



# SOUTHFIELD BOARD OF EDUCATION

Special — May 26, 2020

6:30 PM, JWE Administration Building

## AGENDA

1. **Opening of Regular Meeting & Roll Call**

This is a meeting of the Southfield Board of Education in public for the purpose of conducting the School District's business and is not to be considered as a community meeting. There is an opportunity for public participation during the meeting and comments are limited to three minutes per individual. The Board will listen to comments, but may not respond during the meeting. If you wish to address the Board, please submit a comment card immediately.

  - a. Roll Call
2. **Board Matters**
3. **Report of the Superintendent**
  - a. Governor's Executive Orders
    - Return to Work
    - Reopening Schools Fall 2020
    - Fiscal Forecast
  - b. USDA Farm to Families Update
  - c. Landscaping RFP Update
4. **Information Items**
  - a. Report 58-84, Head Start Budget Carryover Request 2
  - b. Report 58-85, Video Production Services Agreement 7
  - c. Report 58-86, Michigan High School Athletic Association Membership 8
  - d. Report 58-87, Non Voted Bond Projects - Architect Recommendation 9
5. **Public Participation**

If you wish to address the Board regarding a school related issue that has not yet been resolved by school administration, please submit a comment card immediately. Comments are limited to three (3) minutes per individual. As a matter of fairness, speakers with complaints against individuals are asked not to mention any persons by name. Complaints concerning employees, pursuant to Board policy 9130, should be brought to the attention of school principals or other administrators before coming to the Board of Education. Your cooperation is appreciated.
6. **For the Good of the Order**
7. **Future Meetings**
  - a. Tuesday, June 9, 2020 @ 7:00 p.m. - Regular Board Meeting
  - b. Tuesday, June 23, 2020 @ 6:30 p.m. - Special Board Meeting/Study Session
8. **Adjournment**

## Southfield Public Schools

Bussey Center for Early Childhood Education  
2019-2020

### Head Start Budget Carryover Request

#### **Staff Travel/Out of Town - \$2,386**

Workshops/Conferences – Carryover amount to assist in covering costs associated with meals, transportation, lodging, airfare, or other travel related cost for staff, Board of Education members, administrators and parents to attend Head Start Association local and national conferences, designed to train stakeholders on Head Start performance standards as well as fiscal requirements. Staff may also attend the Head Start Leadership Conference or similar conferences. (3) Participants, staff, board members, parents estimated at \$8,764 equals \$2,191 per participant. Cost based on historical cost of travel to these conferences.

National Head Start Conference for 2021 location TBD. The per diem averages @ approx. \$61 per day. Conference is approximately (3) days. Three attendees per diem @ \$61 a day for (3) days equal  $168 \times 3 = \$549$ . Hotel @ approx. \$120 per night for (3) days equal  $360 \times 2 = \$720$ . Transportation Travel \$290 per person  $\times 3$  for a total of \$870.

#### **Break Down Travel**

Lodging	\$720
Airfare	\$870
Meals	\$549

Other travel related expenses – parking cost, transportation cost, luggage fees, \$247

#### **Supplies Costs: \$11,200**

Office supplies – \$2,500

To carryover costs associate with items such as copy paper, color copier (under \$2,000) colored paper, ink cartridges, toner, printer/copier supplies, forms, folders, envelopes, and other non-capital office items as needed. Colored paper or various types of paper needed for printing enrollment documents, family engagement materials, and handbooks for staff and parents. Cost based on estimated past historical cost in this area.

Classroom supplies - \$8,700

Carryover costs for classroom consumables (e.g. paper, pens, markers, glue, tape, crayons, paint, craft supplies, instructional books, workbooks, and teacher guides) and non-capital classroom instructional supplies. Cost based on estimated past historical cost in this area.

**2. Contractual Costs: \$89,100**

Carryover costs from contractual teacher fees due to partially unfilled positions, mid-year resignations and medical leave for approximately 4 staff throughout the 2019-2020 program year. Due to pandemic, program was unable to conduct onboarding process for new staff from late February 2020 – June 2020. Due to the rising cost of retirement and benefits all of the teachers, which includes regular teachers, and CDA teachers, are no longer district employees. In the amount of \$75,000.

Administrative Services for audit services associated with Single Audit - \$3,000

The 2019-20 fee for the Single Audit is \$7,500 which included auditing two major programs, one of which was Head Start, therefore allocating (40%) \$3,000. Cost is based on past historical cost for this service.

Professional Service Cost - \$1,600

Covers the cost for license (Bussey and Vandenberg) health and safety, LARA finger printing at \$55.17 per person, required by Head Start or reapplication fees for 29 employees. Cost based on actual cost for this service.

Contracted Health Services - \$3,000

Contract Mental Health and Behavioral Consultant to identify and assess children with severe behavioral challenges and to provide early intervention. Cost are based on a percentage of actual employee contracted rate to be determined (TBD). Consultants estimated to earn \$67 per hour for 111.94029 hours of support based on historical cost for these services.

Contracted services for pre-service and ongoing training requirements - \$6,500

Includes CPR/first aide, Child Abuse, Blood borne Pathogens

**2. Other: \$24,045**

Building Maintenance/Repair - \$5,000

Carryover cost to maintain the facilities at Bussey and one classroom in Vandenberg for safety and well-being of students allocated at 34.7 percent (2.4 percent for Vandenberg & 32.3 percent for Bussey) estimated at \$3000. Plumbing repairs needed are estimated to cost \$1000. Heating and cooling repairs are estimated to be \$1000. Cost is based on past historical cost.

Local travel - \$2,545

Carryover cost for mileage reimbursement at IRS standard mileage reimbursement rate for travel by staff for home visits, commuting to off-site PD, and other work related local travel. IRS mileage is .56. Estimated at 2,545/28 participants or \$90.90 per person. Cost based on historical cost of travel.

Publications/Advertising/Printing - \$10,000

Carryover costs for recruitment and on-going advertising to ensure we meet and maintain full funded enrollment. Several ads will run locally in the Southfield Sun or similar

publication, radio ads, mailings that are strategically set to send to families that fall within the demographic age range. The program also hosts an annual Back to School Enrollment and Health fair. This includes the cost of promotional materials that are distributed to our community partners and potential families. Cost estimates are based on past historical cost for services.

**Estimated Cost:**

Radio Ads total cost for two stations approximately \$3,000

Direct Mailing \$1,500

Newspaper ads (3 annually) less than a 1/2 page @ \$1000 per ad total of \$3,000.

Promotional materials \$2,500 (pens, cups, tumblers, t-shirts)

Field Trips In/Out House- \$4,000

Includes the carryover costs for transportation (\$4000) and admission for the following planned trips: Ann Arbor Hands-on Museum, Historical Museum, Detroit Science Center, Detroit Zoo, Apple Orchard, Huckleberry Railroad, Cranbrook museum. Includes both child and parent/guardian. Cost is based on past program cost. The cost estimate is as follows:

Registration \$ 3,000 ( $\$3,000/144 = \$13.89$  per student)

Transportation \$ 1,000 ( $\$4,000/144 = \$6.94$  per student)

Postage & Mailing - \$1,000 Cost based on historical cost for services.

Membership dues - \$1,500

Carryover costs includes Membership Dues and annual fees, for NHSA. Cost based on historical cost of memberships.

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**Total 2019-2020 Head Start Carryover Request: \$126,731**

## Southfield Public Schools

Bussey Center for Early Childhood Education  
2019-2020  
Early Head Start Budget Carryover Request

### **Staff Travel/Out of Town - \$2,500**

Carry over cost for Workshops/Conferences - Cost will cover meals, transportation, lodging, airfare, or other travel related cost for staff, Board of Education members, administrators and parents to attend Head Start Association local and national conferences not covered by the T & TA dollars.

### **Conference Break Down Estimate:**

Lodging	\$500
Airfare	\$1,500
Meals	\$500

Other travel related expenses – parking cost, transportation cost, luggage fees, \$200

### **Supplies Costs: \$14,243**

Office supplies – \$1,743

To cover items such as copy paper, color copier (under \$2,000) colored paper, ink cartridges, toner, printer/copier supplies, forms, folders, envelopes, and other non-capital office items as needed. Colored paper or various types of paper needed for printing enrollment documents, family engagement materials, and handbooks for staff and parents. Cost based on estimated past historical cost in this area.

Infant Supplies - \$12,500

Diapers, formula, paper products, infant food, baby wipes, etc.

### **2. Contractual Costs: \$ 2,780**

Contracted services for professional development and ongoing training requirements for program licensing, High Scope Infant/Toddler curriculum, conscious discipline. High Scope Training @ \$1,500 per training for (2) workshops = Total of \$1,500.

Contracted services for pre-service and ongoing training requirements - \$1,280

Includes CPR/first aide, Child Abuse, Blood borne Pathogens

### **2. Other: \$3,500**

Publications/Advertising/Printing - \$1,000

For recruitment and on-going advertising to ensure we meet and maintain full funded enrollment. Several ads will run locally in the Southfield Sun or similar publication, radio ads, mailings that are strategically set to send to families that fall within the demographic age range. The program also hosts an annual Back to School Enrollment and Health fair. This includes the cost of promotional materials that are distributed to our community

partners and potential families. Cost estimates are based on past historical cost for services.

**Estimated Cost:**

Promotional materials \$1,000 (pens, cups, tumblers, t-shirts)

Postage & Mailing - \$1,000 Cost based on historical cost for services.

Membership dues - \$1,500

Includes Membership Dues and annual fees, for NHSA.

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**Total Early Head Start Carryover Request: \$23,023**

**Southfield Board of Education  
Special Board Meeting, May 26, 2020**

**REPORT NAME:** Video Production Services Agreement

**REPORT OF:** Communications

**FOR:** Information

**STRATEGIC GOAL ALIGNMENT:** Goal VII: Resource Allocation

**STRATEGIC OBJECTIVE ALIGNMENT:**

Review current resource allocation patterns and develop a cost benefit review process that will enable adaptations to current patterns of allocation.

**FISCAL FUND IMPACT:** General Fund

**IMPACT AMOUNT:** Not to exceed \$56,400

**EXECUTIVE SUMMARY/BACKGROUND:**

On October 8, 2013, the Board of Education approved the contract with M-1 Studios, Ferndale, MI to provide video production services for the district. The scope of work for this contract includes the daily operation of the district cable television station and video production of Board of Education meetings and other district events.

**COST BENEFIT ANALYSIS:**

M-1 Studios' original contract provided video production services to the district for \$56,400 per year. This amount has not changed since that contract inception. M-1 Studios entered a new agreement with the district in June 2019 and has agreed to maintain pricing. Due to the contract price freeze and the excellent service the company is providing the district, the Administration recommends continuing services with M-1 Studios.

**RECOMMENDATION:**

The Superintendent recommends that the Board of Education approve the agreement with M-1 Studios for \$56,400 per year.

**IMPACT IF NOT APPROVED:**

The current contract will expire on June 30, 2020. A request for proposal for district video production services for the 2020-21 school year would be released.

**NEXT STEPS IF APPROVED:**

The new one-year agreement will expire June 30, 2021.

**REPORT NAME:** Michigan High School Athletic Association Membership

**REPORT OF:** Athletic Department

**FOR:** Information

**APPLICABLE LAW AND/OR POLICY:** Policy 2431 – Interscholastic Athletics

**STRATEGIC GOAL ALIGNMENT:** Goal II: Instruction

**STRATEGIC OBJECTIVE ALIGNMENT:** Define instructional protocols based on current research and implement those protocols within staff evaluation procedures and instructional data collection and reviews.

**FISCAL FUND IMPACT:** There is no fiscal impact

**EXECUTIVE SUMMARY/BACKGROUND:** The Michigan High School Athletic Association (MHSAA) is a voluntary, nonprofit corporation composed of public, private and parochial junior high/middle and senior high schools whose Boards of Education/Governing Bodies have voluntarily applied for and received membership for and on behalf of their secondary schools. The association sponsors statewide tournaments and makes eligibility rules with respect to participation in such Michigan High School Athletic Association sponsored tournaments in the various sports. Each Board of Education/Governing Body that wishes to host or participate in such meets and tournaments must join the MHSAA and agree to abide by and enforce the MHSAA rules, regulations and qualifications concerning eligibility, game rules and tournament policies, procedures and schedules. It is a condition for participation in any MHSAA postseason tournaments that high schools adhere to at least the minimum standards of Regulation I and the maximum limitations of Regulation II in all MHSAA Tournament sports.

To obtain membership, it is necessary for the Board of Education/Governing Body to adopt the following resolution for the districts participating schools. This resolution must be formally ratified by your Board of Education/Governing Body and properly signed. Resolutions that are modified in any way or are supplemented with letters placing additional conditions on MHSAA membership or tournament participation shall be rejected.

**RECOMMENDATION:** The Superintendent recommends the Board of Education adopt the Michigan High School Athletic Association Membership Resolution for 2020-2021.

**IMPACT IF NOT APPROVED:** If not approved, student athletes will not be allowed to participate in MHSAA tournaments.

**NEXT STEPS IF APPROVED:** If approved, the executed resolution will be sent back to MHSAA. The students will continue to participate in MHSAA tournaments.



Dr. Jennifer Green  
Superintendent

24661 Lahser Road  
Southfield, MI 48033

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**MEMO**

To: Dr. Jennifer Martin-Green, Superintendent, Southfield Public Schools  
From: Marc Ingram, Chief Financial and Operations Officer, Southfield Public Schools  
Subject: Architects for Non Voted Bonds Projects  
Date: May 5, 2020

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On Tuesday, April 7, 2020, Scott Tocco, Larry Bukowski and I interviewed two architecture companies regarding our non-voted projects:

- C2AE
- French Associates (French)

Both firms provided examples of their work applicable to our needs and appear more than capable of handling our assignments. However, French has a couple of notable advantages:

1. A more extensive background with K-12 Districts including Bloomfield Hills, West Bloomfield and Waterford.
2. French's proposed construction cost rate of 5.75% is lower than C2AE's rate of 5.86%.

For further validation, three French references<sup>i</sup> were contacted. All spoke highly of French and mentioned French has experience with HVACs, parking lots and back filling pool areas.

As a result, French Associates is the recommended architect for our non-voted projects.

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<sup>i</sup> Waterford School District, West Bloomfield School District and Woodhaven-Brownstown School District