

**MINUTES
BOARD OF EDUCATION
Livonia Public Schools
15125 Farmington Road
Regular Meeting
December 16, 2013**

President Johnson convened the meeting at 7:00 p.m. in the Board Room, 15125 Farmington Road, Livonia.

Members Present Tammy Bonifield, Colleen Burton, Mark Johnson, Dianne Laura, Eileen McDonnell, Julie Robinson, Randy Roulier

Members Absent None

Riley Upper Elementary Orchestra Riley Upper Elementary orchestra students gave a performance just prior to the Board meeting and were presented with certificates of appreciation. The Riley orchestra students include: Eric Bruinsma, Madalyn Champagne, Jillian Cormier, Kendall Fay, Rain Gallagher, Lillian Johnson, Claudia Lazorishchak, Jesse Naser, Nathan Ponters, and Varun Siva.

Student Art Gallery Recognition – Stevenson High School Stacy Jenkins, administrator of communications, recognized the artistic ability of Stevenson High School students and presented each of them with a certificate of recognition. The students pointed out their artwork on display behind the Board table and shared a few details about their piece. The following Stevenson High School students had artwork on display: Sara Barlow, Tyler Cull, Bogdan Korostetskyi, Nick Mason, and Abbey Olenczuk.

Gift to Churchill AP Chemistry Program from BASF It was moved by Mrs. Bonifield and supported by Mrs. Burton that the Board of Education of the Livonia Public Schools School District accept the generous donation of \$5,000 from BASF Chemical Company, to the AP Chemistry program at Churchill High School.

Ayes: Bonifield, Burton, Johnson, Laura, McDonnell, Robinson, Roulier
Nays: None

Recess It was moved by Mrs. Bonifield and supported by Mrs. Burton that the Board recess for five to ten minutes to visit with guests.

Ayes: Bonifield, Burton, Johnson, Laura, McDonnell, Robinson, Roulier
Nays: None

The meeting was recessed at 7:16 p.m. and reconvened at 7:25 p.m.

Written Communication None

Audience Communication	None
Response to Prior Audience Communication	None
Consent Agenda	<p>It was moved by Mrs. Burton and supported by Mrs. Robinson that the Board of Education of the Livonia Public Schools School District approve the following consent agenda items as recommended by the superintendent:</p> <p>IV.A. Minutes of the Regular Meeting of November 18, 2013 IV.B. Minutes of the Special Meeting of December 2, 2013 IV.C. Minutes of the Closed Session of December 2, 2013 VI.A. Bills for Payment—December 17, 2013 VI.B. Approval of Resolution for Summer Tax Collection Adopted a resolution to collect one-half of the school property taxes in the summer. VI.C. Approval of Lease Renewals for Bell Creek Community Church, Himawari Preschool, The Learning Tree Child Care Center, Livonia Little Tots Day Nursery Approval of lease agreements with above entities effective July 1, 2013 through June 30, 2014, for a total of \$482,587.</p> <p>Ayes: Bonifield, Burton, Johnson, Laura, McDonnell, Robinson, Roulier Nays: None</p>
Bond Issue Presentation – Plante Moran CRESA	<p>Greg VanKirk, representative from Plante Moran CRESA, presented an overview of what has been taking place in the district related to the 2013 bond issue implementation, as well as plans for the next six months.</p>
Bid Results for Physical Education Equipment – PEP Grant	<p>It was moved by Mr. Roulier and supported by Mrs. McDonnell, that the Board of Education of the Livonia Public Schools School District accept the low bid for physical education strength equipment from All Pro in Plymouth, Michigan for \$88,625 and the low bid for physical education cardiovascular equipment from Exercise Warehouse in Livonia, Michigan for \$164,840.32, for a total cost of \$253,465.32</p> <p>Ayes: Bonifield, Burton, Johnson, Laura, McDonnell, Robinson, Roulier Nays: None</p>
Bid Results for Carpet Tiles for Physical Education Classrooms – PEP Grant	<p>It was moved by Mrs. Laura and supported by Mrs. Robinson that the Board of Education accept the quote from SCI Floor Covering, Inc. in Southfield, Michigan from the National Joint Powers Alliance (NJPA) Purchasing Consortium for carpet tiles and the installation for high school physical education classrooms from SCI Floor Covering, Inc. in Southfield, Michigan for a total cost of \$ 37,896.76.</p>

Ayes: Bonifield, Burton, Johnson, Laura, McDonnell, Robinson, Roulier
Nays: None

**Adoption of
2013-2014 First
Budget
Amendments**

It was moved by Mrs. Burton and supported by Mr. Roulier that the Board of Education of the Livonia Public Schools School District adopt the following amended budgets for the 2013-14 school year: General Operating, Special Education Fund, Debt Retirement Fund, 2013 Bond Fund, Building and Site Technology Fund, Technology Bond Fund, Sinking Fund Capital Projects Fund, 2012 Capital Projects Fund, Food Service Fund, Health and Welfare Fund, Athletic Fund, Scholarship Fund, and Funded Projects Fund.

**RESOLUTION FOR BUDGET ADOPTION
BY THE BOARD OF EDUCATION
LIVONIA PUBLIC SCHOOLS**

RESOLVED, that the general appropriation for
Livonia Public Schools for revenue

REVENUE	13/14 ADOPTED	13/14 FIRST AMENDED
Local	\$ 27,857,110	\$ 28,090,039
State	\$ 108,368,598	\$ 105,990,825
Federal	\$ 40,000	\$ 40,000
Incoming Transfers & Other Transactions	\$ 2,512,000	\$ 2,184,000
Total Revenue	\$ 138,777,708	\$ 136,304,864
Beginning Fund Balance as of 7/1/2013		
Non-spendable		
Unassigned	\$ 2,984,330	\$ 2,984,330
Assigned	\$ 1,861,756	\$ 3,763,178
Total Beginning Fund Balance as of 7/1/2013	\$ 4,846,086	\$ 6,747,508
Total Fund Balance and Revenues Available to Appropriate	\$ 143,623,794	\$ 143,052,372

The property tax adopted to be levied to support General Fund Operating
purposes is 18.00 mills non-homestead and 6.00 mills on
Commerical Personal Property

**RESOLUTION FOR BUDGET ADOPTION
BY THE BOARD OF EDUCATION
LIVONIA PUBLIC SCHOOLS**

RESOLVED, that the general appropriation for Livonia Public Schools for expenditures for the fiscal year 2013-14 General Fund is amended as follows:

EXPENDITURES	13/14 ADOPTED	13/14 FIRST AMENDED
INSTRUCTION		
Basic Programs	\$ 71,168,222	\$ 70,775,523
Added Needs	12,762,425	12,406,471
Adult & Continuing Education	502,786	474,607
Total Instruction	\$ 84,433,433	\$ 83,656,601
SUPPORTING SERVICES		
Pupil	\$ 8,905,953	\$ 9,064,851
Instructional Staff	6,550,881	6,532,326
General Administration	810,026	748,246
School Administration	9,311,066	9,158,732
Business	4,537,883	4,424,580
Operations	13,785,224	13,512,871
Transportation	6,922,168	6,854,112
Central	2,683,922	2,654,200
Total Supporting Services	\$ 53,507,123	\$ 52,949,918
COMMUNITY SERVICES		
Custody & Child Care	\$ 2,181,428	\$ 2,163,532
Total Community Services	\$ 2,181,428	\$ 2,163,532
OPERATION TRANSFERS AND OTHER		
Transfers to Other Districts	\$ 50,000	\$ 50,000
Transfers to Other Funds	1,590,054	1,467,954
Other Transactions	-	-
Total Operating Transfers and Other	\$ 1,640,054	\$ 1,517,954
TOTAL APPROPRIATED-GENERAL FUND	\$ 141,762,038	\$ 140,288,005
ANTICIPATED FUND BALANCE AS OF 7/1/2014		
Assigned	\$ -	\$ -
Unassigned	\$ 1,861,756	\$ 2,764,367
Total Anticipated Fund Balance as of 7/1/2014	\$ 1,861,756	\$ 2,764,367

All unassigned fund balance is available for appropriation in the subsequent budget year.

SPECIAL EDUCATION FUND BUDGET

	13/14 ADOPTED	13/14 FIRST AMENDED
BEGINNING FUND BALANCE	\$ 1,097,020	\$ 1,102,226
REVENUES		
General Fund Transfer-	\$ 790,953	\$ 878,480
County	13,244,569	12,629,011
State	4,342,285	4,232,101
Total Revenue	\$ 18,377,807	\$ 17,739,592
EXPENDITURES		
Instructional	\$ 12,251,573	\$ 12,149,640
Support	4,402,220	4,422,986
Outgoing Transfers and Other	1,900,000	1,900,000
Total Expenditures	\$ 18,553,793	\$ 18,472,626
SURPLUS (DEFICIT)	\$ (175,986)	\$ (733,034)
FUND BALANCE	\$ 921,034	\$ 369,192

Note: The Special Education budget is required to be amended and approved by the County several times throughout the year. Exact budget details are determined based on student enrollment and placements.

SPECIAL EDUCATION FUND EXPENDITURES BY PROGRAM

	13/14 ADOPTED	13/14 FIRST AMENDED
PROGRAM COSTS		
Autistic	\$ 4,590,312	\$ 4,511,716
Skill Center	4,523,208	4,146,851
Least Restrictive Environment	2,764,737	3,070,326
Trainable Mentally Impaired	4,546,290	4,329,986
Visually Impaired	1,515,681	1,712,933
Total Program Costs	\$ 17,940,228	\$ 17,771,812
INDIRECT COSTS		
Total Building Expenditures	\$ 347,799	\$ 375,972
12.00% Reimbursable Indirect Costs	(1,634,234)	(1,575,158)
Costs in Excess of Building Expense	\$ (1,286,435)	\$ (1,199,186)
OTHER		
Outgoing Transfer To General Fund	\$ 1,900,000	\$ 1,900,000
Total Expenditures	\$ 18,553,793	\$ 18,472,626

DEBT RETIREMENT FUND BUDGET

	13/14 ADOPTED	13/14 FIRST AMENDED
BEGINNING FUND BALANCE	\$ 1,702,260	\$ 1,734,633
REVENUES		
Tax Revenues	\$ 18,545,765	\$ 18,294,478
Interest Income	25,000	25,000
Other Revenue		
Total Revenue	\$ 18,570,765	\$ 18,319,478
EXPENDITURES		
Bond Redemption	\$ 10,195,000	\$ 10,625,000
Bond Interest	8,004,704	7,603,688
Other	300,000	160,000
Total Expenditures	\$ 18,499,704	\$ 18,388,688
SURPLUS (DEFICIT)	\$ 71,061	\$ (69,210)
FUND BALANCE	\$ 1,773,321	\$ 1,665,423

NOTE: The property tax adopted to cover debt is 4.6 mills.

HISTORICAL & FUTURE DEBT RETIREMENT NEEDS

YEAR		INTEREST	PRINCIPAL	TOTAL	BALANCE		PRIOR EXISTING DEBT	REFINANCING SAVINGS
23	02/03				\$ 180,757,195	100%	\$ 180,757,195	\$ -
22	03/04	\$ 2,544,418	\$ 3,691,347	\$ 6,235,765	174,521,430	97%	6,039,793	(195,972)
21	04/05	5,060,979	2,524,696	\$ 7,585,675	166,935,755	92%	7,548,744	(36,931)
20	05/06	5,209,870	2,478,518	\$ 7,688,388	159,247,367	88%	7,822,111	133,723
19	06/07	5,689,885	2,401,542	\$ 8,091,427	151,155,940	84%	8,005,411	(86,016)
18	07/08	6,143,934	1,929,891	\$ 8,073,825	143,082,115	79%	8,205,338	131,513
17	08/09	6,320,108	1,932,062	\$ 8,252,170	134,829,945	75%	8,434,264	182,094
16	09/10	4,523,148	3,900,000	\$ 8,423,148	126,406,797	70%	8,646,713	223,565
15	10/11	4,391,825	4,200,000	\$ 8,591,825	117,814,972	65%	9,002,894	411,069
14	11/12	4,182,735	4,570,000	\$ 8,752,735	109,062,237	60%	9,264,651	511,916
13	12/13	3,955,177	4,955,000	\$ 8,910,177	100,152,060	55%	9,520,576	610,399
12	13/14	3,708,435	5,345,000	\$ 9,053,435	91,098,625	50%	9,779,551	726,116
11	14/15	3,442,225	5,750,000	\$ 9,192,225	81,906,400	45%	10,034,006	841,781
10	15/16	3,154,725	6,160,000	\$ 9,314,725	72,591,675	40%	10,337,320	1,022,595
9	16/17	2,846,725	6,590,000	\$ 9,436,725	63,154,950	35%	10,446,256	1,009,531
8	17/18	2,517,225	6,965,000	\$ 9,482,225	53,672,725	30%	10,664,639	1,182,414
7	18/19	2,202,850	7,305,000	\$ 9,507,850	44,164,875	24%	10,835,038	1,327,188
6	19/20	1,873,125	7,635,000	\$ 9,508,125	34,656,750	19%	10,908,282	1,400,157
5	20/21	1,528,500	7,910,000	\$ 9,438,500	25,218,250	14%	10,897,944	1,459,444
4	21/22	1,133,000	8,385,000	\$ 9,518,000	15,700,250	9%	10,867,757	1,349,757
3	22/23	713,750	4,785,000	\$ 5,498,750	10,201,500	6%	5,500,438	1,688
2	23/24	474,500	4,750,000	\$ 5,224,500	4,977,000	3%	5,225,782	1,282
1	24/25	237,000	4,740,000	\$ 4,977,000	-	0%	4,976,109	(891)
		\$ 71,854,139	\$ 108,903,056	\$ 180,757,195			\$ 192,963,617	\$ 12,206,422

2013 BOND FUND BUDGET

	13/14 ADOPTED	13/14 FIRST AMENDED
BEGINNING FUND BALANCE	\$ 106,287,483	\$ 107,421,833
REVENUES		
Bond Proceeds		
Interest Revenue	\$ 20,000	\$ 100,000
Total Revenue	\$ 20,000	\$ 100,000
EXPENDITURES		
Fees and Other Costs		\$ 520,000
Capital Outlay	\$ 12,000,000	\$ 26,000,000
Total Expenditures	\$ 12,000,000	\$ 26,520,000
SURPLUS (DEFICIT)	\$ (11,980,000)	\$ (26,420,000)
FUND BALANCE	\$ 94,307,483	\$ 81,001,833

Capital Outlay expenditures will be amended throughout the year
based on annual bond projects.

BUILDING & SITE TECHNOLOGY FUND BUDGET

	13/14 ADOPTED	13/14 FIRST AMENDED
BEGINNING FUND BALANCE	\$ 1,865,991	\$ 1,913,214
REVENUES		
Interest Income	\$ 240	\$ 250
Total Revenue	\$ 240	\$ 250
EXPENDITURES		
Technology Equipment	\$ 1,000,000	\$ 1,000,000
Transfer to General Fund		
Total Expenditures	\$ 1,000,000	\$ 1,000,000
SURPLUS (DEFICIT)	\$ (999,760)	\$ (999,750)
FUND BALANCE	\$ 866,231	\$ 913,464

Funds to be used for "Five Year Technology Plan" and other technology purchases district wide Current year projects: Network Maintenance, upgrade network equipment, school computer labs, other.

TECHNOLOGY BOND FUND BUDGET

	13/14 ADOPTED	13/14 FIRST AMENDED
BEGINNING FUND BALANCE	\$ 36,523	\$ 36,527
REVENUES		
Interest Income	\$ -	\$ 100
Total Revenue	\$ -	\$ 100
EXPENDITURES		
Equipment	\$ 36,523	\$ 36,627
Total Expenditures	\$ 36,523	\$ 36,627
SURPLUS (DEFICIT)	(36,523)	\$ (36,527)
FUND BALANCE	\$ -	\$ -

SINKING FUND CAPITAL PROJECTS BUDGET

	13/14 ADOPTED	13/14 FIRST AMENDED
BEGINNING FUND BALANCE	\$ 4,935,457	\$ 6,917,793
REVENUES		
Property Taxes	\$ 4,454,986	\$ 4,475,985
Interest Income	2,000	2,000
Other Income		
Total Revenue	\$ 4,456,986	\$ 4,477,985
EXPENDITURES		
Repairs	\$ 5,000,000	\$ 7,000,000
Taxes written off	\$ 100,000	\$ 100,000
Total Expenditures	\$ 5,100,000	\$ 7,100,000
SURPLUS (DEFICIT)	\$ (643,014)	\$ (2,622,015)
FUND BALANCE	\$ 4,292,443	\$ 4,295,778

Current Year Projects may include; paving, cement, water mains, parking lot lights, storm sewers, play structures, gym floors, major building renovations, boiler repair, tunnel work, sheet metal siding,

NOTE: The adopted property tax levy for the sinking fund is 1.120 mills.

2012 CAPITAL PROJECTS FUND BUDGET

	13/14 ADOPTED	13/14 FIRST AMENDED
BEGINNING FUND BALANCE	\$ 30,358	\$ 29,782
REVENUES		
Interest Income	\$ -	\$ 100
Total Revenue	\$ -	\$ 100
EXPENDITURES		
Capital Improvements	\$ 30,358	\$ 29,882
Total Expenditures	\$ 30,358	\$ 29,882
SURPLUS (DEFICIT)	\$ (30,358)	\$ (29,782)
FUND BALANCE	\$ -	\$ -

NOTE: Source of funds is the sale of property in 2012. Funds to be used for Capital Improvements.

FOOD SERVICE FUND BUDGET

	13/14 ADOPTED	13/14 FIRST AMENDED
BEGINNING FUND BALANCE	\$ 662,241	\$ 737,907
REVENUES		
Local Sales	\$ 1,732,006	\$ 1,782,154
State Reimbursement	149,531	141,712
Federal Reimbursement	1,978,595	1,983,435
General Fund Support	33,000	23,000
Total Revenue	\$ 3,893,132	\$ 3,930,301
EXPENDITURES		
Wages & Benefits	\$ 1,439,690	\$ 1,475,258
Contracted Services	415,550	415,550
Food Costs	1,685,825	1,666,156
Non-Food Cost	241,000	337,000
Total Expenditures	\$ 3,782,065	\$ 3,893,964
SURPLUS (DEFICIT)	\$ 111,067	\$ 36,337
FUND BALANCE	\$ 773,308	\$ 774,244

HEALTH & WELFARE FUND BUDGET

	13/14 ADOPTED	13/14 FIRST AMENDED
BEGINNING FUND BALANCE	\$ 3,860,660	\$ 4,269,667
REVENUES		
Employee Transfers	\$ 3,142,503	\$ 3,061,550
Employee Paid Premiums	40,636	40,636
Employee Voluntary Insurance	262,438	262,438
Other Fund Transfers	3,793,625	3,515,786
General Fund Transfers	13,837,875	12,873,306
Total Revenue	\$ 21,077,077	\$ 19,753,716
EXPENDITURES		
Claims	\$ 9,812,648	\$ 5,155,774
Premiums	10,698,000	15,181,156
Administrative Fees	834,000	629,000
Voluntary Insurance	262,438	262,438
Total Expenditures	\$ 21,607,086	\$ 21,228,368
SURPLUS (DEFICIT)	\$ (530,009)	\$ (1,474,652)
FUND BALANCE	\$ 3,330,651	\$ 2,795,015

Funds used to record costs of claims, fees and premiums for employees benefit costs. Estimates include the change from the self-insured health care plan to the fully insured plan effective January 1, 2014.

ATHLETIC FUND BUDGET

	13/14 ADOPTED	13/14 FIRST AMENDED
BEGINNING FUND BALANCE	\$ -	\$ -
REVENUES		
Student Fees	\$ 640,000	\$ 640,000
Gate Receipts	241,041	241,041
General Fund Transfers	627,054	644,954
Total Revenue	\$ 1,508,095	\$ 1,525,995
EXPENDITURES		
Coaches/Director/Stipends	\$ 634,509	\$ 652,529
Contracted Services	590,986	665,948
Supplies/Equipment/Misc.	282,600	207,518
Total Expenditures	\$ 1,508,095	\$ 1,525,995
SURPLUS (DEFICIT)	\$ -	\$ -
FUND BALANCE	\$ -	\$ -

SCHOLARSHIP FUND BUDGET

	13/14 ADOPTED	13/14 FIRST AMENDED
BEGINNING FUND BALANCE	\$ 43,188	\$ 44,164
REVENUES		
Donations	\$ 500	\$ 500
Interest Income		100
Total Revenue	\$ 500	\$ 600
EXPENDITURES		
Scholarships	\$ 4,000	\$ 4,000
Total Expenditures	\$ 4,000	\$ 4,000
SURPLUS (DEFICIT)	\$ (3,500)	\$ (3,400)
FUND BALANCE	\$ 39,688	\$ 40,764

FUNDED PROJECTS BUDGET

	13/14 ADOPTED		13/14 FIRST AMENDED
BEGINNING FUND BALANCE	\$	-	\$ -
REVENUES			
General Fund Transfer	205,261	\$	-
Local	197,780		72,478
State	500,511		556,372
Federal	6,823,747		6,887,102
Total Revenue	\$ 7,727,299	\$	7,515,952
EXPENDITURES			
Instructional	4,984,822	\$	4,673,252
Support	2,584,043		2,699,469
Community Service	71,521		68,006
Outgoing Transfers and Other	86,913		75,225
Total Expenditures	\$ 7,727,299	\$	7,515,952
SURPLUS (DEFICIT)	\$ -	\$	-
FUND BALANCE	\$ -	\$	-

2013-2014
LOCAL, STATE AND FEDERALLY FUNDED PROJECTS

	REVENUE	EXPENSE	TRANSFER
LOCAL SOURCES			
Business Partnerships	\$ 30,499	\$ 30,499	\$ -
Bright House Networks	\$ 250	\$ 250	\$ -
Community Foundation Southeast Michigan	\$ 1,275	\$ 1,275	\$ -
Cagwin Insurance	\$ 3,000	\$ 3,000	\$ -
LPS Foundation	\$ 25,261	\$ 25,261	\$ -
Fuel Up To Play	\$ 821	\$ 821	\$ -
Wayne RESA: Positive Behavior Support	\$ 10,000	\$ 10,000	\$ -
American Chemical Society	\$ 1,372	\$ 1,372	\$ -
Total Local Sources	\$ 72,478	\$ 72,478	\$ -
STATE SOURCES			
Section 32d Great School Readiness	\$ 341,040	\$ 341,040	\$ -
Section 22i Technology Infrastructure	\$ 159,160	\$ 159,160	\$ -
Michigan Merit Curriculum Grant	\$ 50,000	\$ 50,000	\$ -
Professional Scholarship Mini-Grant	\$ 4,195	\$ 4,195	\$ -
Transition Mini-Grant	\$ 1,977	\$ 1,977	\$ -
Total State Sources	\$ 556,372	\$ 556,372	\$ -
FEDERAL SOURCES			
Title I	\$ 1,333,711	\$ 1,333,711	\$ -
Title I School-Wide Planning Grant	\$ 6,000	\$ 6,000	\$ -
Title II Part A	\$ 385,426	\$ 385,426	\$ -
Title III Limited English	\$ 46,935	\$ 46,935	\$ -
Vocational Perkins	\$ 232,623	\$ 232,623	\$ -
IDEA Flow-Through	\$ 3,177,602	\$ 3,177,602	\$ -
IDEA Preschool Incentive	\$ 190,348	\$ 190,348	\$ -
IDEA Low-Incidence Center Program Expansion	\$ 742,705	\$ 742,705	\$ -
IDEA START	\$ 22,500	\$ 22,500	\$ -
ABE Family Literacy	\$ 140,000	\$ 140,000	\$ -
ABE English/Civics Literacy	\$ 13,000	\$ 13,000	\$ -
Physical Education Program (PEP)	\$ 593,365	\$ 593,365	\$ -
IDEA Flow-Through- VI Summer Program	\$ 2,887	\$ 2,887	\$ -
Total Federal Sources	\$ 6,887,102	\$ 6,887,102	\$ -
Total Grants	\$ 7,515,952	\$ 7,515,952	\$ -
Funded Indirect Costs		\$ (70,316)	\$ 70,316
Net General Fund Transfer to Funded Projects	\$ 7,515,952	\$ 7,445,636	\$ 70,316

Ayes: Bonifield, Burton, Johnson, Laura, McDonnell, Robinson, Roulier
Nays: None

**First Reading of
Board Policy
BBAA – Method
of Electing Board
Officers**

Mrs. Burton, chair of the Policy Committee, reported that the Policy Committee reviewed the revised language for the policy listed below. This policy will be brought to the next regular Board meeting for a second reading and possible adoption.

BOARD POLICY

METHOD OF ELECTING BOARD OFFICERS

BBAA

~~March 21, 2011~~

All officers shall be elected annually on or before the ~~second Monday~~ **first regular Board meeting** in January by the Board of Education and shall serve for one year.

The process for filling any vacant officer position, should it occur, will be as follows:

- President – The vice president will automatically assume the office of president, as outlined in Policy BBABB. If the vice president is not available, the Board will take nominations and vote to fill the office of president on or before the first Board meeting following the official vacancy of that position.
- Vice President – The Board will take nominations and vote to fill the office of vice president on or before the first Board meeting following the official vacancy of that position.
- Secretary – The Board will take nominations and vote to fill the office of secretary on or before the first Board meeting following the official vacancy of that position.

Any Board member who fills an officer vacancy under the process above will continue in that role for the balance of the unexpired term.

**First Reading of
Board Policies:
ABB – Board
Powers and
Duties
BBABC – Duties
of the Secretary
ABCF – Board
Member Removal
from Office
ABCB – Board
Member
Qualification
BBBE – Board
Member
Compensation
and Expenses
BBBC – Board
Member
Development
Opportunities**

Mrs. Burton, chair of the Policy Committee, reported that the Policy Committee reviewed the revised language for the policies listed below. These policies will be brought to the next regular Board meeting for a second reading and possible adoption.

**BYLAWS OF THE BOARD
DISTRICT ORGANIZATION
BOARD POWERS AND DUTIES**

ABB

~~June 20, 1988~~

The Board of Education exercises its powers and duties only in properly called meetings, where a majority of the Board constitutes a quorum to transact business. Except when performing a specific duty as ordered by the Board, the decision and actions of a single member of the Board are not binding on the entire Board or school district.

The mandatory and implied granted powers and duties of the Board are defined by law. This Board considers that its most important functions fall into the following categories:

1. Legislative or policy-making. The Board is responsible for the development of policy, these policies shall be carried out by the administration. The Board shall evaluate the effectiveness of its policies and their implementation.
2. Educational planning and appraisal. The Board is responsible for requiring and acquiring reliable information from responsible sources which will enable it and the staff to work toward the continuing improvement of the educational program.

The Board shall employ the staff necessary to carry out the instructional program. The Board shall establish salaries and salary schedules, other terms and conditions of employment, and personnel policies.

3. Provision of financial resources. The Board has major responsibilities for the adoption of a budget and acquisition of funds necessary for salaries, buildings, staff materials, and equipment--to enable the district to carry out the educational program. The Board is responsible for exercising proper control over all district funds.
4. School facilities. The Board is responsible for determining school housing needs, for communicating these needs to the community, for purchasing, leasing or selling sites, for approving building sites and approving building plans that will support and enhance the educational program.
5. Judicial. The Board is responsible for interpreting policies to school staff members, students and the public when issues involve Board policies and their fair implementation.
6. Communication with the public. The Board is responsible for providing adequate and direct means for keeping local citizens informed about the schools and keeping itself informed about the wishes of the public.

**BYLAWS OF THE BOARD
BOARD OPERATIONS
DUTIES OF THE SECRETARY**

**BBABC
FEBRUARY 19, 2001**

It shall be the duty of the secretary to act as clerk at all meetings of the Board; to record the proceedings of all meetings; and the minutes of all meetings, orders, resolutions and other proceedings of the Board in proper record books; to give the prescribed notice of the annual district meeting, and of all such special meetings as shall be required to give notice of in accordance with the provisions of law; to preserve and file copies of all reports and safely preserve and keep all books, papers and other documents belonging to the office of secretary or to the district, and to deliver the same to his/her successor in office; and to perform such other duties as are or shall be required of the secretary by law or by the Board.

~~The secretary shall be the chief elections officer of the school district with authority to delegate duties to a member of the administrative staff. As outlined by law, if the secretary of the board is running for re-election, the treasurer of the board must canvass the secretary's nominating petitions.~~

The secretary shall sign documents and correspondence as authorized by the Board and/or required by law.

**BYLAWS OF THE BOARD
DISTRICT ORGANIZATION
BOARD MEMBER REMOVAL FROM OFFICE
Removal from Office**

**ABCF
June 20, 1988**

The office of a member of the Board shall become vacant immediately, without declaration by any officer or acceptance by the Board or its members, upon one of the following events:

- a. Death of the incumbent, or the incumbent's being adjudicated insane or being found to be **a legally incapacitated individual by a court of competent jurisdiction.** ~~mentally incompetent by the proper court.~~
- b. The incumbent's resignation
- c. The incumbent's removal from office
- d. The incumbent's conviction of a felony
- e. The incumbent's election or appointment being declared void by a competent tribunal
- f. The incumbent's neglect or failure to file his/her acceptance of office, to take the oath of office, or to give or renew an official bond required by law

- g. The failure of the district to elect a successor at the annual school meeting or election
- h. The incumbent's ceasing to possess the legal qualifications for holding office
- i. The incumbent's residence being removed from the school district

Recall of Board Member

Each Board member is subject to recall by the school electors of the respective district in the manner prescribed by law.

BYLAWS OF THE BOARD DISTRICT ORGANIZATION BOARD MEMBER QUALIFICATIONS

**ABCB
June 20, 1988**

A school elector is eligible for election or appointment to the Board of Education.

Acceptance of Office; Constitutional Oath

Within five **business** days after an election, each member-elect shall be notified of the election. Within ten **business** days after notification of election or appointment to the Board, each person shall file with the Secretary of the Board an acceptance of the office to which the person has been elected or appointed, ~~accompanied by a written affidavit setting forth the fact of eligibility as a school elector.~~ Each person elected or appointed to the Board shall take and subscribe the following oath or affirmation: "I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of this state, and that I will faithfully discharge the duties of the office of member of the Board of Education according to the best of my ability."

BYLAWS OF THE BOARD BOARD OPERATIONS BOARD MEMBER COMPENSATION AND EXPENSES

**BBBE
NOVEMBER 2, 1988**

The Board of Education authorizes compensation for its members which shall not exceed \$50.00 per meeting and authorizes \$100 additional compensation per year for the secretary of the Board.

Authorized Activities

Subject to the provisions of the ~~Michigan~~ **Revised** School Code, the following activities are designated as meetings or functions for which Board of Education members shall be entitled to compensation:

- a. All regular Board of Education meetings
- b. All special Board of Education meetings
- c. All committee meetings if scheduled on other than the night of a regular or special Board of Education meeting
- d. ~~Attendance at any recognized school-affiliated group when the corporate Board as a whole is invited to participate~~
- e. Study sessions of the Board of Education
- f. Joint meetings with other governmental agencies when the Board of Education functions as a committee-of-the-whole; i.e., meetings with city councils, board of trustees for Schoolcraft College, etc.

Reimbursement for Expenses

The Board of Education may pay the actual and necessary expenses incurred by its members and employees in the discharge of official duties or in the performance of functions authorized by the

Board. The expenditures shall be a public record and shall be made available upon request.

**BYLAWS OF THE BOARD
BOARD OPERATIONS**

**BBBC
~~APRIL 23, 2007~~**

BOARD MEMBER DEVELOPMENT OPPORTUNITIES

Members are encouraged to attend educational, leadership, and developmental workshops, conferences, and seminars which will assist them in the performance of their duties. Members will also be reimbursed for ~~appropriate educational materials~~ **actual and necessary expenses**. Any expenditure of district funds exceeding \$500 per event, or expenses including overnight travel, must have prior approval by resolution.

**Second Reading
& Adoption of
Board Policy
MM – Public
School
Academies**

It was moved by Mrs. Robinson and supported by Mr. Roulier that the Board of Education of the Livonia Public Schools School District accept the recommendation of the Policy Committee and adopt language per the attached document for the following revised Board Policy:

**BOARD POLICY MM – PUBLIC SCHOOL ACADEMIES
BOARD POLICY
PUBLIC SCHOOL ACADEMIES**

**MM
December 16, 2013**

The Board believes that public school academies can serve an important function in the education of students as permitted by applicable law. In an effort to foster diversity of educational opportunity without sacrificing quality of education or unnecessarily duplicating existing educational opportunities, it shall be the policy of the Board to review or cause to be reviewed applications for contractual authorization of public school academies and to review the prospective applications of members proposed for the boards of directors thereof in accordance with Board Policy.

An entity interested in pursuing authorization of a public school academy through the District must submit an application in a form approved by the Superintendent's office.

All approved programs must have clearly defined educational goals, competent administration and staff to carry out those goals, and means and methods for ongoing evaluation of the program, sufficient financial resources, and will not be in conflict with the operation of the regular K-12 program.

The Superintendent or his designee shall review proposed applications and recommend approval, modification, amendment or rejection of the application to the Board for action.

The recommendation shall include as an information item the complete application. In reviewing whether to recommend the issuance of a contract to a proposed public school academy and whether to issue said contract, the Superintendent and Board, respectively, shall consider:

- The resources available for the proposed public school academy;
- The population to be served by the proposed public school academy;
- The educational goals to be achieved by the proposed public school academy;
- The applicant's track record, if any, in organizing public school academies or other public schools;
- The graduation rate of a school district in which the proposed public school academy is proposed to be located;
- The population of a county in which the proposed public school academy is proposed to

be located;

- The number of schools in the proximity of a proposed location of the proposed public school academy that are on the list under section 1080c(1) of the public schools in this state that the Michigan Department of Education has determined to be among the lowest achieving 5% of all public schools in this state;
- The number of pupils on waiting lists of public school academies in proximity of a proposed location of the proposed public school academy; and
- The authorizer may give priority to a public school academy intended to replace a closed public school academy

The Superintendent shall be the Board's designee for purposes of effecting the purposes of this Policy and shall implement such guidelines as he deems necessary hereunder. To the extent permitted by law, the Superintendent and Board reserve the right to waive any irregularities in the application or any other document related to the purposes of this policy.

Ayes: Bonifield, Burton, Johnson, Laura, McDonnell, Robinson, Roulier
Nays: None

**Second Reading
& Adoption of
Board Policy
MMA – Public
School
Academies Board
of Directors**

It was moved by Mrs. McDonnell and supported by Mrs. Robinson that the Board of Education of the Livonia Public Schools School District accept the recommendation of the Policy Committee and adopt language per the attached document for the following revised Board Policy:

**BOARD POLICY
PUBLIC SCHOOL ACADEMIES
BOARD OF DIRECTORS: METHOD OF
SELECTION, APPOINTMENT, AND REMOVAL**

**MMA
December 16, 2013**

The Board of Education declares that the method of selection, length of term, and number of board members of any approved academy shall be as follows.

Method of Selection and Appointment

The Board of Education ("Board") shall prescribe the method of appointment for members of an academy's board of directors. The superintendent is authorized to develop and administer an academy board selection and appointment process that includes an *Application for Public School Academy Board Appointment* and is in accord with these policies:

- The Board shall appoint the initial and subsequent academy board of directors by resolution, except as prescribed by subparagraph (d). The superintendent shall recommend qualified individuals to the Board.
- The academy board of directors, by resolution and majority vote, shall nominate its subsequent members, except as provided otherwise. The academy board of directors shall recommend to the superintendent at least one nominee for each vacancy. Nominees shall submit the *Application for Public School Academy Board Appointment* for review by the superintendent. The superintendent may or may not recommend the appointment of a nominee submitted by the academy board. If the superintendent's office does not recommend the appointment of a nominee submitted by the academy board, he/she may select and recommend another nominee or may request the academy board submit a new nominee for consideration.
- An individual appointed to fill a vacancy created other than by the expiration of a term shall be appointed for the unexpired term of that vacant position.
- Under exigent conditions, and with the approval of the Board President, the superintendent may appoint a qualified individual to an academy's board of directors. All appointments made under this provision must be presented to the Board for final determination at its next regularly scheduled meeting. The Board reserves the right to review, rescind, modify, ratify, or approve any appointments made under this provision.

Length of Term

The director of an academy board shall serve at the pleasure of the Board. Terms of the initial positions of the academy board of directors which shall be staggered in accordance with *The Academy Board of Directors Table of Staggered Terms and Appointments* established and administered by the director. Subsequent appointments shall be for a term of office not to exceed four (4) years, except as prescribed by *The Academy Board of Directors Table of Staggered Terms and Appointments*.

Removal and Suspension

If the Board determines that an academy board member's service in office is no longer necessary, then the Board may remove an academy board member with or without cause and shall specify the date when the academy board member's service ends. An academy board member may also be removed from office by a two-thirds (2/3) vote of the academy's board for cause.

With the approval of the Board President, the superintendent may suspend an academy board member's service, if in his/her judgment the person's continued presence would constitute a risk to persons or property, or would seriously impair the operation of the academy. Any suspension made under this provision must be presented to the current Board for final determination at its next regularly scheduled meeting. The Board reserves the right to review, rescind, modify, ratify, or approve any suspensions made under this provision.

Number of Directors

The number of members of the academy board of directors shall not be less than five (5) nor more than nine (9). If the academy board of directors fails to maintain its full membership by making appropriate and timely nominations, the Board or its designee may deem that failure an exigent condition.

Qualifications of Academy Board Members

To be qualified to serve on an academy's board of directors, a person shall, among other things: (A) be a citizen of the United States; (B) submit all materials requested by the superintendent's office including, but not limited to, the *Application for Public School Academy Board Appointment* which must include authorization to process a criminal background check; and (C) annually submit a conflict of interest disclosure as prescribed by the superintendent.

The members of an academy board of directors shall not include: (a) employees of the academy; (b) any director, officer, or employee of a service provider or management company that contracts with the academy; (c) a District official or employee, as a representative of the District.

Oath of Public Office

All members of the academy board of directors must take the constitutional oath of office and sign the *Oath of Public Office* before beginning their service. No appointment shall be effective prior to the filing of the *Oath of Public Office* with the District.

Tenure

Each Director shall hold office until the Director's replacement, death, resignation, removal or until the expiration of the term, whichever occurs first.

Resignation.

Any Director may resign at any time by providing written notice to the corporation. Notice of resignation will be effective upon receipt or at a subsequent time if designated in a written notice. A successor shall be appointed as provided in the Academy bylaws or applicable District policy.

Board Vacancies

A Board of Director vacancy shall occur because of death, resignation, removal, failure to maintain residency in the State of Michigan, disqualification or as otherwise specified in the Code. Any vacancy shall be filled as provided in the Academy bylaws or applicable District policy.

Compensation.

A Director of the Academy shall serve as a volunteer Director. By resolution of the Board, the Directors may be reimbursed for their reasonable expenses incident to their duties.

Ayes: Bonifield, Burton, Johnson, Laura, McDonnell, Robinson, Roulier
Nays: None

Adjournment

President Johnson adjourned the meeting at 9:25 p.m.

Off/Supt/jw