

EAST GRAND RAPIDS PUBLIC SCHOOLS  
Kent County, Michigan

**ORGANIZATIONAL MEETING of the East Grand Rapids Board of Education**

Community Board Room at the James E. Morse Administration Center at Woodcliff  
2915 Hall Street SE  
East Grand Rapids, MI 49506

**Monday, July 2, 2007 - 6:00 p.m.**

*Minutes*

The ORGANIZATIONAL MEETING of the East Grand Rapids Public Schools Board of Education, Kent County, Michigan, was held on Monday, July 2, 2007 in the Community Board Room of the James E. Morse Administration Center at Woodcliff, 2915 Hall St., SE, East Grand Rapids, MI 49506.

**Board of Education:**

**Present:** Mr. Brian Ellis, Mrs. Diane Bok, Mrs. Stacy Trierweiler, Mrs. Julie Ridenour, Mrs. Beth Lent, Mr. Joe Camp, and Mr. Steve Edison

**Administration:** Dr. Sara M. Shubel, Mr. Kevin Philipps, Mrs. Jeanne Glowicki, Mr. Glenn Mitcham, Mrs. Jenny Fee, and Mr. Doug Jenkins

Organizational Meeting Called to Order - Current Vice President

Mrs. Bok called the meeting to order at 6:00 p.m.

Administration of Oath and Welcome to Newly Elected Board Members

Ms. Anne Thomasma, Secretary to the Board and Superintendent administered the oath of office to Mr. Brian R. Ellis and Mrs. Stacy L. Trierweiler. Mr. Ellis and Mrs. Trierweiler will each serve as members of the Board of Education for East Grand Rapids Public Schools, Kent County, Michigan for a 4-year term commencing July 1, 2007 through June 30, 2011.

Election of Officers - 2007-08

President

Mr. Edison moved that Mr. Ellis serve as President for the 2007-2008 school year. Mrs. Ridenour seconded the motion. There were no other nominations. Motion passed 7-0.

Vice President

Mrs. Trierweiler moved that Mrs. Bok serve as Vice-President for the 2007-2008 school year. Mr. Camp seconded the motion. There were no other nominations. Motion passed 7-0.

Secretary

Mrs. Ridenour moved that Mrs. Trierweiler serve as Secretary for the 2007-2008 school year. Mr. Edison seconded the motion. There were no other nominations. Motion passed 7-0.

Treasurer

Mrs. Bok moved that Mrs. Ridenour serve as Treasurer for the 2007-2008 school year. Mrs. Trierweiler seconded the motion. There were no other nominations. Motion passed 7-0.

Acknowledgment of Guests - Mr. Ellis acknowledged Mr. Greg Shubel, husband of Dr. Shubel for attending the meeting.

Public Comments - Mrs. Trierweiler reported that East Grand Rapids Public Schools is ranked as the #1 school district in the most recent issue of the Grand Rapids Magazine. Mrs. Thomasma will make copies of the article for the Board.

Communications to and from the Board

Mr. Ellis announced that there is an addition to the agenda. Mr. Camp and Mr. Philipps will give a Facilities Update to the Board during "Discussion Items".

Board Secretary, Mrs. Trierweiler, reported that the Board received a thank you card from Board member Mrs. Ridenour for the flowers following her mothers recent surgery and her aunt's death.

Discussion Items:

Michigan Law on Conflict of Interest (PA 317 of 1968 and PA 145 of 1997)

Dr. Shubel explained to the Board that if a board member has an issue that is a conflict of interest, the member must notify the board seven days prior to a vote on that issue or the vote must be postponed. This holds for any agenda item for vote throughout the year.

Facilities Update - Mr. Camp and Mr. Philipps

Mr. Camp stated that construction is proceeding at a furious pace. The project is still on schedule. Duct cleaning was a big project in all the schools. He thanked everyone involved in the project for keeping everything on schedule. There have been a few unforeseen items that will require change orders. Some of those change orders will be looked at and dealt with this evening. Change orders have a \$20,000 limit that the Superintendent/ Assistant Superintendent of Business can approve. Any amount higher than \$20,000, the Board must approve. He noted that there may have to be a few special meetings of the Board called in the future in order to deal with some future change orders. Otherwise he suggested that the Facilities Committee could be authorized to approve change orders up to \$100,000.00 or another amount set by the Board. There was discussion by the Board of the options available. Discussion centered around the Facilities Committee being authorized to approve change orders in amounts up to \$50,000. If the amounts of change orders are above \$50,000, then a quorum of the Board would be needed to approve the amount and that may be enacted at a Facilities Committee meeting. Mr. Edison moved to empower the Facilities Committee to have authority to approve any change orders up to \$50,000 and anything above \$50,000 would come through the full Board. Mrs. Rideonour seconded the motion. Motion passed 7-0.

Action Items - Consent Agenda:

Background: In order to save time during the meeting, we are using a Consent Agenda. Items in the Consent Agenda include those that are routine or have been previously discussed by the Board of Education. Any Board Member may request to have any item removed for a separate discussion and vote.

Recommendation: Motion to approve the items in the Consent Agenda, Numbers 8 through 26.

Approval of Minutes of REGULAR MEETING of 6/11/07 (Enclosure #8)

Second Reading and Approval of Policy #7650 (Assessment Program) (Enclosure #9)

The first reading of revised policy #7650 was on the June 11, 2007 agenda.

Appointment of Legal Counsel (Enclosure #10)

Authorize the Superintendent or Assistant Superintendent of Business to Transfer Budget Line Funds  
(Enclosure #11)

Designation of Depositories (Enclosure #12)

Authorize the Superintendent, Assistant Superintendent of Business, and Board Treasurer to Sign Checks  
(Enclosure #13)

Authorize the Superintendent of Schools or his/her Designee to Hire, Accept Resignations, Approve Leaves of Absence, and to Terminate Employment for Certificated Staff (Enclosure #14)

Authorize the Superintendent or Assistant Superintendent of Business to Hire, Accept Resignations, Approve Leaves of Absence, and to Terminate, When Necessary, Support Personnel (Enclosure #15)

Authorize the Superintendent or Assistant Superintendent of Business to Invest Funds (Enclosure #16)

Authorize the Superintendent or Assistant Superintendent of Business to Transfer Funds (Enclosure #17)

Authorize District to Utilize Electronic Transactions of Funds (Enclosure #18)

Authorize the Superintendent or Assistant Superintendent of Business to Transfer Funds from the General Fund to the Food Service Fund, Athletic Fund or Student Activity Fund, and to Make Fund Modifications as Necessary (Enclosure #19)

Authorizations for Signatures on Checking Accounts (Enclosure #20)

Appointment of Auditors (Enclosure #21)

Adoption of the Summer Tax Collection (Enclosure #22)

The Board of Education needs to renew authorization of a summer tax collection.

Authorization to Approve Letters of Agreement With EGREA and EGRASE (Enclosure #23)

The Superintendent and Assistant Superintendent of Business, request that they have authorization to approve Letters of Agreement with EGREA and EGRASE as presented in Enclosure #23.

Resolution for Membership in Michigan High School Athletic Association (Enclosure #24)

The Board of Education is asked to approve District Membership in the Michigan High School Athletic Association for the 2007-08 school year.

Approval of Board of Education Memberships and Dues (Enclosure #25)

The Board asked to have all memberships in organizations reviewed at the Organizational Meeting

Approval for Board of Education Members to attend any or all MASB, MASA, or KIASB conferences and activities

Pre-approval is needed to attend MASB, MASA and KIASB conferences, workshops, and activities.

Mr. Camp moved to approve Consent Agenda items #8-26. Mrs. Bok seconded the motion. Mr. Edison noted that he is a member of a CPA firm, but his firm has not bid on anything. Motion passed 7-0.

*Other Action Items:*

Official Meeting Dates for the 2007-08 School Year (Enclosure #27)

See Enclosure #27.

Dr. Shubel stated that the only change in this roster is the meeting in August. It has been changed from August 27 to August 20 in order to meet the timeline for calling of the Bond election. Mrs. Rideonour moved to approve Board Meeting dates as listed in Enclosure #27. Mrs. Trierweiler seconded the motion. Motion passed 7-0.

Periodicals for the Board of Education

Last year the Board received *Phi Delta Kappan*, *American School Board Journal*, and *Education Week*. The administration would like direction as to the periodicals to be ordered for 2007-08.

Board direction requested. Board members were offered subscriptions to *Phi Delta Kappan*, *American School Board Journal*, *Educational Leadership*, and *Education Week*. Board members gave their forms with their requests to Ms. Thomasma to do the subscribing.

Approval of Athletic Facilities Bond Treasury Department Application (Enclosure #29)

The Board is required to approve the final application to qualify the bond proposed on the upcoming November ballot. A preliminary meeting has been held with the Treasury Department to finalize the application.

Mr. Philipps reviewed the various items in the application packet. Mrs. Bok moved to approve the final application as presented in the amount of \$12,480,000.00 in Enclosure #29. Mrs. Lent seconded the motion. Motion passed 7-0.

Approval of Laptop and Desktop Purchases (2006 Construction Bond) (Enclosure #30)

Requests for proposals were sent to vendors to furnish laptop and desktop computers for teaching staff and classroom computer labs.

Mr. Camp moved to award a contract as recommended by the Facilities Committee and Superintendent for laptop and desktop computers in the amount of \$418,319.85 to CDWG/Lenovo. Mr. Edison seconded the motion. Mr. Philipps stated that many packets for bid were picked up, however, this was the only bid received. Motion passed 7-0.

Approval of Middle School/Wealthy Bulletin #1 (Enclosure #31)

Changes to the Middle School/Wealthy program are proposed for the dimensions of the pump room and miscellaneous electrical and plumbing. The Facilities Committee and Superintendent have reviewed the change orders and recommend approval.

Mr. Philipps reviewed the various changes on this bulletin in the amount of \$43,841.00. Mr. Camp moved to approve Bulletin #1 as recommended by the Facilities Committee and Superintendent. Mrs. Bok seconded the motion. Motion passed 7-0.

Approval of Breton/Lakeside Bulletin #5 (Enclosure #32)

Changes to the Breton/Lakeside program are proposed to insulate and repair tunnel piping at Breton and Lakeside. The Facilities Committee and Superintendent have reviewed the change orders and recommend approval.

Mr. Philipps reviewed the changes on this bulletin in the amount of \$27,458.00. Mr. Edison moved to approve Bulletin #5 as recommended by the Facilities Committee and Superintendent. Mrs. Bok seconded the motion. Motion passed 7-0.

Approval of Agreement to Lease Space on the Celltower (Enclosure #33)

The district was approached by a firm by the name of Clearwire US,LLC, who is interested in leasing ground space from the district so they can place equipment on the celltower owned by Sprint/Nextel. The Finance Committee and Superintendent have reviewed the plans and recommend approval of the lease.

Mr. Edison moved to approve the contract to lease ground space to Clearwire US, LLC, as recommended by the Finance Committee and Superintendent. Mrs. Trierweiler seconded the motion. Motion passed 7-0.

**Administrative Reports**

Superintendent

Enrollment Update

Dr. Shubel stated that current numbers are very preliminary at this time. Over the summer we expect move-ins and the numbers will change.

New Staff Report (Enclosure #34B)

Dr. Shubel introduced Mr. Glenn Mitcham, newly named as the Assistant Principal of the High School. Dr. Shubel also stated that Wendy VanZegeren has been appointed to the position of Principal at Breton Downs Elementary. She will be introduced at the August Board meeting. Mrs. Glowicki reviewed the staff report for the Board. Many of the open positions have already been filled. There are only a few

openings left and interviews will continue over the summer. She stated that currently it appears as if there will be 5-7 new teachers coming on board for the next school year.

#### Board/Administrator Retreat

Dr. Shubel is recommending that the retreat for this year be held on either August 20<sup>th</sup> prior to the regular Board meeting or on October 1<sup>st</sup>. She stated that the month of September is very busy with school starting and evenings that month are taken up with open houses, etc. Another option suggested by the Board would be August 27<sup>th</sup>. There was discussion regarding the various items to be covered at the meeting and also discussion regarding the date. A suggestion was made to have the regular Board meeting on August 20<sup>th</sup> begin around 5:30 p.m. with the Board/Administrator retreat following the regular meeting. The Board will hold the dates of both August 20<sup>th</sup> and August 27<sup>th</sup> available for the Board/Administrator retreat.

#### Proposed Superintendent Goals for 2007-2008 (Enclosure #34D)

Dr. Shubel stated that this is a first look at goals for the year. There was discussion on a few of the goals listed. There was a suggestion made to have wording change on Goal #6 - Athletic Facilities - it will now read "Continue to Educate and Inform...".

#### Assistant Superintendent of Business

Mr. Philipps noted that the Bond page on the district website has been updated and urged the Board to take a look and make any recommendations on the page.

Mr. Philipps stated there has been no new development on a school aid budget in Lansing.

#### Assistant Superintendent of Instruction

Mrs. Glowicki reported that over the past two weeks staff have worked on professional development. The staff was very invested and she noted that there was much excitement and learning completed over these weeks.

#### Board of Education Members' Report

Mr. Camp stated that he was pleased to see that Cathy Sunshine-Sivan was appointed as the new Youth Development Director. He feels she will be a great addition and will bring much energy to the position.

#### Appointments of Representatives to Committees and Organizations

Mr. Ellis asked that Board members indicate to him the areas in which they would like to be in service during the next school year. He stated he would do his best to accommodate everyone. He will send out the appointments information in the next month.

Mrs. Bok asked about the guidance counselor position. Mrs. Fee stated that they have received 14-15 applicants and Mr. Fisher will be scheduling interviews over the next few weeks. She also noted that there is an English position open and the high school will be accepting resumes and conducting interviews for this position..

#### Adjournment

Mr. Ellis adjourned the meeting at 7:03 p.m.

Board of Education Organizational Meeting

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Respectfully submitted,

Stacy Trierweiler, Secretary

East Grand Rapids Public Schools Board of Education

\* Minutes for this meeting will be available in the Superintendent's Office at 2915 Hall St. SE, East Grand Rapids, MI 49506. The phone number is 235-3535.

\*\* If you plan to attend and have a special need and require accommodation to attend this meeting, please contact Dr. Sara M. Shubel, Superintendent, at 235-3535.

SMS/aht 07/03/07