



## **ORGANIZATIONAL MEETING Board Packet**

### **THE YPSILANTI COMMUNITY SCHOOLS BOARD OF EDUCATION**

YCS Administration Building \* 1885 Packard Road \* Ypsilanti, MI 48197 \* (734)221-1230

**Monday, January 14, 2019 @ 6:30 p.m.**

## **ORDER OF MEETING**

### **I. CALL TO ORDER**

*Alena Zachery-Ross, Superintendent*

### **PLEDGE OF ALLEGIANCE**

*Ypsilanti Community Middle School – Seth Petty, Principal*

### **ACHIEVEMENTS, AWARDS AND RECOGNITION**

**MISSION STATEMENT:** The purpose of YCS is to develop mindful, engaged students with the skill set, work ethic, and attitude to contribute to a community that honors diversity, equality and justice.

### **II. ACCEPTANCE OF AGENDA**

### **III. PUBLIC COMMENTS #1**

### **IV. ELECTION OF ACTING CHAIRPERSON**

### **V. BOARD ORGANIZATION**

**A. NOMINATION AND ELECTION OF BOARD OFFICERS:** Verbal nominations for candidates for each of the four offices will be solicited one at a time. Nominations for office do not require seconds. Once all officers have been elected, the newly elected president should preside over the meeting.

If more than one person is nominated for a single office, a majority vote should be used to identify the majority candidate for that position. If only one Board member is nominated for an office, the president or person presiding over the meeting shall seek a motion to elect that member by acclamation. The election of officers shall proceed in sequence until all officers are elected.

1. President
2. Vice-President
3. Secretary
4. Treasurer

### **B. APPOINTMENTS OF BOARD COMMITTEE MEMBERS AND LIAISONS**

1. Parliamentarian: Trustee \_\_\_\_\_
2. Head Start Policy Committee: Trustee \_\_\_\_\_
3. Legislative Relations Network (LRN) Designee: Trustee \_\_\_\_\_
4. Washtenaw Association of School Boards (WASB) Representative: Trustee \_\_\_\_\_
5. Ypsilanti Promise Board Representative: Trustee \_\_\_\_\_
6. Ypsilanti Foundation Board Liaison: Trustee \_\_\_\_\_
7. Michigan Association of School Boards (MASB) Convention Delegate/Alternate:  
1) Delegate \_\_\_\_\_ ; 2) Alternate \_\_\_\_\_
8. Coordinated School Health Team: Trustee \_\_\_\_\_
9. Sex Education Advisory Board (SEAB): Trustee \_\_\_\_\_

This meeting is a meeting of the Board of Education in public for the purpose of conducting the District's business and is not to be considered a public community meeting. There is time for public participation during the meeting.

Newly re-elected Board members Ellen Champagne and Dr. Celeste Hawkins and newly elected member Gillian Ream Gainsley took the Oath of Office previously. Notary Public Paula Gutzman administered the Oath to Ellen Champagne on 11/21/18; Celeste Hawkins on 12/3/18, and; Gillian Ream Gainsley on 11/27/18.



The following subcommittees may include 1-3 members, unless noted otherwise:

1. Policy Subcommittee: Trustee #1 & Chair \_\_\_\_\_  
Trustee #2 \_\_\_\_\_  
Trustee #3 \_\_\_\_\_
2. Financial and Operational Planning Subcommittee: Trustee #1 & Chair \_\_\_\_\_  
Trustee #2 \_\_\_\_\_  
Trustee #3 \_\_\_\_\_
3. Strategic & Educational Performance (DTN) Subcomm: Trustee #1 & Chair \_\_\_\_\_  
Trustee #2: \_\_\_\_\_  
Trustee #3: \_\_\_\_\_
4. Community Relations Subcommittee: Trustee #1 & Chair \_\_\_\_\_  
Trustee #2: \_\_\_\_\_  
Trustee #3: \_\_\_\_\_
5. School Culture and Discipline Subcommittee: Trustee #1 & Chair \_\_\_\_\_  
Trustee #2 \_\_\_\_\_  
Trustee #3 \_\_\_\_\_
6. Expulsion Review Subcommittee (4 members): Trustee #1 & Chair \_\_\_\_\_  
Trustee #2 \_\_\_\_\_  
Trustee #3 \_\_\_\_\_  
Trustee #4 \_\_\_\_\_

A motion was made by \_\_\_\_\_, supported by \_\_\_\_\_

**...THAT the above appointments as Board representatives be approved and in effect until the next Organizational Meeting in January 2020.**

## **VI. ACTION ITEMS**

### **A. CONSENT AGENDA (Enc. # 7A)**

1. December 3, 2018 Special Meeting Minutes
2. December 3, 2018 Regular Meeting Minutes
3. December 3, 2018 Closed Session Meeting Minutes, #1 of 2
4. December 3, 2018 Closed Session Meeting Minutes, #2 of 2
5. December 17, 2018 Special Meeting Minutes, *Student Discipline Resolution*
6. New Hires & Resignations

Motion by: \_\_\_\_\_, supported by \_\_\_\_\_

**...TO approve the following: 1) December 3, 2018 special meeting minutes; 2) December 3, 2018 regular meeting minutes; 3) December 3, 2018 closed session meeting minutes #1; 4) December 3, 2018 closed session meeting minutes #2; 5) December 17, 2018 special meeting minutes; and; 6) the personnel matters as per the attached list dated January 9, 2019: New Hires & Resignations.**

### **B. ADMINISTRATOR EMPLOYMENT CONTRACT (Enc. #7B)**

Motion by: \_\_\_\_\_, supported by \_\_\_\_\_

**... TO approve the administrative contract with Priya Nayak to serve as Director of State and Federal Programs effective January 9, 2019, with a contract expiration date of June 30, 2019.**

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Newly re-elected Board members Ellen Champagne and Dr. Celeste Hawkins and newly elected member Gillian Ream Gainsley took the Oath of Office previously. Notary Public Paula Gutzman administered the Oath to Ellen Champagne on 11/21/18; Celeste Hawkins on 12/3/18, and; Gillian Ream Gainsley on 11/27/18.



**ROLL CALL VOTE:** Champagne \_\_\_\_ ; Hawkins \_\_\_\_ ; Lee \_\_\_\_ ; Meadows \_\_\_\_ ;  
Ream Gainsley \_\_\_\_ ; Schindler \_\_\_\_ ; Sheler-Edwards \_\_\_\_

**C. ADOPTION OF BOARD OF EDUCATION MEETING SCHEDULE (Enc. #7C)**

Motion by: \_\_\_\_\_, supported by \_\_\_\_\_

... TO adopt the Board meeting schedule for January 15, 2019 - January 13, 2020.

**D. APPOINTMENT OF DISTRICT COMPLIANCE OFFICERS**

Motion by: \_\_\_\_\_, supported by \_\_\_\_\_

...TO designate the following staff to serve as District Compliance Officers:  
1) the Assistant Superintendent as 504 Compliance Officer, and; 2) the Director of Human Resources as District Compliance Officer and ADA Coordinator (in compliance with Policy #s 2260.01 & 4123).

**E. REVIEW AND APPROVAL of Business Items**

**1. Authorization for Use of Facsimile Signature**

Motion by: \_\_\_\_\_, supported by \_\_\_\_\_

... TO authorize the Director of Business Services to file the necessary forms with the appropriately designated banks to use the facsimile signature of the School District Superintendent on check draws of the General Fund, Food Service Fund, Debt Retirement Fund, Payroll Account, Student Activities Fund and Trust Fund.

**2. Authorization to Execute Contracts and Sign Documents on Behalf of the District**

Motion by: \_\_\_\_\_, supported by \_\_\_\_\_

... TO designate, and limit thereto, the following administrators to sign contracts and other documents on behalf of the District: Superintendent, or designee, and Director of Business Services.

**3. Authorization of Bank Account Signatories**

Motion by: \_\_\_\_\_, supported by \_\_\_\_\_

... TO approve the Board President, Superintendent, Board Treasurer, Director of Business Services and Accounting Supervisor as official signatories of bank accounts for the District.

**4. Designation of Depository for School District Funds**

Motion by: \_\_\_\_\_, supported by \_\_\_\_\_

... TO utilize the following financial institutions as depositories for the following funds:

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**Normal Operations Deposits & Withdrawals**

Michigan Liquid Asset Fund Plus (MILAF+; PFM Asset Management LLC)  
Bank of Ann Arbor  
Fifth Third Bank

**Bonded Indebtedness Paying Agents**

Bank of New York (BYN Mellon or The Bank of New York Mellon Trust Co)  
Huntington National Bank  
U.S. Bank

**5. Designation of Electronic Transfer Officer (ETO)**

Motion by: \_\_\_\_\_, supported by \_\_\_\_\_

**... TO appoint the Board Treasurer or Director of Business Services as Electronic Transfer Officer (ETO) in accordance with Policy #6144.**

**6. Designation of Audit Firm**

Motion by: \_\_\_\_\_, supported by \_\_\_\_\_

**... TO designate Rehmann Robson as its auditor for the year ending June 30, 2019.**

**7. Designation of Legal Counsel**

Motion by: \_\_\_\_\_, supported by \_\_\_\_\_

**... TO authorize the following law firms: Thrun Law Firm PC (retainer), Dykema Gossett PLLC and Collins & Blaha PC.**

**8. Delegation of Meeting Posting Responsibilities**

Motion by: \_\_\_\_\_, supported by \_\_\_\_\_

**... THAT the Superintendent, or designee, will designate an appropriate, available person to post notices of public meetings.**

**9. Designation of Newspaper for Bid Notices and Other Legal Postings**

Motion by: \_\_\_\_\_, supported by \_\_\_\_\_

**... TO designate The Ann Arbor News for bid notices and other legal postings.**

**VII. PUBLIC COMMENTS #2**

**VIII. OTHER**

**IX. BOARD/SUPERINTENDENT COMMENTS**

**X. ADJOURNMENT**

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Newly re-elected Board members Ellen Champagne and Dr. Celeste Hawkins and newly elected member Gillian Ream Gainsley took the Oath of Office previously. Notary Public Paula Gutzman administered the Oath to Ellen Champagne on 11/21/18; Celeste Hawkins on 12/3/18, and; Gillian Ream Gainsley on 11/27/18.

**MINUTES: SPECIAL MEETING/STUDY SESSION OF THE BOARD OF EDUCATION**Monday, December 3, 2018 (*Meeting #1 of 2*)

The **Special Meeting** of the Ypsilanti Community Schools Board of Education was called to order by President Sharon Irvine at 5:37 p.m.

**MEMBERS OF THE BOARD OF EDUCATION PRESENT**

President Sharon Irvine, Secretary Maria Sheler-Edwards, Trustee Ellen Champagne, Trustee Sharon Lee

**MEMBERS OF THE BOARD OF EDUCATION ABSENT**

Vice-President Dr. Celeste Hawkins, Treasurer Meredith Schindler, Trustee Brenda Meadows

**ACCEPTANCE OF AGENDA:** Accepted as Presented

*Motion by Sheler-Edwards, supported by Champagne*

*Action Recorded: 4/Yes; 0/No*

**PUBLIC COMMENTS #1:** None**BUDGET UPDATE**

Dr. Edwina Hill, Director of Business and Finance gave a PowerPoint presentation. Current enrollment loss is lower than expected. Results of the October 3, 2018 Count Day is 3808.15 FTE students. Discussion on the difference between FTE count and "head count". Presentation also included: 1) 2018/19 adopted budget; 2) revenues, and; 3) expenditures.

**PUBLIC COMMENTS #2:** None**BOARD SUBCOMMITTEE REPORTS**

- Irvine commented this agenda topic is to reinforce opportunities to meet and report out. Subcommittees do not make decisions, but they can filter information.

**OTHER**

- Irvine spoke there are no other scheduled Board meetings in December; the next scheduled meeting is the Organizational Meeting.

**BOARD/SUPERINTENDENT COMMENTS**

- Zachery-Ross spoke of the (Washtenaw Association of School Board Members and Washtenaw Superintendents) Legislative breakfast. Meeting highlights included: 1) student achievement assessment; 2) newly-elected Governor Whitmer's idea of a research collaborative, and; 3) the Marshall Plan partnership for teacher retention with Eastern Michigan University (EMU), with an emphasis on career-technical education and vehicle mobility technologies, and; YCS along with 21 other Districts have moved forward in this pursuit. Zachery-Ross and Assistant Superintendent Dr. Sherrell Hobbs will meet this week with EMU's President Smith and State Representative Ronnie Peterson for further discussion.

*Meeting Adjourned: 6:15 p.m.*

Date Approved: \_\_\_\_\_

\_\_\_\_\_  
 Maria Sheler-Edwards, Secretary  
 Board of Education  
 Ypsilanti Community Schools

Initials: \_\_\_\_\_

**YPSILANTI COMMUNITY SCHOOLS***Administration Building, Professional Development Room \* 1885 Packard Rd.; Ypsilanti, MI 48197***MINUTES: REGULAR MEETING OF THE BOARD OF EDUCATION (Meeting #2 of 2)****Monday, December 3, 2018**

The meeting was called to order by President Sharon Irvine at 6:30 p.m. The Pledge of Allegiance was recited, led by Perry ELC students and Principal Lindsey Segrist.

**MEMBERS OF THE BOARD OF EDUCATION PRESENT**

President Sharon Irvine, Secretary Maria Sheler-Edwards, Vice-President Dr. Celeste Hawkins (6:41 arrival), Treasurer Meredith Schindler (7:25 arrival), Trustee Brenda Meadows, Trustee Ellen Champagne, Trustee Sharon Lee

**MEMBERS OF THE BOARD OF EDUCATION ABSENT:** *None***ACHIEVEMENTS, AWARDS AND RECOGNITION**

Perry ELC Points of Pride included: 1) Climate of High Expectations; 2) Frequent Monitoring of Student Progress; 3) Opportunity to Learn and Student Time on Task; 4) Safe and Orderly Environment; 5) Positive Home/School Relations; 6) Strong Instructional Leadership, and; 7) Clear and Focused Mission.

**ACCEPTANCE OF AGENDA:** Accepted as Presented*Motion by Lee, supported by Sheler-Edwards**Action Recorded: 5/Yes; 0/No***PRESENTATIONS:** *None**(Celeste Hawkins arrival)***PUBLIC COMMENTS #1:**

*Tim King* spoke on taxes and veteran assistance, acknowledging Rev. Robert Bull will also share ideas during public comments tonight. *Mike Gibbons* and *Sharon Quinn* shared comments on the Board agenda item of Ypsilanti Cooperative Preschool renting space at Chapelle School. *Rev. Robert Bull* spoke of an idea to repurpose Thurston and Kettering Schools for veteran housing. *Maria Goodrich* commented on Irvine in her role as Board president and the direction YCS is moving in.

**CONSENT AGENDA**

MOTION TO approve the following: 1) November 12, 2018 regular meeting minutes; 2) November 14, 2018 special meeting minutes; 3) November 14, 2018 closed session meeting minutes, and; 4) the personnel matters as per the attached list dated November 28, 2018: New Hires and Resignations.

*Motion by Champagne, supported by Sheler-Edwards**Action Recorded: 6/Yes; 0/No***ACTION ITEMS, Student Affairs**

**Career & Technical Education/RCTC Grants & Donations:** Chrysler Grant, I-CAR Grant & Collision Repair Education Foundation/Donor



MOTION TO accept the following, on behalf of Career and Technical Education: 1) \$5,000 Chrysler Tool Grant; 2) \$1,100 I-CAR Curriculum Grant, and; 3) \$500 in equipment/supplies from the Collision Repair Education Foundation.

*Motion by Hawkins, supported by Meadows*

*Roll Call Vote: 6/0 Yes*

*Yes: Hawkins, Meadows, Champagne, Lee, Sheler-Edwards, Irvine*

**Field Trip: YCS K-12 Art in 2019/20 (next school year)**

MOTION TO approve the overnight and out-of-state field trip of YCS K-12 selected Art department students to the Department of Education in Washington, D.C. during Spring 2020.

*Motion by Meadows, supported by Lee*

*Action Recorded: 6/Yes; 0/No*

Discussion Included: Trip brought to Board in advance of 2019/20 school year due to fundraiser efforts will begin. Confirmation this trip will be open to K-12 students. Fundraising goal of \$75,000, plans if enough funds are not raised. Fundraising availability to teachers.

**Field Trip: YCHS Science Club**

MOTION TO approve the overnight field trip of the Ypsilanti Community High School Science Club to Mackinaw City, December 14 – 18, 2018.

*Motion by Lee, supported by Hawkins*

*Action Recorded: 6/Yes; 0/No*

(Meredith Schindler arrival)

**ACTION ITEMS, Business/Finance**

**RESOLUTION: Lease Purchase/Facility Energy Conservation**

MOTION TO adopt the Resolution Authorizing Lease Purchase Agreements.

*Motion by Sheler-Edwards, supported by Champagne*

*Roll Call Vote: 6/1 Yes*

*Yes: Hawkins, Schindler, Meadows, Champagne, Sheler-Edwards, Irvine*

**Fund Balance Un-Commitment**

MOTION TO update its June 30, 2015 commitment of \$5,000,000 of the June 30, 2018 fund balance in the General Fund, with a revised commitment of \$0 for the repayment of the operating debt that was refinanced in August 2013.

*Motion by Champagne, supported by Schindler*

*Roll Call Vote: 7/0 Yes*

*Yes: Hawkins, Schindler, Meadows, Champagne, Lee, Sheler-Edwards, Irvine*

Discussion Included: Schindler expressed concern with the wording of the motion, specifically "\$0" in the motion; how it is committed. Per Dr. Edwina Hill, Director of Business and Finance, un-committal means we could use those monies on other things. The item came to the Board based on a conversation with our outside auditors and a letter to the U.S. Treasury.

**Athletics Transportation Costs**

MOTION TO approve Getaway Tours to provide transportation for our athletic teams for scheduled Winter and Spring games, at a cost not to exceed \$67,080.

*Motion by Meadows, supported by Lee*

Roll Call Vote: 7/0 Yes

Yes: Hawkins, Schindler, Meadows, Champagne, Lee, Sheler-Edwards, Irvine

**LEASE: Camp Zip**

**AMENDED: MOTION TO approve the lease with Camp Zip for the rental of one classroom at Chapelle School, with a lease period of January 1, 2019 – ~~December 31, 2020~~ September 30, 2019.**

*Motion by Sheler-Edwards, supported by Hawkins*

Roll Call Vote: 7/0 Yes

Yes: Hawkins, Schindler, Meadows, Champagne, Lee, Sheler-Edwards, Irvine

Discussion Included: Approved lease includes - 1) lease period of nine months, and; 2) change in classroom/space being leased.

**LEASE: Ypsilanti Preschool Cooperative**

**MOTION TO approve the one-year lease with Chapelle School with Ypsilanti Preschool Cooperative with an option to renew for an additional year, with a first lease year of December 1, 2018 – November 30, 2019.**

*Motion by Hawkins, supported by Sheler-Edwards*

Roll Call Vote: 7/0 Yes

Yes: Hawkins, Schindler, Meadows, Champagne, Lee, Sheler-Edwards, Irvine

**ACTION ITEMS, Human Resources**

**Athletics Coaching Salary Scale**

**MOTION TO approve the proposed Athletics pay scale for use beginning January 1, 2019 to compensate coaches and assistant coaches.**

*Motion by Lee, supported by Champagne*

Roll Call Vote: 7/0 Yes

Yes: Hawkins, Schindler, Meadows, Champagne, Lee, Sheler-Edwards, Irvine

**PUBLIC COMMENTS #2**

Charlotte Tillerson commented on Board President Sharon Irvine's upcoming departure from Board service.

**OTHER:** None

**BOARD/SUPERINTENDENT COMMENTS**

- Zachery-Ross spoke on Irvine's upcoming departure from Board service, thanking her for successes and commitment of time in serving in her role.
- Irvine commented on four years of service, thanking Board members on successes. Accolades to Zachery-Ross for what she brings to the District, commenting that it takes "all of us". Spoke to strength of District, and Zachery-Ross playing a part in that. Irvine commented she hopes Zachery-Ross will become a permanent part of the District.

**RECESS, to Honor President Sharon Irvine:** 8:11 p.m. – 8:23 p.m., Reception in Honor of Board President Sharon Irvine to allow community to wish her well in future endeavors.

**RECESS TO CLOSED SESSION – Section 8 (h) OMA, Attorney-Client Privilege**

**MOTION TO convene in closed session under Section 8(h) of the OMA to consider an Attorney-Client Privilege matter.**

*Motion by Champagne, supported by Hawkins*

Roll Call Vote: 7/0 Yes



*Yes: Hawkins, Schindler, Meadows, Champagne, Lee, Sheler-Edwards, Irvine*

The meeting was called to closed session at 8:24 p.m. The meeting reconvened to open session at 8:35 p.m. Open session discussion included Board discussion on November 2018 elected Board member Gillian Ream Gainsley's presence in closed session, including: 1) past practice; 2) policy; 3) polling members, and; 4) previous appointed Board. Decision was Ream Gainsley would not go back into closed session. Irvine said information will be available to her as of January 1, 2019. Now, return to closed session ...

**RETURN TO CLOSED SESSION – Attorney-Client Privilege** (continuation of session listed immediately above in these minutes)

**MOTION TO return to closed session to further consider an Attorney-Client Privilege matter.**

*Motion by Lee, supported by Schindler*

*Roll Call Vote: 7/0 Yes*

*Yes: Hawkins, Schindler, Meadows, Champagne, Lee, Sheler-Edwards, Irvine*

*Meeting Adjourned: 9:15 p.m.*

*Attachment: RESOLUTION: Authorizing Lease Purchase Agreements*

Date Approved: \_\_\_\_\_

\_\_\_\_\_  
Maria Sheler-Edwards, Secretary  
Board of Education  
Ypsilanti Community Schools

Initials: \_\_\_\_\_

**YPSILANTI COMMUNITY SCHOOLS  
COUNTY OF WASHTENAW, STATE OF MICHIGAN**

**RESOLUTION AUTHORIZING LEASE PURCHASE AGREEMENTS**

Minutes of a meeting of the Board of Education (the "Board") of Ypsilanti Community Schools, County of Washtenaw, State of Michigan (the "School District"), held in the YCS Administration Building, 1885 Packard Road, Ypsilanti, Michigan 48197, on December 3, 2018, at 6:30 p.m., prevailing Eastern time.

PRESENT: Members Sharon Irvine, Celeste Hawkins, Maria Sheler-Edwards, Meredith Schindler, Ellen Champagne, Brenda Meadows, Sharon Lee

ABSENT: Members Ø

The following preamble and resolution were offered by Member Sheler-Edwards supported by Member Champagne.

WHEREAS, the Board has previously determined that it is in the best interest of the School District to acquire various facility energy conservation improvement measures throughout the School District (the "Project") to be installed by Schneider Electric Buildings Americas, Inc. (the "Vendor"); and

WHEREAS, the Board has determined that it is in the best interest of the School District to finance the acquisition and installation of the Project by entering into one or more lease-purchase agreements (the "Agreements") with Flagstar Bank, FSB (the "Provider") pursuant to Section 380.1274a of the Revised School Code, Act 451, Michigan Public Acts of 1976, as amended (the "Act"); and

WHEREAS, it is the desire of the Board to authorize the Superintendent (the "Authorized Officer") to negotiate and finalize the terms of the Agreements pursuant to the Act, and authorize the Authorized Officer to execute certain other documentation and undertake necessary actions relative thereto.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Authorization to Enter into Agreements. The Board hereby authorizes the execution and delivery of one or more Agreements in an aggregate principal amount not to exceed Three Million Seven Hundred Eighty-Nine Thousand Five Hundred Dollars (\$3,789,500) for a term not to exceed fifteen (15) years, to provide financing for the Project. The Board hereby determines that the useful life of the Project exceeds fifteen (15) years.
2. Delegation of Authority; Selection of Provider, Delivery of Agreements. The Authorized Officer is hereby authorized to negotiate and finalize the terms and conditions of the Agreements with the Provider, subject to the parameters set forth in this resolution, and is hereby authorized and directed make all determinations required under the Act.
3. Additional Documentation. The Authorized Officer is hereby authorized and directed to execute such additional documentation as shall be necessary to effectuate the closing of the Agreements.

4. Security; Agreements Not Debt. Payments under the Agreements shall be a current operating expense of the School District subject to annual appropriations of funds by the Board. During the term of the Agreements, the School District shall be the vested owner of the Project and the terms of the Agreements may grant a security interest in the Project to the Provider. Upon the termination of the Agreements and the satisfaction of the obligations of the School District, the Provider shall release any such security interest in the Project. The Agreements shall not be subject to the Revised Municipal Finance Act, Act 34, Michigan Public Acts of 2001, as amended ("Act 34"), and shall not be a municipal security or a debt as those terms are defined in Act 34.

5. Tax Covenant. The School District hereby covenants that, to the extent permitted by law, it shall take all actions within its control necessary to maintain the exemption of the interest on the obligations under the Agreements from federal income taxation under the Internal Revenue Code of 1986, as amended (the "Code"), including but not limited to, actions relating to the rebate of arbitrage earnings, if applicable, and the expenditure and investment of proceeds of the Agreements and moneys deemed to be proceeds.

6. Qualified Tax-Exempt Obligations. The School District hereby designates the Agreements as "qualified tax-exempt obligations" for purposes of deduction of interest expense by financial institutions under the provisions of the Code.

7. Other Actions. The Authorized Officer and other appropriate officials and agents of the School District are directed to take all other actions necessary or advisable to effectuate the closing of the Agreements.

8. Bond Counsel. Miller, Canfield, Paddock and Stone, P.L.C. is hereby appointed as bond counsel for the Agreements, notwithstanding its periodic representation in unrelated matters of other parties or potential parties to the transaction contemplated by this resolution, including the Provider and the Vendor.

9. Rescission. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

6/1  
AYES: Members Irvine, Hawkins, Sheler-Edwards, Schindler,  
ABSTAIN: Members o Meadows,  
NAYS: Members Lee Champagne

RESOLUTION DECLARED ADOPTED.

  
Maria Sheler-Edwards  
Secretary, Board of Education

### **CERTIFICATE**

The undersigned duly qualified and acting Secretary of the Board of Education of the Ypsilanti Community Schools, Washtenaw County, Michigan, hereby certifies that the foregoing is a true and complete copy of a Resolution adopted by the Board of Education at a meeting held on December 3, 2018, the original of which Resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, Act 267, Public Acts of Michigan, 1976, as amended.



Maria Sheler-Edwards  
Secretary, Board of Education

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YPSILANTI  
COMMUNITY SCHOOLS  
www.ycschools.org

YCS Administration Building, Professional Development Room \* 1885 Packard Rd.; Ypsilanti, MI 48197

## MINUTES: SPECIAL MEETING OF THE BOARD OF EDUCATION STUDENT DISCIPLINE RESOLUTION Monday, December 17, 2018

The ***Special Meeting*** of the Ypsilanti Community Schools Board of Education was called to order by President Sharon Irvine at 6:00 p.m. The Pledge of Allegiance was recited, led by President Irvine and Board members.

### **MEMBERS OF THE BOARD OF EDUCATION PRESENT**

President Sharon Irvine, Secretary Maria Sheler-Edwards, Vice-President Dr. Celeste Hawkins, Treasurer Meredith Schindler, Trustee Ellen Champagne, Trustee Sharon Lee

### **MEMBERS OF THE BOARD OF EDUCATION ABSENT**

Trustee Brenda Meadows

**ACCEPTANCE OF AGENDA:** Accepted as Amended. Due to cancellation of meeting #2 on this date, agenda amended as follows - ) **One Item Added to Agenda as Item #4:** FIRST READ: New Board Members Orientation Guidelines. This item was on the agenda for the meeting #2, which was cancelled.

*Motion by Lee, supported by Schindler*

*Action Recorded: 6/Yes; 0/No*

### **ACTION ITEM**

#### **STUDENT DISCIPLINE RESOLUTION, Student #2018.1217.#1**

Regarding the student known to the Board as #2018.1217.#1 ... MOVE THAT the Board of Education adopt the Board Resolution for Student Discipline.

*Motion by Sheler-Edwards, supported by Lee*

*Roll Call Vote: 6/0 Yes*

*Yes: Hawkins, Schindler, Champagne, Lee, Sheler-Edwards, Irvine*

**ADDED ITEM - FIRST READ: New Board Member Orientation Guidelines:** Discussion included: Irvine invitation of new Board member to closed session. Sheler-Edwards commented on the Google folder that has been started; needs Communication Protocol from Mary Kerwin. Hawkins inquired on a timeline for new member orientation to take place. Sheler-Edwards stated she and Lee will meet with newly-elected member Gillian Ream Gainsley tomorrow.

**PUBLIC COMMENTS:** *None*

### **OTHER**

#### **BOARD/SUPERINTENDENT COMMENTS**

- Irvine commented on the new Board president elected in January meet with Superintendent Zachery-Ross.
- Zachery-Ross shared information on upcoming meet with Nathaniel "Nat" Alston, Co-Founder and Chairman of the National Association of African Americans in Human Resources. Holmes will have a holiday celebration this week. There will also be a holiday celebration at Central Office this week; invite to Board members.



- Hawkins shared information on Nat Alston hosting the screening of the film “Walking While Black” at Mt. Olive Church.
- Zachery-Ross shared Nat Alston, at the screening event, facilitates conversation with the audience. The screening is open to the public.

*Meeting Adjourned: 6:13 p.m.*

Date Approved: \_\_\_\_\_

\_\_\_\_\_  
Maria Sheler-Edwards, Secretary  
Board of Education  
Ypsilanti Community Schools

Initials: \_\_\_\_\_

DRAFT



**Enclosure #7B**  
**APPROVAL OF ADMINISTRATOR EMPLOYMENT CONTRACT**  
***Director of State and Federal Programs***  
**Meeting of 1/14/2019**  
*Presented by Sue McCarty*  
*Prepared by Paula Gutzman*

**Rationale/Background Information**

It is recommended that the Board of Education approve the hiring of Priya Nayak to serve as Director of State and Federal Programs. Ms. Nayak is a new hire. Superintendent Zachery-Ross received an approval from previous Board President Sharon Irvine for a start date "before" Board final approval.

*Dates of Service: January 9 - June 30, 2019*

**Proposed Motion:** see Board Packet/Order of Meeting for Motion.

**Budget Impact:**    ☐ None    ☒ As follows:

General Fund: 20%

Title I: 80%

**Attachments:**

|  |  |
|--|--|
| Resume                                       | Contract   |
| <input checked="" type="checkbox"/> Enclosed | <input checked="" type="checkbox"/> Distributed Separately <input type="checkbox"/> None |

## **Priya Nayak**

### **Objective:**

Looking to utilize my expertise in Federal Grants and Special Education accounting, and my strong computing background to perform the activities and operations of the State and Federal Programs Coordinator.

### **Highlights:**

- Exceptional proficiency in bookkeeping and budgeting.
- Excellent organizational and time management abilities.
- Strong knowledge of SMART.
- Expertise in Microsoft Outlook and Microsoft Office Tools (Word, Excel, PowerPoint, Access).
- Strong Critical Thinking and Problem Solving Skills.
- Highly focused with attention to details.
- Strong communication and interpersonal skills.
- Quick learner with aptitude to work with minimal or no supervision.
- Ability to work quickly, proficiently, and professionally under pressure.

### **Experience:**

**Jan 2016 – Present.**      **Wayne-Westland Community Schools    Westland, MI**  
**Grants and Special Education Accountant**

#### **Responsibilities:**

- Monitoring Expenses and Budget Activities for Federal Grant programs and Special Education Dept. programs like ACT 18, IDEA, Title I, Title II, Title IV, HeadStart, At Risk 31-A, GSRP, etc.
- Approving Purchase Orders and Check Requests for various expenditures in SMART for Federal Grants as well as Special Ed. Programs.
- Preparing JEs and Budget amendment updates as needed for the Special Education and Grant Funds.
- Preparing Final Expenditure Report in MEGS+ for IDEA grants.
- Preparing Final Expenditure Report for Title I, Title II, Title IV in Cash Management System.
- Preparing Actual Cost report using SMART for ACT 18 programs.
- Preparing SEFA reports for end of the year audit.
- Preparing HeadStart Cost Control reports.
- Assisting external auditors with Single Audit of Title I.
- Preparing Durant Worksheet.

## **Priya Nayak**

### **Experience:**

- Prepared Quarterly Medicaid Reports as per PCG requirements
- Prepared Annual MAER report
- Prepared SE 4094 and SE 4096 transportation report using SMART
- Prepared FTK (Follow The Kid) Report
- Prepared all the necessary Special Education Cost Reports using SMART
- Documented and maintained all the necessary data for the Special Education Reports

**August 2015 – November 2015**  
Human Resources Assistant

**Fitzgerald Public Schools**

**Warren, MI**

#### **Responsibilities:**

- Communication to and from the District's Human Resources Office including phone, fax, email and personal contact.
- Posting job openings to various websites, scheduling interviews and follow up with the Interviewees.
- Assisted in planning and implementation of district annual healthcare open enrollment for over 250 employees including health, vision and dental coverage offered to 3 different bargaining units and administration.
- Compiled and maintained all necessary information for ACA/ IRS mandated employee tracking and offer of coverage reports.
- Compiling and tracking district employee data for employee retirements, resignations, lay-off and leave of absence reporting.
- Processed new employee hire paperwork including I-9 verification, and unprofessional conduct.
- Created PO's for the Human Resource and Operations Department.
- Prepared employment verification letters.
- Posted and monitored Worker's Compensation claims using online database.



**Priya Nayak**

**May 2014 – Dec 2015**  
**Administrative Assistant**

**OneWorld Global HCM Solution LLC**

**Canton, MI**

**Responsibilities:**

- Communication to and from the Office including phone, fax, email and personal contact.
- Communicate with various vendors to gather requirements, negotiate contracts.
- Post jobs to various websites, screen interviews, and negotiate rate with various contractors.
- Make travel arrangements, appointments and meetings for various contractors.
- Update and maintain ongoing contractor files.
- Process weekly timesheets for monthly invoicing to clients.

**2005 -2009(January – April, Annually)**  
**Tax Advisor**

**H&R Block**

**Canton, MI**

**Responsibilities:**

- Communication to and from the office including phone, fax, email and personal contact.
- Schedule appointments as well as help with walk ins.
- Assisted over 150 clients to file their taxes.
- Progressively developed from a Tax Associate to Tax Advisor by attending and completing periodic training through H&R Block during off season.
- Team mentoring which included training new staff as well as cash management responsibilities.

**Priya Nayak**

**Education:**

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**Bachelor of Computer Science**  
University of Pune

Pune, India

Pursuing Business Office Specialist Certification  
MSBO

**References:**

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**Enclosure #7C**  
**ADOPTION OF BOARD OF EDUCATION MEETING SCHEDULE**  
**Meeting of 1/14/2019**  
*Presented by Alena Zachery-Ross*  
*Prepared by Paula Gutzman*

**Rationale/Background Information**

Attached is a schedule of proposed Board meeting dates. The beginning date of this schedule is the day after our 2019 Organizational Meeting (January 15, 2019); the ending date is our expected 2020 Organizational Meeting date (January 13, 2020).

It is recommended that the Board of Education, in accordance with Board Policy #0150/ Organization, adopt the presented meeting dates.

**Proposed Motion:** see Board Packet/Order of Meeting for motion.

**Budget Impact:**    ☒ None    ☐ As follows:

**Attachments:**

☒ Enclosed    ☐ Issue Study Enclosed    ☐ To Be Distributed at Meeting    ☐ None

## Board of Education Meeting Schedule: January 15, 2019 - January 13, 2020

Regular Meetings: 2<sup>nd</sup> and 4<sup>th</sup> Mondays @ 6:30 p.m. unless noted otherwise\*.

Study Sessions: 2<sup>nd</sup> Regular Board Meetings of month @ 5:30 p.m. start time unless noted otherwise\*.

Board Workshops: 3<sup>rd</sup> Tuesdays @ 6:30 p.m. unless noted otherwise\*.

Please refer to website for up-to-date information on Board meetings: <http://www.ycschools.us/board-of-education/>  
(list is subject to change)

| DATE                         | EVENT                                      |
|------------------------------|--|
| Monday, January 28, 2019     | Special Meeting/Study Session              |
| Monday, January 28, 2019     | Regular Meeting                            |
| Wednesday, January 30, 2019* | Special Meeting/Board Workshop             |
| Monday, February 4, 2019*    | Regular Meeting                            |
| Monday, February 11, 2019    | NAAPID Parent Involvement Day (no meeting) |
| Tuesday, February 19, 2019   | Special Meeting/Board Workshop             |
| Monday, February 25, 2019    | Regular Meeting                            |
| Monday, March 11, 2019       | Regular Meeting                            |
| Tuesday, March 19, 2019      | Special Meeting/Board Workshop             |
| Monday, March 25, 2019       | Special Meeting/Study Session              |
| Monday, March 25, 2019       | Regular Meeting                            |
| Monday, April 8, 2019        | Regular Meeting                            |
| Monday, April 22, 2019       | Regular Meeting                            |
| Monday, May 6, 2019*         | Regular Meeting                            |
| Tuesday, May 14, 2019*       | Special Meeting/Board Workshop             |
| Monday, May 20, 2019*        | Special Meeting/Study Session              |
| Monday, May 20, 2019*        | Regular Meeting                            |
| Tuesday, June 4, 2019        | Graduation, Class of 2019 (no meeting)     |
| Monday, June 10, 2019        | Regular Meeting                            |
| Tuesday, June 18, 2019       | Special Meeting/Board Workshop             |
| Monday, June 24, 2019        | Budget Hearing                             |
| Monday, July 15, 2019*       | Regular Meeting                            |
| Monday, August 12, 2019*     | Special Meeting/Study Session              |
| Monday, August 12, 2019      | Regular Meeting                            |
| Tuesday, August 20, 2019     | Special Meeting/Board Workshop             |
| Monday, August 26, 2019      | Regular Meeting                            |
| Monday, September 9, 2019    | Regular Meeting                            |
| Monday, September 23, 2019   | Special Meeting/Study Session              |
| Monday, September 23, 2019   | Regular Meeting                            |
| Monday, October 14, 2019     | Regular Meeting                            |
| Tuesday, October 22, 2019*   | Special Meeting/Board Workshop             |
| Monday, October 28, 2019     | Special Meeting/Study Session              |
| Monday, October 28, 2019     | Regular Meeting                            |
| Monday, November 4, 2019*    | Special Meeting/Study Session              |
| Monday, November 4, 2019*    | Regular Meeting                            |

|                                      |                                     |
|--------------------------------------|-------------------------------------|
| Friday-Monday, November 8 - 11, 2019 | MASB Annual Conference (no meeting) |
| Tuesday, November 12, 2019*          | Special Meeting/Board Workshop      |
| Monday, December 2, 2019*            | Special Meeting/Study Session       |
| Monday, December 2, 2019*            | Regular Meeting                     |
| Tuesday, December 10, 2019*          | Special Meeting/Board Workshop      |
| Monday, January 13, 2020             | Organizational Meeting              |

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