



Parchment, Michigan  
June 23, 2014

Parchment School District  
520 North Orient Street  
Parchment, MI 49004  
(269) 488.1050 PHONE  
(269) 488.1060 FAX  
www.parchmentschools.org

The Regular Meeting of the Board of Education of the Parchment School District, Kalamazoo County, Michigan, was held on Monday, June 23, 2014 at 7:00 p.m. at Parchment High School, 1916 E. G Avenue, Parchment Michigan.

**CALL TO ORDER** The meeting was called to order at 7:00 p.m. by Nancy Lenz, President.

**MEMBERS PRESENT** Nancy Lenz, Joel Shaffer, Rhonda Newman, Doug Heaney, Thomas Andrews, John Madaras and Tim Lasher

**MEMBERS ABSENT** None

**OTHERS PRESENT** Matthew Miller, Julie Rohrer, Shauna Collison, Bob Champion, Scott Karaptian, Jason Misner, Sarah Woodley, Tina Maxwell, Sarah Johnson, George Stamas, Julia Kaemming, Marcy Patterson, Tom Novak, Kristy Mattern, Amy Hansen, Kelly Prior, Sonja LeRoy, Anna Knapp, Holly Pence and others

**CONSENT AGENDA** Tim Lasher moved to approve the consent agenda with support from Rhonda Newman. All voted aye – motion carried.

- Included:
- Adoption of the Agenda
  - Approval of the Regular meeting minutes of May 19, 2014 and Special & Closed meeting minutes of June 9 and June 16, 2014
  - Resignation request from Abbey Ventrone, Parchment High School Social Studies; Contract approval of Tom Novak as Energy Manager
  - Financial Reports

May Expense (Gen. Fund):	\$ 1,348,369.56
(Payroll related \$812,903.06)	
Hot Lunch	\$ 135,243.77
Trust & Agency	\$ 19,346.17
<b>GRAND TOTAL ALL FUNDS</b>	<b>\$ 1,502,959.50</b>

**INTRODUCTIONS -** Tom Novak was recognized as the new district Energy Manager.

**COMMENTS** There were no comments on agenda items.

Parchment High School  
1916 East G Avenue  
Parchment, MI 49004  
(269) 488.1100

Parchment Middle School  
307 North Riverview Drive  
Parchment, MI 49004  
(269) 488.1200

Central Elementary  
516 North Orient Street  
Parchment, MI 49004  
(269) 488.1000

North Elementary  
5535 Keyes Drive  
Kalamazoo, MI 49004  
(269) 488.1400

Northwood Elementary  
600 Edison Street  
Kalamazoo, MI 49004  
(269) 488.1300

Barclay Hills  
Education Center  
1125 East Mosel Avenue  
Kalamazoo, MI 49004  
(269) 488.1470

Preschool &  
Childcare Center  
600 Edison Street  
Kalamazoo, MI 49004  
(269) 488.1360

**FACILITIES COMMITTEE REPORT** Joel Shaffer reported the committee discussed energy performance RFP bids. It is clear more time for the bidding should be allowed to allow more companies to participate. The RFP was resubmitted. Further discussions will follow when bids are received.

**FINANCE COMMITTEE REPORT** Rhonda Newman reported the committee met twice to review the 2013/2014 budget adjustments and the proposed 2014/2015 budget. On June 9, 2014 the operating millage ballot language was reviewed. The 18 mill renewal question will be on the August 5, 2014 Primary Election ballot. The committee endorsed the 2013/2014 budget adjustments and proposed 2014/2015 budget for board action.

**POLICY COMMITTEE** Tom Andrews said the committee reviewed a new Head Lice policy which follows Michigan Department of Education recommendations. The new policy will be available in the fall.

The second set of NEOLA policies for the school year was reviewed by the committee. Most of the changes are required by law. The policies are recommended to the full board for first reading consideration.

**ATHLETICS REPORT** Athletic Director, Jason Misner, recapped for the board the successful year for athletics in 2013/2014. The district and community really supported our sporting teams throughout the year. Our student athletes also excelled in academics and two teams made All State Academics for this year. Eleven graduating seniors will be playing in their sport at the college level next year. It was a banner year for Parchment sports.

**STUDENT GROWTH and INTERVENTIONS at MIDDLE SCHOOL** Principal George Stamas apprized the board of the successes at the Middle School this year in growth in math and language arts. The goal was to enhance student achievement, reduce achievement gaps, and also provide opportunities for advanced students.

The new schedule offered 30 minutes every day to address gaps in achievement as well as offer enrichment opportunities. Tier III Response to Interventions (RTI) support was provided by scheduling students during integrated arts class periods. Mr. Stamas introduced Sarah Woodley, who was the part-time RTI instructor this year. Students who show academic needs are pulled out to attend her class for support. She reported the growth shown by the students was impressive - 91% of 6<sup>th</sup> graders, 100% of 7<sup>th</sup> graders and 82% of 8<sup>th</sup> graders showed growth towards benchmark. Ten students exited the RTI class by reaching benchmark for their grade. Mr. Stamas said they hope to expand the RTI program next year and include science and social studies curriculum as well.

Tom Andrews congratulated the progress. He asked about tracking data for students who come to Parchment from other districts. Mr. Stamas said that is not usually an option as students are transient and different methods of collecting data are used in other districts. Parchment Middle School does give the quiet students attention and encourage them to grow and support their growth – they are students who are sometimes overlooked in other districts. Amy Hansen said some students get additional support from the Department of Health Services.

## **FOCUS SCHOOLS**

Sarah Johnson gave a Focus Schools Update. The Goals this year were to continue working with staff in their Professional Learning Communities (PLC's) and to develop and increase levels of Response To Intervention (RTI) strategies.

Mrs. Johnson reported that we are seeing fewer gender gaps district wide. Curriculum work continues to be redeveloped. Data is reviewed and common assessments are developed. Teachers worked an additional two days on curriculum. A great deal of work was done and staff had a positive attitude in developing out-of-the-box ways to look at things. The administrative team has also spent hours in planning to ensure we maintain a premier school district status.

A common coaching model for ELA and Math in 6<sup>th</sup> – 12<sup>th</sup> grade was developed. Special learning communities developed a core leadership team.

Tim Lasher asked about science and social studies curriculum and what is being done there. Sarah said some teachers are working this summer to develop action plans and prioritize resources. George Stamas added that no common core has been approved by the state for social studies.

Doug Heaney asked where we were in mapping curriculum. Sarah said we are very close in math and ELA for K-12. It is hard to know for science and social studies as those standards have not been released by the state. The good thing is, our teachers have done all the work and they know their curriculum.

## **SUPERINTENDENT'S REPORT**

Superintendent Matthew Miller gave kudos to Sarah Johnson and the full administrative team for their work this year. The group has a bigger buy-in than before and with Sarah's leadership it has become a successful team approach regarding curriculum and assessment work.

Matthew said the year-end breakfast reflected upon successes for students, not just about test scores, but in relationships. Great things are offered for students in Parchment.

The end of year administrative cabinet session will take place on Tuesday, June 24, 2014 for a full day of discussions.

**BULLYING REPORT** The year-end bullying report lists 36 district wide incidents of bullying that meet state parameters. Mr. Miller described some of the results of those incidents which included out of school and in school suspensions; loss of privileges, meetings with parents and peer conflict resolution meetings.

**H.S. CHEERLEADERS TRIP REQUEST** Tom Andrews moved to approve the Cheerleader team trip request to Davenport University in Grand Rapids. Rhonda Newman seconded the motion.

All voted aye – motion carries

**H.S. VOLLEYBALL TEAM TRIP REQUEST** Tom Andrews moved to approve two Volleyball team trip requests to attend two summer camps – to Albion College on July 12-13 and to Ludington on August 21-24, 2014. John Madaras supported the motion.

All voted aye – motion carries

**2013/2014 BUDGET ADJUSTMENTS** Tim Lasher moved to approve the 2013/2014 budget adjustments as presented in reference four. Rhonda Newman seconded the motion.

AYES: Nancy Lenz, Joel Shaffer, Rhonda Newman, Tim Lasher, Doug Heaney, John Madaras and Thomas Andrews

NAYS: None

Motion carries: 7 – 0

The projected June 30, 2014 fund balance is \$1,156,108.

**BUDGET REDUCTIONS For 2014/2015** Tim Lasher moved to approve the 2014/2015 recommended budget reductions totaling 1.2 fte of district professional staff based on enrollment and student schedule demands. John Madaras supported the motion.

AYES: Nancy Lenz, Joel Shaffer, Rhonda Newman, Tim Lasher, Doug Heaney, John Madaras and Thomas Andrews

NAYS: None

Motion carries: 7 – 0

**BUDGET HEARING** At 8:16 p.m. Nancy Lenz called for a public hearing on the proposed 2014/2015 budget.

Julie Rohrer presented a powerpoint listing all funds. She reported we predict a stable blended student count of 1,717. The foundation grant is expected to be \$7,251 per student. Federal revenue should be stable. KRESA funding for special education will decrease approximately \$35K. MPERS categorical offsets should remain stable.

Teacher steps have been added into the budget as well as some hourly and salary increases. Health insurance, energy costs and diesel cost increases have been figured in. The retirement rate will increase to an average 25.78%. Unemployment and Voluntary Severance Agreement costs have been included.

Ms. Rohrer added that our Standard and Poor's credit rating has been affirmed and will be stable for the next two years.

The projected June 30, 2015 fund balance is \$977,544. We will need 18 mills to support the budget and we are not in Headlee rollback.

Ms. Rohrer reviewed hot lunch and debt fund budgets. The district will borrow the least amount possible to maintain the budgets. A levy of 7.75 mills is needed to maintain the debt fund budgets. The capital improvement fund is projected to be stable.

**CLOSE HEARING**

Nancy Lenz asked if there were any questions. Hearing none, the budget hearing was closed at 8:30 p.m.

**'14/15 BUDGET  
ALL FUNDS**

Rhonda Newman moved to approve the adoption of all budgets as presented in reference number six for the 2014/2015 year. Tim Lasher seconded the motion.

AYES: Nancy Lenz, Joel Shaffer, Rhonda Newman, Tim Lasher, Doug Heaney, John Madaras and Thomas Andrews

NAYS: None

Motion carries: 7 - 0

**MILLAGE RATE  
RESOLUTION**

Tim Lasher moved to approve the millage rate resolution for 2014 totaling 25.75 mills with support from Tom Andrews.

AYES: Nancy Lenz, Joel Shaffer, Rhonda Newman, Tim Lasher, Doug Heaney, John Madaras and Thomas Andrews

NAYS: None

Motion carries: 7 - 0

**BORROWING  
RESOLUTION**

Tim Lasher moved to approve the borrowing resolution for 2014/15 prepared by the Thrun Law Firm, to authorize borrowing up to \$1.8M, as needed, to meet our cash flow for '14/15 school year. John Madaras seconded the motion.

AYES: Nancy Lenz, Joel Shaffer, Rhonda Newman, Tim Lasher, Doug Heaney, John Madaras and Thomas Andrews

NAYS: None

Motion carries: 7 - 0

**TECHNOLOGY  
CAPITAL OUTLAY** Tim Lasher moved to authorize \$112,912.85 capital outlay per the recommendation from Mary Lynn Kovach for replacement cycle computer hardware and software purchase. Matthew Miller said it is primarily from the 5-year plan with slight variations due to specific needs. Thomas Andrews seconded the motion.

All voted aye – motion carried

**FOOD SERVICE  
CONTRACT RENEWAL** Tim Lasher moved to approve the food service contract with Chartwells Dining Service per reference number ten. Doug Heaney seconded the motion. Matthew Miller said Chartwells was the only bidder and we share the bid with Comstock Public Schools. Food service director, Holly Pence, added the contract is renewable up to four years before having to go out for bid again.

All voted aye – motion carried

**LUNCH PRICES '14/15** Tim Lasher moved to approve the recommended lunch price increase recommended by Holly Pence, Chartwells Dining Service. Rhonda Newman seconded the motion. The increase is due to mandated revenue increases from the federal government. Fresh fruit and vegetable requirements may be changing.

All voted aye – motion carried

2014/2015 rates:

Elementary Lunch \$2.10

Secondary Lunch (Tier 1) \$2.40/\$2.65/\$2.85

**MHSAA RESOLUTION** Tim Lasher moved to adopt the membership resolution with the MHSSA for 2014/2015 for the high school and middle school. Tom Andrews seconded the motion.

All voted aye – motion carried

**POLICY 1<sup>st</sup> READING  
APPROVAL** Tom Andrews moved to approve the listed Head Lice and NEOLA policies for a first reading with support from Doug Heaney.

AYES: Nancy Lenz, Joel Shaffer, Rhonda Newman, Tim Lasher,  
Doug Heaney, John Madaras and Thomas Andrews

NAYS: None

Motion carries: 7 - 0

Head Lice Policy 5311; NEOLA 0130; 1422; 1619.01; 1619.02; 1623; 2260;  
2260.01; 2370.01; 3121; 3122; 3123; 3419.02; 4121; 4122; 4123; 4419.02;  
5112; 5330.01; 5517; 8142; 8321 and 8420

**COMMENTS ON NON AGENDA ITEMS** Tim Lasher spoke about his tenure on the board and all that the board works towards for students. However, due to traveling a great deal with his job, he is resigning his seat effective tonight. Matthew Miller commended Tim for all that he brought to the board and his efforts through some difficult times.

Nancy Lenz thanked administrators for two excellent graduations – the High School’s at Miller Auditorium and Barclay’s at Comstock Auditorium. The Miller ceremony, with the surprise attendance of the mom returning from active duty to be with her daughter, was very touching. Tom Andrews added there was not a dry eye in the house and the footage made national network news coverage.

**FUTURE ITEMS FOR CONSIDERATION** The Kindleberger Festival activities take place on Saturday, July 12, 2014. The district will have a bus in the parade and table in the park.

The next regular board meeting will be on Monday, July 28, 2014 at 7:00 p.m. at Parchment High School.

**ADJOURNMENT** The meeting was adjourned at 8:45 p.m.

Board of Education of the  
Parchment School District



~~Doug Heaney, Secretary~~

Rhonda Newman, Treasurer

H:/WORD/BOE minutes June 23, 2014.docx

