

**MINUTES  
REGULAR BOARD MEETING  
BOARD OF EDUCATION  
WARREN WOODS PUBLIC SCHOOLS  
SEPTEMBER 11, 2023**

**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, Walsh, Zannetti, Fitzpatrick, Hiller, and Garcia. Absent with notice: Sschulte. Also present were Superintendent Stacey Denewith-Fici, Deputy Superintendent Neil Cassabon, Special Services Director Stacie Sward, Technology Director Kevin Hustek, Student Representatives Isabella Burke and Natalya Bonkowski and Executive Assistant Jackie Miracle.

**Pledge of Allegiance**

**Agenda Approval**

It was moved by Fitzpatrick, supported by Zannetti to approve the Agenda as presented. The motion carried 6 – 0.

**Minutes**

It was moved by Fitzpatrick supported by Walsh to approve the Minutes of the Regular/Organizational Meeting of July 17, 2023 as presented. The motion carried 5 – 0 – 1 with Green abstaining due to absence.

**Correspondence**

None

**Payment of the Bills**

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

General Fund	\$	1,153,924.02
Center Programs		5,080.92
Food Service Fund		97,504.83
Child Care Fund		1,387.29
Campus Corner		14,989.89
Bond 2020 Series I		323,588.06

The motion carried 6 – 0.

**Payment of the Bills** (continued)

Mr. Garcia asked for clarification on a payment to KnowBe4 and if it was for training that had been completed. Mr. Cassabon explained that this is ongoing training that is offered, but not mandatory. Mr. Garcia asked how charges were assessed and Mr. Cassabon replied the district pays for 465 licenses. Technology Director Kevin Hustek added that as new trends emerge, the company pushes out new training content available to staff. Mr. Garcia asked about staff participation and Mr. Hustek replied that as of last month 65% of staff had taken the training. He added as new training modules are added, the percentage will fluctuate.

Next, Mr. Garcia asked what Brightly Software was used for. Deputy Superintendent Cassabon explained that Brightly provides the district with two software modules. SchoolDude is used to process scheduling work orders and Trip Direct is used to process field trip requests.

Lastly, Mr. Garcia asked about a charge to Mission Consulting and Mr. Cassabon replied that that is the company the district contracts with to do fixed asset inventory every year.

**Old Business**

None

**New Business**

**Reports**

**Student Representatives**

Superintendent Denewith-Fici welcomed Student Representatives Isabella and Natalya back and asked for an update on activities at WWT. Natalya began with Freshman Orientation and stated, thanks to leadership training the district has provided her, she was able to work with Mr. Fredlund and restructure the event to incorporate some new activities. In StuCo news she announced that this year's Homecoming theme is 2000 Cartoons.

Bella continued with senior news including painting of parking spots and celebrating Senior Sunrise this Friday at 6:30 AM. In school store news, she stated students were excited to see the new basketball game that arrived over the summer and store workers are happy to have new barcode scanners and now everything has a barcode.

In closing, Natalya added that students are reacting positively to the new security team and the new period products are stocked in all bathrooms this year as a result of the program initiated last year.

**Student Achievement: Attendance Update**

Superintendent Denewith-Fici stated tonight's update is per Mr. Zannetti's request after she shared a news article regarding student absenteeism. She began by stating the state of Michigan had the fourth highest chronic absentee rate for the 2022-23 school year, with 38.5% of K-12 students missing more than 10% of school for the year (with 18 days constituting 10%). She compared averages prior to COVID noting a pre-pandemic national average of approximately 15% and noted the study concluded absences worsened in every state and did not necessarily correlate strongly with state COVID rates. Superintendent Denewith-Fici shared historical data trends by building since 2015, noting absenteeism has decreased over the last year.

In conclusion, Superintendent Denewith-Fici stated student engagement is a priority in improving attendance rates. The district will continue to support the implementation of

strategies such as Kagan Structures and focus on parent and student awareness, in addition to a countywide focus and possibly enlisting community partnerships to help bolster attendance.  
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## **New Business**

### **Student Achievement:** Attendance Update (continued)

Mr. Zannetti commented on the seriousness of the matter and stated it is critical that this issue is addressed at a state level.

Student Representative Natalya added that students would benefit from incentives in addition to other methods of motivation, perhaps creating an opportunity to promote mental health awareness.

### **Staff Recognition**

Superintendent Denewith-Fici stated she was pleased to recognize Technology Technician Jonathan Ray for recently completing his CTO Certification through MSBO. She explained this certification requires completion of several hours of professional development on his personal time and thanked him for his commitment. Technology Director Kevin Hustek added Jonathan is a valuable member of the District Technology Team and thanked the Board for their support of the MSBO certification program.

Next, Superintendent Denewith-Fici recognized HR Generalist Jeanne Portalski for completing the requirements to renew her HR Specialist Certification through MSBO. Ms. Denewith-Fici stated Ms. Portalski was not able to attend tonight's meeting due to unforeseen circumstances and stated her appreciation for Ms. Portalski's dedication.

### **Canvass of Votes:** May 2, 2023

Superintendent presented the official Canvass of Votes passed from the May 2, 2023 Millage Election. It was moved by Walsh supported by Fitzpatrick to accept the May 2, 2023 Canvass of Votes as presented. **ROLL CALL VOTE: Ayes:** Walsh, Zannetti, Fitzpatrick, Hiller, Garcia. Green. **Nays:** 0. The motion carried 6 – 0.

### **2023-2024 Audit**

Superintendent Denewith-Fici introduced Plant Moran Representatives Jennifer Chambers, Lindsay Mink and Kristen Stofflett, who were present this evening to share the results of the 2022-2023 audit.

Ms. Chambers began by stating that Plante Moran met with the Finance Committee at length on August 29, 2023 to review the audit in detail. She explained that the audit resulted in an "unmodified opinion," the highest form of assurance possible, and noted the Federal Programs Audit revealed all major program grants are in compliance with federal rules and regulations.

Next, Ms. Mink presented a breakdown of the General Fund revenue by Source. This is the primary operating fund for the district and is comprised primarily of State Aid, local property taxes and Federal funding. She gave a summary of Covid relief funding noting these funds would be tapering off as emergency funding is required to be spent by 9/20/24. Ms. Mink then detailed expenditures noting an increase from last year with no significant shifts and noted the allocation between instruction and instructional support has remained consistent. A review of General Fund Expenditures indicated an increase in salaries and benefits as a result of contract negotiations, in addition to the one-time MPSERS payment, which are pass-through funds that are remitted to the state and reallocated to the ORS.

## **New Business**

### **2023-2024 Audit** (continued)

In conclusion, Ms. Mink reviewed a Student Enrollment and Foundation Allowance History slide and stated student enrollment is projected to remain consistent with last year. She thanked Deputy Superintendent Cassabon and his Business Office Team for being well-prepared.

Mr. Garcia directed a question toward Jennifer Chambers from Plant Moran and asked if the ratio between instruction and instructional support expenditures was sound in her opinion. Ms. Chambers responded that districts vary but in her opinion, it appears consistent with other districts.

Next, Mr. Garcia asked if there is a suggested comfort level within the pension liability balance and if there is a target range where the district would feel not threatened by that liability. Ms. Chambers responded that the MPSERS pension liability is really not in the school district's control. The district is required to report its portion of the State pension system and that number is only reported on the governmental statements.

It was moved by Fitzpatrick and supported by Zannetti to approve the **2022-2023 Audit** as presented. The motion carried 6 – 0.

### **Amendment:** Architect Contract

Deputy Superintendent Cassabon presented the contract amendment for Wakely Associates for architectural/engineering services related to the 2020 Bond Issue Series II which is scheduled for the summers of 2025 and 2026. It was moved by Walsh, supported by Fitzpatrick to approve the **Amendment:** Architect Contract as presented. The motion carried 6 – 0.

Mr. Hiller asked if the district was no longer using Clark Construction and Mr. Cassabon replied that Clark will continue to be the Construction Contractor for the district.

Mr. Zannetti asked about costs and Mr. Cassabon replied that while the percentage cost has increased, this amount was anticipated and included in the bond application as approved.

### **Purchase:** Avigilon Server Replacement

Deputy Superintendent presented the recommendation to purchase the Avigilon Server Replacement and stated with the warranty about to expire, this would provide back-up for district security cameras over the next five years until time for replacement.

It was moved by Walsh, supported by Fitzpatrick to approve the **Purchase** as presented. The motion carried 6 – 5.

Mr. Garcia referred to a “technical service/support fee” for Presidio on the quote and Technology Director Kevin Hustek explained that was the cost for Presidio to come and do all the replacement.

Mr. Hiller asked what happens with the old server and Mr. Hustek replied everything will be migrated onto the new servers and the old servers will be taken out of deployment.

**Personnel Items**

**Leaves**

**As presented**

It was moved by Walsh, supported by Fitzpatrick to approve the Leave as presented. The motion carried 6 – 0.

**New Hires**

**Megan Brunskill** – Kitchen Helper Warren Woods Tower High School – Date of hire 09/07/23.

**Cateena Cleveland** – Science Teacher Enterprise High School – Date of hire 08/30/23.

**Jacqueline Denison** – 1<sup>st</sup> Grade Teacher Briarwood Elementary – Date of hire 08/29/23.

**Angelita Evans** - Substitute Kitchen Helper – Date of hire 09/06/23.

**Michelle Kirkland** – POHI Teacher Warren Woods Tower High School – Date of hire 08/29/23.

**Nicole Koleczko** – Kindergarten Teacher Briarwood Elementary – Date of hire 08/29/23.

**Melanie Lewis** – Intervention Assistant Westwood Elementary – Date of hire 09/05/23.

**Jessica Marchese** – Substitute Kitchen Helper – Date of hire 09/05/23.

**Delaney Molander** - Substitute Teacher – Date of hire 09/06/23.

**Britney Phillips** – Kindergarten Teacher Briarwood Elementary – Date of hire 09/05/23.

**Brooke Robinson** – Substitute Teacher – Date of hire 09/06/23.

It was moved by Fitzpatrick supported by Hiller to approve the **New Hires** as presented. The motion carried 6 – 0.

**Public Expression**

Superintendent Denewith-Fici announced that the Varsity Football game was moved from Friday evening to 1:00 PM Saturday afternoon.

**School Safety Update**

It was moved by Hiller, supported by Fitzpatrick that the Board move to Closed Session for discussion of a **School Safety Update**. **ROLL CALL VOTE: Ayes:** Walsh, Zannetti, Fitzpatrick, Hiller, Garcia. Green. **Nays:** 0. The motion carried 6 – 0.

***The Board moved to Closed Session at 7:00 PM.***

***The Board returned from Closed Session at 7:34 PM.***

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**Adjournment**

It was moved by Zannetti supported by Fitzpatrick to adjourn the meeting at 7:34 PM.  
The motion carried 6 – 0.

Respectfully submitted,

Kay F. Walsh  
Secretary