



Dr. Kelly Coffin  
Superintendent

Terri A. Weems  
President

Donald Walker, Jr.

Vice President

David N. Turner

Secretary

Claudia T. Heinrich

Treasurer

Cheryl B. Blau

Trustee

Thomas J. Hull

Trustee

Angie F. Smith

Trustee

**REGULAR MEETING  
OF THE BOARD OF EDUCATION  
Maxfield Education Center  
32789 W. Ten Mile Rd.  
Farmington, MI 48336  
Tuesday, December 17, 2024  
6:00 PM**

**AGENDA**

- I. **CALL TO ORDER**
  - A. Roll Call
  - B. Pledge of Allegiance
- II. **ITEMS FROM THE PRESIDENT**
  - A. Approval of the Agenda
  - B. Announcements
  - C. Board Vacancy
  - D. Election of Board Secretary
- III. **PUBLIC COMMENTS**
- IV. **ITEMS FROM THE SECRETARY**
  - A. Correspondence
- V. **LEGISLATIVE UPDATE**
- VI. **DISTRICT UPDATES**
  - A. Superintendent's District Update
  - B. F/FH Education Foundation Update
  - C. Nutrition Services Update
  - D. DEI Update
- VII. **REPORTS FROM BOARD COMMITTEES**
  - A. Communications/Community Engagement Committee
  - B. Finance/Facilities Committee
- VIII. **DISCUSSION ITEMS**
  - A. AP Pre-Calculus: New Course Proposal
- IX. **PUBLIC COMMENTS**
- X. **ACTION ITEMS**
  - A. Bus Purchase
  - B. Technology Purchase - Staff Devices
  - C. Board Protocols

- XI. **ITEMS FROM THE TREASURER**
  - A. Expenditures
- XII. **CONSENT AGENDA**
  - A. Approval of Minutes
    1. December 3, 2024 Special Meeting
    2. December 3, 2024 Closed Session
    3. December 3, 2024 Regular Meeting
    4. December 5, 2024 Communications/Community Engagement Committee
    5. December 10, 2024 Finance/Facilities Committee
  - B. Head Start Director's Monthly Report
  - C. Warner MS Principal Hire Recommendation
  - D. Personnel Items
- XIII. **REPORTS FROM BOARD REPRESENTATIVES**
- XIV. **ADJOURNMENT**

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*\*PUBLIC COMMENTS are intended to provide individuals an opportunity to address the Board of Education. In the interest of fairness, the Board requests each speaker to limit his or her comments to three (3) minutes.*

*ANY PERSON with a disability who needs accommodation for participation in this meeting should contact the Superintendent's office at 248-489-3338 at least three (3) business days in advance of the meeting to request assistance.*

*ALL MEETINGS, with the exception of closed sessions, are open to the public. Regular Board of Education meetings and most pre-meetings of the Board of Education are [live-streamed on the District's YouTube Channel](#).*

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The official minutes of the Board of Education are stored and available for inspection in the Lewis Schulman Administration Building of the Farmington Public School District.

**December 17, 2024**

Regular Meeting of the Board of Education

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**IV. ITEMS FROM THE SECRETARY**

The Board has received communications regarding:

- Office of Head Start - various notifications
- Replacement for Mable Fox on the School Board
- Superintendent Appointment
- Board President

The Board acknowledges communications and responds when appropriate. A list of correspondent(s) can be found in the Board packet, accessible on the Farmington Public Schools' website.



**December 17, 2024**

Regular Meeting of the Board of Education

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**VI. DISTRICT UPDATES**

**A. Superintendent's District Update**

**Presenter:** Kelly Coffin, Superintendent

**B. F/FH Education Foundation Update**

**Presenter:** Dave Roggenkamp, Treasurer

**C. Nutrition Services Update**

**Presenter:** Angela Davis, Supervisor, Nutrition Services

**D. DEI Update**

**Presenter:** Gregory Smith, Director, Diversity, Equity, and Inclusion

# Nutrition Services

December 17, 2024



# 2024-25 Meal Counts

## September 2024

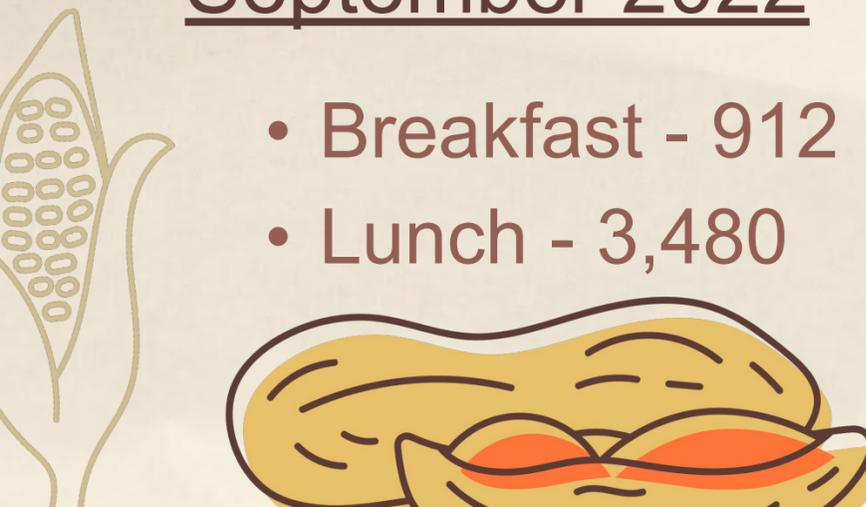
- Breakfast - 2,517
- Lunch - 5,319

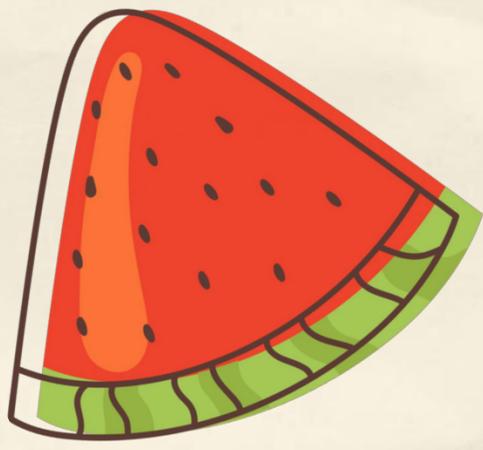
## September 2023

- Breakfast - 2,039
- Lunch - 4,971

## September 2022

- Breakfast - 912
- Lunch - 3,480





# Federal Guidelines - USDA

1

Whole Grain

2

Calories - Per Grade Level

3

Sodium

4

Fat

5

Sugar



# What is a Meal?

Lunch	Sources	Examples
Protein	Cheese, Chicken, Beef, Soy	Cheese sticks, Vegetarian nuggets
Grain	Crust, Breading, Bread	Bosco sticks, Chicken nuggets, Garlic bread
Vegetable	Dark Green, Red/Orange, Beans	Cucumbers, Peppers, Romaine, Spinach, Corn, Potato
Fruit	Fresh, Canned, Dried, Frozen	Apples, Figs, Dried cherries
Milk	8 oz carton	Fat free chocolate milk, Low fat white milk

# Hydroponic Lettuce Growing Stations



10 Cent Grant -

Local MI Products

# Top Breakfast and Lunch Items

## Breakfast

- Muffins
- Cereal
- Benefit Bars
- Pop Tarts

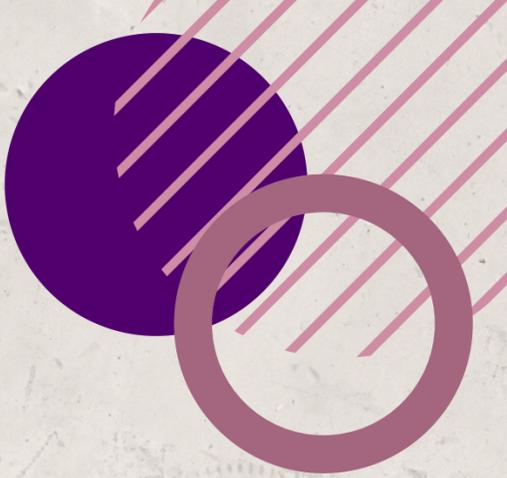
## Lunch

- French Toast Sticks, Pancakes
- Chicken Nuggets and Tenders
- Bosco Sticks, Pizza
- Mashed Potato Bowls
- Mexican Bar



# Thank you!

Do You Have Any Questions?



# DEI Goals

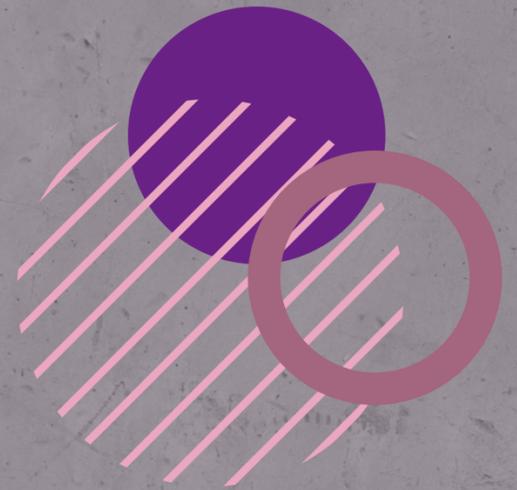
## DECEMBER 2024

Gregory Smith, Director of Diversity, Equity and Inclusion  
Farmington Public Schools

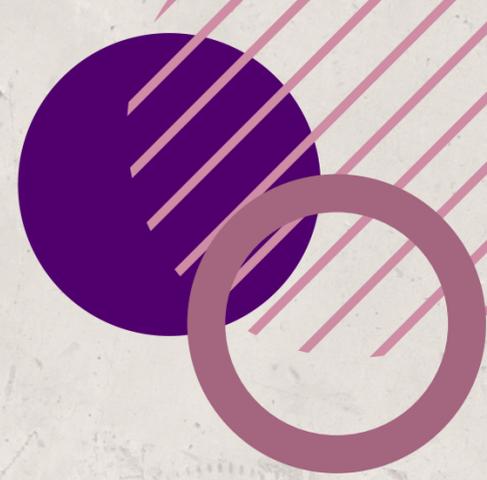


# Farmington Public Schools Vision

Together with our diverse community,  
Farmington Public Schools is committed to  
provide each and every learner equitable  
experiences to explore and develop their  
passions and interests in order to prepare for  
their future...



# Farmington Public Schools Vision



## **EQUITY ROUNDS EXPLORATION**

Develop a system and trainm teacher leadership teams for Equity Rounds, using data analysis to improve equitable instructional practices.

## **PARENT IDEA COMMITTEE**

Establish a Parent IDEA committee and host engagement events to strengthen DEI initiatives and community partnerships.

## **STUDENT-LED PROFESSIONAL DEVELOPMENT – “SAME SKIES”**

Inspired by the theme, “Leaving Our Legacy,” scholars reflect on their role in promoting social justice, equity, belonging, and inclusion.

# Farmington Public Schools Vision



## **ENHANCING RESTORATIVE PRACTICES**

Create a district-wide framework for Restorative Practices, piloting and standardizing tools to support restorative learning environments.

## **DEI DASHBOARDS**

Develop public-facing and building-specific dashboards to track progress on equity objectives and initiatives.

## **EQUITY AUDIT ACTION AREAS**

Collaborate with stakeholders to address equity audit gaps and measure progress through perception surveys.



# Rearview Mirror

Where have we been?



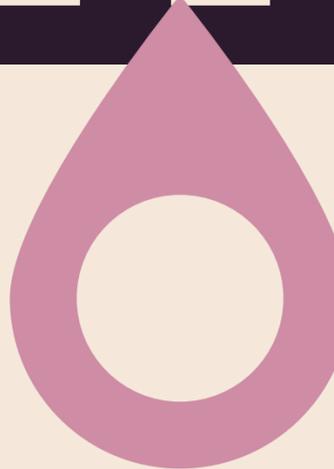
**COMPREHENSIVE  
STAFF TRAINING**



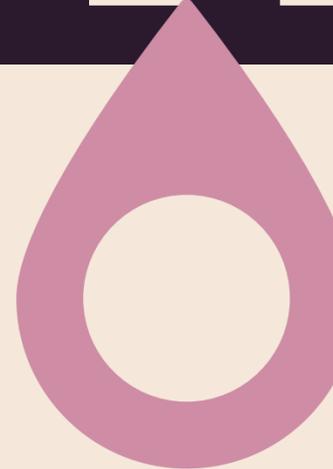
**STUDENT IDEA**



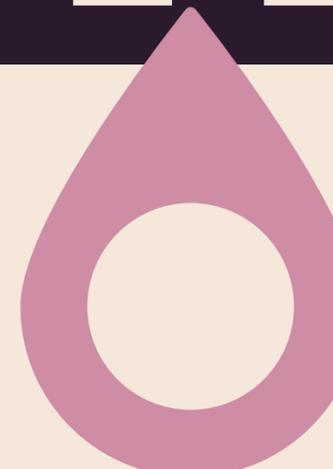
**BUILDING EIL'S**



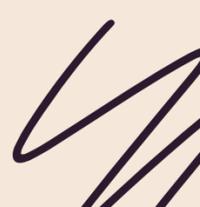
**COURSE  
EXPANSION**



**NEW! PARENT  
IDEA-C**



**AP/IB  
REPRESENTATION**



# The Road Ahead

Where are we headed?



**STUDENT-LED  
PROFESSIONAL  
DEVELOPMENT –  
“SAME SKIES”**



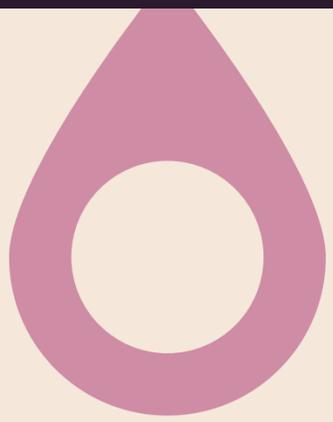
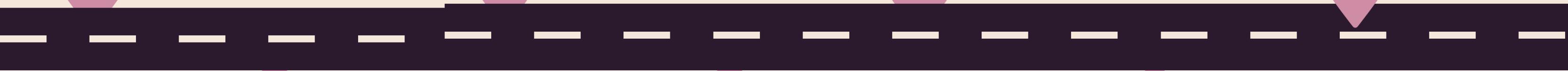
**DEI DASHBOARDS**



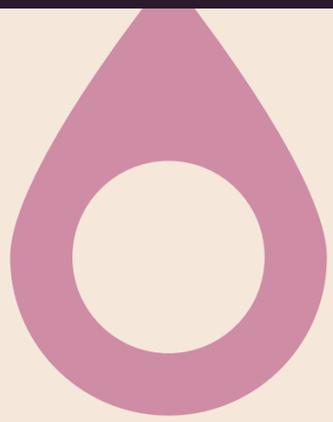
**ADDRESSING HATE  
SPEECH**



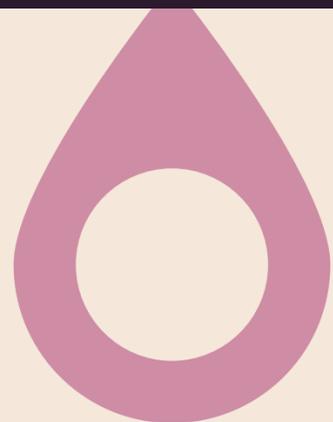
**EILS**



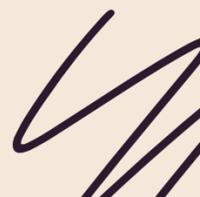
**PARENT IDEA  
COMMUNITY  
ENGAGEMENT**



**ENHANCING  
RESTORATIVE  
PRACTICES**



**EQUITY AUDIT  
ACTION AREAS**



# DEI Dashboards Focus Areas (Draft Form)

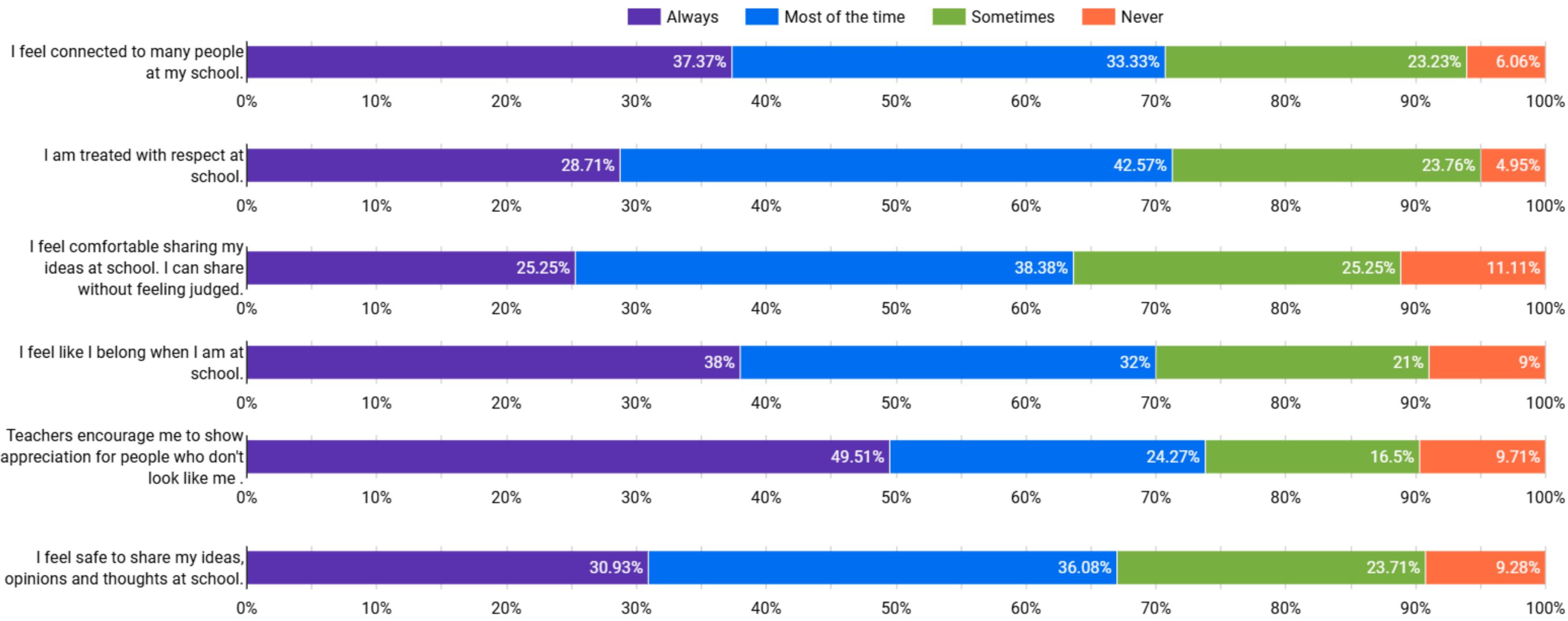
**DEMOGRAPHICS & DEMOGRAPHIC TRENDS**

**ACADEMIC INNOVATION AND DEVELOPMENT**

**ADVANCED LEARNING OPPORTUNITIES**

**STUDENT PERCEPTION AND VOICE**

# Diversity, Equity & Inclusion Dashboard - Student Perception and Voice



# Student Led PD: Same Skies

A group of dedicated high school students from Farmington High School, North Farmington High School, and Central High School proudly represented Farmington Public Schools at the MSAN (Multicultural Student Achievement Network) National Student Conference. This year's theme, "Leaving Our Legacy," inspired these scholars to reflect on their role in promoting social justice, equity, belonging, and inclusion. They embraced the idea that their work—though often met with resistance such as ignorance, prejudice, and apathy—is a torch in a relay race. While the finish line may not always be in sight, their mission is to keep the flame of progress burning for future generations. Collaborating with peers from across the nation, these students are laying the groundwork for better educational environments for all cultural backgrounds, ensuring their legacy endures for years to come.





# “Same Skies”

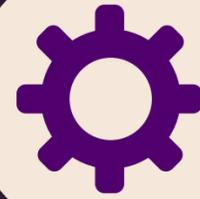
2024 MSAN Student Action Plan Presentation





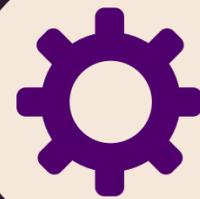
# Equity Rounds Exploration

- Develop the preliminary stages of building a system for conducting Equity Rounds, focusing on strengthening the reliability and equity of instructional practices across buildings.
- Facilitate training for building leadership teams to engage in Equity Rounds.
- Analyze data collected from rounds to identify patterns and provide actionable recommendations for improving equitable instruction.



## **IMPLEMENTATION COVERAGE**

Percentage of buildings actively participating in Equity Rounds



## **DATA UTILIZATION**

Number of actionable recommendations derived from Equity Rounds data



## **EQUITY IMPROVEMENT**

Percentage increase in staff perceptions of equitable instructional practices (via survey)

# Parent IDEA



“PARENT PAGES” - COMMUNITY  
BOOK STUDY

Book Study - The Anxious  
Generation



FAAPN COMMUNITY CONVERSATIONS

Community conversations centering  
on agency and awareness



CHILD ADVOCACY & RESILIENCE  
CONFERENCE

Attend conference to bring back PD  
and program centering empathy and  
agency

# Parent IDEA

## Purpose Statement:

*To cultivate a sense of belonging and wholeness  
by empowering students and parents with  
awareness and agency, ensuring every voice  
within the Farmington Public Schools  
community is heard and valued.*



# Elementary Equity Instructional Leads



STUDENT EQUITY CLUBS  
Facilitate discussions on inclusion, and belonging; support students to lead initiatives that promote equity collaboration.



SCHOOL CLIMATE AND CULTURE  
Enhance the school environment to reflect values of diversity, equity, and inclusion.



EQUITY IN TEACHING AND LEARNING  
Provide resources that align teaching strategies with equity goals.

# EIL Purpose Statement

*Equity Instructional Leads facilitate equity teams and foster awareness and agency, ensuring inclusive and transformative teaching and learning experiences for students and staff*





“At the heart of our work in diversity, equity, and inclusion is the belief that every voice matters, every story deserves to be heard, and every student has the right to thrive. As the late Nikki Giovanni so beautifully reminds us, ‘We love because it’s the only true adventure.’ Let us continue this adventure together...transforming challenges into opportunities, and opportunities into progress for the sake of our students, our schools, and our wonderful Farmington community”

**December 17, 2024**

Regular Meeting of the Board of Education

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**VIII. DISCUSSION ITEMS**

**A. AP Pre-Calculus: New Course Proposal.**

**Presenter:** Margaret Hendrickson, Director, Curriculum, Instruction and Assessment; Colleen Stamm, K-12 District Math/Science Coordinator

# Advanced Placement PreCalculus Course

Board of Education Meeting  
*December 17, 2024*

Instructional Services

Colleen Stamm

K-12 Math and Science Coordinator





# AP PreCalculus Course Proposal

## Course Description:

Advanced Placement PreCalculus is designed to allow students to explore concepts such as polynomial and exponential functions that can help students calculate their rise to influencer status, and many more concepts related to functions, logarithms, and trigonometry that can be applied beyond the classroom. This course is the application of concepts from Algebra 2. AP PreCalculus prepares students to take the PreCalculus Advanced Placement Test.

### Students:

- algebraically manipulate functions, equations, and expressions
- translate mathematical information between representations
- communicate with precise language, and provide rationales for conclusions



# AP PreCalculus Course Proposal

## Why a AP Precalculus?

- AP Precalculus would serve as preparation for AP Calculus, with the additional advantage of the opportunity for students to earn college credit.
- Many students do not need more than College Algebra or Precalculus for their majors, and this would help them enter college with credits.
- 32 colleges in Michigan currently accept AP Precalculus for college credit.



# AP Precalculus Course Proposal

## Course Sequence

- AP Precalculus is a full year course that would fall after Algebra 2 in the sequence. It would be highly recommended that students take Honors Algebra 2 before this course.
- AP Precalculus would **replace our current Honors PreCalculus** as it offers the same content as our current Honors PreCalculus.
- Most students who take this class would be Juniors or Seniors.
- It would count as a math core credit and senior year math credit.

**December 17, 2024**

Regular Meeting of the Board of Education

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**X. ACTION ITEMS**

**A. Bus Purchase**

**Presenters:** Jon Barth, Director of Facilities Management and Transportation

This item was presented in detail at the December 3, 2024 Board of Education regular meeting.

**MOTION:** I move that the Board of Education approve the purchase of two (2) special education buses and eight (8) regular education buses from Hoekstra Transportation, Inc. in the amount of \$1,423,700.00, with funds to come from the Capital Projects (Building & Site - 2020) Fund, as presented.

***ROLL CALL VOTE***

**B. Technology Purchase - Staff Devices**

**Presenters:** Kelly Coffin, Superintendent; Wesley Prescott, Director, Technology

This item was presented in detail at the December 3, 2024 Board of Education regular meeting.

**MOTION:** I move that the Board of Education approve the purchase of staff computers and accessories in an amount not to exceed \$1,400,000.00 from Sehi Computer Products utilizing REMC contract pricing, with funds to come from the Capital Projects (Building & Site - 2020) Fund, as presented.

***ROLL CALL VOTE***

**C. Board Protocols**

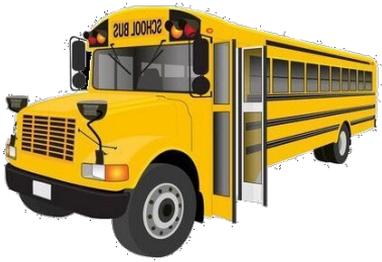
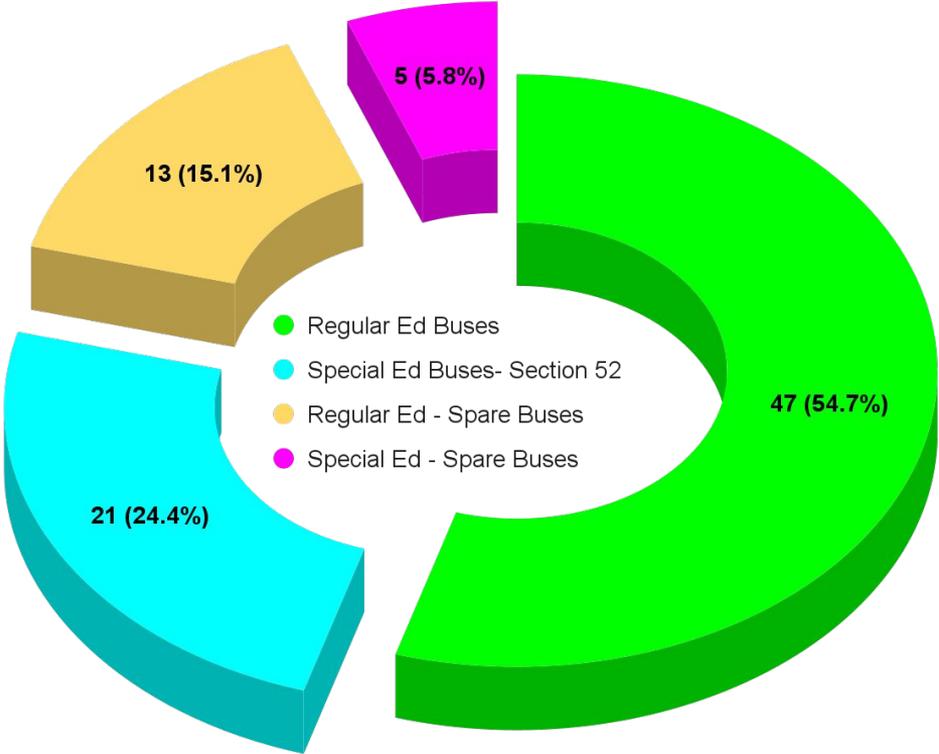
**Presenter:** Terri Weems, Board President

This item was discussed in detail at the December 17, 2024 Board of Education regular meeting earlier this evening.

**MOTION:** I move that the Board of Education approve the Board Protocols, as presented.

***VOICE VOTE***

There are 86 buses in Farmington's fleet...



68 of which are used on a daily basis (shown in green and blue)

Bus to be replaced



New 72 passenger bus



● 2008: 9 buses 

● 2009: 1 bus 

● 2010: 3 buses 

● 2011: 7 buses 

● 2012: 7 buses 

● 2013: 7 buses 

● 2015: 1 bus 

● 2016: 8 buses 

● 2017: 7 buses 

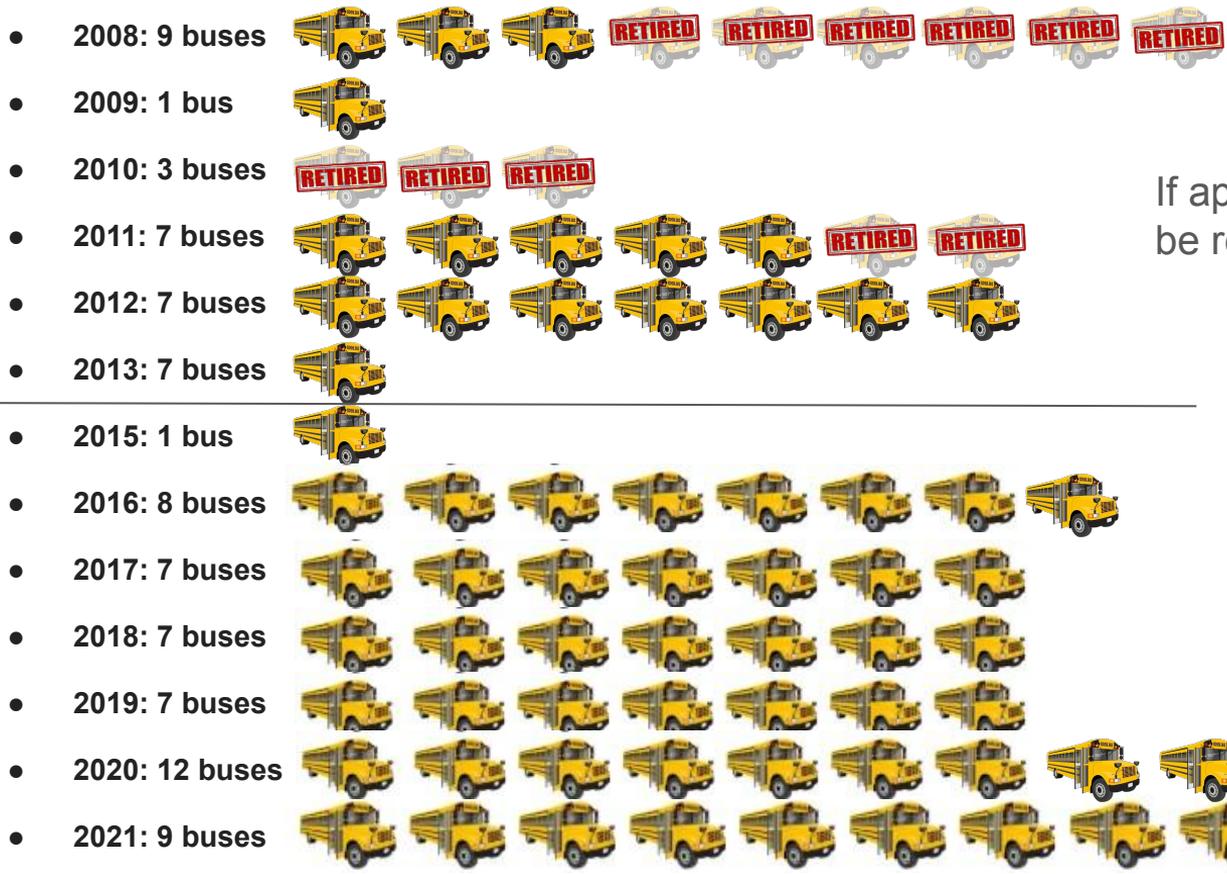
● 2018: 7 buses 

● 2019: 7 buses 

● 2020: 12 buses 

● 2021: 9 buses 

34 of our buses are over 10 years old (or roughly 40% of our fleet)



If approved, 10 buses will be retired/replaced

Those older buses remaining have been deemed acceptable to keep as spares or for parts.

The current request is for the purchase of eight (8) regular ed (71 passenger buses), as well as two (2) special education buses that seat 21 students and have a wheelchair lift and air conditioning.

With this purchase, we can accommodate more students per bus, more special needs students, and meet the need of having an adequate number of reliable spare buses.

As previously mentioned, the buses that are retired will be utilized for spare parts and sold for scrap in accordance with District policy.

As in the past, the purchase is being made using MSBO's bus purchase program. A total requested amount of \$1,423,700 to come from the 2020 Capital Projects Building and Site Fund, payable to Hoekstra.

Questions?



# FARMINGTON PUBLIC SCHOOLS

## MEMORANDUM

**TO:** Dr. Kelly Coffin, Superintendent  
**CC:** Jennifer Kaminski, Assistant Superintendent, Business Services  
Jon Barth, Director of Facilities Management and Transportation

**FROM:** Mr. Erin Hill, Supervisor of Transportation  
**DATE:** November 4, 2024  
**SUBJECT:** Bond Bus Purchases

With the passage of the bond on March 10, 2020, administration is proposing a bond bus purchase through the MSBO Bus Purchase Program. To date, the District has purchased 72 new buses with 2015 and 2020 bond funds to modernize the student transportation fleet.

After analyzing the condition of the entire fleet and taking into consideration recent price increases, shortage of materials, age, mileage, and maintenance needs, the administration is recommending the purchase of ten (10) new buses. The Transportation Department is recommending that this purchase include the following: two special education buses (21 passenger / 1 wheelchair capacity with a wheelchair lift and AC) and eight regular education buses (71 passenger). This would bring total bus replacement to 82 new buses, which is approximately 95% of the existing fleet.

To purchase the ten replacement buses, administration would be utilizing the 2024 Michigan School Business Officials' (MSBO) bus purchase program. Using the program gives the District pricing leverage because of the number of buses that are purchased through this program annually. Since its inception, over 5,500 buses have been ordered by various districts using the MSBO bus purchase program. Additionally, it saves our school district time because MSBO has already completed the bidding process with specific parameters. The following three vendors participated in the bidding process: Midwest Transit (who represents International buses), Hoekstra Transportation, Inc. (who represents Thomas buses), and Holland Bus Co. (who represents Blue Bird buses). MSBO evaluates the program and pricing twice a year to ensure competitive pricing.

### 2 – Special Education Mini tour Buses:

Hoekstra	\$103,286 each; total of \$206,572
Midwest Trans	\$116,458 each; total of \$232,916
Holland	\$107,035 each; total of \$214,070

### 8 - 71 Passenger Buses:

Hoekstra	\$152,141 each; total of \$1,217,128
Midwest Trans	\$165,422 each; total of \$1,323,376
Holland	\$155,190 each; total of \$1,241,520

**Bid Totals for Ten(10) Buses**

Hoekstra	\$1,423,700
Midwest Transit	\$1,556,292
Holland	\$1,455,590

Hoekstra Transportation Inc. represents Thomas brand buses, which is consistent with the buses that our District currently owns and operates in its existing fleet of 86 buses. It is critical that we continue to have a common manufacturer to minimize the amount of repair parts that will need to be purchased and inventoried. Also, our mechanics know the “ins and outs” of this manufacturer, so no learning curve is needed when repairs are necessary. To have a common manufacturer fleet is best practice in the industry.

The following ten existing buses will be replaced:

<b>Bus</b>	<b>First Service Year</b>
13	2011
26	2010
28	2010
34	2011
35	2010
96	2008
66	2008
64	2008
73	2008
87	2008

When the existing buses are retired, they will be stripped of all reusable parts then placed on the Public Surplus bid site for sale.

It is the administration's recommendation that Hoekstra Transportation Inc. be awarded the bus purchase contract in the amount of \$1,423,700 with funds to come from the **Capital Projects (Building & Site - 2020) Fund**. If possible, it is our hope that this purchase be approved prior to the end of the 2024 calendar year, as a price increase is projected.

This request has been discussed with and approved by Mr. Barth.

## **Farmington Board of Education**

**December 3rd, 2024**

**REPORT NAME:** Technology Purchase - Staff Devices  
**REPORT OF:** Technology  
**FOR:** Discussion/Approval

**FISCAL FUND IMPACT:** 2020 Bond  
**IMPACT AMOUNT:** \$1,400,000 (not to exceed) - REMC Contract Pricing  
**MEETING TYPE:** Regular

### **EXECUTIVE SUMMARY/BACKGROUND:**

In implementing the plan for device replacement, we are continuing the cycle of refreshing staff devices. We refreshed support staff devices in the Spring of 2024. This purchase will refresh the devices for the remaining teaching staff across the District and is the final purchase in this refresh cycle. We plan on upgrading these devices in the Spring of 2025 and will continue with the implementation of new monitors and docking stations in all classrooms over the summer of 2025. This follows our budgetary planning for the use of bond funds. With the previous purchase coupled with this purchase, we will have all staff devices refreshed following the 5-6 year lifecycle for devices.

### **RECOMMENDATION:**

Administration recommends that the Board of Education authorize the purchase of these computers and accessories in the amount not to exceed \$1,400,000 from Sehi Computer Products utilizing the REMC contract pricing.

### **IMPACT IF NOT APPROVED:**

The staff will continue to use devices that are at the end of life.

### **NEXT STEPS IF APPROVED:**

Farmington Public Schools will purchase and deploy these machines in the late spring and summer of 2025

*\*Indicates already part of Board policy*

## **1002 Meetings of the Board of Education**

*Michigan Open Meetings Act The Michigan Open Meetings Act (OMA), MCL 15.261 et seq., governs many aspects of Board of Education meetings. These Bylaws supplement the requirements of the OMA.*

*Annual Organizational Meeting An organizational meeting will be held annually in the month of June or July. The business of the meeting will include:*

- The election of Board officers; the establishment of a schedule of regular Board meetings for the year; and,*
- Such other business as the Board may choose to address.*

*Regular Meetings Regular meetings of the Board will be held in accordance with the schedule established by the Board at the organizational meeting. The agenda for each regular meeting will be developed by the President of the Board in consultation with the Superintendent.*

*Any time four or more Board members are gathered together to discuss school business that may come up for vote or to deliberate it is considered a meeting (quorum).*

*Special Meetings Special meetings of the Board may be called by the President or any three (3) Board members by providing not less than 24 hours notice to all Board members. The notice to Board members and the public shall be consistent in manner and form with the requirements of the OMA.*

**Closed Sessions** Consistent with the Open Meetings Act, any agenda item contemplating a closed session of the Board shall state the legally permitted reason(s) for such session. Board members are to refer any inquiries about closed sessions to the Superintendent or the Board President. Any information from a closed session is confidential and shall not be discussed outside of the closed session. Unless otherwise agreed to by the Board, closed session participants are limited to the person requesting the closed session, their counsel, a union representative, students' parent(s) or guardian(s), where applicable, and representatives of the administration that have pertinent information approved by the Board.

## **Meeting Procedures**

**Broadcasts** All regular meetings will be broadcast unless there are extenuating circumstances (eg. technology failure). Interviews to fill vacant Board seats will be broadcast. Any other meetings that may be of broad interest to the public may also be televised at the discretion of the President or the recommendation of three (3) or more Board members. Committee meetings, organizational meetings, special meetings, and retreats will not generally be broadcast.

**Agendas** Agendas are created by the Superintendent and Board President, reviewed by Board officers, and presented to the Board generally three business days prior to the meeting. Board members must request in writing to the Superintendent or Board President at least seven (7) days prior to the Board Meeting any item they desire to have placed on the agenda. An item will be placed on the agenda at the discretion of the Superintendent and Board President. A

request to add an item to the agenda should include a brief statement regarding the matter and should include any background or supporting information related to the requested topic. The Board President or Superintendent shall notify the requesting Trustee whether their item will be placed on the agenda along with a rationale for the decision prior to the regular Board meeting, absent special circumstances. Furthermore, the response to the requesting Trustee will be shared with the entire Board. An item that has been requested by three (3) or more Board members must be added to the agenda. No item can be placed on the agenda less than 72 hours in advance of the meeting, absent special circumstances.

**Use of Consent Agenda** When the agenda is prepared, the Superintendent and the Board President shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote. Consent items typically include but are not limited to: 1. All routine items, 2. Insurance contracts, 3. Association memberships, 4. Routine expenditures, 5. Routine personnel items, 6. Routine bid considerations, and 7. Items recommended by the Superintendent.

**Board Member Preparation for Meetings** Board members will come to Board meetings prepared to discuss and take action on all agenda items. To the extent possible, Board members should provide questions and comments in advance. Board members are expected to be and remain informed about issues that may come before the Board for decision. In furtherance of that commitment:

- Study the material in the Board Packet sent to them prior to the meeting. All meeting participants must be prepared to address items on the agenda. Board members will read agenda packet materials before the meeting.
- Requests for additional information will be addressed through the superintendent prior to each Board meeting.
- The Administration will ensure that supporting information required for informed decision-making is supplied to each Board member before a Board meeting.
- Board members are not precluded from asking relevant questions about agenda items during meetings. However, the right to question should not serve as an excuse for lack of preparation.
- All Board members are encouraged to provide questions in advance, by Monday at noon, preceding a Tuesday evening Board meeting. Board members should blind copy other members regarding questions related to matters coming up for a vote to avoid “reply all” and potential violations of open meetings act.

**Board Member Participation / Conduct Before and During Meetings** In addition to the following procedures, at all times Board members shall adhere to the Board Code of Ethics:

- Board members will not share Board facing only materials with members of the public. Board members will not share public facing information prior to a Board meeting.
- Board members will maintain professional and courteous behavior throughout the meeting.

- The President has the responsibility to keep discussion on the motion/item under consideration and shall halt any discussion that does not apply to the business at hand. The President shall not permit any discussion deemed inappropriately derogatory or in ridicule of another person.
- The President will call a recess where deemed appropriate during a Board meeting
- Board members will maintain professional courteous behavior throughout the meeting, even during emotionally charged discussions over complex issues.
- Board members will demonstrate respect to fellow Board members and public participants.
- Listen and treat each other respectfully.
- Be cordial when disagreeing.
- Say what needs to be said as briefly and clearly as possible.
- Direct comments solely to the business under deliberation.
- Address each other, staff, and public by title and last name.
- Only speak after acknowledgement from the Board president.
- Support hearing the voice of all Board members on each agenda item that is being discussed and refrain from dominating the conversation.
- Refrain from condescending or critical comments to members of the staff, public, or Board.
- Focus on issues, not people or personalities.
- Courteously accept other viewpoints and Board votes, which were not supported by self.
- Seek solutions and reasonable compromises or consensus, when there are differences of opinions.
- Make decisions in the context of what is best for all students in the district.
- Avoid immediate decisions and votes and possible shorter-term solutions, when the issue calls for more discussion, understanding, and a more indepth approach or solution to the issue (except in emergency situations).
- Be willing to publicly apologize to staff, patrons, or Board members, if behavior is inappropriate or disruptive to the progress of the meeting.
- Attempt always to have dialogue (multiple perspectives) rather than simple discussions (yes or no decisions).
- As a courtesy to others, electronic devices will be set in a non-audible mode during Board meetings. Emergency situations warrant exceptions.

**Board Member Participation in Discussion, Debate and Voting** The Board will follow Roberts Rules of Order. All Board members shall vote on all action items unless a conflict of interest applies. A Board member shall recuse him/herself from voting in the case of a legal conflict of interest publicly identified by the Board member. All Board members may make motions, second motions, and enter into debate on all agenda items. In the case of a tie, the action item fails. The President may bring the item back to the Board on a subsequent agenda. In case of a less than unanimous vote, the Board will support the majority decision and go forward in harmony. A majority of the entire Board is needed to pass an action item.

**Discussion of Motions** All discussions shall be directed solely to the business currently under deliberation. The Board President or designated chair has the responsibility to keep the discussion to the motion at hand and shall halt discussions that do not apply to the business currently before the Board. A Board member, prior to giving their comments, shall ask for and

receive recognition by the presiding officer. The Board President shall recognize a Board member prior to giving their comments.

**Discussion of Employee/Student Issues** The Board will not encourage or actively participate with negative comments on individual employees or students in public session or publicly. The Board will not permit comments on individual employees or students in public session that are inappropriately derogatory or in ridicule of a person, subject to applicable law.

**Hearings, Grievances, Student / Employee Discipline** During hearings, Board members will seek legal counsel as deemed necessary. The Board shall not use a student's name in any discussion. Student / disciplinary hearings will be held in a closed session meeting, if requested.

**Guidelines for Public Participation at Board Meetings** Each speaker is limited to 3-5 minutes. Time may be further reduced in cases where there are a large number of participants, and public comment is expected to last more than one hour, at the discretion of the Board President. The Board President or acting chairperson shall have the authority to terminate the remarks of any individual whose comments are harassing in nature or disruptive to the meeting.

*The Board will establish guidelines concerning public participation at Board meetings. The guidelines will include, but not be limited to:*

- *Limiting the time any individual may address the Board.*
- *Requesting individuals who wish to address the Board to identify themselves, their address, and any organization they may represent.*
- *Advising the public that, generally, the Board and individual Board members will not directly respond to comments or questions that arise during the public participation portion of the meeting.*
- *Requiring individuals who wish to address the Board to direct their comments to the entire Board and not to individual Board members, the Superintendent, other School District employees, or members of the audience.*
- *Prohibiting behavior that is intemperate, abusive, defamatory or discourteous or that otherwise interferes with the orderly conduct and timely completion of the Board meeting.*
- *Excluding from the meeting an individual who engages in conduct that constitutes a breach of the peace.*

**Board Response to Persons Addressing the Board** It is the role of the Board to listen to comments made by members of the public. The Board president may direct administration to investigate item(s) and report back to the Board and/or the individual citizen. The Board president may exercise discretion in allowing patron comments to exceed minutes. Board members shall not immediately respond or enter into discussion with members of the public during a Board meeting. In rare instances, the Board president may respond or request the superintendent respond to matters that are not factually correct.

If the President calls for a recess during the meeting, Board members who decide to engage with the community should listen and not offer solutions during recess.

## **Board Conferences**

Annually, the Board will determine its goals related to Board development and develop a budget to provide for at least

- one (1) MASB annual leadership conference for each Board member,
- 1-2 additional classes to cover special interests (eg. President training, etc.),
- a small allowance for books,
- MASB representation at retreats,
- required trainings (superintendent evaluation trainings),
- and, in a year of election, the additional cost for members to go through the entire 100 series for certification.

Based on the above, each Board member receives an allowance for the year. Any costs over the allowance are at the Board member's expense. If a Board member does not intend to use the entire allowance, at the president's discretion, funds can be redistributed to other Board members.

## **Role and Authority of Officers**

No Board member or officer has authority outside the Board meeting. No Board member can direct employees in regard to performance of their duties. All requests directing administration to act should be funneled through the Board President and/or Committee chairs, where appropriate.

## **Committees and Committee Meetings**

*The Board may create various committees to gather information for the Board. Committee members will be appointed by the Board President. A committee will not consist of more than three (3) Board members.*

**Committee Structure** Committees allow Boards to operate more efficiently, since detailed work can be done within committees composed of a smaller subset of members. Also, since committees are typically staffed with members who have specific, content-rich expertise, more in-depth discussions and analyses can take place, resulting in well-informed recommendations to the full Board. Those recommendations are presented to the full Board for review and approval at regular Board meetings.

**Selection and Operation of Board Committees** Standing committees are appointed by the Board president. Ad hoc committees are appointed by the Board president with notice given to the Board. The Superintendent may request an ad hoc committee and will work with the president to identify members. Ad hoc committees may be created and changed at any time by the President or the Superintendent with the approval of the Board. All committees shall comply with the Open Meetings Act, where required. Generally, Board committees are not required to adhere to these OMA requirements. However, should a committee act in such a way so as to deliberate on behalf of the Board, which is expressly prohibited by Board Policy and these Operating Procedures, committee meetings would need to be structured in a manner to comply with the OMA.

The Board president is authorized to appoint, as soon after the organizational meeting as practicable, members of the Board to the committees where they shall serve a term of one (1) year. Committees will have no more than three (3) Board members. The purpose of each committee is to gather information for the whole Board, review and discuss specific topics that fall within the committee's area of study, and share the information and summary of the discussion with the full Board. A committee chair shall preside at each committee meeting. The chairperson shall initially be assigned by the Board President. The chairperson shall be responsible to meet with the Administration to establish the agenda for each committee meeting. The chairperson shall appoint someone to take notes of the meeting, if the district/Board assistant is not available. The chairperson shall also provide a summary of the meeting to the Board prior to the next Board meeting, where practical (this may be completed by the district assistant). Notes of the committee meeting shall be forwarded to all Board members electronically, after the close of the meeting. If a Board member assigned to a committee cannot attend a committee meeting, either the Board President or his/her designee may substitute for the Board member, but it is not required. No decisions on any policy matter will be made in the committee. Information reviewed by a committee shall be made available to all Board members.

The Board will annually have a Finance/Facilities Committee and a Policy/Board Governance Committee. Other committees may be identified at the discretion of the Board president. See below for roles and responsibilities of the various committees.

**FINANCE/FACILITIES COMMITTEE (FF)** (The treasurer is usually the Chair of this committee)

Specific responsibilities of the Finance/Facilities Committee may include:

- Preliminary review of quarterly financial statements, prior to Board review.
- Presentation of quarterly financial statements to the Board for discussion.
- Review of annual student enrollment projections.
- Review budget development timeline and parameters and assumptions annually, allocate resources to support the District's strategic direction, and drive improved student achievement.
- Review and recommend approval of the annual budget to the full Board.
- Recommend the selection of an auditor, ensuring the District changes audit partner every five or so years.
- Meet with the auditor prior to full Board audit review and approval.
- Provide recommendations to ensure appropriate financial policies and procedures are in place.
- Identify strategic and long-term financial issues to address before they become urgent issues.
- Establish the District's capital improvement budget.
- Review the implementation of all expenditures related to facilities and equipment.
- Review building standards for each type of educational facility.
- Review and make recommendations regarding the District's Technology Plan.
- Review the financial plans to implement the District's physical facilities.
- Review and make recommendations on all proposed Board policies related to planning facilities and equipment.
- Review and make recommendations on accommodations required for strategic planning.

**POLICY/BOARD GOVERNANCE COMMITTEE** (the president is usually a member of this committee)

Specific responsibilities of the Policy/Board Governance Committee may include:

- Review Board Policies prior to first readings.
- Review, update, and make recommendations on policy issues.
- Establish Board Operating Procedures.
- Make recommendations to the full Board regarding Board Development.
- Make recommendations for Board Events/Functions.
- Review District Safety Plans for compliance.

### **HUMAN RESOURCES COMMITTEE**

Specific responsibilities of the Human Resources Committee may include:

- Make recommendations for revisions to Personnel Policies.
- Review revised or newly created job descriptions.
- Review revised or newly developed salary structures.
- Review negotiated items for Collective Bargaining.

### **ACADEMIC EXCELLENCE COMMITTEE**

Specific responsibilities of the Academic Excellence Committee may include:

- Assume responsibility for ensuring that students are achieving at the highest levels.
- Understand how student achievement is measured at the school and build Board-wide understanding of the most critical measures.
- Review survey, test, and evaluation results of the District in partnership with school leaders.
- Review the factors affecting performance data and share updates with the full Board.
- Review matters related to existing or new curriculum and programs, which may include materials, book selections, etc.
- Review curriculum adoption and implementation schedule.
- Review staff development plan and implementation schedule.
- Identify strategic and long-term challenges to the academic program before they become urgent issues.
- Monitor progress on District Strategic Plan.
- Review and make recommendations on modifications regarding strategic planning.
- Review Communications Plan.

### **COMMUNICATION AND COMMUNITY ENGAGEMENT COMMITTEE (CCE)**

- The committee currently meets once each month during the school year to plan and debrief each Community Dialogue and brainstorm other ways in which the Board might connect and communicate with community members.
  - The CCE Committee was created in 2020 with the goal of creating opportunities for members of the community and members of the FPS Board of Education to engage in dialogue and relationship-building together that allow for an exchange

of ideas with greater depth, breadth, and length than what is possible within the context of our regular Board meetings. To accomplish this, the decision was made to host three to four Community Dialogues each school year on topics of high interest to the community as indicated via community member survey responses.

- Given the political climate in 2020, a second goal was to give community members and Board members alike opportunities to practice engaging in civil discourse even when discussing controversial topics. To help with this important work, Oakland University Professor, Dr. David Dulio of the Oakland University Civility Project, helped plan and facilitate these sessions. While this model served its intended purpose, a less structured format has been used for more recent Community Dialogues.
- At the CCE meeting held on December 5, 2024, two committee members decided to organize a book club this winter as yet another way for Board members and community members to engage in dialogue and relationship-building outside of regular Board meetings. Going forward, it will be up to the chair and members of this committee to determine the goals of this committee as well as the vehicles via which Board members and community members have opportunities to engage in meaningful dialogue and relationship-building.

## **SUPERINTENDENT EVALUATION AND SUCCESSION PLANNING COMMITTEE**

*The Succession Planning Committee will prepare for and manage a planned or unplanned change of leadership of the Superintendent. The Superintendent Evaluation and Succession Planning Committee will include the Superintendent, Board President, Board Vice President and immediate past Board President. If the immediate past Board President is no longer a member of the Board, the Board Secretary will sit on the Committee.*

*Annually, the Succession Planning Committee will:*

- *Review the District's mission, vision and goals, which will become the basis for determining the key leadership competencies and qualifications necessary to further the District's progress. Review and update the Succession Plan. Changes to the plan require Board approval.*
- *Consult with the incumbent Superintendent regarding her/his career plans to provide for an informed Succession Plan.*
- *Review the District's emergency/short-term transition plan which shall include:*
  - *The Superintendent's recommendation for an Acting Superintendent who would replace him/her in the case of a temporary absence and a timeline for appointment;*
  - *By the end of September, the Board will authorize the Acting Superintendent to function as Superintendent in the event of the Superintendent's absence through the end of the current school year. If an absence occurs and overlaps two fiscal years, the Board shall reaffirm their approval before the end of the current fiscal year.*

***Succession Plan Process: Emergency/Short-Term Change in Leadership***

- *The absence status will be communicated to all stakeholders.*
- *The Superintendent will review her/his roles and duties with Acting Superintendent.*
- *The Acting Superintendent shall consult with the Superintendent, if available, on major decisions and continue to implement the annual goals of the Superintendent and District; and*
- *If the short-term absence is determined to be long-term or permanent, then the Board will decide the process for appointing an Interim Superintendent.*

### ***Succession Plan Process: Permanent Leadership Change***

*Upon announcement of the resignation or vacancy of the Superintendent, the Board will put the Succession Plan into effect. The Succession Planning Committee will make recommendations to the Board regarding the specific procedures to be used and the process for filling the vacancy.*

*Minimally, this plan will include:*

- *Communication Plan outlining the selection process:*
  - *Announcement of the Superintendent's resignation or vacancy will be shared with both staff and community.*
  - *Following Board approval, a statement of the Succession Plan and process for filling the vacancy will be announced. (See Attachment A)*
  - *Information will be communicated through the following channels: email communications, newspapers, website, parent newsletters, and public meetings.*
  - *The official spokesperson representing the District in all media contacts and external inquiries will be the Director of School and Community Relations, working in conjunction with the Board President and Succession Planning Committee.*
- *The process for identifying executive search consulting services.*
  - *If the Board determines it is necessary, it may choose to retain an executive search firm and issue a request for proposal;*
  - *A timeline and schedule of recruitment selection activities including opportunities for input from key stakeholders;*
- *A transition time period between the outgoing Superintendent and the incoming Superintendent;*
- *Negotiation of the Superintendent's contract; and*
- *Appointment of the new Superintendent and assistance in the transition during his/her first year of employment.*

### ***Attachment A Succession Plan***

***Process: Timeline for Permanent Change in Leadership.***

- *Announce resignation or vacancy to staff and community.*
- *Announce transition plan, which may include appointment of an Acting Superintendent.*
- *Board decision on search process.*
- *Process begins with announcements of the search process.*

- *If deemed necessary, the Acting Superintendent shall take over the responsibilities of the superintendency until such time it becomes necessary to appoint an Interim Superintendent.*
- *Board President and Director of School and Community Relations manage communications.*
- *Superintendent search begins.*
  - *Preparation.*
- *Timeline.*
- *Staff and community input.*
  - *Recruitment.*
- *Solicitation of applications.*
  - *Board leadership and support.*
- *Screening of applicants.*
- *Visitations.*
- *Communication.*
  - *Press release(s) on search process.*
  - *Communication(s) to staff.*
- *Culminate Superintendent search process.*
- *Negotiate a contract.*
- *Appoint a new Superintendent.*
- *Outgoing or Acting Superintendent consults with the newly appointed Superintendent to assist in the transition.*

*The Board president, vice president, and immediate past president shall serve as a Transition Committee to support the new Superintendent, during the first year of his/her superintendency to provide feedback, guidance and support.*

## **Board Liaisons**

Board Liaisons are appointed annually by the Board president. Board representatives report to the full Board, as applicable, under Reports from Board Representatives.

- **Diversity and Inclusion**
  - Work with the Board and Superintendent to communicate Board goals and objectives.
  
- **FAAPN**
  - A welcome breakfast is usually held in the fall.
  - Attend meetings, approximately quarterly. May attend Saturday tutoring sessions, when available.
  - Engage with FAAPN leadership regularly. Maintain open dialogue and a good relationship.
  - Report to the Board or appropriate committees any issues/concerns raised. Share information with FAAPN on matters of interest (student data, achievement, District events, opportunities).
  
- **Legislative (State and County)**
  - Attend monthly Government Relations Committee (GRC) meetings, which are held in person at Oakland Schools and occasionally virtually.
  - Read OCSBA and MASB legislative reports as they come in via email throughout each month.
  - Provide the full Board with a summary of key legislative issues pertaining to education at each regular School Board meeting.
  - Share key information with the Board president and fellow Board members, when of critical importance.
  
- **Oakland County School Board Association**
  - Attend monthly OCSBA meetings. All Board members are welcome to attend. Registration is handled through the executive assistant.
  
- **Farmington Area PTA Council**
  - Attend quarterly PTA Council meetings and other PTA Council sponsored events (as necessary).
  
- **Student Round Table**
  - Attend monthly SRT meetings to hear from students, understand needs, and report those back to the Board. The SRT regularly reports to the Board at a Board of Education meeting; however, the liaison should report matters to committees as appropriate.
  
- **Farmington/Farmington Hills Education Foundation**
  - Attend monthly F/FH Education Foundation meetings, which are held in person at Central Office.

- o Assist with the planning of the annual "Toast to Education" Gala fundraiser, and encourage fellow Board members to attend.
  - o If available, assist with the actual gala itself (i.e., set-up, VIP wine pouring, support during the event, clean-up, etc.)
- **Youth and Family Services**
    - o Attend monthly meetings regarding youth programs at the library, YMCA, the Hawk, and in the community. Reports are given from the city council and the police department. Special services (appearing at events) are also discussed.
- **Head Start**
    - o Farmington Head Start will provide a monthly written report to the Board of Education to facilitate communication and compliance with Head Start Performance Standards regarding Program Governance. This report will appear on the School Board Consent Agenda. The written communication is titled: "Head Start Directors Monthly Report". It will be prepared by the Head Start Director.
    - o The report can include the following items:
      1. Current status of Head Start (review of Parent Policy Committee work, number of enrollees, etc.)
      2. Summary of financial status
      3. Program events/trainings
      4. Evidence of compliance with guidelines (administration, program reviewer audits, child data information, annual self-assessment, and Office of Head Start memorandums as needed)
    - o Roles and Responsibilities of the Board of Education
 

The responsibilities of the governing body (Board of Education) and Head Start Board member liaison include, but are not limited to:

      1. Ensure compliance with Federal laws and regulations, including the *Head Start Program Performance Standards*, as well as applicable state and local laws and regulations, including laws defining the nature and operations of the School Board.
      2. Understand the Head Start philosophy and the role of parents on the Head Start Policy Committee in the Head Start shared governance structure, including the need to secure approval of policies and procedures by the Head Start Policy Committee and Board of Education as needed.
      3. Ensure appropriate internal controls are established and implemented to safeguard Head Start assets.
      4. Designate one member of the governing body to serve as a liaison to Head Start who provides input and attends necessary meetings or training, if needed.
      5. Approve selection of the Head Start Director.
      6. Act as a liaison to the community and be able to communicate the program's mission, goals and accomplishments.

7. Sign documents (typically a signature is only needed when we are submitting grant applications and budgets). They have been asking for the president or secretary's signature for the last couple of years.
  8. Develop an understanding of what the Head Start program is and share any highlights from the regular reports sent by the director.
  9. Be available, if ever needed, during a review (in the past that has only been a few times, and it pertained to how the District and Board of Education support the program).
  10. Visit our school, so the program is seen in action.
- The following items will be provided for approval or review to the Head Start Policy Committee and Board of Education:
    1. Head Start Grant Application and Budget
    2. Self Assessment Goals
    3. Program Information Report Summary
    4. Policy Committee Code of Operations
    5. Recruitment and Enrollment Procedures
    6. Impasse Procedure/Internal Dispute Resolution Procedure (Board Policy #1312)
    7. Personnel Policies (Board Policies Section #4000)

## **Code of Ethics**

*As members of the Farmington Board of Education, we realize that to be the most effective advocates for children, we, as a Board, must function as a team and at all times treat each other and the people we serve with the utmost courtesy, dignity, respect and professionalism. Should we, for whatever reason, fail to follow these guidelines, we ask that our fellow Board members call it to our attention. Should that occur, we pledge to accept the feedback without anger or retribution, and to renew our efforts to follow this Code of Conduct and Board Operating Procedures. We shall promote the best interests of the school district as a whole, and, to that end, all decisions will place the needs of children first by adhering to the following educational and ethical standards. Each Board member will be asked to acknowledge and sign the following code of Ethics:*

*As a member of the Board, I will promote the best interest of the School District as a whole and will adhere to the following ethical standards and principles:*

- 1. I will refrain from using my Board position for personal or partisan gain. I will represent all School District constituents honestly and equally and refuse to surrender my responsibilities to any partisan principal, group or interest. I will avoid any conflict of interest prohibited by law or appearance of such that could result from my position, and will not use my membership on the Board for personal gain, where contrary to the interests of the School District.*
- 2. I will recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public meeting of the Board.*
- 3. I will take no private action that might compromise the Board or administration and will respect the confidentiality of privileged information.*
- 4. I will abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels.*
- 5. I will encourage and respect the free expression of opinion by my fellow Board members and will participate in Board discussions in an open, honest and respectful manner, honoring differences of opinion or perspective.*
- 6. I will prepare for, attend, and actively participate in School Board meetings.*
- 7. I will become sufficiently informed about and prepared to act on the specific issues before the Board.*
- 8. I will respectfully listen to those who communicate with the Board, seeking to understand their views, while recognizing my responsibility to represent the interests of the entire school community.*
- 9. I will strive for a positive working relationship with the Superintendent, respecting the Superintendent's authority to advise the Board, implement Board policy, and administer the School District.*
- 10. I will model continuous learning and work to ensure good governance by taking advantage of Board member development opportunities, including those sponsored*

*by state and national school Board associations, and encourage my fellow Board members to do the same.*

- 11. I will focus Board action on policy making, goal setting, planning and evaluation as outlined in state law. I will strive to keep the Board focused on its primary work of clarifying the School District purpose, direction and goals, and monitoring District performance.*
- 12. I will bring about desired changes through legal and ethical procedures, upholding and enforcing all laws, administrative rules and regulations, court orders pertaining to schools and district policies and procedures.*
- 13. I will make decisions in terms of the educational welfare of all children in the District, regardless of ability, race, creed, sex, sexual orientation, national origin, disability or social standing.*
- 14. I will recognize that the Board must make decisions as a whole in public, as a body corporate, and make no personal promise or take private action that may compromise the role and integrity of the Board.*
- 15. I recognize that the role of the Board is to govern and oversee the management of the District. I will delegate authority to the Superintendent for the day to day operations of the district. I will not step outside my role to govern and oversee the management of the district by seeking to participate in the administration of the day to day operations of the District.*
- 16. I will hold confidential all matters that if disclosed, may have a negative impact on the District. I will respect the confidentiality of information that is privileged under applicable law, including closed session discussions.*
- 17. To the extent possible, I will attend all regularly scheduled and specially set Board meetings, arrive on time, and I will be informed of the issues to be considered at the meetings.*
- 18. I will assist in making policy decisions only after full discussion at publicly held Board meetings, and I will render all decisions based on available facts, and I refuse to surrender judgment to individuals or special groups.*

As Board President,

19. I will make sure that persons addressing the Board follow established Board policy guidelines, as outlined in Board policy BC.
20. I will make sure that persons addressing the Board do so in a professional manner and not allow inappropriate communication to be directed to the Board or the Superintendent during Board meetings.
21. I will limit my comments/commentary during Board meetings and recognize my role to facilitate conversation and ensure that all Board members are given an opportunity to reflect their views. I will work toward building consensus among all Board members.

## **Board Orientation of New Members**

Following Election/Appointment:

- Superintendent congratulation letter - includes instructions on completing the "Acceptance of Office" form after receiving certification of election and the Board Member Information sheet.
- New Board Member General Information Memo (email and BoardBook) includes:
  - Give new Board member access to BoardBook to view orientation information
  - Current Board meeting schedule
  - Current Board Committee and Representative/Liaison Appointments
  - Current Board report schedule
  - Focal Point appointment for head shot
  - Board member name badge
  - Family athletic pass
- Contact Judge Parker RE: swearing in ceremony at first Board meeting
- Schedule orientation meeting with BOE president and superintendent

After receiving Certificate of Election:

- Schedule time for new Board member(s) to come to the central office to sign "Acceptance of Office" form. (A copy of the signed forms are kept in BOE files and originals are sent to Oakland County election office via email to [elections@oakgov.com](mailto:elections@oakgov.com))
- Obtain Board Member Information sheet.
- Request Board member bio information.
- Register new Board member(s) for MASB and CBA classes.
- Notify OCSBA and county

At orientation meeting (w/superintendent and BOE president):

- Review New Board Member General Information Memo.
- Sign Code of Ethics form.
- Complete CO building FOB (Security Building Access Request)
- Complete business card order form (online)
- Review Board Committee and Representative/Liaison Appointments.
- Review upcoming Board meeting agenda.
- Receive FPS athletic pass, CO telephone directory, BOE note cards, MASB "Need to Know" reference sheet, graduation cap and gown information sheet, FPS pin.
- Advise familiarization with websites (MASB and District).

As of effective date of office and before first Board meeting:

- IT email access
- 13th Edition MASB Open Meetings Act Guide

- Chromebook
- BoardBook password and training
- Revise BoardBook template
- Meetings with central office administrators, as requested
- Business cards
- Name badge
- Nameplate
- TV10 television tips

**December 17, 2024**

Regular Meeting of the Board of Education

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**XI. ITEMS FROM THE TREASURER**

**A. EXPENDITURES.**

**MOTION:** I move that the Board of Education approve the expenditures as outlined in the expenditure printout dated December 17, 2024, as follows:

General Fund	\$13,235,053
General Fund - Athletics	\$123,473
Debt Fund	-
Capital Projects – Technology and Other Projects	-
Capital Projects – 2020 Bond Fund	\$1,450,662
Capital Projects – 2023 Bond Fund	\$16,967
Nutrition Services Fund	\$428,728
Benefit Stabilization Fund	\$1,418,632
<b>TOTAL</b>	<b>\$16,673,515</b>

**December 17, 2024**

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Regular Meeting of the Board of Education

**XII. CONSENT AGENDA.** I move that the Board of Education approve the December 17, 2024, Consent Agenda, as follows:

**A. Approval of Minutes**

1. December 3, 2024 Special Meeting
2. December 3, 2024 Closed Session
3. December 3, 2024 Regular Meeting
4. December 5, 2024 Communications/Community Engagement Committee
5. December 10, 2024 Finance/Facilities Committee

**B. Head Start Directors Monthly Report**

**C. Warner MS Principal Hire Recommendation**

**D. Personnel Items**

**SPECIAL MEETING/CLOSED SESSION  
OF THE FARMINGTON BOARD OF EDUCATION  
Maxfield Education Center  
32789 W. Ten Mile  
Farmington, Michigan  
December 3, 2024**

President Weems called the meeting to order at 5:01 p.m.

**ROLL CALL:**

**Present:** Terri A. Weems, President  
Claudia T. Heinrich, Treasurer  
Cheryl B. Blau, Trustee (*arrived for closed session at 5:09*)  
Angie F. Smith, Trustee  
David N. Turner, Trustee

**Absent:** Donald Walker, Jr., Vice President  
Mable S. Fox, Secretary

**Also Present:** Kelly Coffin, Superintendent

1. **PLEDGE OF ALLEGIANCE.** The Board led the pledge.
2. **APPROVAL OF THE AGENDA.** It was moved by Smith and supported by Turner to approve the agenda for the Special Meeting/Closed Session Board of Education meeting on Tuesday, December 3, 2024, as presented.

**VOICE VOTE:**

**Ayes:** Heinrich, Smith, Weems, Turner  
**Nays:** None

**MOTION UNANIMOUSLY APPROVED.**

3. **PUBLIC COMMENTS.** No public comments were shared.
4. **REQUEST FOR CLOSED SESSION.** It was moved by Heinrich and supported by Smith that the Board of Education convene to Closed Session pursuant to section 8(a) Periodic Personnel Evaluation of the Open Meetings Act, Public Act 267 of 1976.

**ROLL CALL VOTE:**

**Ayes:** Heinrich, Smith, Weems, Turner  
**Nays:** None

**MOTION APPROVED 4-0.**

The Board moved to closed session at 5:04 p.m.

5. **RETURN TO THE SPECIAL MEETING.** The Board returned to the Special Meeting at 5:44 p.m.
6. **ADJOURNMENT.** The Board of Education December 3, 2024, Special Meeting was adjourned at 5:44 p.m.

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David N. Turner  
Acting Board Secretary  
Farmington Board of Education

DRAFT

**REGULAR MEETING  
OF THE FARMINGTON BOARD OF EDUCATION  
Maxfield Education Center  
32789 W. Ten Mile  
Farmington, Michigan  
December 3, 2024**

1. President Weems called the meeting to order at 6:00 p.m.

**ROLL CALL:**

**Present:** Terri A. Weems, President  
Claudia T. Heinrich, Treasurer  
Cheryl B. Blau, Trustee  
Angie F. Smith, Trustee  
David N. Turner, Trustee

**Absent:** Donald Walker, Jr., Vice President  
Mable S. Fox, Secretary

**Also Present:** Kelly Coffin, Superintendent; Jennifer Kaminski and Brad Paddock, Assistant Superintendents; Jon Barth and Diane Bauman, Directors; staff and community members.

2. **PLEDGE OF ALLEGIANCE.** President Weems led the pledge.

3. **RECOGNITIONS. NEW FEA STAFF 2024-2025.**

**Presenters:** Kelly Coffin, Superintendent; Chelsey Chambers, Katy Gustafson, and Ninette Soares, Teacher Leaders, New Staff Induction Program

New FEA staff members, hired effective the 2024-2025 school year (present in-person and virtually) were recognized by the Board and the Superintendent. Board members greeted those present in-person.

4. **RECESSED:** 6:03 p.m. | **RESUMED:** 6:08 p.m.

Board members made comments regarding new FEA staff.

5. **APPROVAL OF THE AGENDA.** It was moved by Smith and supported by Turner to approve the agenda for the regular Board of Education meeting on Tuesday, December 3, 2024, as presented.

**VOICE VOTE:**

**Ayes:** Heinrich, Smith, Weems, Blau, Turner  
**Nays:** None

**MOTION UNANIMOUSLY APPROVED.**

6. **ANNOUNCEMENTS.** President Weems spoke on the following topics: holiday well wishes to staff and community; Thanksgiving Project; Vision's holiday micro-enterprise; Superintendent mid-year review (informal due to less than 60 days in the position); resignation of Board Secretary, Mable Fox; and Board vacancy process.
7. **BOARD PROTOCOLS.** President Weems briefly reviewed the history of the Board Protocols document and purpose. Board member orientation information will be added to the current document. This item will return on December 17 for discussion and action, in order to allow for a review period by the public.
8. **PUBLIC COMMENTS.** Public comments were shared. No action was taken.
9. **CORRESPONDENCE.** Acting Secretary Turner provided a report on correspondence received during this period. Correspondence is acknowledged and responded to when appropriate. A list of correspondents and topics is available in the Board packet on the Farmington Public Schools website.
10. **LEGISLATIVE UPDATE.** Trustee Blau spoke on the following topics: recent election; final weeks of current legislative session/lame duck; MASB regional meetings to determine key priorities for 2025-2026 (finance, governance/infrastructure, staffing, student supports/curriculum); and an invitation to Board members to complete the MASB online survey.
11. **SUPERINTENDENT'S DISTRICT UPDATE.**  
**Presenter:** Kelly Coffin, Superintendent  
  
Dr. Coffin spoke on the following topics: thanks to the Board and community for expressions of support on superintendent appointment; staff training - authentic learning experience with Paul Facto; 30th annual Day for Strings event; and Power Middle School Society Gallery Walk.
12. **REPORTS FROM BOARD COMMITTEES.**  
**Policy/Board Governance Committee.** Committee member Weems reported that committee members met on November 21 and discussed the following topics: staff/student/parent inclusion in the policy creation process; future review of the Positive Culture Handbook; review of November 2024 policy update recommendations from the District's policy service provider (Miller Johnson) and making proposed policy updates public facing prior to action; and accuracy/accessibility of Policy/Administrative Regulation documents on the website.
13. **BUS PURCHASE.**  
**Presenter:** Jon Barth, Director, Facilities Management and Transportation  
  
Mr. Barth provided an overview of Mr. Hill's recommended bus purchase along with current fleet statistics. The Transportation Department is recommending that this purchase include: two special education buses (21 passenger / 1 wheelchair capacity with a wheelchair lift and AC)

and eight regular education buses (71 passenger). Administration would utilize the 2024 Michigan School Business Officials' (MSBO) bus purchase program, which gives the District pricing leverage.

It is the Administration's recommendation that Hoekstra Transportation Inc. be awarded the bus purchase contract in the amount of \$1,423,700.00 with funds to come from the Capital Projects (Building & Site - 2020) Fund. This is consistent with the manufacturer of buses the District currently owns in the existing fleet. This would bring total bus replacement to 82 new buses, which is approximately 95% of the existing fleet.

Board members made comments and questions were answered.

This item will be presented for action at the December 17, 2024 regular meeting.

**14. TECHNOLOGY PURCHASE - STAFF DEVICES.**

**Presenters:** Kelly Coffin, Superintendent; Wesley Prescott, Director, Technology

Mr. Prescott provided the Board with information pertaining to the purchase of replacement devices for District teaching staff. Upgrading these devices (laptops, docking stations, monitors, accessories) would begin Spring 2025 and is the final purchase in this refresh cycle. This follows budgetary planning for the use of bond funds. With this purchase, all staff devices would be refreshed following the 5-6 year lifecycle for devices.

It is recommended that the Board of Education authorize the purchase of these computers and accessories in an amount not to exceed \$1,400,000.00 from Sehi Computer Products, utilizing REMC contract pricing.

This item will be presented for action at the December 17, 2024 regular meeting.

**15. PUBLIC COMMENTS.** Public comments were shared. No action was taken.

**16. BID PACK #15 - TRANSPORTATION.**

**Presenters:** Jon Barth, Director, Facilities Management and Transportation; Aaron Phillips, McCarthy & Smith, Inc.; Scott Smith, Plante Moran Realpoint

This item was discussed in detail at the November 19, 2024 Board of Education regular meeting.

**MOTION:** It was moved by Heinrich and supported by Turner that the Board of Education approve the Bid Pack #15 Contract Award Recommendation for Construction Bids for Transportation Renovations, Addition & Site Improvements with a bid alternate, as presented in Plante Moran Realpoint's and McCarthy & Smith's Award Recommendation Letters for Bid dated November 19, 2024, including hard construction of \$1,213,573.00 and construction contingency (15%) of \$182,036.00. This project award recommendation equals \$1,395,609.00,



**MOTION UNANIMOUSLY APPROVED.**

**20. CONSENT AGENDA.** It was moved by Heinrich and supported by Turner that the Board of Education approve the December 3, 2024 Consent Agenda, as follows:

A. Approval of Minutes

1. November 19, 2024 - Special Meeting/Closed Session
2. November 19, 2024 - Regular Meeting
3. November 21, 2024 - Policy/Board Governance Committee

**VOICE VOTE:**

**Ayes:** Heinrich, Smith, Weems, Blau, Turner

**Nays:** None

**MOTION UNANIMOUSLY APPROVED.**

**21. REPORTS FROM BOARD REPRESENTATIVES.**

**OCSBA:** Treasurer Heinrich reported that she, Trustee Blau, Superintendent Coffin and newly elected Trustee Hull attended the last OCSBA dinner meeting on November 20. The topics included a legislative update, highlights from Oakland Schools, services provided by Oakland Schools to member districts, and a keynote regarding AI 101: Understanding Its Role in Our Lives & Classrooms. The next meeting takes place on December 18 and is the Biennial First-Time Trustee Orientation dinner.

**PTA Council:** Treasurer Heinrich reported that she attended the most recent PTA Council meeting on November 25. The topics included District news, a debrief on the Toast to Education, Reflections entries due December 8, Farmington Empowerment takes place December 6 (wear purple), and highlights from building principals. The next meeting is February 10, 2025.

**22. ADJOURNMENT.** The Board of Education December 3, 2024, regular meeting was adjourned at 8:52 pm.

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David N. Turner  
Acting Board Secretary  
Farmington Board of Education



**To:** Board of Education Members  
**Cc:** Dr. Kelly Coffin, Superintendent  
**From:** Kirsten Cicchella, Early Childhood Supervisor  
**Date:** November 2024  
**Re:** **Head Start Directors Monthly Report**

**Program update:**

- The Head Start program is currently full with 83 students, eight of which have an IEP.
- Staff completed conferences for all enrolled students and set goals for students with their parents.
- The program reviewed the first Child Observation Record data and set school improvement goals focusing on language modeling and introducing advanced language to students. The Head Start program, along with the rest of the early childhood department, is now implementing ELL support for students for the first time. We have an ELL teacher assigned to FECC who is now working in our program to develop the process and procedures for identifying and providing support to ELL students. An assessment has been chosen and over 150 students qualified to be assessed. Approximately 75 students qualify for receiving additional intervention. The intent is to begin looking at providing support to students earlier than kindergarten, so they can develop language earlier and possibly need less support as they move on.
- The program partnered with Shepherd King Lutheran Church to distribute over 50 Thanksgiving food baskets to families.
- A total of 896 breakfasts and 903 lunches were served through National School Lunch, and 882 snacks were served through CACFP.

**Fiscal update:**

EXPENDITURES FEDERAL	APPROVED BUDGET PERIOD EXP	ACTUAL SEPT EXP	ACTUAL OCT EXP	ACTUAL NOV EXP	ACTUAL PLAN YR TO DATE	REMAINING BALANCE
PERSONNEL	429,744.00	40,310.72	43,467.60	67,010.95	385,083.71	44,660.29
FRINGE BENEFITS	302,902.00	25,806.43	26,029.45	35,108.89	248,329.77	54,572.23
TRAVEL OUT OF AREA	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0
SUPPLIES	9,600.00	481.77	2,485.91	2,100.20	18,487.25	-8,887.25
CONTRACTUAL	14,487.00	2,186.77	4,121.14	4,300.82	15,580.10	-1,093.10
CONSTRUCTION,RENOVATION, REPAIR						
OTHER	7,300.00	558.44	148.76	516.67	2,655.99	4,644.01
	764,033.00	69,344.13	76,252.86	109,037.53	670,136.82	93,896.18

<i>Per Head Start fiscal guidelines, credit card expenditures must be reported separately as well as in total expenditures.</i>	
Supplies	\$3,918.25
Miscellaneous Expense	\$66.25