

**MINUTES  
SPECIAL BOARD MEETING  
BOARD OF EDUCATION  
WARREN WOODS PUBLIC SCHOOLS  
JUNE 24, 2024**

**Call to Order**

The meeting was called to order by President Schulte at 6:01 P.M. in the Board Room of the Administrative Service Center, 12900 Frazho Road, Warren, MI.

**Roll Call**

Members present: Walsh, Zannetti, Fitzpatrick, Hiller, Garcia, Nitz and Schulte. Also present were Superintendent Stacey Denewith-Fici, Deputy Superintendent Neil Cassabon, Curriculum Director Kara Beal, Special Services Director Stacie Sward, Director of Facilities and Transportation Don Ball and Executive Assistant Jackie Miracle.

**Pledge of Allegiance**

**Agenda Approval**

It was moved by Fitzpatrick supported by Hiller to approve the Agenda presented. The motion carried 7 – 0.

**Minutes**

It was moved by Fitzpatrick supported by Walsh to approve the Minutes of the Closed Session Meeting of May 13, 2024, the Minutes of the Regular Meeting of June 3, 2024 and the Minutes of the Closed Session of June 3, 2024 as presented. The motion carried 7 – 0.

**Correspondence**

Superintendent Denewith-Fici presented a letter from a Westwood kindergarten parent to the Board submitted through the website portal regarding student placement. It is recommended the Board receive and file the Correspondence as presented. It was moved by Fitzpatrick supported by Zannetti to receive and file the correspondence as presented. The motion carried 7 – 0.

**Treasurer's Report**

Deputy Superintendent Cassabon presented the May 2024 Treasurer's Report. He began with General Fund Local Revenue consisting mainly of local tax collections, in addition to investment earnings, Adult Education tuition and building rental. State Revenue consisted of State Aid, Federal Revenue reflected IDEA and Perkins Grant payments, and Incoming Transfers reflected an IAM reimbursement from Chippewa Valley. Next, a review of Food Service Revenue reflected ala carte sales, catering revenue and earnings on investments while State and Federal revenue consisted of breakfast and lunch claims. Also included was a prior period adjustment from overpayment earlier in the year. Finally, a review of the ISD Centers Program reflected a State Aid payment.

Vice President Zannetti inquired if the Centers Program was on track to shore up by the end of the fiscal year. Mr. Cassabon responded it would be even by the end of June.

**Special Board Meeting**  
**June 24, 2024**  
**Page 2**

**Payment of the Bills**

It was moved by Walsh, supported by Hiller to pay the following bills as presented:

Bond 2020 Series I	\$ 53,291.16
2023 Energy Bond	336,704.12

The motion carried 7 – 0.

**Old Business**

None

**New Business**

**Reports**

Student Achievement: Year End Goals Progress

Curriculum Director Kara Beal stated tonight’s presentation would provide the Board with an update on the goals established in the fall and share end of year K-8 NWEA assessment results. She began by reviewing the Continuous Improvement Process which assisted with the facilitation of District and Building team efforts and supported the development of the District Improvement Plan Goals which include 1) Meeting the Needs of the Whole Child; 2) Math Growth and Achievement; and 3) Literacy Growth and Achievement. She provided background on the implementation and assessment of each individual goal and cited several efforts being utilized to support students’ emotional intelligence, empathy and conflict resolution skills including the Second Step and Character Strong curriculum. In addition, a multi-tiered system of support is used which leads to improved well-being and academic performance and includes a focus on attendance, engagement and a sense of safety for students both physically and emotionally.

Next, Ms. Beal provided growth and achievement data comparisons for Math and Reading and noted that district administrators now have access to a new analytics software application tool, Tableau, which has provided a significant increase in data to assist with assessment and to enhance instructional practices.

In conclusion, Ms. Beal reiterated the value of using NWEA student achievement and growth results as a critical tool in the decision-making process and gaining insight into the academic performance and progress of our students over time. In addition, this data, supplemented with other sources, helps to ensure high-quality instruction that meets student needs.

Ms. Beal noted tonight’s report would be posted on the district website, along with a link for data and district insights and goals.

Superintendent Denewith-Fici requested that if the Board had questions regarding the data, that members submit those so we could address them at the workshop in August.

**First Day of School 2024-2025**

Superintendent Denewith-Fici presented the recommendation to set Tuesday, September 3rd as the first day of school for the 2024-2025 school year. It was moved by Hiller supported by Nitz to approve Tuesday, September 3<sup>rd</sup> as the official start date of school for the 2024/2025 school year. It will be a half-day of school. The motion carried 7 – 0.

## Special Board Meeting

June 24, 2024

Page 3

### New Business (continued)

#### **Board Meeting Dates 2024-2025**

Superintendent Denewith-Fici presented the recommended dates for Regular and Special Board Meetings for 2024-25. Regular Meetings of the Warren Woods Board of Education will be scheduled on the following dates: Monday, 7/15/24, 8/5/24, 9/9/24, 10/14/24, 11/11/24, 12/2/24, 1/13/25, 2/10/25, 3/10/25, 4/14/25, 5/5/25, and 6/9/25.

Special meetings are called when needed and generally scheduled for the fourth Monday of the month. Special Meetings of the Warren Woods Board of Education will be held on the following dates: Monday, 8/26/24, 9/23/24, 10/28/24, 12/16/24, 1/27/25, 2/24/25, 3/31/25, 5/19/25, 6/23/25.

It was moved by Walsh supported by Fitzpatrick to approve the Board Meeting Dates 2024-25 as presented. The motion carried 7 – 0.

#### **Resolution:** Final 2023-24 Budget

Deputy Superintendent Cassabon stated that the Finance Committee met on June 18, 2024 and reviewed the final budget recommendations in detail and tonight's presentation would be a summary of the recommendations.

He began with General Fund Operations noting Local Revenue reflected an increase in investment earnings as interest rates continue to remain high. Delinquent tax collections resulted in a decrease to final tax collections, along with a decrease in rental income, Adult Ed tuition and gate receipts. A review of State Revenue reflected the increased MPERS cost offset for veteran teachers and new grant funding including MI Kids Back on Track, which will be used for middle school high dosage tutoring, FAFSA Challenge Grant, a Student Meal Debt Grant, which required the district to agree to write off student food debt, and a Robotics Challenge Grant for the WWMS Robotics Program. A review of Federal Revenue included several grants, and other transactions included a prior period State Aid adjustment due to being underfunded. A review of expenditures included an increase of over \$100,000 from staff docked days along with expenses for elementary laptop replacements and total salaries.

In conclusion, Deputy Superintendent Cassabon stated the January 2024 projected fund balance was \$903,000 which has increased to \$1.66 million as the final budget recommendation.

It was moved by Garcia supported by Zannetti that the Board approve the **Resolution:** Final 2023-24 Budget as presented. **ROLL CALL VOTE: Ayes:** Walsh, Zannetti, Fitzpatrick, Hiller, Garcia, Nitz and Schulte. **Nays:** 0. The motion carried 7 – 0.

Mr. Garcia commented on the Food Service Fund and asked if the district was obligated to spend down the balance every year. Mr. Cassabon replied that a spend down plan is provided every year.

President Schulte thanked the Finance Committee for their time and attention to detail.

#### **Resolution:** Commitment of Fund Balance GASB 54

Deputy Superintendent Cassabon stated in conjunction with Policy #6801, the Resolution committing fund balance under GASB Statement #54, *Fund Balance Reporting and Governmental Fund Type Definitions*, will allocate \$100,000 for repayment of tax tribunals, and, as committed, an amount equal to the year-end value of all year-end compensated absences.

## Special Board Meeting

June 24, 2024

Page 4

### New Business

**Resolution:** Commitment of Fund Balance GASB 54 (continued)

It was moved by Walsh supported by Fitzpatrick that the Board approve the Commitment of Fund Balance GASB 54 as presented. **ROLL CALL VOTE: Ayes:** Walsh, Zannetti, Fitzpatrick, Hiller, Garcia, Nitz and Schulte. **Nays:** 0. The motion carried 7 – 0.

### **Budget Hearing – Truth in Budgeting Hearing for 2023/2024 Fiscal Year**

President Schulte announced the Budget Hearing was called to order at 6:56 PM.

Mr. Schulte addressed the Board and audience stating public comments would be heard at this time. There were no comments or questions from the audience.

Deputy Superintendent Cassabon presented the operating millage for the 2024/2025 fiscal year stating that passing the Non-Homestead Replacement Operating Millage will continue to allow the district to levy the full 18 mills on non-homestead property.

President Schulte announced that the Budget Hearing was closed at 6:58 PM.

It was moved by Fitzpatrick, supported by Walsh that the Board close the Budget Hearing. **ROLL CALL VOTE: Ayes:** Walsh, Zannetti, Fitzpatrick, Hiller, Garcia, Nitz, Schulte. **Nays:** 0. The motion carried 7 – 0.

President Schulte asked if the Truth in Budgeting Hearing was required to be published publicly and Deputy Superintendent Cassabon replied it is required that we publish the advertisement of the Hearing.

Vice President Zannetti commented on the debt service mills history and the fact that the history reflects no tax increase to residents, while we are still able to improve facilities.

### **Original Budget Proposal and Resolution for 2024/2025 Fiscal Year**

Deputy Superintendent Cassabon presented the 2024/2025 original budget proposal and detailed the changes to assumptions of anticipated revenue and detailed the planning for expenses. He noted an increase to the County-wide Enhancement Millage along with decreases to SMTEC funding including a reduction in administration reimbursement due to staff changes and a decrease in Balance of Trade revenue. A review of expenditures reflected increased insurance premiums and advertising costs, along with staff changes, including support group salaries, as all support staff bargaining units have settled on contracts.

Next, Mr. Cassabon reviewed Special Programs Funds noting staff changes reflected in the Centers Program Fund, Food Service Fund reflecting a 3% increase in food costs and the resurfacing of the WWT tennis courts reflected in the Building and Site Fund.

Mr. Zannetti asked if the state had provided a date when the school aid budget would be finalized and Deputy Superintendent Cassabon replied there was still no finalized budget or target date. He added that there was a rally scheduled to be held at the Capitol tomorrow in support of school aid.

President Schulte encouraged everyone to contact their legislators.

It was moved by Zannetti, supported by Fitzpatrick that the Board adopt the General Appropriations Resolution approving the budget for 2024/2025 as presented. **ROLL CALL VOTE: Ayes:** Walsh, Zannetti, Fitzpatrick, Hiller, Garcia, Nitz and Schulte. **Nays:** 0. The motion carried 7 – 0

## Special Board Meeting

June 24, 2024

Page 5

### New Business (continued)

#### **Bid Award:** Pizza Vendor

Deputy Superintendent Cassabon presented the recommendation to approve Hungry Howie's as the pizza vendor for the 2024/25 school year. It was moved by Walsh, supported by Nitz to approve the Bid Award: Pizza Vendor as presented. The motion carried 7 – 0.

#### **Bid Award:** WWMS Food Service Generator

Deputy Superintendent Cassabon presented the recommendation to award the bid to DeHondt Electric for the WWMS Food Service Generator. It was moved by Zannetti supported by Fitzpatrick that the Board approve the **Bid Award:** WWMS Food Service Generator as presented. The motion carried 7 – 0.

Trustee Hiller asked which buildings had back up generators. Deputy Superintendent Cassabon replied that WWT was the only building that had a generator and added that this generator will be used specifically for Food Service.

#### **Bid Award:** WWMS Food Service Generator (continued)

Vice President Zannetti asked where it was located and if it would be protected and Mr. Cassabon replied it would be on the ground level and would be protected with fencing.

#### **Purchase:** District Vehicle

Deputy Superintendent Cassabon presented the recommendation to purchase a new 2024 Ford F-250 pick up truck from Gorno Ford through the MiDeal purchasing program. It was moved by Hiller supported by Nitz to approve the **Purchase:** District Vehicle as presented. The motion carried 7 – 0.

#### **Bid Award:** Milk Bid

Deputy Superintendent Cassabon presented the recommendation to award the Macomb County Consortium **Bid Award:** Milk Bid to Berkshire Dairy as presented. It was moved by Fitzpatrick supported by Walsh to approve the **Bid Award:** Milk Bid as presented. The motion carried 7 – 0.

### Personnel Items

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

#### **Leaves:**

As presented.

It was moved by Fitzpatrick, supported by Hiller to approve the **Leaves** as presented. The motion carried 7 – 0.

#### **New Hires:**

**Morgan Bisdorf** – Summer Elementary Teacher – Briarwood Elementary – Date of hire 6/13/24.

It was moved by Fitzpatrick supported by Nitz to approve the **New Hires** as presented. The motion carried 7 – 0.

**Special Board Meeting**  
**June 24, 2024**  
**Page 6**

**Public Expression**

None

**Negotiations**

It was moved by Hiller supported by Walsh that the Board move to Closed Session for discussion of Negotiations. **ROLL CALL VOTE: Ayes:** Walsh, Zannetti, Fitzpatrick, Hiller, Garcia, Nitz and Schulte. **Nays:** 0. The motion carried 7 – 0.

***The Board moved to Closed Session at 7:22 PM.***

***The Board returned from Closed Session at 7:45 PM.***

**Adjournment**

It was moved by Hiller supported by Nitz to adjourn the meeting at 7:46 PM. The motion carried 6 – 0.

Respectfully submitted,

Kay F. Walsh  
Secretary