert

Rochester Community Schools Board of Education honored staff and Board members who are veterans in Recognition of Veterans Day with a PowerPoint presentation, a brief iMovie, and Mrs. Talbert read the following proclamation:

PROCLAMATION
VETERANS DAY

WHEREAS, Veterans Day commemorates the courage and patriotism of the men and women who have served in the United States Armed Forces;

WHEREAS, in 1938 a law was adopted to make the day a Federal holiday and in 1954 Congress changed the name from Armistice Day to Veterans Day;

WHEREAS, Americans commemorate the patriots who have risked their lives to preserve the liberty of our Nation, the families who support them, and the heroes no longer with us;

WHEREAS, these obligations do not end after their time of service, and we must fulfill our sacred trust to care for our veterans after they retire their uniforms;

WHEREAS, long after leaving the uniform behind, many veterans continue to serve our country as public servants and mentors, parents and community leaders;

NOW, THEREFORE, BE IT RESOLVED that the Rochester Community Schools Board of Education, pays tribute to our staff members who are also veterans of all wars on November 11, 2013.

B. RCS Foundation Board Member Recognition (Informational Item) Mrs. Hartman

Mrs. Hartman, Director of Community Relations and RCS Foundation, recognized Paul Gilbert, Sue Thomasson, Paul Funk, and Melinda Conway Callahan for their years of volunteer service to the Rochester Community Schools Foundation Board of Directors with a plaque.

Consent Agenda

A motion was made to approve the following Consent Agenda items as presented:

- A. The Current Bills Payable for September 30, 2013 through October 25, 2013 in the amount of \$10,801,162.49.
- B. The Board of Education Regular Meeting Minutes of October 14, 2013.
- C. The Board of Education Work Session Minutes of October 28, 2013.
- D. The Resolution Authorizing the Storm Water, Asset Management, and Wastewater (SAW) Grant Agreement.

Moved by: Mr. Coutteau

Supported by: Mr. Piskulich

Vote: 7-0

Reports

A. Superintendent's Committee Reports (Information Item) Dr. Shaner and Mr. Romzek

Dr. Shaner shared information from the Superintendent's Steering Committee (SSC) meeting that took place on October 23, 2013. Discussion included the Superintendent's Achievement Goals, future Work Session topics, and an update on the Strategic Plan. At the November 6, 2013 SSC meeting discussion included non-homestead millage, dates of negotiation sessions, Board Bylaws and the services rendered by Lusk and Albertson, RACE program and potential modifications to where it is housed, MASB Fall Conference, and a Strategic Plan update.

Mr. Romzek shared information from the Superintendent's Business and Operations Committee meeting that took place on November 4, 2013. Discussion included the draft of the 2013 Audit Report, the Monthly Budget Report, Year-End Facility Operations Analysis, the possibility of 2014 Refunding Bonds,

and the PA152 Health Care Cost Sharing.

B. Superintendent's Report (Informational Item) Dr. Shaner

Dr. Shaner reported that the strategic planning process is moving forward and the committee will have its third meeting on Wednesday, November 13, 2013.

New Business

A. Superintendent's Performance Review (Action Item) Mrs. Talbert

A motion was made to approve the proposed changes to the Superintendent's Performance Review document as presented.

Moved by: Mr. Coutteau

Supported by: Mrs. Pierobon

Mrs. Talbert clarified that the only change to the document was the addition of Minimally Effective to the list of options in order for Dr. Shaner's evaluation to mirror that of the staff and teachers. Additionally, when this document was developed some items were added in red, which were just talking points, and need to be removed from the approved document.

Vote: 7-0 Attached to the Minutes: Approved Superintendent's Performance Review

B. Board Bylaw 0160 and 0170 (Action Item, First Reading) Mrs. Fragomeni

A motion was made to approve the first reading of the proposed Board Bylaw 0160 and 0170.

Moved by: Ms. Nowak

Supported by: Mrs. Berwick

A motion was made to table the item until the next regular meeting.

Moved by: Mrs. Pierobon

Supported by: Mr. Piskulich

Vote: 7-0

C. 2012-2013 District Audit (Action Item) Mr. Romzek

Mr. Romzek, Assistant Superintendent for Business, introduced Mr. Jim Koepke from Doeren Mayhew, and Ms. Lori Hartnell, RCS Director of Budget and Finance, who shared the 2012-2013 District Audit report with the Board and answered Board questions. The audit opinion from Doeren Mayhew is an "Unqualified Opinion" meaning that the financial records as reviewed by the third party accounting firm are a true representation of the district's accounting. This is one of the things that bonding entities look to when providing a bond rating. The Board had discussion regarding the fund balance as of June 30, 2013 and how the district uses the fund balance to meet obligations during the lag period that the district does not receive revenues from the state. Currently the district does not have to borrow to meet those obligations because of the fund balance of approximately \$16,000,000 as of June 30. The Board also discussed the difference between bonds and general fund revenue. Bonds cannot be used to pay day-to-day expenses.

Jason Tether, parent, commented on the unassigned assets.

James Campbell, citizen of the district and spouse of a RCS teacher, commented on the fund balance.

A motion was made to accept the 2012-2013 District Audit Report as presented.

Moved by: Mrs. Pierobon
Supported by: Mrs. Berwick
Vote: 7-0

Additional Business

A. Citizens Present at the Meeting

Michelle Buelstel, parent and Rochester PTA President, announced the December 3, 2013 Substance Abuse Parent Forum at Adams High School at 7:00 p.m.

Darious Mikulski, community member, addressed the Board with suggested changes to Policy 7510 regarding the use of district facilities after hours by community members.

B. Members of the Administration – None

C. Members of the Board of Education

Mr. Piskulich announced ACE's Celebrity Server event at Big Boy on November 12, 2013.

Announcements

Upcoming Events

November 12, 2013	Evening Parent Conferences Gr. K-5
November 14, 2013	Evening Parent Conferences Gr. K-5
November 18, 2013	7:00 P.M. Board of Education Closed Mtg., Admin. Ctr.
November 25, 2013	7:00 P.M., Board of Education Work Session, Reuther MS
November 27-29, 2013	No School Gr. K-12 & Post High / Thanksgiving Recess
November 27, 2013	Professional Development
December 2, 2013	5:30 P.M. Board of Education Closed Mtg., Admin. Ctr.
December 3, 2013	7:00 P.M., Substance Abuse Parent Forum, Adams High School
December 9, 2013	7:00 P.M., Board of Education Regular Mtg., Admin. Ctr.

Adjournment

A motion was made to adjourn the meeting at 8:30 p.m.

Moved by: Mr. Coutteau
Supported by: Mrs. Nowak
Vote: 7-0

Respectfully submitted:

Christine Keener
Recording Secretary

Approved by:


Secretary, Board of Education

Superintendent Performance Review

(Adapted from the form recommended by the National Center for Non-Profit Boards)

For: **Dr. Robert Shaner**

Performance Review Period from January 20____ to December 20____

Section A: Student Achievement

_____ / 50 Points = 50%

Highly Effective	45-50 Points
Effective	40-44 Points
Minimally Effective	35-39 Points
Ineffective	0-34 Points

1. Student Achievement:

How effective has the Superintendent been in accomplishing the student achievement goals and objectives approved by the Board of Education?

Superintendent Comments:

Board Comments:

Section B: Leadership and Goal Attainment _____ / 50 Points = 50%

Outstanding leadership is the result of a clear vision and mission; appropriate strategies to achieve this vision, success at achieving established goals, and the demonstration of appropriate leadership behavior. As such, please give an overall effectiveness rating to the Superintendent based on leadership and goal attainment. You may wish to revisit your ratings after completing section C.

Highly Effective	45-50 Points
Effective	40-44 Points
Minimally Effective	35-39 Points
Ineffective	0-34 Points

2. Vision, Mission & Strategy:

How effective has the Superintendent been in developing and sharing a clear understanding of the mission and strategy of the organization and in playing a key role in translating that mission into realistic action?

Superintendent Comments:

Board Comments:

3. District Goals - Achievement & Results:

For the performance period under review, how effective has the Superintendent been in accomplishing the goals and objectives approved by the Board of Education?

Superintendent Comments:

Board Comments:

4. Leadership Qualities

How effective has the Superintendent been in demonstrating leadership through appropriate personal qualities (integrity, flexibility, commitment), interpersonal skills (communication, influence), and leadership skills (trust, vision, team development)?

Superintendent Comments:

Board Comments:

Section C. Functional Areas of Leadership

This section is completed in order to provide feedback for the Superintendent about his performance in a variety of functional areas. Please provide comments for each of the items in C1, C2, and C3. Based on responses, the Board may wish to discuss professional development opportunities for the Superintendent or adjust the Leadership Effectiveness rating.

Section C1: Management of Resources:

5. Staff Management:

How effective has the Superintendent been in ensuring that the highest quality staff are hired, trained, held accountable and professionally developed? Has the Superintendent developed productive working relationships with the staff?

Superintendent Comments:

Board Comments:

6. Instructional Management:

How effective has the Superintendent been in demonstrating a thorough knowledge of the instructional programs and services in the district and in providing appropriate oversight for the provision of high quality education for all students? Has the Superintendent assured that the organization has an effective curriculum review process?

Superintendent Comments:

Board Comments:

7. Fiscal Management:

How effective has the Superintendent been regarding financial matters and in establishing a system that allows for accurate accounting and informed financial decision making?

Superintendent Comments:

Board Comments:

8. Facilities/Operations Management:

How effective has the Superintendent been in assuring that the organization has suitable systems, policies, and processes for accounting and fund management, personnel management, facility management, technology and risk management?

Superintendent Comments:

Board Comments:

C2. Professional Relationships

9. Board Relationship:

How effective has the Superintendent been in working effectively with the Board, maintaining high quality and open communication and a collegial and professional environment?

Superintendent Comments:

Board Comments:

10. Parent Relationships:

How effective has the Superintendent been in maintaining and cultivating a positive professional reputation with parents, responding appropriately to parent concerns, and appropriately including parents in decision-making?

Superintendent Comments:

Board Comments:

11. Community Relationships:

How effective has the Superintendent been in maintaining a positive professional reputation in the local community and cultivating effective partnerships with public officials, community leaders and relevant community organizations?

Superintendent Comments:

Board Comments:

C3. Other Expectations

12. Other Expectations:

How effective has the Superintendent been in responding appropriately to unanticipated or difficult situations and to those specific challenges associated with the unique mission of this organization?

Superintendent Comments:

Board Comments:

13. Professional Development:

How effective has the Superintendent been in developing and following a clear path of professional development?

Superintendent Comments:

Board Comments:

Evaluation Summary:

			<u>Point System</u>
A.	Student Achievement	(50 Points = 50%)	_____
B.	Leadership	(50 Points = 50%)	_____
			_____ Total

Overall Effectiveness Rating

___ **Highly Effective** **90-100 Points = 90-100%**

___ **Effective** **80-89 Points = 80-89%**

___ **Minimally Effective** **70-79 Points = 70-79%**

___ **Ineffective** **0-69 Points = 0-69%**

Superintendent Comments:

Board Comments: