



## AGENDA

### Organizational and Regular Meeting of the Bloomfield Hills Schools Board of Education

Doyle Center for Professional Development  
7273 Wing Lake Road | Bloomfield Hills, MI 48301

[www.bloomfield.org/livestream](http://www.bloomfield.org/livestream)

January 27, 2025  
6:00 PM

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#### 1. Call to Order

- A. Call to Order
- B. Attendance
- C. Pledge of Allegiance

#### 2. Organization of the Board

- A. Oath of Office Ceremony

Martin Brook, Bloomfield Township Clerk, will ceremoniously administer the oath of office to the following newly and re-elected trustees serving a four year-term effective January 1, 2025 - December 31, 2028:

- Jason Abel
- Lindsay Baker, Ph.D.
- Michelle Southward, Ed.D.

- B. Board of Education Election of Officers

*Motion to be made at the table*

- C. Board of Education Committee, Liaison and Representative Appointments

*Motion to be made at the table*

- D. Board of Education Committee Dates

*Motion to be made at the table*

- E. [Board of Education Meeting Dates](#)

*I move the Board of Education to approve the schedule of regular meetings beginning July 1, 2025 through June 30, 2026, as presented.*

### 3. Administrative Appointments

- A. [Administrative Appointment of Robert Phelps, Ed.D., Director of Curriculum](#)

Todd Bidlack, Assistant Superintendent of Learning Services

*I move Dr. Robert Phelps be appointed as the Director of Curriculum for Bloomfield Hills Schools, with an effective date of January 27, 2025.*

### 4. Special Recognition

- A. [Celebrating Success: Tri-County High School Art Exhibition Awards](#)

Dr. Dan Hartley, BHHS Principal

Staff being recognized:

*Matt Beauchamp, Art Educator and Visual Arts Department Chair*

Students being recognized:

*Roman Bahri, Sage Booth, Renee Charnesky, Jordyn Goldstein, Leah Goldstein, Ellamarie Gordhamer, Magnus Jurtz, Anna Kohl, Birdie Parker, Dylan Psenka, Andrew Siu, and Kina Wack*

- B. [National School Board Recognition Month: Board Member Appreciation](#)

Rick West, Superintendent

*Recognizing Trustees Jason Abel, Lindsay Baker, Tareq Falah, Meagan Hill, Paul Kolin, Carolyn Noble, and Michelle Southward for their combined twenty years of service on the Bloomfield Hills Schools Board of Education.*

### 5. Superintendent's Report

Rick West, Superintendent

### 6. Board President's Report

Meagan Hill, Board President

### 7. Board Intern and Student Advisory Committee Report

Adeline Sherman, and Ayah Maskoun, Board Interns

### 8. Public Comment

- A. Public Comment

*To submit public comment during a meeting of the Bloomfield Hills Schools Board of Education, please complete a comment card and present it to the administrative professional recording minutes prior to the agenda item.*

## 9. Consent Agenda

### A. Consent Agenda

Carolyn Noble, Board Secretary

*I move that the Board of Education approve the recommendations detailed in the Consent Agenda, as presented.*

### B. [Request to Approve Minutes from the Study Session, Closed Session, and Regular Meeting of December 16, 2024](#)

Carolyn Noble, Secretary

*I move the Board of Education to approve the minutes from the study session, closed session and regular meeting of December 16, 2024, as presented.*

### C. [Request to Approve Minutes from the Special Meeting of January 2, 2025](#)

Carolyn Noble, Board Secretary

*I move the Board of Education to approve the minutes from the special meeting of January 2, 2025, as presented.*

### D. [Request to Approve Disbursement Reports](#)

Kandice Moynihan, Assistant Superintendent of Business Services

*I move the Board of Education to approve the disbursement reports, as presented.*

### E. [Request to Approve Monthly Financial Report](#)

Kandice Moynihan, Assistant Superintendent of Business Services

*I move the Board of Education to approve the monthly financial report, as presented.*

### F. [Request to Approve Personnel Actions](#)

Keith McDonald, Deputy Superintendent

*I move the Board of Education to approve the personnel actions, as presented.*

## 10. Board Business

### A. [Request to Approve Bid Pack 12 - Lone Pine Elementary Front Entrance Site Work](#)

Rick West, Superintendent

*I move the Board of Education to approve Bid Package 12 - Lone Pine Elementary Front Entrance Site Work in the amount of \$365,310.00, inclusive of 10% contingency, to be paid from the 2020 Bond Fund, as presented.*

### B. [Request to Approve Bid Pack T8 - Technology Systems](#)

Samer Alsayed Suliman, Director of Information Technology

*I move the Board of Education to approve Bid Package T8 - Technology Systems in the amount of \$2,017,300.85, inclusive of 10% contingency, to be paid for from the 2020 Bond Fund and Center Program Fund, as presented.*

### C. [Request to Approve Bid Pack T9 - District Wide Area Network E-Rate Project](#)

Samer Alsayed Suliman, Director of Information Technology

*I move the Board of Education to approve Bid Package T9 - District Wide Area Network E-Rate Project in the amount of \$1,330,747.33, inclusive of 10% contingency, to be paid from the 2020 Bond Fund and Center Program Fund, as presented.*

D. [Request to Award Bid for Physical Move Services](#)

David Shulkin, Director of Instructional Technology

*I move the Board of Education to award physical moving services in the total amount of \$523,850.00 as outlined:*

- *Capricorn Diversified Systems (Technology at Elementaries) \$60,835.00*
- *Office Moving Alliance Worldwide, LLC (Crates at All Schools) \$61,250.00*
- *Palmer Moving Services (Bloomin' West, Conant, IA & Way) \$162,762.50*
- *Premier Locations (Eastover, Lone Pine & Internal Moves) \$191,380.00*
- *District Project Contingency (10% of Physical Move Cost) \$47,622.50*

*The total sum covers the moving services for the 2025 summer construction work, and are to be paid using Bond Funds.*

E. [Request to Adopt Bloomfield Hills High School New Courses and Course Changes for the 2025-26 School Year](#)

Sarah Fairman, Executive Director of Learning Services

*I move the Board of Education approve the changes to the Bloomfield Hills High School course offerings for the 2025-26 school year, pursuant to Board Policy 3001, as presented.*

F. [Request to Approve First Amendment to Cooperative Agreement between Bloomfield Hills Schools and Charter Township of West Bloomfield Parks and Recreation Commission - Pine Lake Park](#)

Rick West, Superintendent

*I move the Board of Education to approve the First Amendment to the Cooperative Agreement between Bloomfield Hills Schools and the Charter Township of West Bloomfield Parks and Recreation Commission, as presented.*

G. [Board Governance and District Operations Overview](#)

Kevin Sutton, Miller Johnson

## 11. Adjournment

*Public Comment is a time for individuals to share their thoughts with the Board; however, it is not a time for dialogue with the Board. Those who wish to speak at Public Comment are asked to complete a Public Comment Request Card. In the interest of fairness, the Board will announce a speaker time limit based on the number of cards submitted and available time.*

If you have a disability requiring a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service, please call the Office of the Superintendent at 248-341-5406 at least one week prior to the meeting or as soon as possible.

Board Minutes are Located at:

<http://www.bloomfield.org/board-of-education>

Bloomfield Hills School Board of Education

7273 Wing Lake Road

Bloomfield Hills, MI 48301

248-341-5406



# *Effective Board Governance and District Operations*

Monday, January 27, 2025

Bloomfield Hills Schools

Mr. Kevin Sutton, Miller Johnson

# AGENDA

The Superintendent and the Board of Education

Legal Authority

Roles and Responsibilities

The Governance Clock

Superintendent-Board Relations

Governance Standards

Discussion / Questions

# *Identifying and Understanding the Roles of the Board of Education and Superintendent*





Per the *National School Board Association*, four major “thrusts” of Board leadership ...

- **Vision** – Creating a Shared Vision
- **Structure** – Establishing a Structure to Achieve the Vision
- **Accountability** – Developing Accountability to Measure and Communicate How Well the Vision is Being Accomplished
- **Advocacy** – Championing the Vision

# Role of the Board, Generally

# Role of the Board, Legally

Michigan Revised School Code,  
MCL 380.11a

“General Powers School District”

- Educate students
- Provide for the safety and welfare of students
- Acquire, maintain and dispose of school property
- Determine matters relating to school employees and contractors
- Make joint agreements and cooperative arrangements

# Role of the Board, Legally (cont.)

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## Other Provisions of the Revised School Code ...

- Setting the curricula and courses taught in the schools
- Employing a superintendent
- Adopting a budget
- Deciding whether or not to furnish transportation for pupils
- Negotiating with employee unions regarding salaries and other conditions of employment

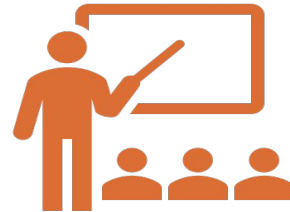
# Role of the Superintendent, Legally

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## **MCL 380.1229**

The District “shall employ a superintendent of schools .... The superintendent shall not be a member of the board. Employment of a superintendent shall be by written contract. The term of the superintendent's contract shall be fixed by the board, not to exceed 5 years ...”



## **MCL 380.1246**

Primary responsibility is “... is administering instructional programs ...”

# Role of the Board, Detailed



Recruits, hires, and evaluates the performance of the Superintendent



Establishes policy for the District and shares in policy development



The District vision is translated into long and short-term goals; the Board establishes the structure to accomplish the vision, and periodically evaluates the results



Reviews and adopts the budget submitted by the Superintendent and aligns the funding priorities with the District goals



Approves recommended curriculum and texts based on standards, goals and policies established by the Board; review and evaluate curriculum as it relates to student assessment results



# Role of the Board, Detailed (cont.)



Adopts policies governing salaries and salary schedules, terms and conditions of employment, fringe benefits, leave and professional development and employee evaluations



Determines school facility needs and communicates proposed construction plans to the community



Adopts policies governing school-community relations, advocates for the public school system and remains responsive to community ideas and needs



Evaluates the performance of the Board and provides feedback for personal leadership development

# Role of the Superintendent, Detailed

Manages operations in central office and coordinates and oversees efforts of all schools within the District; works toward meeting District and Superintendent goals established by the Board

Advises Board on policy development, need and impact and is responsible for creating and implementing administrative procedures to carry out the requirements of each policy

Assists and advises Board in creating the long and short-term goals; based on the goals, establishes strategies for implementation at each school

Works with school administrators to develop a draft budget, recommends the budget to the board, makes revisions as requested by the Board, and administers the budget adopted by the Board

## Role of the Superintendent, Detailed (cont.)

Recommends courses of study and texts aligned with District vision, goals and objectives; provides student assessment data for Board analysis

Recommends all personnel to be hired; is responsible either directly or indirectly for performance evaluations; analyzes, interprets and communicates the needs of the school system to the board and supervises facility renovations and new construction projects

Recommends and implements a program of school-community relations and keeps all stakeholder groups informed about District policies, programs and procedures

Provides administrative assistance and facilitation of the Board's self-assessment process



# Role Comparison (Goals)

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## **SUPERINTENDENT ROLE**

### ***Goal Setting***

Assists and advises Board in creating the long and short-term goals. Based on the goals, establishes strategies for implementation at each school.

## **BOARD ROLE**

### ***Goal Setting***

The District vision is translated into long and short-term goals. The Board establishes the structure to accomplish the vision, and periodically evaluates the results.

# Role Comparison (Policy)

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## **SUPERINTENDENT ROLE**

### ***Policy***

Advises Board on policy development, need and impact and is responsible for creating and implementing administrative procedures to carry out the requirements of each policy.

## **BOARD ROLE**

### ***Policy***

Establishes policy for the District and shares in policy development.

# Role Comparison (Supt Performance)

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## **SUPERINTENDENT ROLE**

### ***Superintendent Responsibilities***

Manages operations in central office and coordinates and oversees efforts of all schools within the District. Works toward meeting District and Supt goals established by Board.

## **BOARD ROLE**

### ***Designating & Evaluation Supt***

Recruits, hires and evaluates the performance of the Superintendent.

# Role Comparison (Budget)

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## **SUPERINTENDENT ROLE**

### ***Budget***

Works with school administrators to develop a draft budget, recommends the budget to the Board, makes revisions as requested by the Board, and administers the budget adopted by the Board.

## **BOARD ROLE**

### ***Budget***

Reviews the budget submitted by the Superintendent and aligns the funding priorities with the District goals.

# Role Comparison (Curriculum)

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## **SUPERINTENDENT ROLE**

### ***Curriculum***

Recommends courses of study and texts aligned with District vision, goals and objectives. Provide student assessment data for Board analysis.

## **BOARD ROLE**

### ***Curriculum***

Approves recommended curriculum and texts based on standards, goals and policies established by Board. Review and evaluate curriculum as it relates to student assessment results.

# Role Comparison (Staffing, Etc.)

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## **SUPERINTENDENT ROLE**

### ***Staffing and Appraisal***

Recommends all personnel to be hired; is responsible either directly or indirectly for performance evaluations

## **BOARD ROLE**

### ***Staffing and Appraisal***

Adopts policies governing salaries and salary schedules, terms and conditions of employment, fringe benefits, leave and professional development and employee evaluations.

# Role Comparison (Facilities)

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## **SUPERINTENDENT ROLE**

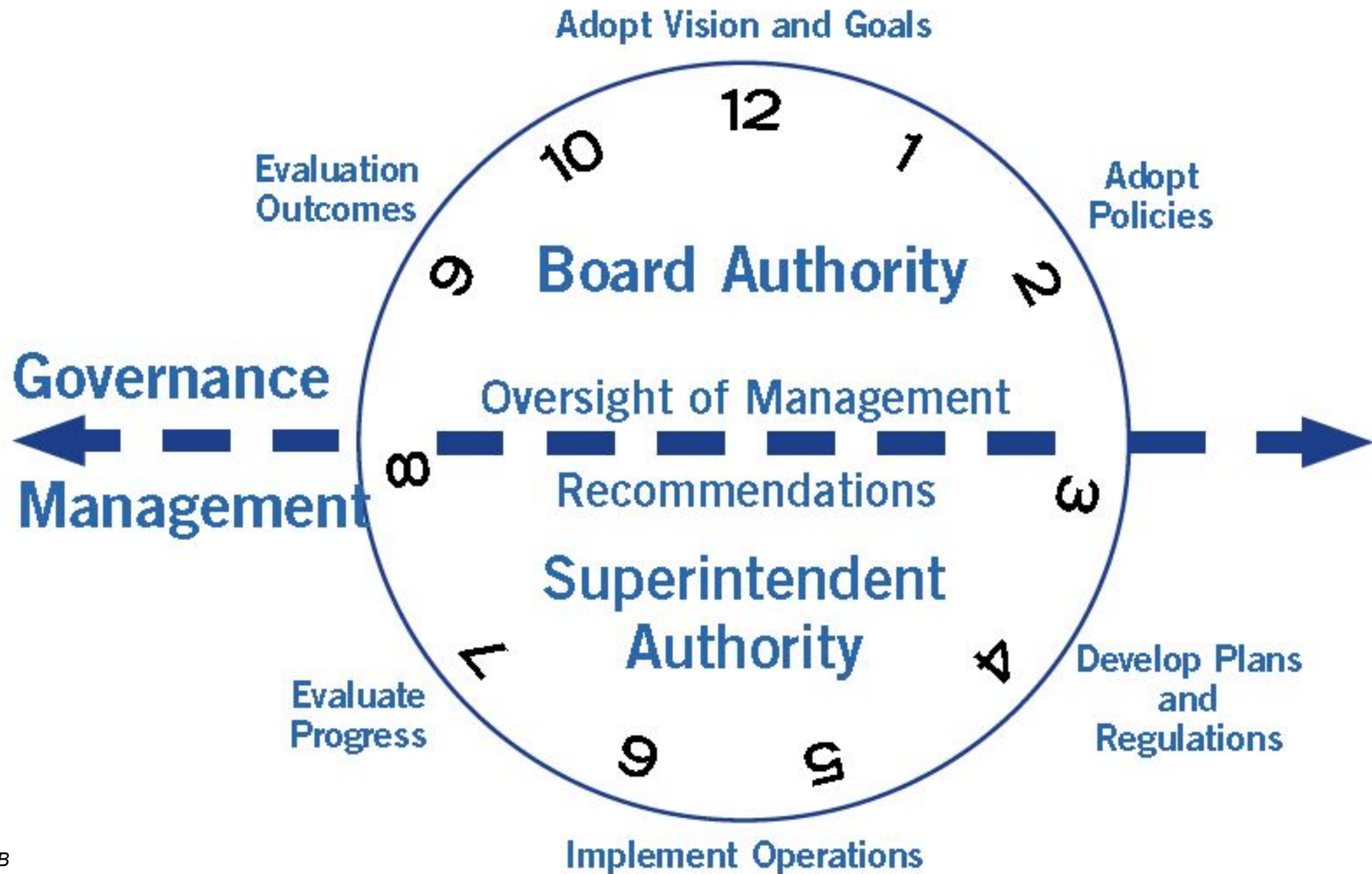
### ***Facilities***

Analyzes, interprets and communicates the needs of the school system to the board and supervises facility renovations and new construction projects.

## **BOARD ROLE**

### ***Facilities***

Determines school facility needs and communicates proposed construction plans to the community.





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# Policy Creation v. Decision-Maki ng



# Fostering Positive and Productive Board-Superint endent Relations

## Keys to Successful Relations

- Full Disclosure
- Frequent Two-Way Communication
- Careful Planning
- Informal Interaction
- Periodic Evaluation
- Mutual Support

# Sixteen Tenets of the Effective Board/Superintendent Leadership Team

*\*National School Public Relations Association*

## ***Board Members Should:***

1. Recognize their function as being legislative and judicial, and respect the executive function of the Superintendent.

## ***Superintendents Should:***

1. Recognize his/her function as being executive and respect the legislative and judicial functions of the Board.

## ***Board Members Should:***

2. Attend all board meetings and assure that the board doesn't meet in the absence of the Superintendent except when his/her terms of employment are under discussion.
3. Recognize that authority to act rests with the entire board or a legally constituted quorum of the board and that business may be transacted only in official meetings. Refrain from making commitments to individuals or groups as an individual board member.
4. Support the Superintendent as the executor of Board policies.

## ***Superintendents Should:***

2. Attend all Board meetings except when his/her terms of employment are under discussion.
3. Interpret official actions of the board to school employees and community groups in a faithful, accurate and objective manner, and not make any commitments to individuals or organizations outside the context of adopted school policy.
4. Faithfully and objectively administer the policies of the District.

## ***Board Members Should:***

5. Listen courteously to parents with questions and complaints, referring them to an appropriate member of the school staff in accordance with policies of the school.
6. Refer personal requests and criticism by school staff directly to the appropriate administrative officer in accordance with board policies.
7. Keep the superintendent and fellow members of the Board advised of community reaction to school policies.

## ***Superintendents Should:***

5. Establish a program of school-community relations leading to open, two-way communications between the district and all parties.
6. Provide written grievance procedures for school staff and assure an effective means of communication among staff, board and superintendent.
7. Keep the board continuously, adequately and objectively informed concerning the school program, curriculum and problems, both current and anticipated.

### ***Board Members Should:***

8. Submit items to be placed on the board meeting agenda in ample time so the superintendent may assemble information bearing upon the subject and according to locally adopted policy.
9. Encourage and support the superintendent to consult with staff and community to seek opinions and recommendations for board consideration.
10. Require that meetings of the board be conducted on the basis of a planned agenda prepared by the superintendent in accordance with board policies and be made available to board members prior to the board meetings.

### ***Superintendents Should:***

8. Accept items to be placed on the board meeting agenda from members of the board and others and gather pertinent information relative to the items on the agenda.
9. Formulate, when appropriate, with members of the school staff, board and community recommendations to make to the Board
10. Prepare for all board meetings, in cooperation with appropriate board officers, an agenda and supporting materials to be distributed to board members in ample time prior to board meetings.

### ***Board Members Should:***

11. Develop a clear set of policies regarding such items as size of school, class size, assigned responsibilities, budget preparation, staffing, suspension or dismissal.
12. Require that the administrative rules and regulations be in harmony with school policy.
13. Delegate full executive responsibility to the superintendent to make recommendations that establish and operate a total school program of acceptable standards.

### ***Superintendents Should:***

11. Carry out board policies and be held accountable for them. Assist the board in maintaining focus on policy matters, and recommend and evaluate policy at all times.
12. Present to the board for its advice, counsel and approval administrative rules and regulations implementing the policies of the board.
13. Accept full executive responsibility for establishing and operating a total school program of acceptable standards.

### ***Board Members Should:***

14. Assume responsibility for adopting fiscal policies that will allow the superintendent to operate a total school program of acceptable standards.

15. Adopt policies that will allow the superintendent, staff and board to keep abreast of contemporary developments in education through conference attendance, in-service workshops and consultant services.

16. Act on the selection, promotion, demotion or dismissal of school personnel only after submission of a specific recommendation by the superintendent.

### ***Superintendents Should:***

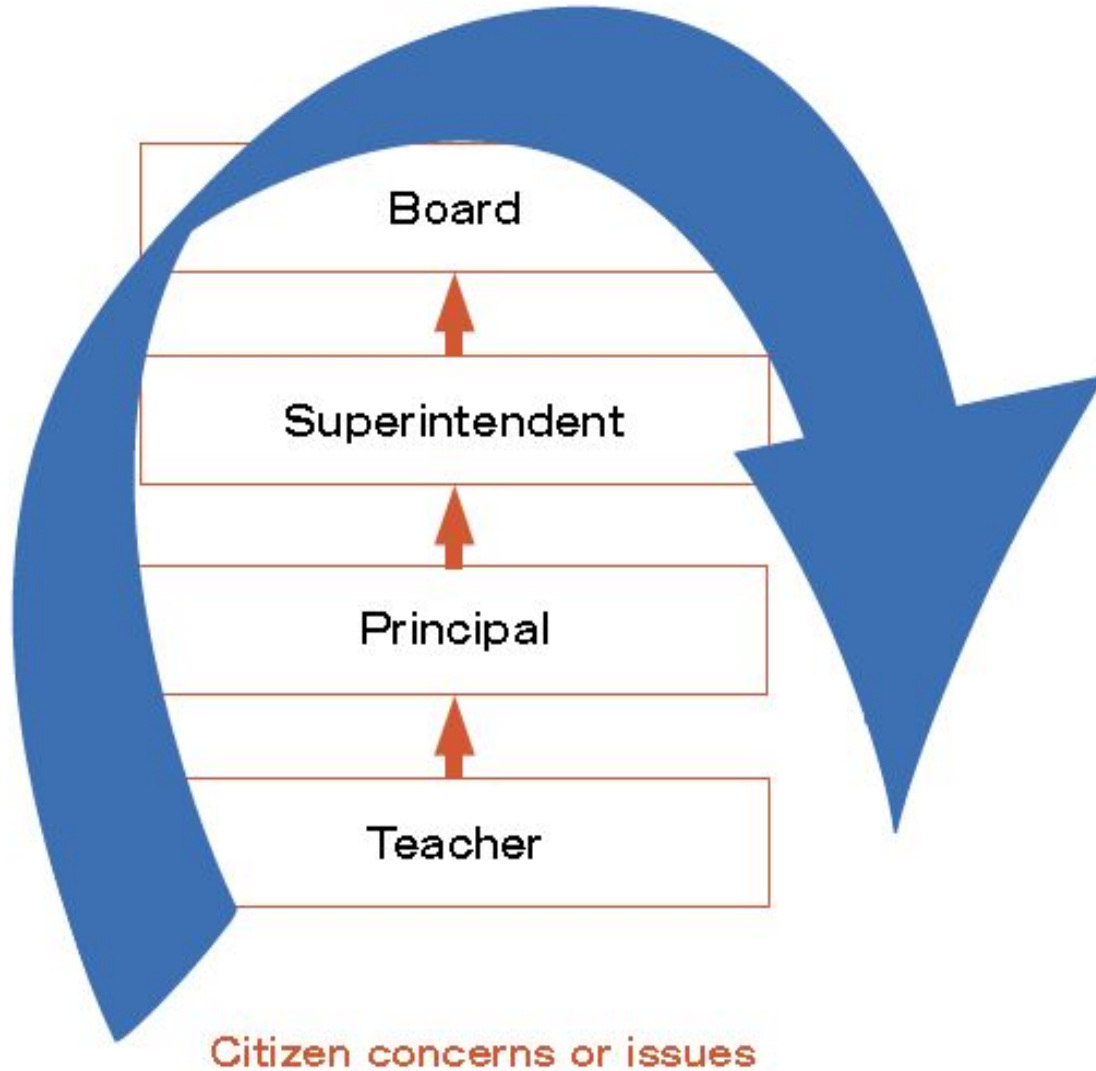
14. Assume responsibility for presenting to the board responsible and detailed fiscal plans to assure the smooth operation of the school program.

15. Advise the board of programs designed to keep the superintendent and staff abreast of contemporary developments in education through conference attendance, in-service workshops and consultant services.

16. Present to the board recommendations for selection, promotion, demotion or dismissal of school personnel.



Board Member Referral



Chain of  
Command

# BOE Governance Standards

*\*Endorsed by State Board of Education*

The Board of Education, in cooperation with the superintendent and stakeholders, establishes and commits to a vision for the school district that emphasizes high expectations for achievement of all students and quality instruction

The Board of Education governs in a manner that is dignified and worthy of trust

The Board of Education is accountable to the school district community

The Board of Education holds the superintendent accountable for creating the outcomes identified in the school district plan

# Individual BOE Member Governance Standards

The individual school board member is motivated by and focuses on what is in the best interest of all students

The individual school board member believes in the importance of and actively engages in lifelong learning

The individual school board member understands and respects both the authority and responsibilities of the Board of Education

The individual school board member approaches school governance work with a spirit of inquiry



# Additional Questions?

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