

**MINUTES
ORGANIZATIONAL AND REGULAR BOARD MEETING
BOARD OF EDUCATION
WARREN WOODS PUBLIC SCHOOLS
JULY 11, 2022**

Appoint Acting Secretary

It was moved by Hiller supported by Zannetti to appoint Fitzpatrick as Acting Secretary for the July 11, 2022 Organizational and Regular Board of Education Meeting. The motion carried 5 – 0.

Election of Temporary Chairperson

It was moved by Fitzpatrick, supported by Zannetti, to appoint Jere Green temporary Chairperson for the purpose of organizing the Board. The motion carried 5 – 0.

Call to Order

The meeting was called to order by Temporary Chairperson Green at 6:01 p.m. in the Board Room of the Administrative Service Center, 12900 Frazho Road, Warren, MI.

Roll Call

Members present: Green, Zannetti, Fitzpatrick Hiller and Garcia. Absent with notice: Schulte and Walsh. Also present were Superintendent Stacey Denewith-Fici, Deputy Superintendent Neil Cassabon, and Executive Assistant Jackie Miracle.

Pledge of Allegiance

Organization of the Board

It was moved by Fitzpatrick, supported by Hiller, that the current Board officers continue for 2022/2023, which would have Green serving as President, Schulte as Vice President, Walsh as Secretary and Zannetti as Treasurer. Hearing no other nominations, the President, Vice President, Secretary and Treasurer were elected by acclamation. **ROLL CALL VOTE: Ayes:** Zannetti, Fitzpatrick, Hiller, Garcia and Green
Nays: None. The motion carried 5 – 0.

Agenda Approval

It was moved by Zannetti, supported by Hiller to approve the Agenda as presented. The motion carried 5 – 0.

Minutes

It was moved by Hiller, supported by Garcia, to approve the Minutes of the Special Meeting of June 27, 2022. The motion carried 5 – 0.

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Correspondence

None.

Payment of Bills

It was moved by Walsh, supported by Hiller to pay the bills in the following amounts:

General Fund	\$ 1,092,888.54
Center Programs Fund	16,545.61
Food Service Fund	76,394.17
Child Care Fund	11,779.63
Campus Corner	242.53
Bond 2018	8,125.95
Bond 2020 Series I	374,139.43

The motion carried 5 – 0.

Mr. Garcia asked Deputy Superintendent Cassabon for clarification on a General Fund payment to Perterson Glass Repair. Mr. Cassabon replied that it was for repairs to the skylights at WWT.

Mr. Garcia inquired about training for a teacher at the Ionia County ISD and why it wasn't at the Macomb County ISD. Mr. Cassabon replied that the payment was for a consultant who is actually not an employee.

Lastly, Mr. Garcia asked if the payment to Power School Group was based on a usage rate or if it was a licensing fee. Mr. Cassabon explained there are two separate fees; one for Applitrack which manages all incoming applicant tracing, and the second which covers conversion to an all electronic new employee packet.

Old Business

None.

New Business

Reports

None

Business Office Annual Actions

Superintendent Denewith-Fici noted that the Business Office items were annual action items for the Board.

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New Business

Business Office Annual Actions (continued)

Bank Resolution - Depository

Deputy Superintendent Cassabon commented that this Resolution names the savings and checking account banks.

It was moved by Fitzpatrick supported by Hiller, that the Board adopt the Resolution to use Michigan School District Liquid Asset Fund c/o PFM Asset Management, Flagstar Bank and Citizens Bank as depositories of savings and checking account funds of the Warren Woods Board of Education for the fiscal year 2022/2023.

ROLL CALL VOTE: Ayes: Zannetti, Fitzpatrick, Hiller, Garcia and Green **Nays:** None. The motion carried 5 – 0.

Bank Resolution - Investments

Deputy Superintendent Cassabon reviewed the Resolution naming investment institutions.

It was moved by Fitzpatrick, supported by Zannetti, that the Board adopt the Resolution to name Citizen's Bank, JP Morgan Securities Inc./JP Morgan Chase, MI School District Liquid Asset Fund c/o PFM Asset Management, Flagstar Bank, Huntington Bank and Comerica Bank as depositories of investment funds of the Warren Woods Board of Education for the fiscal year 2022/2023. **ROLL CALL VOTE: Ayes:** Zannetti, Fitzpatrick, Hiller, Garcia and Green **Nays:** None. The motion carried 5 – 0.

Bank Resolution – Electronic Transactions Authorization

Mr. Cassabon reviewed this annual Resolution that allows the Deputy Superintendent to have the authority to process electronic payments. It was moved by Zannetti supported by Hiller, that the Board adopt the Resolution authorizing the Deputy Superintendent to enter into ACH arrangements as the Electronic Transactions Officer for the Warren Woods Board of Education for fiscal year 2022/2023 as presented. **ROLL CALL VOTE: Ayes:** Zannetti, Fitzpatrick, Hiller, Garcia and Green **Nays:** None. The motion carried 5 – 0.

Resolution – Delegating Authority to Assign Fund Balance

Deputy Superintendent Cassabon explained that this resolution is delegating authority to the Superintendent to assign fund balance under accounting procedures, GASB Statement #54. It was moved by Fitzpatrick, supported by Hiller, that the Board adopt the Resolution delegating the authority to the Superintendent to assign fund balance under GASB Statement #54 for the Warren Woods Board of Education for fiscal year 2022/2023. **ROLL CALL VOTE: Ayes:** Zannetti, Fitzpatrick, Hiller, Garcia and Green **Nays:** None. The motion carried 5 – 0.

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New Business

Business Office Annual Actions

Authorization for Signatories

Deputy Superintendent Cassabon reported on this annual authorization naming the Board President and Treasurer as signatories for some funds, as well as the Superintendent or designee, for other funds.

It was moved by Fitzpatrick supported by Hiller, that the Board authorize that 1) General Fund, payroll, debt fund, building and site, trust and agency, and capital project fund checks be electronically signed by the President and Treasurer of the Warren Woods Board of Education; 2) Federal Aid applications, contracts with local/state agencies, agreements, contracts and purchase orders for goods/services (in keeping with district by-laws and policies on behalf of the Board), internal and petty cash checks, and reports to the Michigan Department of Education and other governmental units be signed by the Superintendent or her designee. **ROLL CALL VOTE:** **Ayes:** Zannetti, Fitzpatrick, Hiller, Garcia and Green **Nays:** None. The motion carried 5 – 0.

Appoint Auditor of Record

Deputy Superintendent Cassabon recommended continuing the district's relationship with the accounting firm of Plante & Moran as Auditor of Record.

It was moved by Fitzpatrick supported by Hiller, that the Board appoint the accounting firm of Plante & Moran as Auditor of Record to represent the Warren Woods Board of Education for year 2022/2023. **ROLL CALL VOTE:** **Ayes:** Zannetti, Fitzpatrick, Hiller, Garcia and Green **Nays:** None. The motion carried 5 – 0.

Appoint Legal Counsel

Deputy Superintendent Cassabon recommended appointing the following firms as legal counsel: Miller, Canfield, Paddock & Stone; Clark Hill, PC; Thrun Law Firm; Collins & Blaha, PC, and Secrest Wardle to represent the Warren Woods Board of Education for year 2022/2023.

It was moved by Fitzpatrick, supported by Hiller, that the Board appoint the following firms as Legal Counsel to represent the Warren Woods Board of Education for 2022/2023 Miller, Canfield, Paddock & Stone; Clark Hill, PC; Thrun Law Firm, Collins and Blaha, PC and Secrest Wardle. **ROLL CALL VOTE:** **Ayes:** Zannetti, Fitzpatrick, Hiller, Garcia and Green **Nays:** None. The motion carried 5 – 0.

Board Finance Committee

It was noted that Walsh, Zannetti and Schulte served during the 2021/2022 school year. Green served as the alternate. It was moved by Fitzpatrick, supported by

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Business Office Annual Actions

Board Finance Committee (continued)

Hiller, that the Board appoint Walsh, Schulte and Zannetti to serve as the 2022/2023 Board Finance Committee, and Green be appointed to serve as alternate. The motion carried 5 – 0.

Board Policy Committee

Superintendent Denewith-Fici reported that the Policy Committee for 2021/2022 was Schulte, Green and Hiller with Fitzpatrick as alternate. It was moved by Hiller, supported by Zannetti, that the Board appoint Green, Hiller and Schulte to serve as the Board Policy Committee for 2022/2023, and Fitzpatrick be appointed to serve as alternate. The motion carried 5 – 0.

Expulsion Reinstatement Committee

Superintendent Denewith-Fici noted that Green and Hiller served on this committee for 2021/2022 with Walsh as alternate.

It was moved by Hiller, supported by Zannetti, that the Board appoint Green and Hiller to serve as Board representatives to the Expulsion Reinstatement Committee for 2022/2023, and Fitzpatrick be appointed alternate. The motion carried 5 – 0.

Macomb County School Board Association (MCSBA) Legislative Committee Representative(s) Appointment

Superintendent Denewith-Fici noted that Schulte served in this role for 2021/2022. It was moved by Fitzpatrick, supported by Hiller, that Schulte be appointed as the 2022/2023 MCSBA Legislative Committee Representative. The motion carried 5 – 0.

Michigan Association of School Boards (MASB) – Membership Renewal

Superintendent Denewith-Fici commented that the Board has maintained membership to the Michigan Association of School Boards (MASB). The MASB provides Board Member Certification among its many services.

It was moved by Fitzpatrick supported by Hiller, that the Board approve membership with the Michigan Association of School Boards and Legal Trust Fund with payment of the 2022/2023 membership dues. The motion carried 5 – 0.

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New Business

Business Office Annual Actions (continued)

Michigan Association of School Boards (MASB) – Legislative Relations Network – Representative Appointment

Superintendent Denewith-Fici noted that Schulte served on this committee for 2021/2022. It was moved by Zannetti, supported by Fitzpatrick, that the Board designate Schulte as the Legislative Relations Network appointee for the 2022/2023 school year with Garcia serving as alternate. The motion carried 5 – 0.

Appointment: Professional Development Committee

Superintendent Denewith-Fici presented the recommendation to appoint members of the WWPS District Student Achievement Team to the District’s Professional Development Advisory Committee in accordance with the State School Aid Act. It was moved by Fitzpatrick supported by Hiller to approve the **Appointment:** Professional Development Committee as presented. The motion carried 5 – 0.

Resolution: Administrator Contracts

Superintendent Denewith-Fici explained this was an annual action by the Board and the following 19 administrators were being recommended for a 2-year contract ending on or near June 30, 2024:

Kristen Allen	Coordinator – Adult & Community Education
Kara Beal	Director of Curriculum
Neil Cassabon	Deputy Superintendent
Craig Cutshaw	Athletic Coordinator
Matthew Dishman	Director of Facilities & Transportation
John Estrada	director – Food Services
Ian Fredlund	Assistant Principal – WWTHS
Colleen Gruben	Assistant Principal - WWTHS
Kevin Hustek	Director of Technology
Melissa Johnson	Principal – Westwood Elementary School
Steven Kay	Director - SMTEC
Scott Keen	Principal – Pinewood Elementary School
Michael Mackenzie	Principal – WWTHS
Tamara Pawloski	Special Education Supervisor
Linda Renno	Accounting Supervisor
Stacy Santamaria	Early Childhood Coordinator
Donny Sikora	Principal – WWMS
Stacie Sward	Director of Special Services
Christine Walter	Principal – Briarwood Elementary School

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New Business

Business Office Annual Actions

Resolution: Administrator Contracts (continued)

and two administrators being recommended for a 1 year probationary contract ending on or near June 30, 2023:

Timothy Baldwin
TBD

Coordinator – Enterprise High School
Assistant Principal - WWMS

It was moved by Zannetti supported by Fitzpatrick to approve the **Resolution: Administrator Contracts** as presented. **ROLL CALL VOTE: Ayes:** Zannetti, Fitzpatrick, Hiller, Garcia and Green **Nays:** None. The motion carried 5 – 0.

Bid: Food Service Equipment

Deputy Superintendent Cassabon presented the Food Service Equipment which will provide new kitchen equipment at WWEC, Enterprise and WWT upon approval. It was recommended the bid be awarded to Staff-Smith, Inc. It was moved by Fitzpatrick supported by Hiller that the Board approve the **Bid:** Food Service Equipment as presented. The motion carried 5 – 0.

Mr. Garcia asked if the installation of new equipment would require additional plumbing or electrical work? Deputy Cassabon replied it should be a one-to-one swap.

Bid: Food Service Beverages

Deputy Superintendent Cassabon presented the **Bid:** Food Service Beverages. He explained this is a non-exclusive beverage bid and would provide contracted prices. It was moved by Garcia supported by Fitzpatrick to approve the **Bid:** Food Service Beverages and award to PepsiCo. The motion carried 5 – 0.

Bid: 2022 Various Bond Projects

Deputy Superintendent Cassabon presented the **Bid:** 2022 Various Bond Projects. He stated the bid was covered by contingency funds not spent during Bond 2018 Series II and Bond 2020 Series I and would consist of various projects including demolition and replacement of the WWMS domestic hot water heater, the Westwood Elementary kitchen rooftop HVAC unit and condenser, as well as the WWT pool boilers and sump pumps. It was moved by Fitzpatrick supported by Hiller that the Board approve the **Bid:** 2022 Various Projects as presented. The motion carried 5 – 0.

President Green asked if this had anything to do with the previous issues with the tunnels under the pool at WWT and Mr. Cassabon replied no, this was a separate issue.

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New Business

Bid: 2022 Various Bond Projects (continued)

Mr. Hiller asked if the same contractor was doing the mechanical and electrical work. Mr. Cassabon replied the electrical work is being sub contracted. Mr. Hiller asked who the sub contractor was and Mr. Cassabon replied Sadler Electric.

Mr. Zannetti asked if all the boiler updates would allow the district to be eligible for energy rebates. Mr. Cassabon replied yes, and we will apply for all rebates available.

Personnel Items

Superintendent Denewith-Fici presented the Personnel Items for Board Approval.

Leaves

None

New Hires

Erin Portalski – Teacher – Math 2022/2023 – WWT- Hire Date 06/27/22

Denise Hodgson – Teacher - Speech and Language Pathologist 2022/2023 – ECC – Hire Date 06/29/22.

It was moved by Fitzpatrick, supported by Hiller to approve the New Hires as presented. The motion carried 5 – 0.

Public Expression

Mr. Fred Huebener, WWT parent, addressed the Board on behalf of the WW Food Pantry. He stated the contract for food shipments has been doubled due to demand and he hopes to increase the number of families being assisted from 250 to 400-500. He acknowledged some recent donations which will be used to provide signage at all WWPS buildings to advertise food pantry services and commented on improvements made to the WWMS Wolverine Den as a result of partnering with Macomb Foster Closet.

Trustee Garcia asked about the status of the loss of federal support for breakfast and lunch for all students. Mr. Cassabon replied waivers with stipulations were provided for the summer food program, but there is still nothing in place for the 2022-23 school year as of yet.

Treasurer Zannetti asked for an update on the status of open positions. Superintendent Denewith-Fici replied as of now the only position open was for a Social Worker. Mr. Zannetti asked when the audit report would be presented and Mr. Cassabon replied that the auditors were scheduled to be in the Business Office next Monday.

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Negotiations Anticipated Closed Session

It was moved by Fitzpatrick, supported by Zannetti to move to Closed Session for the purpose of discussion of Negotiations. **ROLL CALL VOTE: Ayes:** Zannetti, Fitzpatrick, Hiller, Garcia and Green **Nays:** None. The motion carried 5 – 0.

The Board moved to Closed Session at 6:38 PM.

The Board returned from Closed Session at 7:55 PM

Adjournment

It was moved by Fitzpatrick, supported by Zannetti to adjourn the meeting at 7:55 PM. The carried 5 – 0.

Respectfully submitted,

Mike Fitzpatrick
Acting Secretary