

**MINUTES  
ORGANIZATIONAL AND REGULAR BOARD MEETING  
BOARD OF EDUCATION  
WARREN WOODS PUBLIC SCHOOLS  
JULY 17, 2023**

**Election of Temporary Chairperson**

It was moved by Schulte, supported by Fitzpatrick, to appoint Jere Green temporary Chairperson for the purpose of organizing the Board. The motion carried 6 – 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, Schulte, Walsh, Fitzpatrick Hiller and Garcia. Absent with notice: Zannetti. Also present were Superintendent Stacey Denewith-Fici, Deputy Superintendent Neil Cassabon, Technology Director Kevin Hustek, Metro Technologies Representative Ken Wosik, Kurt Carter from PCOR, Will Lytwyn and Josh Foor from Ameresco, and Executive Assistant Jackie Miracle.

**Pledge of Allegiance**

**Organization of the Board**

It was moved by Schulte, supported by Garcia, that the current Board officers continue for 2023/2024, 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:** Schulte, Walsh, Fitzpatrick, Hiller, Garcia and Green **Nays:** None. The motion carried 6 – 0.

**Agenda Approval**

It was moved by Hiller, supported by Fitzpatrick to approve the Agenda as amended, deleting Item 11. a. 2. Facilities Update Report. The motion carried 6 – 0.

**Minutes**

It was moved by Fitzpatrick, supported by Walsh, to approve the Minutes of the Special Meeting of June 26, 2023. The motion carried 5 – 0 – 1 with Green abstaining due to absence.

**Organizational/Regular Board Meeting  
July 17, 2023  
Page 2**

**Correspondence**

None.

**Payment of Bills**

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

General Fund	\$ 1,048,944.54
Center Programs Fund	2,602.77
Food Service Fund	91,560.64
Child Care Fund	25,531.00
Campus Corner	1,808.02
Bond 2020 Series I	197,680.00

The motion carried 6 – 0.

**Old Business**

None.

**New Business**

**Reports**

Energy Bond

Deputy Superintendent Cassabon stated tonight's report would provide an update to the Board on the status of the Energy Bond following the approval of the Resolution Authorizing Energy Saving Performance Contract at the March 27, 2023 Board of Education Meeting.

Mr. Cassabon introduced Kurt Carter from PCOR, along with Will Lytwyn and Josh Foor from Ameresco, who is partnering with our district in the development of the energy conservation bond project. He explained that a complete analysis of district facilities was performed to identify potential energy conservation projects to be presented for consideration.

Next, Mr. Foor itemized projects noting that, as expected, analysis indicated that the larger buildings showed more use. The first of the energy conservation projects he highlighted was the upgrade of all lighting across the district to LED lighting which will result in cost savings. HVAC systems will also be updated including RTU upgrades at WWT and VUV replacements at EHS, along with the replacement of boiler systems at the middle school and Westwood with high efficiency equipment. Deputy Superintendent Cassabon detailed upgrades at Hawthorn which include the installation

## **Organizational/Regular Board Meeting**

**July 17, 2023**

**Page 3**

### **New Business** **Reports**

Energy Bond (continued)

of a geothermal HVAC field, which will allow the district to take maximum advantage of tax credits through an IRS program called Direct Pay, which provides a thirty to fifty percent tax credit. Water efficiency improvements include domestic hot water upgrades and right-sizing equipment, in addition to fine-tuning pool controls at WWT to optimize pump usage during off-hours.

Mr. Foor then detailed roof and solar upgrades as a result of the installation of a partial solar roof at WWT which will also result in Direct Pay tax incentives.

In conclusion, Deputy Superintendent Cassabon thanked the team for their effort and stated that the district goal is to be prepared to bring a Resolution for the approval of the bond sale forward at the August Board meeting.

### **Business Office Annual Actions**

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

#### **Bank Resolution - Depository**

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

It was moved by Walsh supported by Schulte, 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 2023/2024.

**ROLL CALL VOTE: Ayes:** Schulte, Walsh, Fitzpatrick, Hiller, Garcia and Green **Nays:** None. The motion carried 6 – 0.

#### **Bank Resolution - Investments**

Deputy Superintendent Cassabon reviewed the Resolution naming investment institutions.

It was moved by Schulte, supported by Hiller, 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 2023/2024. **ROLL CALL VOTE: Ayes:** Schulte, Walsh, Fitzpatrick, Hiller, Garcia and Green **Nays:** None. The motion carried 6 – 0.

## **Organizational/Regular Board Meeting**

**July 17, 2023**

**Page 4**

### **New Business**

#### **Business Office Annual Actions (continued)**

##### **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 Fitzpatrick supported by Schulte, 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 2023/2024 as presented. **ROLL CALL VOTE: Ayes:** Schulte, Walsh Fitzpatrick, Hiller, Garcia and Green **Nays:** None. The motion carried 6 – 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 2023/2024. **ROLL CALL VOTE: Ayes:** Schulte, Walsh Fitzpatrick, Hiller, Garcia and Green **Nays:** None. The motion carried 6 – 0.

##### **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 Walsh supported by Fitzpatrick, 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:** Schulte, Walsh, Fitzpatrick, Hiller, Garcia and Green **Nays:** None. The motion carried 6 – 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 Hiller supported by Fitzpatrick, that the Board appoint the

## **Organizational/Regular Board Meeting**

**July 11, 2022**

**Page 5**

### **New Business**

#### **Business Office Annual Actions**

##### **Appoint Auditor of Record**

accounting firm of Plante & Moran as Auditor of Record to represent the Warren Woods Board of Education for year 2023/2024. **ROLL CALL VOTE: Ayes:** Schulte, Walsh, Fitzpatrick, Hiller, Garcia and Green **Nays:** None. The motion carried 6 – 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 2023/2024.

It was moved by Walsh, supported by Schulte, that the Board appoint the following firms as Legal Counsel to represent the Warren Woods Board of Education for 2023/2024 Miller, Canfield, Paddock & Stone; Clark Hill, PC; Thrun Law Firm, Collins and Blaha, PC and Secrest Wardle. **ROLL CALL VOTE: Ayes:** Schulte, Walsh, Fitzpatrick, Hiller, Garcia and Green **Nays:** None. The motion carried 6 – 0.

#### **Board Finance Committee**

It was noted that Walsh, Zannetti and Schulte served during the 2022/2023 school year. Green served as the alternate. It was moved by Schulte supported by Fitzpatrick, that the Board appoint Walsh, Zannetti and Fitzpatrick to serve as the 2023/2024 Board Finance Committee, and Green be appointed to serve as alternate. The motion carried 6 – 0.

#### **Board Policy Committee**

Superintendent Denewith-Fici reported that the Policy Committee for 2022/2023 was Schulte, Green and Hiller with Fitzpatrick as alternate. It was moved by Schulte, supported by Hiller, that the Board appoint Green, Hiller and Garcia to serve as the Board Policy Committee for 2023/2024, and Fitzpatrick be appointed to serve as alternate. The motion carried 6 – 0.

#### **Expulsion Reinstatement Committee**

Superintendent Denewith-Fici noted that Green and Hiller served on this committee for 2022/2023 with Walsh as alternate.

It was moved by Walsh, supported by Schulte, that the Board appoint Green and Hiller to serve as Board representatives to the Expulsion Reinstatement Committee for 2023/2024, and Walsh be appointed alternate. The motion carried 6 – 0.

**Organizational/Regular Board Meeting**  
**July 17, 2023**  
**Page 6**

**New Business**

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

Superintendent Denewith-Fici noted that Schulte served in this role for 2022/2023. It was moved by Hiller, supported by Fitzpatrick, that Schulte be appointed as the 2023/2024 MCSBA Legislative Committee Representative. The motion carried 6 – 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 Walsh supported by Schulte, that the Board approve membership with the Michigan Association of School Boards and Legal Trust Fund with payment of the 2023/2024 membership dues. The motion carried 6 – 0.

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

Superintendent Denewith-Fici noted that Schulte served on this committee for 2022/2023, with Garcia serving as alternate. It was moved by Walsh 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 6 – 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 Schulte supported by Fitzpatrick to approve the **Appointment:** Professional Development Committee as presented. The motion carried 6 – 0.

Mr. Hiller asked if there was a parent representative on this committee and if so how and when the appointment is made. Superintendent Denewith-Fici replied that the previous parent's child graduated so we would be working with principals to identify two new parents for 2023-24.

**Organizational/Regular Board Meeting**  
**July 17, 2023**  
**Page 7**

**New Business**

**Resolution: Administrator Contracts**

Superintendent Denewith-Fici explained this was an annual action by the Board and the following 18 administrators were being recommended for a 2-year contract ending on or near June 30, 2025:

Kristen Allen	Coordinator – Adult & Community Education
Timothy Baldwin	Coordinator – Enterprise High School
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
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

and three administrators being recommended for a 1 year probationary contract ending on or near June 30, 2024:

Jennifer Boggio	Assistant Principal - WWMS
Heather Brodi	Principal – Pinewood Elementary School
TBD	Assistant Principal - WWT

It was moved by Fitzpatrick supported by Schulte to approve the **Resolution:** Administrator Contracts as presented. **ROLL CALL VOTE: Ayes:** Schulte, Walsh, Fitzpatrick, Hiller, Garcia and Green **Nays:** None. The motion carried 6 – 0.

**Bid: Beverages 2023-2024**

Deputy Superintendent Cassabon presented the bid for beverages for the 2023-24 school year. Due to pricing and past experience, it was recommended the bid be awarded to Reyes Coca-Cola Bottling for the 2023-24 school year. It was moved by Hiller supported by Schulte to approve the **Bid:** Beverages 2023-2024 as presented.

## **Organizational/Regular Board Meeting**

**July 17, 2023**

**Page 8**

### **New Business**

**Bid:** Beverages 2023-2024 (continued)

The motion carried 6 – 0.

Mr. Garcia asked if this contract would be exclusive to Coca-Cola products and Mr. Cassabon answered this was a non-exclusive contract so other brands will be available on a limited basis.

**Bid:** Culinary Arts Cooler

Deputy Superintendent Cassabon presented the recommendation to award the bid for a new walk-in cooler for the Culinary Arts department to Quadrante Construction, L.L.C. Mr. Cassabon added that the MDE was allowing CTE funds to also be used toward the purchase. It was moved by Fitzpatrick supported by Schulte to approve the

**Bid:** Culinary Arts Cooler. The motion carried 6 – 0.

**Purchase:** WWT Weight Room Equipment

Mr. Cassabon presented the recommendation to purchase new equipment for the WWT Weight Room. He stated WWT Teacher and Coach Greg Mayer did a very thorough job researching and planning how to best suit the needs of teaching staff and students. Mr. Cassabon added that extra interest earnings from Bond Series I will be used toward the purchase. It was moved by Schulte, supported by Hiller that the Board approve the **Purchase:** WWT Weight Room Equipment as presented. The motion carried 6 – 0.

Mr. Garcia asked if the room was prepped and ready for delivery. Facilities and Maintenance Director Matthew Dishman replied the maintenance team has been in the process of prepping the floor and electrical and the room is ready.

**Resolution:** MHSAA

Superintendent Denewith-Fici presented the MHSAA 2023-24 membership Resolution for renewal. It was moved by Walsh supported by Schulte to renew the MHSAA Membership for 2023-24. **ROLL CALL VOTE: Ayes:** Schulte, Walsh, Fitzpatrick, Hiller, Garcia and Green **Nays:** None. The motion carried 6 – 0.

**Bid:** 23-TO3 Exterior PA Speaker Improvements

Deputy Superintendent Cassabon presented the Bid for 23-TO3 Exterior PA Speaker Improvements. He stated this would repair all exterior building speakers and add an emergency display in the pool/choir room hallway at WWT to address vulnerabilities identified by the Security Assessment Team. It was moved by Walsh, supported by Hiller to approve the **Bid:** 23-TO3 Exterior PA Speaker Improvements as presented. The motion carried 6 – 0.



**Organizational/Regular Board Meeting**  
**July 17, 2022**  
**Page 9**

**Personnel Items**

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

**Leaves**

None

**New Hires**

None

**Public Expression**

**Adjournment**

It was moved by Schulte, supported by Fitzpatrick to adjourn the meeting at 7:06 PM. The motion carried 6 – 0.

Respectfully submitted,

Kay F. Walsh  
Secretary