

**SCHOOL DISTRICT OF THE CITY OF HIGHLAND PARK  
REGULAR MEETING OF THE BOARD OF EDUCATION**

**Administrative Building  
20 Bartlett Avenue  
Highland Park, Michigan 48203  
October 25, 2011  
7:00 PM**

**MINUTES**

**I. CALL TO ORDER**

The Regular Meeting of the Board of Education of the School District of the City of Highland Park was called to order by President Greer, in the Administrative Center, 20 Bartlett Avenue, Highland Park, Michigan, on Tuesday, October 25, 2011 at 7:01 p.m.

**II. ROLL CALL**

Present: Members: Edwards, Epperson, Humphrey, Holloway, Davis, Joyner, Greer  
Absent: None  
A quorum was present.

Also present: Edith Hightower, Superintendent; Jack Bauman, Human Resources; Mr. Burrell, Attorney; Randy Lane, Business Office; Morris Garraway, Administrative Assistant; staff and citizens. Principals: Patricia Arnell, SaTonya LaShore

**III. READING OF MISSION STATEMENT**

The Mission Statement was read by the Board and audience.

The Mission of the School District of the City of Highland Park is to create a center of excellence in education that will ensure students are college and career ready. We are committed to create and maintain an environment that ensures, through high expectations, maximum professional commitment, and concerted effort by every member of the school community, that every student reaches a high level of academic achievement as determined by state and national standards.

**IV. APPROVAL OF HIGHLAND PARK BOARD OF EDUCATION MINUTES**

I. October 11, 2011 – Regular Meeting

Moved By: Secretary Davis

Supported By: Member Edwards

THAT THE BOARD OF EDUCATION TABLE THE MINUTES FOR THE  
OCTOBER 11, 2011 REGULAR MEETING, AS RECOMMENDED BY THE GENERAL  
SUPERINTENDENT OF SCHOOLS.

Ayes: Epperson, Humphrey, Holloway, Davis, Joyner, Greer

Nayes: Member Edwards

Absent: None

Motion Carried

**V. COMMUNICATIONS**

No Communications

*No legal opinion from the attorney will be discussed in public session.*

The School District of the City of Highland Park does not discriminate on the basis of race, color, national origin, age, sex, marital status, religion, or disability. For employment matters, contact the Executive Director of Human Resources at 313-957-3000. For all other matters contact the District Office at 313-957-3000, 20 Bartlett Avenue, Highland Park, MI 48203.

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**VI. PUBLIC HEARINGS**

Requests for public hearings must be submitted in writing and must state purpose.

"Employees and employee groups are not authorized to appear before the Board of Education to discuss contract issues or negotiable items." See Board Policy #1360.

There were no requests for Public Hearings.

**VII. CITIZEN PARTICIPATION**

No citizens participated.

**VIII. CONSENT AGENDA**

All matters listed under the Consent Agenda are considered to be routine in nature by the Board of Education and will be voted on as a single Board item. There will be no separate discussion of these items. If any member of the Board requests discussion of an item, that item will be removed from the Consent Agenda and will become the first item of business under the New Business portion of the agenda.

**SUGGESTED MOTION:**

THAT THE BOARD OF EDUCATION APPROVE THE CONSENT AGENDA, AS  
RECOMMENDED BY THE GENERAL SUPERINTENDENT OF SCHOOLS.

There were no items on the Consent Agenda.

**IX. EDUCATIONAL PRESENTATION**

No items were presented.

**X. OLD BUSINESS**

There was no Old Business.

**XI. NEW BUSINESS**

**A. ACCESSION: ADMINISTRATIVE SUPPORT TECHNICIANS, LOCAL 684**

Name: Paul Thomas Taylor  
Position: Master Sergeant, AFJROTC  
Location: Highland Park Community High School  
Rate of Pay: \$50,520.00 (Will Be Prorated)  
Funding Source: ½ Military, ½ General Fund  
Effective Date: October 31, 2011

Moved By: Secretary Davis

Supported By: Vice President Joyner

THAT THE BOARD OF EDUCATION APPROVE THE ISSUANCE OF A  
PROBATIONARY CONTRACT FOR PAUL THOMAS TAYLOR, AS MASTER  
SERGEANT OF AFJROTC, AS RECOMMENDED BY THE GENERAL  
SUPERINTENDENT OF SCHOOLS.

Ayes: Edwards, Epperson, Humphrey, Holloway, Davis, Joyner, Greer

Nays: None

Absent: None

Motion Carried

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**B. ACCESSION: HIGHLAND PARK FEDERATION OF TEACHERS, LOCAL 684**

Name: Matthew Allen Nash  
Position: Art Teacher  
Location: Barber Focus  
Rate of Pay: B.A., Step 4, \$38,268.00 (Will Be Prorated)  
Effective Date: October 31, 2011  
Funding Source: General Fund

Moved By: Secretary Davis

Supported By: Vice President Joyner

THAT THE BOARD OF EDUCATION APPROVE THE ACCESSION - ISSUANCE OF A PROBATIONARY CONTRACT TO MATTHEW ALLEN NASH, AS ART TEACHER, AS RECOMMENDED BY THE GENERAL SUPERINTENDENT OF SCHOOLS.

Ayes: Edwards, Epperson, Humphrey, Holloway, Davis, Joyner, Greer  
Nays: None  
Absent: None  
Motion Carried

**C. CONTRACTUAL SERVICES: BRENDA BELL CAFFEE, CAFFEE, CAFFEE AND ASSOCIATES PHF, INC. – DISTRICT WIDE BARBER FOCUS SCHOOL, HENRY FORD ACADEMY AND HIGHLAND PARK COMMUNITY HIGH SCHOOL**

Funding Source: Title I  
Estimated Cost: Total Amount NTE \$20,000.00  
Dates of Service: November 4-5, 2011, January 12, 2012, March 10, 2012 and May 12, 2012

Moved By: Secretary Davis

Supported By: Vice President Joyner

THAT THE BOARD OF EDUCATION APPROVE CONTRACTOR'S AGREEMENT TO RENDER CONSULTANT SERVICES FOR BRENDA BELL CAFFEE, CAFFEE, CAFFEE AND ASSOCIATES PHF, INC. FUNDING SOURCE: TITLE I. TOTAL AMOUNT NOT TO EXCEED \$20,000.00, AS RECOMMENDED BY THE GENERAL SUPERINTENDENT OF SCHOOLS.

Roll Call:  
Ayes: Edwards, Holloway, Davis, Joyner, Greer  
Nays: Epperson, Humphrey  
Absent: None  
Motion Carried







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- K. CONTRACTUAL SERVICES: SHAWN JACKSON, INTERNATIONAL ASSOCIATION STUDENT ENTREPRENEURIAL (I.S.A.E.)  
HIGHLAND PARK COMMUNITY HIGH SCHOOL 8<sup>TH</sup> HOUR ALTERNATIVE INSTRUCTION

Funding Source: School Improvement Grant II (SIG II)  
Estimated Cost: Total amount not to exceed \$25,200.00  
Dates of Service: October 31, 2011 through June 15, 2012

- L. CONTRACTUAL SERVICES: WALTER A. BAILEY ASPIRING APPRENTICE ARTISTS PROGRAM – CENTENNIAL ARTIST - HIGHLAND PARK COMMUNITY HIGH SCHOOL 8<sup>TH</sup> HOUR ALTERNATIVE INSTRUCTION

Funding Source: School Improvement Grant II (SIG II)  
Estimated Cost: Total amount not to exceed \$20,000.00  
Dates of Service: October 31, 2011 through June 15, 2012

- M. CONTRACTUAL SERVICES: SEYDI SARR, NIODIOR AFRICAN DANCE  
HIGHLAND PARK COMMUNITY HIGH SCHOOL 8<sup>TH</sup> HOUR ALTERNATIVE INSTRUCTION

Funding Source: School Improvement Grant II (SIG II)  
Estimated Cost: Total amount not to exceed \$20,000.00

Dates of Service: October 31, 2011 through June 15, 2012

- N. PARTNERSHIP BETWEEN THE INSTITUTE FOR STUDENT ACHIEVEMENT AND THE SCHOOL DISTRICT OF THE CITY OF HIGHLAND PARK  
HIGHLAND PARK COMMUNITY HIGH SCHOOL SIG EXTERNAL PROVIDER

Funding Source: School Improvement Grant II (SIG II)  
Cost: Total amount not to exceed \$234,950.00  
Dates of Service: October 31, 2011 through Summer 2012

- O. THE APPRENTICE PROGRAM (TAP) – NEIGHBORHOOD LEGAL SERVICES  
MICHIGAN HIGHLAND PARK COMMUNITY HIGH SCHOOL / STUDENT CAFE/  
ENTREPRENEURSHIP PROGRAM 8<sup>TH</sup> HOUR ALTERNATIVE INSTRUCTION

Funding Source: School Improvement Grant II (SIG II)  
Cost: Total amount not to exceed \$78,000.00  
Dates of Service: October 31, 2011 through Summer 2012

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**P. DETROIT ELEVATOR COMPANY**

Estimated Cost: Service Agreement: \$280 per quarter  
Estimated Cost: Elevator Serial No. 15376 - \$3,380.00  
Estimated Cost: Elevator Serial No. 15377 - \$2,851.00

Moved By: Secretary Davis

Supported By: Vice President Joyner

THAT THE BOARD OF EDUCATION APPROVE PENDING COUNCEL REVIEW THE SERVICE AGREEMENT WITH THE DETROIT ELEVATOR COMPANY FOR THE PURPOSE OF FURNISHING SERVICE ON TWO HYDRAULIC PASSENGER ELEVATORS LOCATED AT THE HIGHLAND PARK COMMUNITY HIGH SCHOOL, STATE OF MICHIGAN SERIAL NUMBERS 15376 AND 15377, AS RECOMMENDED BY THE GENERAL SUPERINTENDENT OF SCHOOLS.

Ayes: Edwards, Epperson, Humphrey, Holloway, Davis, Joyner, Greer  
Nays: None  
Absent: None  
Motion Carried

**Q. REQUEST TO ATTEND PROFESSIONAL CONFERENCE**

Name / Position: Brenda Epperson / Board Member  
Location: 20 Bartlett  
Name of Conference: MASB 2011 Annual Fall Conference  
Date of Conference: October 27-30, 2011  
Location of Conference: Grand Traverse Resort Acme, MI  
Funding Source: General Fund  
Estimated Cost: \$295.00

Moved By: Member Edwards

Supported By: Vice President Joyner

THAT THE BOARD OF EDUCATION APPROVE THE CONFERENCE REQUEST FOR BRENDA EPPERSON AT AN ESTIMATED COST OF \$295.00, AS RECOMMENDED BY THE GENERAL SUPERINTENDENT OF SCHOOLS.  
FUNDING SOURCE: GENERAL FUND

Ayes: Edwards, Epperson, Humphrey, Holloway, Davis, Joyner, Greer  
Nays: None  
Absent: None  
Motion Carried

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**R. REQUEST TO ATTEND PROFESSIONAL CONFERENCE**

Name / Position: Esther Petrice Person / Counselor  
Location: Henry Ford Academy  
Name of Conference: All Michigan Counselors Conference  
Date of Conference: November 6-7, 2011  
Location of Conference: Kalamazoo, MI  
Funding Source: Title IIA  
Estimated Cost: \$235.00

Moved By: Secretary Davis

Supported By: Member Epperson

THAT THE BOARD OF EDUCATION APPROVE THE CONFERENCE REQUEST FOR ESTHER PETRICE PERSON, AT AN ESTIMATED COST OF \$235.00, AS RECOMMENDED BY THE GENERAL SUPERINTENDENT OF SCHOOLS.  
FUNDING SOURCE: TITLE IIA

Ayes: Edwards, Epperson, Humphrey, Holloway, Davis, Joyner, Greer  
Nays: None  
Absent: None  
Motion Carried

**S. REQUEST TO ATTEND PROFESSIONAL CONFERENCE**

Name / Position: Barbara Oliver / Director of Assessment  
Location: 20 Bartlett  
Name of Conference: Annual Regional Meeting to Support Career & College Readiness  
Date of Conference: November 1, 2011  
Location of Conference: Ypsilanti, MI  
Funding Source: Title IIA  
Estimated Cost: \$169.00

Moved By: Secretary Davis

Supported By: Member Epperson

THAT THE BOARD OF EDUCATION APPROVE THE CONFERENCE REQUEST FOR BARBARA OLIVER, AT AN ESTIMATED COST OF \$169.00, AS RECOMMENDED BY THE GENERAL SUPERINTENDENT OF SCHOOLS.  
FUNDING SOURCE: TITLE IIA

Ayes: Edwards, Epperson, Humphrey, Holloway, Davis, Joyner, Greer  
Nays: None  
Absent: None  
Motion Carried

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**T. REQUEST TO ATTEND PROFESSIONAL CONFERENCE**

Name / Position: Edith Hightower / General Superintendent  
Location: 20 Bartlett  
Name of Conference: Michigan Reading Association  
Date of Conference: November 5, 2011  
Location of Conference: Dearborn, MI  
Funding Source: Title IIA  
Estimated Cost: \$173.43

Moved By: Secretary Davis

Supported By: Member Epperson

THAT THE BOARD OF EDUCATION APPROVE THE CONFERENCE REQUEST FOR EDITH HIGHTOWER, AT AN ESTIMATED COST OF \$173.43, AS RECOMMENDED BY THE GENERAL SUPERINTENDENT OF SCHOOLS.  
FUNDING SOURCE: TITLE IIA

Ayes: Edwards, Epperson, Humphrey, Holloway, Davis, Joyner, Greer  
Nays: None  
Absent: None  
Motion Carried

**U. REQUEST TO ATTEND PROFESSIONAL CONFERENCE**

Name / Position: Vickie R. Gray / Executive Secretary  
Location: 20 Bartlett  
Name of Conference: 25<sup>th</sup> Annual Support Conference for Administrative Professionals  
Date of Conference: November 17-18, 2011  
Location of Conference: Grand Rapids, MI  
Funding Source: Title IIA  
Estimated Cost: \$719.43

Moved By: Secretary Davis

Supported By: Vice President Joyner

THAT THE BOARD OF EDUCATION APPROVE THE CONFERENCE REQUEST FOR VICKIE R. GRAY, AT AN ESTIMATED COST OF \$719.43, AS RECOMMENDED BY THE GENERAL SUPERINTENDENT OF SCHOOLS.  
FUNDING SOURCE: TITLE IIA

Ayes: Edwards, Epperson, Humphrey, Holloway, Davis, Joyner, Greer  
Nays: None  
Absent: None  
Motion Carried

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V. RETIREMENT - CERTIFIED

HIGHLAND PARK FEDERATION OF TEACHERS, LOCAL 684

Name: Betty Bolden

Position: 3<sup>rd</sup> Grade Elementary Teacher

Location: Henry Ford Academy

Hire Date: September 8, 1982

Effective Date: January 1, 2012

Moved By: Secretary Davis

Supported By: Member Humphrey

THAT THE BOARD OF EDUCATION APPROVE THE RETIREMENT OF BETTY BOLDEN AS ELEMENTARY TEACHER, WITH BEST WISHES FOR HAPPINESS AND HEALTH, AS RECOMMENDED BY THE GENERAL SUPERINTENDENT OF SCHOOLS.

Ayes: Edwards, Epperson, Humphrey, Holloway, Davis, Joyner, Greer

Nays: None

Absent: None

Motion Carried

W. RETIREMENT - CERTIFIED

HIGHLAND PARK FEDERATION OF TEACHERS, LOCAL 684

Name: Linda Bassett

Position: Elementary Teacher

Location: Barber Focus

Hire Date: September 19, 1973

Effective Date: January 1, 2012

Moved By: Secretary Davis

Supported By: Member Humphrey

THAT THE BOARD OF EDUCATION APPROVE THE RETIREMENT OF LINDA BASSETT AS ELEMENTARY TEACHER, WITH BEST WISHES FOR HAPPINESS AND HEALTH, AS RECOMMENDED BY THE GENERAL SUPERINTENDENT OF SCHOOLS.

Ayes: Edwards, Epperson, Humphrey, Holloway, Davis, Joyner, Greer

Nays: None

Absent: None

Motion Carried

X. RETIREMENT - CERTIFIED

HIGHLAND PARK FEDERATION OF TEACHERS, LOCAL 684

Name: Patricia Trapp-Hedgpepeth

Position: 4<sup>th</sup> Grade Teacher

Location: Henry Ford Academy

Hire Date: September 3, 1974

Effective Date: January 1, 2012

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Moved By: Secretary Davis

Supported By: Member Humphrey

THAT THE BOARD OF EDUCATION APPROVE THE RETIREMENT OF PATRICIA TRAPP AS ELEMENTARY TEACHER, WITH BEST WISHES FOR HAPPINESS AND HEALTH, AS RECOMMENDED BY THE GENERAL SUPERINTENDENT OF SCHOOLS.

Ayes: Edwards, Epperson, Humphrey, Holloway, Davis, Joyner, Greer

Nays: None

Absent: None

Motion Carried

**Y. RETIREMENT - CERTIFIED**

HIGHLAND PARK FEDERATION OF TEACHERS, LOCAL 684

Name: Vanessa Quinn

Position: Elementary Guidance Counselor

Location: Barber Focus

Hire Date: February 19, 1975

Effective Date: January 1, 2012

Moved By: Secretary Davis

Supported By: Member Humphrey

THAT THE BOARD OF EDUCATION APPROVE THE RETIREMENT OF VANESSA QUINN AS ELEMENTARY GUIDANCE COUNSELOR, WITH BEST WISHES FOR HAPPINESS AND HEALTH, AS RECOMMENDED BY THE GENERAL SUPERINTENDENT OF SCHOOLS.

Ayes: Edwards, Epperson, Humphrey, Holloway, Davis, Joyner, Greer

Nays: None

Absent: None

Motion Carried

**XII. ANY OTHER ITEMS THAT MIGHT PROPERLY COME UNDER THE HEADING OF OLD AND NEW BUSINESS**

Mia Banks, a 7<sup>th</sup> Grade student at Barber Focus School recited a poem to the Board and audience entitled "I Am A Black Woman".

Secretary Davis gave recognition to New Teacher Mr. Matthew Nash, who was introduced to the Board and audience.

Mrs. Humphrey asked how many after school programs are there in the district, Superintendent Hightower stated we have the Black Caucus Program at the High School, HP 180 at the High School and 21<sup>st</sup> Century at Barber Focus School.

**XIII. ADMINISTRATIVE INFORMATION**

President Greer asked Superintendent Hightower to share with the Board the Sprite Sparks Park venture at the High School. Ms. Hightower noted that Mr. Lane of the Business Office and Mr. Perry Wells of the Detroit Pistons were instrumental in Highland Park receiving the grant. Mr.

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Wells attended Liberty School Kindergarten. Also, Rick Mahorn of the Detroit Pistons has agreed to be principal for a day at the Highland Park Community High School.

Ms. Hightower spoke about the High School classrooms having Smart Boards.

Ms. Hightower recognized the staff in the district for their volunteering efforts. Mr. Dave Dewey of the Gleaners Food Bank Organization assisted the school district with distributing food to over a 150 families in the district in the months of September and October 2011.

Ms. Hightower spoke about the Urbaniversity Saturday School program held at the High School from 9am – 12noon.

**XIV. BOARD OF EDUCATION AFFAIRS**

Board Member Edwards spoke about Robert Rules of Order in relationship to a negative motion from a grievance hearing. She also spoke of the need to have a workshop between the City of Highland Park and the Board.

Secretary Davis spoke about the need for written legal opinion and the need to possibly have a special meeting regarding district's obligation to it's laid off employees.

Board Member Humphrey spoke about Bishop Evans request to rent space for his church service.

Moved By: Member Edwards

Supported By: Member Humphrey

THAT THE BOARD OF EDUCATION MOVE THE NOVEMBER 8, 2011 REGULAR MEETING TO NOVEMBER 7, 2011 DUE TO THE GENERAL ELECTION BEING CONDUCTED ON THAT DAY, AS RECOMMENDED BY THE BOARD OF EDUCATION.

**XV. CITIZEN PARTICIPATION**

Kyle McKenzie, After School Coordinator For After School Programs; spoke about the next walking event to Barber Focus and Henry Ford Academy to be held on October 27, 2011 at 8:00 a.m., Mr. McKenzie also spoke about the Gleaners Food Bank, and commended Ms. Arnell and her staff at Henry Ford Academy for assisting with the Walking School Bus program.

**XVI. ADJOURNMENT**

Moved by Secretary Davis, seconded by Member Edwards to adjourn the meeting, following proper procedures, President Greer adjourned the meeting at 8:19 p.m.

\_\_\_\_\_  
Robert Davis, Secretary  
Board of Education

Minutes adopted: \_\_\_\_\_