

## **Our Mission**

*Educating and inspiring each student  
to navigate successfully  
in a global community*

## **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

**Thursday, July 1, 2011 - 7:30 a.m.**

## **MINUTES**

The **ORGANIZATIONAL MEETING** of the East Grand Rapids Public Schools Board of Education, Kent County, Michigan, was held on Friday, July 1, 2011, 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: Brian Ellis, Steve Edison, Beth Milanowski, Julie Ridenour, Peter Ruppert, Robert Minnema, A. Michelle Rabideau

Absent: None

Administration: Dr. Sara Magaña Shubel, Kevin Philipps, Jeanne Glowicki, Peter Stuursma, Anthony Morey, Caroline Breault-Cannon, Doug Jenkins, Kathy Wisniewski

Organizational Meeting Called to Order – Current President  
President Ellis called the meeting to order at 7:30 a.m.

#### Administration of Oath and Welcome to Newly Elected Board Members

Judie Malec, Secretary to the Board and Superintendent, administered the Oath of Office to Members Ellis and Milanowski. Members Ellis and Milanowski will 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, 2011, through June 30, 2015.

#### Election of Officers: 2011-2012

##### President

Member Edison moved that Member Ellis serve as President for the 2011-2012 school year. Member Minnema seconded the motion. There were no other nominations. Motion passed 7-0.

##### Vice President

Member Edison moved that Member Minnema serve as Vice President for the 2011-2012 school year. Member Ridenour seconded the motion. There were no other nominations. Motion passed 7-0.

##### Secretary

Member Rabideau moved that Member Edison serve as Secretary for the 2011-2012 school year. Member Minnema seconded the motion. There were no other nominations. Motion passed 7-0.

##### Treasurer

Member Ridenour moved that Member Rabideau serve as Treasurer for the 2011-2012 school year. Member Milanowski seconded the motion. There were no other nominations. Motion passed 7-0.

Acknowledgment of Guests – President Ellis asked Member Milanowski to acknowledge her family, Bob Milanowski, Emily, Nicholas, Nathan, Kathryn.

Public Comments – None.

Communications to and from the Board

Board Secretary, Steve Edison, reported on the following communications:

- The Board received communication from Steve Waugh and Sue Lewis on a staffing reassignment recommendation.
- The Board received communication from Andrea Dudley on budget reductions.
- The Board received a thank you from Lindsey Lantz on the birth of her daughter, Grace.
- The Board received communication from Monsignor William Duncan, Chairman, Aquinas College Board of Trustees, to announce the new president of Aquinas College, Dr. Juan Olivarez.
- The Board received a thank you from Nancy Bylenga for the book placed in the middle school media center in memory of her father, Dr. Robert E. Johnstone, M.D.
- The Board received communication from the Michigan Association of School Boards on East Grand Rapids Public Schools being named one of the best high schools in the nation, one of the top 500 in the nation and one of only 16 in Michigan.

**DISCUSSION ITEMS**

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

President Ellis reminded board members if they have a conflict of interest on any item on the agenda, a notice must be given ahead of time to the President or Superintendent.

**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 27.

Approval of Minutes of REGULAR MEETING of 6/13/2011 (Enclosure #8)

Appointment of Legal Counsel (Enclosure #9)

Authorize the Superintendent or Assistant Superintendent of Business to Transfer Budget Line Funds  
(Enclosure #10)

Designation of Depositories (Enclosure #11)

Authorize the Superintendent, Assistant Superintendent of Business, and Board Treasurer to Sign Checks  
(Enclosure #12)

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 #13)

Authorize the Superintendent or Assistant Superintendent of Business to Hire, Accept Resignations, Approve Leaves of Absence, and to Terminate, When Necessary, Support Personnel (Enclosure #14)

Authorize the Superintendent or Assistant Superintendent of Business to Invest Funds (Enclosure #15)

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

Authorize District to Utilize Electronic Transactions of Funds (Enclosure #17)

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 #18)

Authorizations for Signatures on Checking Accounts (Enclosure #19)

Appointment of Auditors (Enclosure #20)

Adoption of the Summer Tax Collection (Enclosure #21)

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

Motion to authorize a summer tax collection as presented in Enclosure #21.

Authorization to Approve Letters of Agreement With EGREA and EGRASE (Enclosure #22)

The Superintendent and Assistant Superintendent of Business, request that they have authorization to approve Letters of Agreement with EGREA and EGRASE.

Motion to approve the Superintendent and Assistant Superintendent of Business have authorization to approve Letters of Agreement with EGREA and EGRASE.

Resolution for Membership in Michigan High School Athletic Association (Enclosure #23)

The Board of Education is asked to approve District Membership in the Michigan High School Athletic Association for the 2011-2012 school year.

Motion to approve the Resolution to voluntarily join the Michigan High School Athletic Association from August 1, 2011, through July 31, 2012.

Approval of Board of Education Memberships and Dues

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

Motion to renew institutional memberships and pay the dues required.

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.

Motion to approve Board of Education members' attendance at MASB, MASA, and KIASB conferences, workshops, and activities.

Official Meeting Dates for the 2011-2012 School Year (Enclosure #26)

Motion to authorize Board Meetings as listed in Enclosure #26.

Periodicals for the Board of Education (Enclosure #27)

Last year the Board received *Phi Delta Kappan*, *Educational Leadership (ASCD)*, *American School Board Journal*, and *Education Week*. The administration would like direction as to the periodicals to be ordered for 2011-2012.

Board direction requested. Board members were offered subscriptions to *Phi Delta Kappan*, *American School Board Journal*, *Educational Leadership*, and *Education Week*. Board members were asked to give their forms with their requests to Judie Malec to complete the subscriptions.

Member Ridenour moved to approve Consent Agenda Items 8 thru 27. Member Rabideau seconded the motion. Motion passed 7-0.

**OTHER ACTION ITEMS**

Approval of Administrative and Non-Union Salaries 2011-2012

Background: The Personnel Committee is recommending contract and salary provisions for Administrative and Non-Union personnel per Enclosure #28.

Recommendation: Motion to approve the contract and salary provisions for Administrative and Non-Union personnel as recommended by the Personnel Committee in Enclosure #28.

A discussion was held with questions and answers from the Board, detailing a step increase for administrators.

Member Ridenour moved to approve the Administrative and Non-Union salaries for the 2011-2012 school year. Member Edison seconded the motion. A discussion was held among the Board. Motion passed 7-0.

Approval of Contract and Salary Provisions for the Superintendent for 2011-2012 (Enclosure #29)

Background: The Personnel Committee is recommending contract and salary provisions for the Superintendent per Enclosure #29.

Recommendation: Motion to approve the contract and salary provisions for the Superintendent as recommended by the Personnel Committee in Enclosure #29.

President Ellis reported that the board Personnel Committee met on May 18, 2011 to review the superintendent's contract and salary. Based upon the board's prior review, the Personnel Committee recommends extending Dr. Shubel's contract by one year through June 30, 2014. The personnel committee, and Dr. Shubel as our leader, feel that the district as a whole needs to move towards 20% healthcare premium contributions for all employees, but specifically recommend having the superintendent start paying 20% of the healthcare premium cost going forward. This will save the district \$3,516 in the coming school year. Additionally, the committee feels Dr. Shubel has performed at an exceptionally high level for multiple years and wants to acknowledge this achievement with a modest salary increase. The committee also reviewed compensation levels for superintendents within our county and Dr. Shubel ranks 6<sup>th</sup> yet delivers top results. Therefore, the Personnel Committee also recommends adjusting Dr. Shubel's base annual salary from \$147,078 to \$151,490 for the 2011-2012 school year. All other contract provisions are consistent with the prior year.

Member Minnema moved to approve the Contract and Salary Provisions for the Superintendent. Member Rabideau seconded the motion. A discussion was held among the Board. Motion passed 7-0.

**ADMINISTRATIVE REPORTS**

Superintendent

Dr. Shubel indicated that she has prepared her goals for 2011-2012 over the summer and these goals will be presented to the board at the August 29, 2011, board meeting. She announced the addition of two new Spanish teachers. Dr. Shubel noted that continued learning opportunities are taking place over the summer.

President Ellis reported that Dr. Shubel's goals will be adopted at the August 29, 2011, meeting.

Assistant Superintendent of Business

None.

Assistant Superintendent of Instruction

Jeanne Glowicki reported that over 162 staff members are taking advantage of Summer Learning opportunities.

Board of Education Members' Report

President Ellis reported that the Opening Day staff meeting will be held on Tuesday, August 30 at 8:00 a.m. and encouraged all board members to attend.

President Ellis asked board members to choose which committee(s) they would like to serve on for the 2011-2012 school year, with the results to be brought to the August 29, 2011, board meeting.

Members Rabideau and Minnema provided an update on Youth Development activities and restructuring, working with the Youth Development board, as well as interested parents and community members, and EGR alumni. Stacy Trierweiler has agreed to serve as President of the Youth Development Board. The board formally voted to change the name to *EGR Leadership and Youth Development Program*. The inclusion of the program's leadership component into its name could be attractive to businesses to partner with the program. Senior Retreat and Healthy High, and a form of TEAM, STEP, and TATU will also be in place for the upcoming school year. The support and enthusiasm with this group has been outstanding.

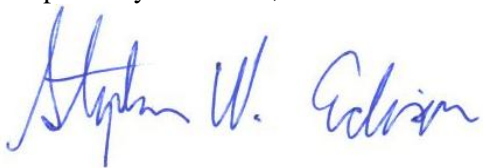
Member Minnema reported on the Parks and Recreation Department's unanimous support of maintaining middle school sports.

Member Milanowski thanked the board for their welcome and support to her in her new position on the Board.

**ADJOURNMENT**

Mr. Ellis adjourned the meeting at 7:56 a.m.

Respectfully submitted,



Stephen W. Edison, 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.