

**MINUTES
BOARD OF EDUCATION
Livonia Public Schools
15125 Farmington Road
Regular Meeting
August 20, 2012**

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

- Members Present** Colleen Burton, Mark Johnson, Dianne Laura, Patrice Mang, Eileen McDonnell, Gregory Oke, Randy Roulier
- Members Absent** None
- Written Communication** None
- Audience Communication** **Lisa Brabec**, 11732 N. Bristol; **Jim Davenport**, 5911 Deering; **Lauren Gohl**, 8876 N. Sheldon Rd.; **Kim Newell**, 9790 William; **Terri Roeder**, 2392 Pineridge Ct.; **Heather Piszar**, 16420 Ridgewood Ct.; **Loyd Romick**, 33437 Michele Ct.; **Karen Teran**, 14241 Doris; addressed the Board regarding reported incidents involving preschool students at Webster.
Alicia Douglas, 29975 Minton, addressed the Board regarding the district having a strategic communication plan and a technology millage.
- Response to Prior Audience Communication** Trustee Burton responded to a previous audience communication regarding a Board member's relative working for the school district.

President Mang thanked everyone who shared their thoughts and concerns related to the Webster special education preschool classroom and relayed information regarding the actions the district has taken to address the issues.
- Consent Agenda** It was moved by Ms. Laura and supported by Mr. Oke that the Board of Education of the Livonia Public Schools School District approve the following consent agenda items as recommended by the superintendent:
- IV.A. Minutes of the Regular Meeting of July 9, 2012
 - IV.B. Minutes of the Special Meeting of July 9, 2012
 - IV.C. Minutes of the Special Meeting of July 24, 2012
 - IV.D. Minutes of the Closed Session of July 24, 2012
 - IV.E. Minutes of the Special Meeting of August 13, 2012
 - VI.A. Bills for Payment – August 21, 2012

- VI.B. Approval of Lease Renewal for Livonia Little Tots
Lease agreement effective July 1, 2012 through June 30, 2013, for the total amount of \$160,966.00.
- VI.C. Approval of Lease Renewal for Sunflower Montessori
Lease agreement effective August 1, 2012 through July 31, 2013, for the total amount of \$33,754.00.
- VI.D. Approval of Bid Results for Paper Purchase
Purchase 5,300 cartons of copy paper from Contract Paper Groups of Uniontown, Ohio, in the total amount of \$135,638.00.
- VI.E. Approval of Bid Results for Custodial Paper Products
Accept low bid for custodial paper products from Empire Equipment & Supply, Detroit, Michigan, for an amount of \$30,464.00 and HP Products, Indianapolis, Indiana, for an amount of \$47,197.62; for a total cost of \$77,661.62.
- VI.F. Approval of 2012-2013 Tuition Rate
Established the 2012-2013 tuition rate at \$9,010 for non-resident elementary and secondary students per Board Policy.

Ayes: Burton, Johnson, Laura, Mang, McDonnell, Oke, Roulier
Nays: None

**Conditional
Reinstatement of
Expelled Student**

It was moved by Ms. Burton and supported by Ms. Laura that the Board of Education of the Livonia Public Schools School District accept the administration's recommendation to conditionally reinstate a student who was expelled from Almont Community Schools in June 2011. This conditional reinstatement is for the 2012-2013 school year.

Ayes: Burton, Johnson, Laura, Mang, McDonnell, Oke, Roulier
Nays: None

**Purchase
Computers for
Livonia Career
Technical Center**

It was moved by Mr. Roulier and supported by Ms. McDonnell that the Board of Education of the Livonia Public Schools School District approve the purchase of 26 iMac computers for Livonia Career Technical Center from the Apple Store in the amount of \$36,374.

Ayes: Burton, Johnson, Laura, Mang, McDonnell, Oke, Roulier
Nays: None

**Resolution for
Breakfast Program**

It was moved by Mr. Oke and supported by Mr. Roulier that the Board of Education of the Livonia Public Schools School District adopt the resolution below in regard to the Breakfast Program.

RESOLUTION

WHEREAS, the Michigan Legislature has passed State School Law (Section 380.1272 of the School Code, as amended, December 1993) requiring school districts to operate a breakfast program.

AND WHEREAS, local school districts can opt out of offering a breakfast program in buildings where less than 20% of the student enrollment is eligible for free or reduced price lunches only after holding a public hearing.

AND WHEREAS, the Board of Education has held a public hearing regarding the matter and have determined it will not operate a breakfast program.

NOW, THEREFORE, BE IT RESOLVED that the LIVONIA PUBLIC SCHOOLS SCHOOL DISTRICT will not offer a breakfast program for the 2012-2013 school year with the exception of Buchanan, Cass, Cleveland, Cooper, Garfield, Grant, Hayes, Johnson, Roosevelt, Rosedale Elementary Schools, Emerson Middle School, Frost Middle School, Churchill High School, Franklin High School, Western Wayne Skill Center and the Northwest Trainable Center at Webster School where 20% of the student enrollment qualifies for free or reduced price lunches. The remaining students at Webster Elementary School will have breakfast offered to them because these students come from school districts that offer a breakfast program. Stevenson High School and Coolidge Elementary will offer a breakfast program as in prior years.

In witness whereof, the undersigned Board Secretary has executed this resolution this 20th day of August 2012.

Mark Johnson, Secretary

Ayes: Burton, Johnson, Laura, Mang, McDonnell, Oke, Roulier
Nays: None

Leaves of Absence

It was moved by Mr. Johnson and supported by Ms. Burton that the Board of Education of the Livonia Public Schools School District accept the recommendation of the superintendent and approve the request for a personal leave of absence for Julie Bawulski and a child care leave for Meghann Snyder, both effective August 28, 2012.

Ayes: Burton, Johnson, Laura, Mang, McDonnell, Oke, Roulier
Nays: None

Resignations

Ms. Cynthia DeMan, director of personnel, informed the Board of the following resignations: John Bonner, effective August 22, 2012; Jessica Garrett effective June 30, 2012; Sarah Gregory effective July 23, 2012; and Jennifer B. Warrick effective June 30, 2012.

Retirements

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

Donna Bagley retired from the district on July 31, 2012, and has devoted 14.1 years of dedicated, loyal, and outstanding service to Livonia Public Schools as a custodian at Garfield Elementary School and Buchanan Elementary School.

Donna Clement will retire from the district on August 31, 2012, and has devoted 23 years of dedicated, loyal, and outstanding service to Livonia Public Schools as an instructional paraprofessional at Western Wayne Skill Center.

Nancy Jackson retired from the district on July 31, 2012, and has devoted 15 years of dedicated, loyal, and outstanding service to students throughout the district as a teacher of the visually impaired.

Barbara Johnson retired from the district on June 30, 2012, and has devoted 26 years of dedicated, loyal, and outstanding service to the students of Marshall Elementary School and Randolph Elementary School as a teacher.

Mary Scheidies retired from the district on June 30, 2012, and has devoted 23 years of dedicated, loyal, and outstanding service to the students of Cooper Elementary School as an instructional paraprofessional, and to the students of Coolidge Elementary School and Kennedy Elementary as a teacher.

Mark Schultz will retire from the district on September 30, 2012, and has devoted 22.3 years of dedicated, loyal, and outstanding service to Livonia Public Schools as a vocational paraprofessional at the Career Technical Center; Supervisor of Public Safety and Administrator of Employee Relations and Public Safety at Central Office.

Ayes: Burton, Johnson, Laura, Mang, McDonnell, Oke, Roulier

Nays: None

Recall of Teachers

It was moved by Ms. Laura and supported by Mr. Oke that the Board of Education of the Livonia Public Schools School District accept the recommendation of the superintendent and recall to district employment as teachers for the 2012-2013 school year the persons listed below:

LIVONIA PUBLIC SCHOOLS TEACHER RECALLS August 20, 2012

<u>Name</u>	<u>Assignment</u>
David Adkins	(1.0) Industrial Arts/Holmes
Jacqueline Banner	(1.0) Grade 2/Kennedy
Lindsay Beard	(.6) Business/Stevenson
Mary Pat Benoit	(1.0) Career Intern Program/Career Center
Elizabeth Booth	(1.0) Family and Consumer Science/(.6) Franklin & (.4) Stevenson
Carrienne Braun	(1.0) Title 1 Interventionist/Cleveland
Katie Broom	(1.0) Grade 1/Buchanan
Laura Danilowicz	(1.0) Visually Impaired Teacher/Student Services
Benjamin Dewey	(1.0) Business/(.2) Franklin & (.8) Emerson
Victoria Estes	(1.0) Grade 5/Cooper
Kimberly Finney	(1.0) Grade 4/Garfield
Jeanne Fuller	(1.0) Kindergarten/Rosedale
Lawrence Grezak	(1.0) Grade 3/4 (Family 2)/Webster
Jillian Hall	(.6) Guidance/Franklin
Meris Hoppe	(.8) Teacher of Speech and Language/Student Services
Elizabeth Jaworski	(1.0) Psychologist/Student Services
Aisha Jobe	(.6) Spanish/Franklin – recalled from 10/11 school year
Marion Killebrew-Sexton	(1.0) French & English/Language Arts/(.2) Emerson & (.8) Frost
Dawn Kinnell	(1.0) Special Ed/(.4) Emerson (MOCI) & (.6) Livonia Trans Prog.
Kelly Kurkowski	(1.0) English/Language Arts/Churchill
William LaChance	(1.0) Resource Room/Franklin
Lisa Lee	(1.0) Math/Churchill
Darci Licata	(1.0) Grade 5/Cooper

Joan Livingston	(1.0) Facilitator/Academic Services
Kimberly Mabie	(1.0) Teacher of Speech and Language/Student Services
Nicole McGlinch	(1.0) Grade 6/Cooper
Richard Mestdagh	(1.0) Social Studies/Franklin
Thomas Miskinis	(1.0) Social Studies/Stevenson
LeAnn Mitchell-Gordon	(.8) Art/Stevenson
Jeanette Mow	(1.0) Guidance/Churchill
Carmen Niemiec	(1.0) Grade 3/Kennedy
Lindsay Obenenour	(1.0) Grade 1/Randolph
Walter Power	(1.0) English/Language Arts/Churchill
Aaron Rieder	(1.0) Science/Churchill
Nicole Rosemary	(1.0) Grade 2/Garfield
James Rumon	(1.0) Industrial Arts/Frost
Laura Scheel	(1.0) Science/Churchill
Eric Schmidt	(1.0) Social Studies/Emerson
Jessica Scott	(1.0) Kindergarten/Cleveland
Marlene Scott	(1.0) Math/Churchill – On Leave of Absence for 2012/13
Brandy Verkeyn	(1.0) Articulation Specialist/Career Center
Ronald Wilson	(1.0) Architectural and Engineering/Career Center
Catherine Wisner	(1.0) Grade 2/Garfield
Ashley Witherspoon	(1.0) Grade 6/Riley
Donna Wizinsky	(1.0) ASD Center Teacher/Coolidge
Daniel Yowell	(.8) English/Language Arts/Frost

Ayes: Burton, Johnson, Laura, Mang, McDonnell, Oke, Roulier
 Nays: None

Report on Superintendent’s Evaluation

President Mang reported that the superintendent’s evaluation was completed by the Board of Education and Dr. Liepa received an effective rating with overall high scores. Ms. Mang shared that no changes would be made to his contract at this time and thanked Dr. Liepa for his continued service to Livonia Public Schools.

First Reading of Board Policy DFF- Post-Issuance Tax Compliance

It was reported by Mr. Oke, chair of the Policy Committee, that the Policy Committee reviewed the proposed language for new Board Policy DFF – Post-Issuance Tax Compliance. The policy was provided to the Board for their review and possible adoption at the next regular Board meeting.

BOARD POLICY **DFF**
FISCAL MANAGEMENT **DATE**_____
POST-ISSUANCE TAX COMPLIANCE

Debt Compliance Officer

The Director of Business Services shall serve as the Debt Compliance Officer for the District.

The Debt Compliance Officer shall implement procedures for the purpose of monitoring compliance with regard to all tax-exempt or tax-advantaged obligations. The procedures established and implemented by the Debt Compliance Officer shall encourage the timely identification of noncompliance. The Debt Compliance Officer shall ensure that the District maintains a record of such compliance. Further, the Debt Compliance Officer will ensure that this Post-Issuance Debt Compliance Policy and procedures, if any, are updated on a regular and as needed basis, as well as establish procedures designed to detect non-

compliance and to address the necessary steps in the event non-compliant actions or inactions are detected.

This Post-Issuance Tax Compliance Policy shall apply to all debt obligations designated as having tax-exempt or tax-credit status issued on behalf of the District. The duties of the Debt Compliance Officer shall include, but not be limited to, the following:

- 1) oversee and manage compliance with the Code and Regulations, as defined above, as well as other general requirements;
- 2) monitor the use of proceeds from debt obligations and ensure that such use is proper and timely;
- 3) supervise timely filings of reports or forms required by state and federal agencies as applicable;
- 4) monitor arbitrage yield restriction and rebate requirements under the Code;
- 5) develop training programs, as necessary, for the purpose of training individuals responsible for the proceeds of the tax-exempt or tax-advantaged debt;
- 6) monitor compliance with six-month, 18-month or 2-year spending exceptions, if applicable; and
- 7) establish procedures to address non-compliance with state or federal law immediately upon the discovery of such non-compliance.

External Advisors/Documentation

The District shall consult with bond counsel and other legal counsel and advisors, as needed, throughout the issuance of an Obligation to identify requirements and to establish procedures necessary or appropriate so that the Obligation will continue to qualify for tax-exempt status or tax credit status, as applicable.

The District also shall consult with advisors, bond counsel or other legal counsel, as needed, following issuance of an Obligation to ensure that all applicable post-issuance requirements in fact are met. This shall include, without limitation, consultation in connection with any potential changes in use of assets financed (or refinanced) with the Obligations issued. This requirement shall be documented in the tax certificate and/or other documents finalized at or before issuance of the Obligations.

The District shall be responsible to determine (or obtain expert advice to determine) whether arbitrage rebate calculations have to be made for the Obligations. If it is determined that such calculations are or are likely to be required, the District shall engage an advisor (hereinafter "Rebate Service Provider") to assist in the calculation of arbitrage rebate payable in respect of the investment of proceeds from the issuance, or shall otherwise ensure that it has adequate financial, accounting and legal resources of its own to make such calculations.

In lieu of engaging an outside Rebate Service Provider, the District may make a determination that it has sufficient capabilities using its own personnel, supported by its regular accounting and legal advisers, to be able to make the required rebate calculations. Such determination shall be evidenced in writing with specific reference to the personnel and advisers to carry out the calculations, and such written determination shall be maintained in the records of the bond transaction.

The District shall file or cause to be filed all required IRS forms and make any rebate payments required on a timely basis. Unless otherwise provided by the indenture relating to an Obligation, unexpended proceeds shall be held by a trustee or other financial institution, and the investment of bond proceeds shall be managed by the District. The District shall prepare (or cause the trustee or other financial institution to prepare) regular, periodic statements regarding the investments and transactions involving proceeds of the Obligations.

Arbitrage Rebate and Yield

The following requirements shall apply to any Obligation issued by the District for which compliance with arbitrage rebate requirements under the Code and Regulations is required. The Debt Compliance Officer or his/her designee shall be responsible for overseeing compliance with arbitrage rebate requirements under federal tax regulations:

- 1) If at the time of issuance of any Obligation, based on reasonable expectations set forth in the Tax Certificate or other applicable document(s), it appears likely that the Obligation will qualify for an exemption from the rebate requirement, the District may defer taking any of the actions set forth in the subsection (2). Not later than the time of completion of construction or acquisition of the project, and depletion of all funds from the project fund, the District in consultation with the appropriate professionals shall make a determination if expenditure of the bond proceeds qualified for exemption from the rebate requirements based on spending within 6 month or 18 month period after issuance. If rebate exemption is determined to be applicable, the District shall prepare and maintain a record to support such conclusion. If the transaction does not qualify for rebate exemption, the District shall initiate the steps set forth in (2) below.
- 2) If at the time of issuance of any Obligations it appears likely that arbitrage rebate calculations will be required, or upon determination that calculations are required pursuant to (1) above, the District shall:
 - a) engage the services of a Rebate Service Provider or assign District personnel capable of preparing a rebate analysis for the Obligation and, prior to each rebate calculation date, cause the trustee or other financial institution investing bond proceeds to deliver periodic statements concerning the investment of proceeds to the Rebate Service Provider or relevant District personnel handling the rebate calculation;
 - b) provide to the Rebate Service Provider, or relevant District personnel conducting any rebate calculation, additional documents and information reasonably requested by the Rebate Service Provider or District personnel;
 - c) monitor efforts of the Rebate Service Provider or District personnel;
 - d) in the case of obligations issued by the District, assure payment of required rebate amounts, if any, no later than the applicable rebate payment due date for such Obligation for which rebate is due;
 - e) during the construction period of each capital project financed in whole or in part by an Obligation, monitor the investment and expenditure of bond proceeds and consult with the Rebate Service Provider or relevant District personnel handling rebate calculation to determine compliance with any applicable exceptions from the arbitrage rebate requirements during each 6-month spending period up to 6 months or 18 months, as applicable, following the issue date of the Obligations; and
 - f) retain copies of all arbitrage reports and trustee statements as described below under "Record Keeping Requirements."

Use of Bond Proceeds and Bond-Financed or Refinanced Assets

The Debt Compliance Officer, or his/her designee, shall be responsible for:

- 1) monitoring the use of Bond proceeds (including investment earnings and including reimbursement of expenditures made before bond issuance) and the use of the debt obligation financed or refinanced assets (*e.g.*, facilities, furnishings or equipment) throughout the term of the Obligations to ensure compliance with covenants and restrictions set forth in the Tax Certificate or other applicable agreements relating to the Obligations;
- 2) monitoring the use of Bond proceeds (including investment earnings and including reimbursement of expenditures made before bond issuance) and the use of Bond-financed or refinanced assets (*e.g.*, facilities, furnishings or equipment) throughout the

- term of the Obligations to ensure compliance with covenants and restrictions set forth in the Tax Certificate or other applicable agreements relating to the Obligations;
- 3) maintaining records identifying the assets or portion of assets that are financed or refinanced with proceeds of each issue of Obligations (including investment earnings and including reimbursement of expenditures made before bond issuance), including a final allocation of Bond proceeds as described below under "Record Keeping Requirements";
 - 4) consulting with bond counsel or other professional advisers in the review of any change in use of Bond-financed or refinanced assets to ensure compliance with all covenants and restrictions set forth in the Tax Certificate or other applicable agreements relating to the Obligations;
 - 5) conferring at least annually with personnel responsible for Bond-financed or refinanced assets to identify and discussing any existing or planned use of debt obligations financed or refinanced assets, to ensure that those uses are consistent with all covenants and restrictions set forth in the Tax Certificate or other applicable agreements relating to the Obligations;
 - 6) to the extent that the District discovers that any applicable tax restrictions regarding use of proceeds will or may be violated, consulting promptly with bond counsel or other professional advisers to determine a course of action to remediate all nonqualified bonds, if such counsel advises that a remedial action is necessary;
 - 7) to the extent that tax-exempt proceeds from the debt obligation were used to acquire an existing building, confirming that qualified rehabilitation expenditures in an amount equal to at least 15% of the amount of such proceeds were made no later than 24 months after the later of (1) the date of issuance of the Obligations, or (2) the date of acquisition of the building;
 - 8) the District shall review the debt obligations at least annually in order to determine if this Policy and state and federal law are being adhered to; and
 - 9) undertaking the following:
 - a) retain copies of all arbitrage reports and trustee statements as described below under "Record Keeping Requirements" and, upon request, providing such copies to the bond issuer;
 - b) with respect to Qualified Zone Academy Bonds (QZABs) and any other tax credit bonds, confirming that 100% of available project proceeds are spent within three years of issue date of bonds;
 - c) with respect to facilities financed by QZABs or other tax credit bonds, confirming that such facilities continue to be used for a qualified purpose for the life of the Obligations; and
 - d) with respect to other types of exempt facilities, adopting any such procedures that bond counsel or other professional advisers deem appropriate to periodically assess whether such facility continues to qualify as an exempt facility.

All relevant records and contracts shall be maintained as described below.

Record Keeping Requirement

The Debt Compliance Officer, or his/her designee, shall be responsible for maintaining the following documents for the term of each Obligation (including refunding bonds, if any) plus at least three years:

- 1) a copy of the closing transcript(s) and other relevant documentation delivered to the District at or in connection with closing of the issue of Obligation;
- 2) a copy of all material documents relating to capital expenditures financed or refinanced by Bond proceeds, including (without limitation) construction contracts, purchase orders, invoices, trustee requisitions and payment records, as well as documents relating to costs reimbursed with Bond proceeds and records identifying the assets or portion of assets that are financed or refinanced with Bond proceeds, including a final allocation of Bond; and

- 3) a copy of all records of investments, investment agreements, arbitrage reports and underlying documents, including trustee statements, in connection with any investment agreements as well as copies of all bidding documents, if any.

Adopted on _____ to be effective on _____.

Note: It is the intent of the District to ensure that all tax-exempt obligations issued by the District satisfy and will continue to satisfy all requirements of the Internal Revenue Code of 1986, as amended and regulations thereunder.

Adjournment

It was moved by Mr. Oke and supported by Mr. Roulier that the Regular Meeting of August 20, 2012 be adjourned.

President Mang adjourned the meeting at 8:27 p.m.

Off/Supt/jw