

**ANNUAL WORKSHOP/RETREAT**  
**City Council Chambers**  
**14600 Dix Toledo, Southgate, MI 48195**

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PROGRAMS DIRECTOR

JILL PASTOR

DIRECTOR OF  
HUMAN RESOURCES  
GERARD L. MORIN

**DATE:** July 11, 2017

**TIME:** 5:30 P.M.

**BOARD MEMBERS PRESENT:** Estheimer, Freitas, Green, Kupser, Pomponio, Reed

**BOARD MEMBERS EXCUSED:** Craig

**ADMINISTRATION PRESENT:** Chretien, McLachlan

**ADMINISTRATION EXCUSED:** Pastor

**WORKSHOP**

1. The board self-assessment has been sent to board members. They will use this template as a guide to help the review before the assessment is completed. Every member needs to complete this by the due date.  
Board members, per policy, will take MASB 100 series classes in their first year. Discussion took place regarding the lack of local offerings of these classes as well as only a portion of them available online, making it difficult to complete them in a timely manner. WCASB is working in conjunction with local districts to provide locations closer for board members to take these classes. The budgeted money allocated for Board PD will not be rolled over into the following years' budget, the board will start with the approved budgeted funds each year. If there are other classes available that would benefit board members, the business office will alert them of these.
2. The attorney opinion/and resolution were tabled until a future meeting.
3. Board Role: Discussion took place regarding the committees and their purpose. A matrix will be completed for establishing procedures for the operation of the board; better understanding of departments and their reporting schedule, following Roberts Rules of Order during meetings. Department heads will report to the board, their presentations will be based on questions the board has. These questions will be forwarded to the board president who will give them to the Superintendent to share with the directors. The initial presentation will be a brief overview and answers to board questions. A follow up presentation will address the achievement of the goals or how issues were addressed. This will occur twice a year. Required presentations regarding grants, Title, the district "report card" results etc., will continue to be presented as they have in the past. The 11 departments include: HR, Finance, Curriculum, Food Service, Special Services, Latchkey, Technology, Athletics, DCTC, Maintenance and Adult Education.

The board requested presentations from clubs and programs throughout the district. The superintendent will send out an all-staff email asking the groups to sign up for presentations. She also asked for input from the board for their requests of specific programs/clubs they would like to hear from.

Student representation was discussed. The clubs or groups that sign up to present can have their student representative present their groups highlights, as well as give updates on the building they are presenting for. This may help with consistency at board meetings with regard to Attention to Student Representatives.

4. Website-Board members agreed they will add their MASB certifications, a biography, contact information, their committee and school liaison assignments and a topic they champion ie: anti-bullying, on the board page under their photos. The superintendent will contact the web master to find out if links need to be added to the page if there is not enough room for all of the information.
5. Processes and procedures: Special Education issues that are brought to board members attention will be forwarded to the Special Education Director, Kelly Thomas and the Superintendent to address. If a parent is still not satisfied with the resolution of a problem, they can address the board of education.

Bullying issues that are being brought up through Facebook are to be brought to the Superintendent's attention. She cannot address a situation if she knows nothing about it. Discussion took place about the "broken link" on the web page for the bullying reporting form. It has been fixed. It was mentioned that staff members, in the offices, are telling parents they do not know where the forms are. The superintendent asked the board to forward these issues immediately to her so that she can address them with staff members. Dr. Pomponio stated she audited each building and every office knew where the forms were and they were available to her. Technology will look into the accessibility of the website from a tablet or I-Pad. There seems to be some question as to whether or not it is able to be accessed properly. The forms will be reviewed to be sure they are updated and easily understood. Board members spoke of parents that bring problems to them but wish to remain anonymous. The superintendent asked again, that those issues be brought to her attention so she can address them. When she is not informed by board members of a problem, she cannot help to address the problem or make improvements to the process or procedures in place.

Board agenda, work session and the manner information is presented to the board was discussed. Board members commented on the transparency of the work session now that it is being taped. Discussion took place regarding the work session portion of the meeting and how it can be improved. A round table forum will be established where the board will move to the conference table in chambers, while still being on camera for the viewing audience, to maintain transparency.

The board will set their calendar and look into scheduling the meetings for the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month. This will be discussed and voted on at the August 1st meeting. Changing the calendar of meeting dates from the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month to the 2<sup>nd</sup> and 4<sup>th</sup> will occur beginning with the September meetings.

Board members will give the Superintendent goals for the upcoming year in a future work session.

6. *The Board Goals: Processes and Procedures, Visibility in the Community, Research Transportation, Increase Marketability, these will stand as board goals and may be added to in the future work.*
7. *Committees: Curriculum, Finance, Anti Bullying, Personnel, Grounds & Maintenance, Policy, Legislative. Committee chairpersons will provide agendas and minutes for their meetings to be posted on the board page. Board members commented on the positive and productive nature of their committees and the meetings they have held.*
8. *Millage: A dashboard will be created to show where money is allocated and the funds that remain unallocated. Discussion took place regarding the funding sources from the state and what we may have available in our General Fund once the State budget is approved. We will then know what we are working with budget wise before more millage money is allocated. The millage will be a standing work session item. Priorities will be established for where the funds will be allocated. A list of items and pricing will be given to board members for those work sessions.*

#### ADJOURNMENT

The meeting was adjourned at 7:45 p.m.

*Respectfully submitted by: Theresa Grzechowski*

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Andrew A. Green-Secretary  
Board of Education



















