

**MINUTES
BOARD OF EDUCATION
Livonia Public Schools
15125 Farmington Road
Regular Meeting
November 16, 2015**

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

**Members
Present**

Bonifield, Burton, Centers, Jarvis, Johnson, Laura, McDonnell

**Members
Absent**

None

**Art Gallery –
Franklin High
School
Students**

Mrs. Jenkins, administrator of communications, introduced Franklin High School students whose artwork was displayed behind the Board table. Students Matthew Bardel, Kacey Bernhard, Lauren Forgacs, Abby Jenkins, and Natalie Truxall shared information about their artwork.

**Gift from
PROCAM to
Livonia Public
Schools**

It was moved by Mrs. Jarvis and supported by Mrs. McDonnell that the Board of Education of the Livonia Public Schools School District accept the generous gift of nine color printers from PROCAM, for a total estimated value of \$8,991.

Ayes: Bonifield, Burton, Centers, Jarvis, Johnson, Laura, McDonnell
Nays: None

**American
Education Week**

It was moved by Mr. Johnson and supported by Mrs. Laura that the Board of Education of the Livonia Public Schools School District designate November 16-20, 2015, as the 94th annual observance of American Education Week.

**American Education Week
November 16-20, 2015
RESOLUTION**

WHEREAS, public schools are the backbone of our democracy, providing young people with the tools they need to maintain our nation's precious values of freedom, civility and equality; and

WHEREAS, by equipping young Americans with both practical skills and broader intellectual abilities, schools give them hope for, and access to, a productive future; and

WHEREAS, public education employees work tirelessly to serve our children and communities with care and professionalism; and

WHEREAS, schools unite entire communities, bringing together adults and children, educators and volunteers, business leaders, and elected officials in a common purpose.

NOW, THEREFORE, BE IT RESOLVED, that the Trustees of the Board of Education of the Livonia Public Schools School District do hereby proclaim November 16-20, 2015 as the 94th annual observance of

AMERICAN EDUCATION WEEK

And urge all citizens to make a commitment to public education and to the future of our children.

BE IT FURTHER RESOLVED, that the Trustees of the Livonia Public Schools Board of Education take this special occasion to thank Livonia Public Schools employees, parents and community volunteers for the work they do to educate and support the children of our school district.

Tammy Bonifield, Secretary
Livonia Public Schools Board of Education

Ayes: Bonifield, Burton, Centers, Jarvis, Johnson, Laura, McDonnell
Nays: None

Recess

The Board recessed at 7:12 p.m. to visit with guests and reconvened the meeting at 7:22 p.m.

**Written
Communication**

None

President Burton shared that the three roles of the Board of Education are to: 1) Set policy; 2) Hire and evaluate the superintendent; and 3) Set strategic goals and ensure that the budget is aligned with those goals. Mrs. Burton noted that day-to-day operations are the responsibility of the superintendent and the administration.

**Audience
Communication**

Jody White addressed the Board regarding incidents at Churchill High School and the response she received from Interim Superintendent Mrs. Oquist.

**Response to
Prior Audience
Communication**

President Burton relayed that in response to audience communications from Mrs. Jody White, the incident that took place in fall 2014 has been investigated and reported upon by school administration, as is appropriate. Since that time, the district has responded to FOIA requests, as required by law, and where it has had the capacity to do so. Any information being requested from another agency, such as the police department, cannot be provided by Livonia Public Schools. Those documents would have to be requested of the police department or the agency who possesses them. Any documents disclosing information pertaining to other students cannot be shared, as that would be a violation of the law. Recently, the superintendent met with Mrs. White to address any outstanding concerns. Those concerns and questions were answered again, both verbally and in writing. All appropriate and necessary actions have been taken, and have been communicated to the White family. There is nothing more the district can do regarding this.

President Burton also responded to audience communications from the October 19 regular Board meeting. (Responses are in italics):

A parent: 1) Asked why it was requested that he pay for a magazine for his child's class – *The principal had previously emailed the parent to state that the magazine was optional and not required*; 2) Stated that a school's recorded phone message was out of date – *This was reported to the school and updated the next day*; 3) Asked about flyers that are sent home from school in his child's backpack – *The district approves flyers from some organizations, as a courtesy to families who may be interested in the offerings, but this does not mean that LPS is endorsing the organization and/or product.*

A community member raised a concern about cars lining the street while waiting for the school bus, potentially causing a safety issue for residents

going in and out of the subdivision - *A communication will be sent to the families of students who ride the bus in this neighborhood, requesting them to wait beyond the boulevard area so they are not parked in the most narrow area of the entrance to the subdivision.*

A parent asked about individual Board members being provided with information – *There is a Board policy that summarizes the process for these requests and that process is followed when a request is made.*

A parent asked about the addition of swings at Jackson Center – *Administration is working with Jackson regarding that request.*

Mrs. Burton stated that if parents ever have questions or concerns about something that is happening at their child's school, they should not hesitate to contact the school directly.

Consent Agenda

It was moved by Mrs. Bonifield and supported by Mr. Johnson that the Board of Education of the Livonia Public Schools School District approve the following consent agenda items as recommended by the superintendent:

V.A. Minutes of the Regular Meeting of October 19, 2015

VI.A. Bills for Payment—November 17, 2015

Ayes: Bonifield, Burton, Centers, Jarvis, Johnson, Laura, McDonnell

Nays: None

Audit Report for 2014-2015

It was moved by Mr. Centers and supported by Mrs. Bonifield that the Board of Education of the Livonia Public Schools School District accept the 2014-2015 audit report as presented by the audit firm of Plante Moran.

Ayes: Bonifield, Burton, Centers, Jarvis, Johnson, Laura, McDonnell

Nays: None

Adoption of 2015-2016 First Budget Amendments

It was moved by Mrs. McDonnell and supported by Mr. Centers that the Board of Education of the Livonia Public Schools School District adopt the attached amended budgets for the 2015-16 school year: General Fund, Special Education Fund, Debt Retirement Fund 2013 Bond Series I, Debt Retirement Fund 2014 Refunding Bond, 2013 Bond Fund, Building and Site Technology Fund, Sinking Fund Capital Projects, 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 for the fiscal year 2015-16 General Fund is amended as follows:

REVENUE	15/16 AS ADOPTED	15/16 FIRST AMENDED
Local	\$ 28,380,389	\$ 28,345,389
State	110,296,437	109,500,134
Federal	41,700	41,700
Incoming Transfers & Other Transactions	<u>3,752,376</u>	<u>3,599,376</u>
Total Revenue	\$ 142,470,902	\$ 141,486,599
Beginning Fund Balance as of 7/1/2015 Assigned	<u>\$ 1,777,109</u>	<u>\$ 4,290,190</u>
Total Beginning Fund Balance as of 7/1/2015	\$ 1,777,109	\$ 4,290,190
Total Fund Balance and Revenues Available to Appropriate	<u>\$ 144,248,011</u>	<u>\$ 145,776,789</u>

The property tax adopted to be levied to support General Fund Operating purposes is 18.00 mills non-homestead and 6.00 mills on Commercial 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 2015-16 General Fund is amended as follows:

EXPENDITURES	15/16 AS ADOPTED	15/16 FIRST AMENDED
INSTRUCTION		
Basic Programs	\$ 72,309,836	\$ 72,834,879
Added Needs	11,062,108	10,985,265
Adult & Continuing Education	<u>477,774</u>	<u>-</u>
Total Instruction	\$ 83,849,718	\$ 83,820,144
SUPPORTING SERVICES		
Pupil	\$ 10,473,696	\$ 10,662,760
Instructional Staff	6,637,863	6,172,191
General Administration	852,988	815,281
School Administration	10,018,664	9,759,638
Business	3,812,834	3,849,021
Operations	14,058,381	14,188,715
Transportation	7,379,632	7,361,782
Central	<u>2,753,488</u>	<u>2,909,665</u>
Total Supporting Services	\$ 55,987,546	\$ 55,719,053
COMMUNITY SERVICES		
Custody & Child Care	<u>\$ 2,206,327</u>	<u>\$ 2,894,923</u>
Total Community Services	\$ 2,206,327	\$ 2,894,923
OPERATION TRANSFERS AND OTHER		
Transfers to Other Districts	\$ 50,000	\$ 50,000
Transfers to Other Funds	1,524,869	1,565,978
Other Transactions	<u>-</u>	<u>-</u>
Total Operating Transfers and Other	\$ 1,574,869	\$ 1,615,978
Total Appropriated-General Fund	\$ 143,618,460	\$ 144,050,098
ANTICIPATED FUND BALANCE AS OF 7/1/2015		
Unassigned	<u>\$ 629,551</u>	<u>\$ 1,726,691</u>
Total Anticipated Fund Balance as of 7/1/2015	\$ 629,551	\$ 1,726,691

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

SPECIAL EDUCATION FUND BUDGET

	15/16 AS ADOPTED	15/16 FIRST AMENDED
BEGINNING FUND BALANCE	\$ 996,195	\$ 1,399,914
REVENUES		
General Fund Transfer	\$ 832,908	\$ 831,719
County	12,867,833	12,356,840
State Foundation	3,697,454	4,186,668
State Categorical	761,618	549,035
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Total Revenue	\$ 18,159,813	\$ 17,924,262
EXPENDITURES		
Instructional	\$ 12,759,659	\$ 12,345,355
Support	4,054,882	4,176,418
Outgoing Transfers and Other	1,100,000	1,200,000
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Total Expenditures	\$ 17,914,541	\$ 17,721,773
SURPLUS (DEFICIT)	\$ 245,272	\$ 202,489
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FUND BALANCE	\$ 1,241,467	\$ 1,602,403

Special Education is estimated for the proposed budget until exact budget details are determined based on actual student enrollment and placements.

SPECIAL EDUCATION FUND EXPENDITURES BY PROGRAM

	15/16 AS ADOPTED	15/16 FIRST AMENDED
PROGRAM COSTS		
Autistic	\$ 4,967,720	\$ 4,963,326
Skill Center	4,242,678	4,206,287
Least Restrictive Environment	2,911,062	2,906,706
Trainable Mentally Impaired	4,424,214	4,270,356
Visually Impaired	<u>1,574,064</u>	<u>1,552,134</u>
Total Program Costs	\$ 18,119,738	\$ 17,898,809
INDIRECT COSTS		
Total Building Expenditures	\$ 374,964	\$ 315,993
12.00% Reimbursable Indirect Costs	<u>(1,680,161)</u>	<u>(1,693,029)</u>
Costs in Excess of Building Expense	\$ (1,305,197)	\$ (1,377,036)
OTHER		
Outgoing Transfer To General Fund	<u>\$ 1,100,000</u>	<u>\$ 1,200,000</u>
Total Expenditures	\$ 17,914,541	\$ 17,721,773

DEBT RETIREMENT FUND 2013 BOND SERIES 1 BUDGET

	15/16 AS ADOPTED	15/16 FIRST AMENDED
BEGINNING FUND BALANCE	\$ 562,390	\$ 810,232
REVENUES		
Property Tax Revenue	\$ 10,163,000	\$ 10,163,000
Interest Income	<u>100</u>	<u>100</u>
Total Revenue	\$ 10,163,100	\$ 10,163,100
EXPENDITURES		
Bond Redemption	\$ 5,675,000	\$ 5,675,000
Bond Interest	4,446,500	4,446,500
Other	<u>200,000</u>	<u>200,000</u>
Total Expenditures	\$ 10,321,500	\$ 10,321,500
SURPLUS (DEFICIT)	<u>\$ (158,400)</u>	<u>\$ (158,400)</u>
FUND BALANCE	\$ 403,990	\$ 651,832

NOTE: The property tax adopted for debt retirement is 2.48 mills.

DEBT RETIREMENT FUND 2014 REFUNDING BOND BUDGET

	15/16 AS ADOPTED	15/16 FIRST AMENDED
BEGINNING FUND BALANCE	\$ 487,994	\$ 737,196
REVENUES		
Property Tax Revenue	\$ 8,754,000	\$ 8,754,000
Interest Income	\$ 100	\$ 100
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Total Revenue	\$ 8,754,100	\$ 8,754,100
EXPENDITURES		
Bond Redemption	\$ 5,880,000	\$ 5,880,000
Bond Interest	\$ 2,796,450	\$ 2,796,450
Other	\$ 180,000	\$ 180,000
	<hr/>	<hr/>
Total Expenditures	\$ 8,856,450	\$ 8,856,450
SURPLUS (DEFICIT)	\$ (102,350)	\$ (102,350)
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FUND BALANCE	\$ 385,644	\$ 634,846

NOTE: The property tax adopted for debt retirement is 2.12 mills.

2013 BOND FUND BUDGET

	15/16 AS ADOPTED	15/16 FIRST AMENDED
BEGINNING FUND BALANCE	\$ 64,039,064	\$ 63,596,114
REVENUES		
Interest Income	<u>\$ 250,000</u>	<u>\$ 250,000</u>
Total Revenue	\$ 250,000	\$ 250,000
EXPENDITURES		
Capital Outlay	<u>\$ 50,000,000</u>	<u>\$ 50,000,000</u>
Total Expenditures	\$ 50,000,000	\$ 50,000,000
SURPLUS (DEFICIT)	<u>\$ (49,750,000)</u>	<u>\$ (49,750,000)</u>
FUND BALANCE	\$ 14,289,064	\$ 13,846,114

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

BUILDING & SITE TECHNOLOGY FUND BUDGET

	15/16 AS ADOPTED	15/16 FIRST AMENDED
BEGINNING FUND BALANCE	\$ 691,372	\$ 905,115
REVENUES		
Interest Income	<u>\$ 200</u>	<u>\$ 200</u>
Total Revenue	\$ 200	\$ 200
EXPENDITURES		
Technology Equipment	<u>\$ 500,000</u>	<u>\$ 500,000</u>
Transfer to General Fund		
Total Expenditures	\$ 500,000	\$ 500,000
SURPLUS (DEFICIT)	<u>\$ (499,800)</u>	<u>\$ (499,800)</u>
FUND BALANCE	\$ 191,572	\$ 405,315

Funds to be used for technology purchases district wide.

SINKING FUND CAPITAL PROJECTS BUDGET

	15/16 AS ADOPTED	15/16 FIRST AMENDED
BEGINNING FUND BALANCE	\$ 9,889,367	\$ 10,787,420
REVENUES		
Property Taxes	\$ 4,683,500	\$ 4,683,500
Interest Income	<u>2,800</u>	<u>2,800</u>
Total Revenue	\$ 4,686,300	\$ 4,686,300
EXPENDITURES		
Repairs	\$ 5,000,000	\$ 5,000,000
Taxes written off	<u>\$ 100,000</u>	<u>\$ 100,000</u>
Total Expenditures	\$ 5,100,000	\$ 5,100,000
SURPLUS (DEFICIT)	<u>\$ (413,700)</u>	<u>\$ (413,700)</u>
FUND BALANCE	\$ 9,475,667	\$ 10,373,720

Current Year Projects may include; paving, cement, water mains, parking lot lights, storm sewers, play structures, gym floors, boiler repair, tunnel work, sheet metal siding, roofs, energy efficient projects, demolition, grading/drainage, and other work as needed throughout the year.

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

FOOD SERVICE FUND BUDGET

	15/16 AS ADOPTED	15/16 FIRST AMENDED
BEGINNING FUND BALANCE	\$ 589,554	\$ 532,214
REVENUES		
Local Sales	\$ 1,810,130	\$ 1,808,064
State Reimbursement	166,415	158,752
Federal Reimbursement	1,919,157	1,901,356
General Fund Support	-	
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Total Revenue	\$ 3,895,702	\$ 3,868,172
EXPENDITURES		
Wages & Benefits	\$ 1,541,168	\$ 1,541,168
Contracted Services	373,000	373,000
Food Costs	1,627,907	1,625,770
Non-Food Cost	169,764	163,771
Transfer to General Fund	200,000	100,000
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Total Expenditures	\$ 3,911,839	\$ 3,803,709
SURPLUS (DEFICIT)	\$ (16,137)	\$ 64,463
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FUND BALANCE	\$ 573,417	\$ 596,677

HEALTH & WELFARE FUND BUDGET

	15/16 AS ADOPTED	15/16 FIRST AMENDED
BEGINNING FUND BALANCE	\$ 3,098,534	\$ 3,234,139
REVENUES		
Employee Transfers	\$ 4,502,920	\$ 4,502,920
Employee Paid Premiums	53,000	43,000
Employee Voluntary Insurance	346,000	346,000
Other Fund Transfers	3,317,100	3,360,500
General Fund Transfers	12,880,660	12,837,000
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Total Revenue	\$ 21,099,680	\$ 21,089,420
EXPENDITURES		
Claims	\$ 385,882	\$ 385,882
Premiums	21,396,780	21,258,000
Administrative Fees	147,000	150,000
Voluntary Insurance	346,000	346,000
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Total Expenditures	\$ 22,275,662	\$ 22,139,882
SURPLUS (DEFICIT)	\$ (1,175,982)	\$ (1,050,462)
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FUND BALANCE	\$ 1,922,552	\$ 2,183,677

Funds used to record the costs of claims, fees and premiums for
employee benefit costs.

ATHLETIC FUND BUDGET

	15/16 AS ADOPTED	15/16 FIRST AMENDED
BEGINNING FUND BALANCE	\$ -	\$ -
REVENUES		
Student Fees	\$ 602,100	\$ 602,100
Gate Receipts	228,000	228,000
General Fund Transfers	715,978	733,978
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Total Revenue	\$ 1,546,078	\$ 1,564,078
EXPENDITURES		
Coaches/Director/Stipends	\$ 574,662	\$ 576,662
Contracted Services	764,416	762,316
Supplies/Equipment/Misc.	207,000	225,100
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Total Expenditures	\$ 1,546,078	\$ 1,564,078
SURPLUS (DEFICIT)	\$ -	\$ -
FUND BALANCE	\$ -	\$ -

SCHOLARSHIP FUND BUDGET

	15/16 AS ADOPTED	15/16 FIRST AMENDED
BEGINNING FUND BALANCE	\$ 38,638	\$ 39,610
REVENUES		
Donations	\$ 1,000	\$ 1,000
Interest Income	<u>-</u>	<u>-</u>
Total Revenue	\$ 1,000	\$ 1,000
EXPENDITURES		
Scholarships	<u>\$ 4,000</u>	<u>\$ 4,000</u>
Total Expenditures	\$ 4,000	\$ 4,000
SURPLUS (DEFICIT)	<u>\$ (3,000)</u>	<u>\$ (3,000)</u>
FUND BALANCE	\$ 35,638	\$ 36,610

FUNDED PROJECTS FUND BUDGET

	15/16 AS ADOPTED	15/16 FIRST AMENDED
BEGINNING FUND BALANCE	\$ -	\$ -
REVENUES		
Local	64,393	128,674
State	612,866	1,333,203
Federal	6,759,504	7,042,717
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Total Revenue	\$ 7,436,763	\$ 8,504,594
EXPENDITURES		
Instructional	5,657,075	\$ 6,395,910
Support	1,625,347	1,975,283
Community Service	67,077	47,380
Outgoing Transfers and Other	87,264	86,021
	<hr/>	<hr/>
Total Expenditures	\$ 7,436,763	\$ 8,504,594
SURPLUS (DEFICIT)	<hr/> \$ -	<hr/> \$ -
FUND BALANCE	\$ -	\$ -

2015-2016
LOCAL, STATE, AND FEDERALLY FUNDED PROJECTS

	REVENUE	EXPENSE	TRANSFER
LOCAL SOURCES			
Business Partnerships	\$ 30,086	\$ 30,086	\$ -
Community Foundation of Southeast Michigan	\$ 856	\$ 856	\$ -
Grand Valley State University	\$ 23,000	\$ 23,000	\$ -
Japan Foundation	\$ 30,000	\$ 30,000	\$ -
Physical Education Summer Camp Grant	\$ 1,398	\$ 1,398	\$ -
Wayne RESA	\$ 43,334	\$ 43,334	\$ -
Total Local Sources	\$ 128,674	\$ 128,674	\$ -
STATE SOURCES			
Section 22i Technology Infrastructure	\$ 152,355	\$ 152,355	\$ -
Section 32d Great School Readiness	\$ 454,720	\$ 454,720	\$ -
Section 32d Great School Readiness- Carry Over	\$ 43,605	\$ 43,605	\$ -
Section 61a Vocational Education	\$ 407,182	\$ 407,182	\$ -
Section 99h FIRST Robotics	\$ 3,195	\$ 3,195	\$ -
Section 107 Adult Education	\$ 268,755	\$ 268,755	\$ -
MDE Mini-Grant	\$ 3,391	\$ 3,391	\$ -
Total State Sources	\$ 1,333,203	\$ 1,333,203	\$ -
FEDERAL SOURCES			
Title I	\$ 1,208,459	\$ 1,208,459	\$ -
Title II Part A	\$ 407,832	\$ 407,832	\$ -
Title III Limited English	\$ 49,388	\$ 49,388	\$ -
Vocational Perkins	\$ 239,330	\$ 239,330	\$ -
IDEA Flow-Through	\$ 3,258,552	\$ 3,258,552	\$ -
IDEA Flow-Through- Carry Over	\$ 198,528	\$ 198,528	\$ -
IDEA Preschool Incentive	\$ 175,564	\$ 175,564	\$ -
IDEA Low-Incidence Center Program Expansion	\$ 582,720	\$ 582,720	\$ -
ABE Family Literacy	\$ 420,000	\$ 420,000	\$ -
ABE English/Civics Literacy	\$ 30,000	\$ 30,000	\$ -
Physical Education Program (PEP)	\$ 472,344	\$ 472,344	\$ -
Total Federal Sources	\$ 7,042,717	\$ 7,042,717	\$ -
Total Grants	\$ 8,504,594	\$ 8,504,594	\$ -
Funded Indirect Costs		\$ (86,021)	\$ 86,021
Projects	\$ 8,504,594	\$ 8,418,573	\$ 86,021

Ayes: Bonifield, Burton, Centers, Jarvis, Johnson, Laura, McDonnell
Nays: None

**Approval of Bid
Results for Fuel**

It was moved by Mrs. Laura and supported by Mr. Johnson that the Board of Education of the Livonia Public Schools School District approve the purchase of diesel and gasoline fuel for the Transportation and Operation Departments from the low bidder Petroleum Traders Corporation, Fort Wayne, Indiana. Petroleum Traders Corporation has the lowest mark-ups on both diesel (-.0427) and gasoline (-.0306) and has committed to not raising their mark-up for two years.

Ayes: Bonifield, Burton, Centers, Jarvis, Johnson, Laura, McDonnell
Nays: None

**Approval of Bid
Results for
Cleveland Play
Structure**

It was moved by Mrs. Jarvis and supported by Mrs. Laura that the Board of Education of the Livonia Public Schools School District accept the low bid for play structure equipment for Cleveland Elementary School from Great Lakes Recreation Company, Zeeland, Michigan, for a total cost of \$43,837.00.

Ayes: Bonifield, Burton, Centers, Jarvis, Johnson, Laura, McDonnell
Nays: None

**Second
Reading of
Board Policy
BBBC – Board
Member
Expenses and
Development
Opportunities**

It was moved by Mr. Johnson and supported by Mrs. Bonifield that the Board of Education of the Livonia Public Schools School District accept the recommendation of the Policy Committee and adopt Board Policy language for:

BYLAWS OF THE BOARD	BBBC
BOARD OPERATIONS	NOVEMBER 16, 2015
BOARD MEMBER EXPENSES	
AND DEVELOPMENT OPPORTUNITIES	

The Board may pay (through reimbursement or otherwise) the actual and necessary expenses incurred by its members in the discharge of their official duties or in the performance of functions authorized by the Board.

- Direct District expenditures must be approved by the Board at a voting Board meeting prior to the expense being incurred.
- Individual Board member reimbursements must be approved at a voting Board meeting prior to payment of the reimbursement to the Board member.
- Any expenditure of District funds that exceeds \$500 per event or includes overnight travel, whether it is a direct District expenditure or a Board reimbursement, must have prior Board approval at a voting Board meeting.

Board members are encouraged to attend educational, leadership, and developmental classes, workshops, conferences, and seminars which will assist them in the performance of their duties. Members may be reimbursed for their actual and necessary expenses, which include registration fees, costs of travel, lodging, and meals (not including alcoholic beverages). Members shall be

subject to the same per diem rates and mileage rates as employees of the District. The District's standard expense reporting procedure will be followed.

Ayes: Bonifield, Burton, Centers, Jarvis, Johnson, Laura, McDonnell
Nays: None

**Second
Reading of
Board Policy
BBBE – Board
Member
Compensation
and Expenses**

It was moved by Mrs. Bonifield and supported by Mr. Centers that the Board of Education of the Livonia Public Schools School District accept the recommendation of the Policy Committee and adopt Board Policy language for:

**BYLAWS OF THE BOARD BBBE
BOARD MEMBER COMPENSATION NOVEMBER 16, 2015**

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 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. Study sessions of the Board of Education
- e. 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.

Ayes: Bonifield, Burton, Centers, Jarvis, Johnson, Laura, McDonnell
Nays: None

**Removal of
Board Policy
BBBEE –
Reimbursable
Expenses of
Board Members**

It was moved by Mr. Centers and supported by Mr. Johnson that the Board of Education of the Livonia Public Schools School District accept the recommendation of the Policy Committee and remove Board Policy BBBEE – Reimbursable Expenses of Board Members, as its language has been incorporated into Board Policy BBBC – Board Member Expenses and Development Opportunities.

**BYLAWS OF THE BOARD
BOARD OPERATIONS
1995**

**BBBEE
OCTOBER**

REIMBURSABLE EXPENSES OF BOARD MEMBERS

In accordance with policy BBBE, the Board of Education will reimburse its members for actual and necessary expenses incurred as a result of attendance at Board-approved workshops, clinics, seminars, conferences, or conventions. Payment will occur only after the Board member has completed the expense report attached as an exhibit to policy BBBE, and after the Board approves the reimbursement by a majority vote of its members taken at an open meeting.

Ayes: Bonifield, Burton, Centers, Jarvis, Johnson, Laura, McDonnell
 Nays: None

**First Reading
 of:**

Mrs. Oquist relayed that the policies below were revised to include the deletion of a policy, and to make the explanation of the process of formulating bylaws consistent with the explanation of the process of formulating policies.

**Board Policy
 BD(1) –
 Formulation of
 Bylaws**

BYLAWS OF THE BOARD

BD(1)

~~JUNE 8, 2015~~

FORMULATION OF BYLAWS

The Board of Education defines "bylaw" as a rule or regulation for the purpose of governing internal operations of the Board and recognizes that many bylaws are mandatory through Michigan general school laws. Changes in bylaws that do not have this source of origin may be made by a vote of a majority of the Board members provided the following notification and review procedure is applied:

A Board member, ~~the Superintendent, or other interested party~~ requesting a review, change, ~~deletion~~ or adoption of a bylaw shall notify the Board president by submitting a written statement of the bylaw change at least seven days in advance of the meeting at which he/she wishes the bylaw to be considered. The president will schedule the request on the agenda, notify the superintendent, and ~~provide~~ **have materials or information provided to** Board members ~~materials or information~~ which may be of value in consideration of the proposed adjustment to Board bylaws.

Final written form of the proposed bylaw shall be determined by the Board. The Board will place a first reading of the proposed or amended bylaw on the agenda of a regular or special voting meeting. Consideration of the final written form of the bylaw will be placed on the agenda of a subsequent regular or special voting meeting. Bylaws so established shall have immediate effect. The formal adoption ~~or deletion~~ of bylaws shall be recorded in the minutes of the Board of Education.

**Board Policy
 BD(2) –
 Formulation of
 Policies**

BYLAWS OF THE BOARD

BD(2)

BOARD OPERATIONS

~~JUNE 8, 2015~~

FORMULATION OF POLICIES

The formulation and adoption of written policies shall constitute the basic method by which the Board of Education shall exercise its leadership in the operation of the Livonia Public Schools School District. The study and evaluation of reports concerning the execution of its written policies shall constitute the basic method by which the Board shall exercise its control over the operation of the school district.

A Board member, the Superintendent, or other interested party may propose changes to a current policy, ~~recommend deletion of a policy~~, or ~~may~~ propose a new policy. It is the desire of the Board that the policies reflect the thinking of the Board, the school administrators and its personnel, and the community. Policies may be amended, ~~deleted~~, or revised by a majority vote of the Board.

The Board will place a first reading of the proposed, ~~deleted~~ or amended policy on the agenda of a regular or special voting meeting. Consideration of the final written form of the policy will be placed on the agenda of a subsequent regular or special voting meeting. The formal adoption of policies shall be recorded in the minutes of the Board of Education.

**Board Policy
 BDA – Policy
 Development
 System**

BYLAWS OF THE BOARD

BDA

BOARD OPERATIONS

~~JUNE 20, 1988~~

POLICY DEVELOPMENT SYSTEM

The Board of Education endorses for use in this district the policy development,

codification, and dissemination system herein adopted.

This system is a general guideline for such tasks as policy research, the drafting of preliminary policy proposals, reviewing policy drafts with concerned groups, presenting new and revised policies to the Board for consideration and action, **policy dissolution**, policy dissemination, policy evaluation, and the maintenance of a continuous and easy-to-use policy manual.

System Maintenance

A member of the central office staff is to be delegated with the responsibility to maintain the Board's policy reference files, to draft policy proposals as instructed by the Board and/or superintendent, to maintain the Board policy manual, and to serve as liaison between the Board and the Michigan School Boards Association and other sources of policy research information.

Once a valid need for a specific policy is determined, the following general systematic procedures to evaluate the issue shall be followed:

1. The Board will define the issue to be covered by the policy, establish a time schedule, and direct the superintendent to make staff assignments for research.
2. When appropriate, the Board will suggest additional sources to be contacted. Documentation of this action will be in the Board minutes and published as a solicitation for information, so that the widest possible concerned public has a chance to respond.
3. If the Board does not feel that additional information is required, they may direct the superintendent to have a draft document developed after all constituent, political, legal, and economic implications are developed.
4. After data is collected, all constituent groups and existing policy will be considered before the superintendent is directed to have a draft document developed.
5. A check and review of legality will be conducted by the legal staff or attorney.
6. The Board will review the draft.
7. If necessary, the Board will identify groups from which additional information should be solicited and the mode of solicitation.
8. The Board will review the draft of the policy statement and make necessary revisions and then consider the final draft for adoption.

Approval of Teachers

It was moved by Mrs. McDonnell and supported by Mrs. Jarvis that the Board of Education accept the recommendation of the superintendent and offer employment for the 2015-16 school year to the teachers listed below:

<u>Name</u>	<u>Assignment</u>
Alicia Bashawaty	(1.0) Library Media Specialist/ Kennedy
Jeffrey Warga	(1.0) Special Education Resource Teacher / Franklin

Ayes: Bonifield, Burton, Centers, Jarvis, Johnson, Laura, McDonnell
Nays: None

Retirements

It was moved by Mrs. McDonnell and supported by Mrs. Jarvis that the Board of Education of the Livonia Public Schools School District adopt resolutions of appreciation for the services rendered by:

Scott Fuller, who will retire from the district on December 31, 2015, and will have devoted 35.1 years of dedicated, loyal, and outstanding service to the Livonia Public Schools as a custodian, night leader, assistant supervisor, building supervisor, assistant building supervisor, and custodial supervisor at Cooper Elementary School, Marshall Elementary School, Stevenson High School, Holmes Middle School, Asbestos Management Team, Grant Elementary School, and Plant Operations

Francine Nizienski, who will retire from the district on January 19, 2016, and will have devoted 18.2 years of dedicated, loyal, and outstanding service to the Livonia Public Schools as a kitchen manager at Taylor Elementary School and Riley Upper Elementary School

Ayes: Bonifield, Burton, Centers, Jarvis, Johnson, Laura, McDonnell
Nays: None

**Approval of
Settlement
Agreement for
Wage Re-
opener with
Supervisory
Employees'
Association,
Livonia Schools
(SEALS)**

It was moved by Mrs. Jarvis and supported by Mrs. Johnson that the Board of Education of the Livonia Public Schools School District approve the terms of the tentative agreement reached with the Supervisory Employees' Association, Livonia Schools to amend the collective bargaining agreement between the parties, effective July 1, 2015.

Ayes: Bonifield, Burton, Centers, Jarvis, Johnson, Laura, McDonnell
Nays: None

Adjournment

President Burton adjourned the meeting at 8:54 p.m.

Off/Supt/jw