



**ROCHESTER**  
COMMUNITY SCHOOLS  
PRIDE IN EXCELLENCE

**ROCHESTER COMMUNITY SCHOOLS**  
501 West University Drive, Rochester, Michigan

**BOARD OF EDUCATION WORK SESSION**  
March 26, 2018

**MINUTES**

**Call to Order**

A Work Session, open to the public, of the Board of Education for Rochester Community Schools, Rochester, Michigan was held on Monday, March 26, 2018 at Long Meadow Elementary School. President Sandy Fiaschetti called the meeting to order at 7:00 p.m. Board members led in the Pledge of Allegiance.

**Roll Call**

Members Present: Sandy Fiaschetti, Mike Zabat, Michelle Bueltel, Kevin Beers and Barb Anness

Members Absent: Kristin Bull and Pat Piskulich with notice.

Others Present: Robert Shaner, Debi Fragomeni, Dana Taylor, Lori Grein, Carrie Lawler, Michael Behrmann, Anne Evans, Jeff Frankowiak, Whitney Marshall, Matthew McDaniel, Jennifer Fickel, Margy Wondolowski, Lydia Doka, Edyee Stocks, Rena Sun, Debbie Corby, Leisa York-Walker, Pete Muscio, Wendy Beitel, Cindy Lindner, and approximately 8 visitors

Principal Jeff Frankowiak welcomed the Board of Education to Long Meadow Elementary School. Mr. Frankowiak gave the Board an update on technology initiatives including the Bunny Broadcast and a swivel robot camera. Bunny Broadcast crew members discussed their weekly video production and Kindergarten teacher Kathy Christie demonstrated the swivel robot and its use in classrooms. Teachers are able to capture presentations, review and share the presentations as well as evaluate their practices. Principal Frankowiak shared that the swivel camera is part of a pilot program with two additional swivel robot cameras in use at the middle and high school level.

**Communications**

**A. Secretary of the Board of Education**

Michelle Bueltel shared the following communications received by the Board of Education since the prior meeting: Deb Camphous shared news on national school social work week, Sharon White sent an invitation from the Bloomfield Republican Women's Club, Jennifer Kropchak conveyed her concerns about a lock down drill at SCHS, Jamie Hilliard requested RCS staff and students receive ALICE training, Meredith McCutcheon and Dr. Eric McCutcheon requesting ALICE training for RCS staff and students and an update on safety planning for the District and VeRonica Mitchell asking if there have been recent issues of racial insensitivity among the student body.

**B. Citizens Requesting Placement on the Agenda - None**

### **C. Members of the Board of Education**

Sandy Fiaschetti received a call from Elizabeth Witten asking about school safety.

#### **Work Session**

##### **A. Internal Controls**

Assistant Superintendent for Business Affairs Dana Taylor, Director of Financial Services Mathew McDaniel and the Business Office Staff gave a detailed review of the five areas of internal controls currently in place: control environment, risk assessment, control activities, information and communication and monitoring. Business Office staff members shared with the Board how each position functions within these controls to insure uniform guidance of all policies and procedures to guarantee fiscal accountability and transparency.

Board discussion included:

- Questions on grant administrators
- Questions on the reconciliation process
- If training is provided to school secretaries and then shared with PTA, clubs and parent volunteers
- Courier procedures and staffing
- If discrepancies are ever found in direct payment ledgers
- Do all employees record their hours or only hourly employees
- Issues with BP software
- Uniform guidance for the approval track in BP

Dana Taylor and staff members responded to the Board.

Sandy Fiaschetti thanked the Business Department staff for their efforts.

##### **B. Budget Amendment III**

Mathew McDaniel gave an overview of the budget planning objectives, budget calendar and reviewed the original budget along with the first and second budget amendments. Matt outlined the third General Fund Budget Amendment, including key revenue and expenditure changes

Board discussion included:

- Is the reduction in diesel prices due to lower costs for diesel fuel
- Will next year's budget be based upon the current budget

Dana Taylor and Matthew McDaniel responded to the Board.

##### **C. Utility Rebate Program**

Director of Capital Projects and Facilities Pete Muscio reported on the Utility Rebate Program, an incentive program to implement energy savings. Consumers Energy, DTE and the State of Michigan participate in the program. Rebates are available for projects and maintenance improvements and RCS will submit applications for the bond program projects. The process included a pre-application to reserve funds, a final application and field verification. Savings incentives include lighting, heating and cooling equipment,

hot water heaters, building control systems, variable frequency drives, and insulation. Pete reviewed the total savings for eight RCS schools:

DTE	\$86,800.54
Consumers Energy	\$91,114.69
State of Michigan	\$10,615.00

Reflecting a total savings of \$186,530.23

Board discussion included:

- How long does the process take for approval
- Have we received any rebates to date

Pete Muscio responded to the Board.

#### **D. Seal of Biliteracy**

Executive Director of Secondary Education Carrie Lawler and World Language Coordinator Elizabeth Arcangeli reported that the Seal of Biliteracy is an award given to graduating seniors by the Michigan Department of Education in recognition of students who have attained proficiency in English and one or more languages by high school graduation. The RCS Seal of Biliteracy targets the global awareness of the Strategic Plan, enhances RCS opportunities that promote Biliteracy, promotes global education initiative and supports career readiness. Elizabeth reviewed the steps necessary to award seals for 2018 RCS graduating seniors.

Board discussion included:

- Will the seal only be on the diploma and not a student transcript
- Does the MDE Intermediate High ranking correlate to an AP exam
- How many RCS students might qualify for the seal
- Costs involved and will the district pass along the charge to the students

Carrie Lawler and Elizabeth Arcangeli responded to the Board.

#### **Additional Business**

##### **A. Citizens Present at the Meeting - None**

##### **B. Members of the Administration**

Dr. Shaner thanked Principal Frankowiak and the Long Meadow staff for their hospitality.

Assistant Superintendent for Curriculum and Instruction Debi Fragomeni reported that a representative from Green Schools Initiatives would be visiting RCS this week to discuss grant opportunities.

Chief Human Resources Officer Elizabeth Davis shared information on the March 24<sup>th</sup> teacher recruitment fair with 220 candidates attending.

**C. Members of the Board of Education**

Mike Zabat and Barb Anness attended the Sparkle Awards Ceremony at Stoney Creek High School. Sandy Fiaschetti and Kevin Beers attended listening tours with Dr. Shaner and Doug Hill.

**Announcements**

**Upcoming RCS Events:**

March 30 – April 8, 2018 – Spring Recess

**April 9, 2018 - Board of Education Regular Meeting, Admin Center, 7 p.m.**

**Adjournment**

A motion was made to adjourn the meeting at 9:05p.m.

Moved by: Kevin Beers

Seconded by: Michelle Bueltel

Vote: 5-0

Respectfully submitted:

Maureen Nakonek  
Recording Secretary

Approved by:

  
Secretary, Board of Education