

**MINUTES
REGULAR BOARD MEETING
BOARD OF EDUCATION
WARREN WOODS PUBLIC SCHOOLS
DECEMBER 12, 2022**

Call to Order

The meeting was called to order by President Green at 6:00 p.m. in the Board Room of the Administrative Service Center, 12900 Frazho Road, Warren, MI.

Roll Call

Members present: Green, Schulte, Walsh, Zannetti, Fitzpatrick, Hiller and Garcia. Also present were Deputy Superintendent Neil Cassabon, Special Services Director Stacie Sward, Technology Director Kevin Hustek, Director of Facilities and Transportation Matthew Dishman, Student Representative Natalya Bonkowski and Executive Assistant Jackie Miracle.

Pledge of Allegiance

Agenda Approval

It was moved by Zannetti, supported by Fitzpatrick to approve the Agenda as amended with the following change: Delete Item 4: **Minutes of the Closed Session Meeting of November 14, 2022**, as there was no Closed Session held on November 14, 2022. The motion carried 7 – 0.

Minutes

It was moved by Fitzpatrick supported by Schulte to approve the Minutes of the Regular Meeting of November 14, 2022 as presented. The motion carried 6 – 0 with Zannetti abstaining due to absence.

Correspondence

Deputy Superintendent presented two items for correspondence. The first item was a letter from a WWT athletic parent. The second item was a strand of emails regarding a WWT scholarship issued by the WWFEA. It was moved by Fitzpatrick, supported by Schulte to receive and file the correspondence as presented. The motion carried 7 – 0.

Treasurer's Report

Deputy Superintendent Cassabon presented the Treasurer's Report for October 2022. He began with General Fund Local Revenue consisting of earnings on investments, athletic gate receipts, rental revenue and Adult Ed tuition. Next, he reviewed State revenue which reflected the first State aid payment for the 2022-23 school year. Federal revenue was comprised of Federal grant reimbursements including Title I and Title II, in addition to ESSER II funds, and a review of Incoming transfers reflected an Enhancement Millage payment from the MISD. Food Service Local Revenue include a la carte sales, earnings on investments and a State aid payment and Federal Revenue, comprised of free and reduced breakfast and lunch claims. Lastly, Mr. Cassabon reviewed the ISD Centers program which reflected a State aid payment.

Deputy Superintendent Cassabon noted that Treasurer Zannetti had previously inquired about deficit spending and stated that it is not uncommon to spend down the fund balance before the first State aid payment is received. Deputy Superintendent Cassabon noted that on

Treasurer’s Report

October 19, prior to receiving State aid, he had run a report and we were deficit spending by \$5.27 million at that point. Mr. Zannetti commented that it is interesting that the fund balance is spent down to 50% before the first State Aid payment is received.

Payment of the Bills

It was moved by Walsh supported by Schulte to pay the following bills as presented:

General Fund	\$ 1,006,887.01
Center Programs	7,006.72
Food Service Fund	209,908.19
Child Care Fund	35,748.33
Campus Corner	4,528.23
Bond 2018	125,897.34
Bond 2020 Series I	21,357.28

Mr. Garcia had several questions regarding General Fund clarifications. First, Mr. Garcia inquired about a payment to Mobility Plus for a pool lift and asked if this was for equipment to assist disabled students. Mr. Cassabon replied it was, in fact, payment for a new lift for the WWT pool. Next, Mr. Garcia inquired about a payment to Powerplan to repair a backhoe and asked if the backhoe was used to salt the district parking lots. Mr. Cassabon replied it was not necessarily used to salt the parking lots, but for loading salt, etc. In addition, it is often used by our Maintenance Department for various outdoor projects and/or repairs. He added that it was purchased in 2006 and this was the first extensive overhaul to the vehicle. Finally, Mr. Garcia asked about a payment to Peterson Glass and Mr. Cassabon replied this cost was due to replacement of leaking skylights at WWT.

Mr. Zannetti asked if the payment for Zoom licenses was an annual renewal fee and to what extent was Zoom being used. Mr. Cassabon replied the licenses were specifically for Adult Education and the district was using four different grant sources to cover the funds.

The motion carried 7 – 0.

Old Business

None

New Business

Reports

Student Representatives

Deputy Superintendent Cassabon introduced Student Representative Natalya and asked for an update on activities at WWT.

New Business
Reports

Student Representatives (continued)

Natalya began with the StuCo news stating they were sponsoring some upcoming fundraisers including Open Mic Night and Social Hour. Next, she shared the exciting news of the WWT Lip Dub taking place on December 21 from 12:30-2:30. The Lip Dub is expected to be 13 minutes long and will be all-inclusive. Also, to celebrate the Holiday Season, Drama Club is hosting a Jingle Mingle to generate interest and the annual food drive and Toys for Tots are being sponsored by Interact Club and NHS, respectively. Natalya reported that the Peer to Peer Program is back up and working along with the Culinary Arts Program; and finally, she stated that Winter sports have started and the Leadership Class is in the process of organizing committees to promote a positive culture at WWT.

Energy Performance Consultants

Deputy Superintendent Cassabon introduced Kurt Carter, Consultant for Performance Contracting Owners Representative (PCOR), and explained he was here to give an overview on what services they provide and how they would partner with the district with regard to the possibility of moving forward with an energy bond to address issues such as HVAC.

Mr. Carter began with a brief history stating PCOR has been working exclusively with K-12 schools since they were founded in 2011. They are specifically experienced in energy savings performance contracting and will perform comprehensive services throughout the project. He detailed a typical review process and stated that 90% of owner financial risk is not reviewed or uncovered through the typical review and their purpose is to work along with our attorneys while reviewing the project right through to the end, thus delivering more savings and better guarantees.

Mr. Zannetti asked how the process of the assessment would work. Mr. Cassabon replied if we work with PCOR and determine that a new energy bond would be a good fit, the goal would be to get a bid out this spring and award contracts this summer, as it would take time to get equipment in. This would put us on track to do HVAC work the summer of 2024.

More discussion took place with Mr. Schulte asking if moving forward with this would allow some projects of the 2020 Bond to be reallocated. Deputy Superintendent Cassabon responded that yes, if we were able to tackle some of the projects identified in the bond we would be able to reallocate the freed-up funds to address other allowable items with Bond funds. Mr. Cassabon also noted concern over inflationary increases and if the current Bond budgets are enough to cover the cost of the items in the Bond.

Mr. Fitzpatrick asked if PCOR would also help with the Bond Issue and Mr. Cassabon replied no, just the Energy Bond and compared it to having an architect or construction manager for Bond Issues. Mr. Hiller asked if this was specific to work on HVAC and boilers and Mr. Cassabon replied it would also apply to chillers and anything energy related.

Mr. Garcia had some specific questions regarding some contract language and has addressed it with Deputy Superintendent Cassabon and school district attorneys. In response, Mr. Carter stated PCOR would be happy to make any changes to meet the needs of the district.

New Business

Contract Award: Performance Contracting Owners Representative

Deputy Superintendent Cassabon presented the **Contract Award** recommending approval to give the Superintendent authorization to complete negotiations and execute the final contract with Performance Contracting Owners Representative. It was moved by Walsh, supported by Hiller to approve the **Contract Award: Performance Contracting Owners Representative** as presented. The motion carried 7 – 0.

Bid Award: WWMS Furniture

Mr. Cassabon presented the **Bid Award** recommending School Specialty as the vendor to provide new furniture for two Social Studies classrooms at WWMS including student and teacher desks and chairs. It was moved by Hiller supported by Fitzpatrick to approve the **Bid Award: WWMS Furniture** as presented. The motion carried 7 – 0.

Mr. Zannetti asked when delivery was scheduled and Mr. Cassabon responded hopefully Spring Break. Mr. Zannetti then asked if there was a price guarantee and Mr. Cassabon replied the purchase order would be sent tomorrow upon approval and yes, an inflation factor is built in.

Bid Award: 2022 Various Projects

Deputy Superintendent Cassabon presented the above bid and explained this was a rebid as the first did not receive any response. It would cover door replacements at WWMS and the Transportation Garage along with interior and exterior doors at frames at WWT. It was moved by Walsh, supported by Zannetti to approve the **Bid Award: 2022 Various Projects** as presented. The motion carried 7 – 0.

Mr. Zannetti asked if this was part of the original Bond program. Mr. Cassabon replied no, these were additional projects being completed with the remaining contingency funds.

Mr. Schulte asked how many doors were included and Mr. Cassabon replied a total of 22 doors. Mr. Schulte asked how many exterior doors this included, and Mr. Cassabon replied that he would have to double check, but it was the exterior doors around the WWMS cafeteria plus a few additional. This was followed by some more discussion regarding possibly covering the door replacement with the Energy Bond.

Mr. Garcia made one final comment referencing the recommendation letter from the architects noting a not great review for the vendor and asked if a holdback would be built into the payment schedule to allow time to make sure work is done to satisfactory standards. Mr. Cassabon replied the contract has been set up with a 10% retainage.

Canvass of Votes

Deputy Superintendent presented the official Canvass of Votes Cast on November 8, 2022 and congratulated re-elected Board Members President Jere Green and Vice President Mike Schulte. He thanked them for running to serve the community. It was moved by Walsh supported by Schulte to receive and file the November 8, 2022 Canvass of Votes as presented. **ROLL CALL VOTE: Ayes:** Walsh, Schulte, Zannetti, Fitzpatrick, Hiller, Garcia and Green. **Nays:** None. The motion carried 7 – 0.

2022-2023 Budget Amendment

Deputy Superintendent began his presentation by stating the Finance Committee met at length to review the recommended changes in detail on December 5, 2022. He noted these

New Business

2022-2023 Budget Amendment (continued)

changes normally occur in January; however, with so many changes to State funding and enrollment since the original budget adoption, in addition to a new teacher contract, staff changes and a mid-year contract with the Special Education paraprofessionals, it made sense to amend the budget at this time and most likely again in March 2023.

First, Mr. Cassabon reviewed General Fund recommendations and stated there were changes in revenues resulting in a \$2.25 million increase. He detailed Local, State and Federal Revenue including Coronavirus Funds, noting impacts on investments made by taking advantage of increased interest rates and maximizing investments, in addition to Adult Ed tuition and athletic gate receipts. Mr. Cassabon stated although there has been a decline in enrollment, that decline was less than originally budgeted for. The Per Pupil Foundation allowance increased by \$50 per pupil more than was originally budgeted for. Deputy Superintendent Cassabon noted that the State Legislature also passed a change to the Special Education funding formula with the details of how it will be rolled out still being determined by the State. In addition, Mr. Cassabon noted changes in At-Risk funding which resulted in an increase.

Next, Mr. Cassabon reviewed expenditures as a result of new bargaining unit contracts, staff changes, a smaller than anticipated Summer School Program, several safety purchases, and pupil transportation, among other line items.

Mr. Cassabon presented the budget outlook moving forward which includes the distribution of the previously mentioned Special Education funding from the State and the additional UAAL funding, along with ESSER resources coming to an end, further rollback of the 18-mill levy, economic recession concerns and contract negotiations.

In conclusion, Deputy Superintendent Cassabon reviewed revenue and expense amendments for the Centers Program, which may be impacted by the distribution of funding as previously mentioned, in addition to the Child Care Fund and providing tuition assistance as a result of additional funding. He also reviewed amendments to revenue and expenses to the Campus Corner, Food Service Fund, the Student/School Activity Fund, Building and Site Fund, 2018 Bond Issue Fund and 2020 Bond Issue Fund.

It was moved by Walsh, supported by Fitzpatrick to approve the **Budget Amendment 2022-2023** as presented. The motion carried 7 – 0.

Mr. Hiller thanked Mr. Cassabon and the Finance Committee for their thoroughness and asked what fell under the General Fund Purchased Services. Mr. Cassabon replied repair work such as the skylights at WWT or something that requires the purchase of services for repair. Mr. Hiller then asked if this would deplete the 2018 Bond funds and Mr. Cassabon replied yes it would deplete the 2018 Bond funds.

Personnel Items

Leaves

As presented.

It was moved by Fitzpatrick supported by Schulte to approve the **Leaves** as presented. The motion carried 7 – 0.

Personnel Items (continued)

New Hires

Julia Harpster – Intervention Assistant – Briarwood – Hire Date 12/6/22.

Olivia King – Media Center Aide – Briarwood – Hire Date 12/7/22.

David Schnieder – Speech Language Pathologist – Briarwood – Hire Date 12/5/22.

It was moved by Fitzpatrick supported by Hiller to approve the **New Hires** as presented. The motion carried 7 – 0.

Public Expression

Treasurer Zannetti greeted former Student Representatives to the Board Kara and Hannah and thanked them for coming this evening.

Vice President Schulte stated the Booster Club Craft Show was a success and thanked the custodians for doing an amazing job.

Security Review (Closed Session)

It was moved by Zannetti, supported by Fitzpatrick that the Board move to Closed Session for the purpose of discussion of the recent Security Review. **ROLL CALL VOTE: Ayes:** Walsh, Schulte, Zannetti, Fitzpatrick, Hiller, Garcia and Green. **Nays:** None. The motion carried 7 – 0.

The Board moved to Closed Session at 7:28.

The Board returned from Closed Session at 7:52

Adjournment

It was moved by Walsh, supported by Hiller to adjourn the meeting at 7:53 PM. The motion carried 7 – 0.

Respectfully submitted,

Kay F. Walsh, Secretary