Agenda of Organizational

The Board of Education
Waverly Community Schools

A Organizational of the Board of Education of Waverly Community Schools will be held July 14, 2008, beginning at 7:30 PM in the Board Room, 515 Snow Road, Lansing, MI 48917.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

Pledge

In support of the Waverly Community Schools' Strategic Plan and with the deepest sense of responsibility and conviction we, the members of the Waverly Community Schools Board of Education, pledge the following:

- To understand our authority exists only when acting collectively with fellow board members.
- That our authority is derived from and obliged to serve the interests of our entire community.
- To exemplify ethical behavior and conduct that is above reproach.
- To engage in an ongoing process of board development and education and continuous improvement.
- To be prepared to participate in open, honest, and civil deliberation with and among my colleagues.
- To vote my conscience for the good of the school district and the community, and to support the decisions and policies we make.
- To honor the division of responsibility between the board, the superintendent and staff.
- To contribute in creating a spirit of true cooperation and mutually supportive relationships within our community.

WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 14, 2008

Subject: Election of Officers

Policy 0152 – Bylaws of the Board – states:

> "The Board shall elect a President and Vice President, as well as a Secretary, Treasurer, and Vice Secretary-Treasurer.
>
> Election of officers shall be by a majority of the full Board. Where no such majority exists on the first ballot vote, a second vote shall be cast for the two (2) candidates who received the greater number of ballot votes.
>
> Except for those appointed to fill a vacancy, officers shall serve for one (1) year and until their respective successors are elected and shall qualify."

Designated offices and duties of each office are included in the Bylaws of the Board in the following policies:

Policy 0171.1	President
Policy 0171.2	Vice President
Policy 0171.3	Secretary
Policy 0171.4	Treasurer

Election of Officers Process

- Nomination for office
- Acceptance of nomination
- If more than one person nominated then a vote by paper ballot
- All five (5) offices are voted upon and become a slate of candidates
- Motion to accept the slate/Second
- Vote on the motion
- If motion passes, then officers are elected
- If motion fails, then the process begins again

WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
June 23, 2008

Opening of Meeting
The special meeting of the Waverly Community Schools Board of Education was called to order by President John Broughton at 7:03 p.m. the Board Room of the Administrative Center, 515 Snow Road, Lansing, Michigan

Members Present:	Mr. John Broughton, President Mr. Britt Slocum, Vice President Mr. Calvin Jones, Treasurer Mrs. Fonda Brewer-Williams, Trustee Mrs. Mary Ann Martin, Trustee
Members Absent:	Mrs. Edith Suttles, Secretary Mr. Don Knechtel, Vice Secretary-Treasurer
Staff Present:	Dr. Thomas J. Pillar, Superintendent Mrs. Jacklin Blodgett, Asst. Superintendent for Finance & Personnel

Purpose
The purpose of the meeting was discussion of negotiations.

Motion to Close Meeting
A motion was presented by Member Martin and supported by Member Brewer-Williams. MOTION: The Board of Education close the meeting to discuss negotiations.

Roll call vote was taken with all members present voting aye. (Members Broughton, Slocum, Jones, Brewer-Williams, and Martin present; Members Knechtel and Suttles absent).

Return to Open Session/Adjournment
The Board returned to open session at 7:37 p.m. and adjourned immediately thereafter.

Respectfully submitted,

Britt Slocum, Acting as Secretary

WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
June 23, 2008

Opening of Meeting
The regular meeting of the Waverly Community Schools Board of Education was called to order by President John Broughton at 7:39 p.m. in the Board Room of the Administrative Center, 515 Snow Road, Lansing, Michigan.

Members Present:	Mr. John Broughton, President Mr. Britt Slocum, Vice President Mr. Calvin Jones, Treasurer Mrs. Mary Ann Martin, Trustee Mrs. Fonda Brewer-Williams, Trustee
Members Absent:	Mrs. Edith Suttles, Secretary Mr. Don Knechtel, Vice Secretary-Treasurer
Staff Present:	Dr. Thomas J. Pillar, Superintendent Mrs. Jacklin Blodgett, Asst. Superintendent for Finance & Personnel Mrs. Dorothy Blackwell, Director of Curriculum Karen Burgess Gretchen Mikula Randee Smith Rebecca Pease
Others Present:	Mary Jo White

Pledge
The pledge was led by Board treasurer Calvin Jones.

Special Presentations
None

Correspondence
None

Public Comment
None

Student Representative Report
None

Board Member Comment
Member Martin announced that Marty Coates' significant other had passed away.

Member Brewer-Williams reported she had the opportunity to attend the library grand opening. She stated it was nice to see all the young people there. Member Brewer-Williams noted Rob Spagnuolo did a nice job representing Waverly at the event. She also reported she attended the Relay for Life.

Adoption of Agenda
A motion was presented by Member Martin and supported by Member Slocum. MOTION: The Board of Education approve the meeting agenda as presented. Member Slocum asked that the minutes be removed from the consent agenda.

Adoption of Agenda (cont.)
Motion carried. VOTE: AYES – 5; NAYS – 0 (Members Knechtel and Suttles absent).

Approval of Minutes
A motion was presented by Member Martin and supported by Member Brewer-Williams. MOTION: The Board of Education approve the minutes of the special meeting of June 9, 2008 and the regular meeting of June 9, 2008 as presented.

Member Slocum asked that the following correction be made to the minutes of the regular meeting of June 9, 2008: On page 2, the second sentence in the ninth paragraph should read: He stated his tenure on the Board included good times and some ~~disappoints~~ disappointments.

The minutes of the special meeting of June 9, 2008 were approved as presented. The minutes of the regular meeting of June 9, 2008 were approved as corrected.

Strategic Plan Update – For Information
Dr. Pillar presented information on the Strategic Plan based on observations made by the Quality Assurance Review Team during the AdvancEd District Accreditation process.

Superintendent's Report
Dr. Pillar reported he attended the property transfer hearing today representing Waverly's interests. We should hear the administrative law judge's opinion within the next few weeks.

Dr. Pillar announced he will be attending the Summer Institute for Superintendents this Wednesday through Friday at Crystal Mountain Resort. The Institute is sponsored by MSU, UM and the Ingham ISD.

Dr. Pillar reported the Cabinet and the Board's Ad Hoc Committee are scheduled to meet on July 10th with newly elected Board member, Kimberly Smith. This is part of the new Board member orientation process that was developed last year.

Dr. Pillar reported the Board's organizational meeting is Monday, July 14th at 7:30 p.m. There is a standard agenda which will be produced along with the appropriate hand-outs which will be delivered in advance of the meeting.

Dr. Pillar reminded Board members of the KAP picnic to be held at Sharp Park on Thursday, July 17th from 5:00-7:00 p.m. for the class of 2021.

Public Comment
None

Other Board Business
Member Martin stated she saw a sign on the door that School of Choice was closed. She asked if information was available. Dr. Pillar stated we are in the process of sorting out the information and that Bruce Johnson would have a report later.

Adjournment
The meeting adjourned at 8:20 p.m.

Respectfully submitted,

Britt Slocum, Acting as Secretary
rlp

WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
June 30, 2008

Opening of Meeting
The special meeting of the Waverly Community Schools Board of Education was called to order by President John Broughton at 6:03 p.m. in the Board Room of the Administrative Center, 515 Snow Road, Lansing, Michigan.

Members Present:	Mr. John Broughton, President Mr. Britt Slocum, Vice President Mr. Calvin Jones, Treasurer Mr. Don Knechtel, Vice Secretary-Treasurer Mrs. Mary Ann Martin, Trustee Mrs. Fonda Brewer-Williams, Trustee
Member Absent:	Mrs. Edith Suttles, Secretary
Staff Present:	Dr. Thomas J. Pillar, Superintendent

Purpose
The purpose of the meeting was to conduct the Superintendent's year-end evaluation.

A request was made by the Superintendent to hold the meeting in executive session. A motion was presented by Member Knechtel and supported by Member Martin. MOTION: The Board of Education move to executive session for the purpose of evaluating the Superintendent.

> Roll call vote was taken. Motion carried, with all members present voting aye (6-0). Member Suttles was absent.

After completing his opening remarks, Dr. Pillar left the room. Following discussion by the Board, Superintendent Pillar was called back to the executive session and the Board and Superintendent had a dialogue about the evaluation.

Return to Open Session
The Board returned to open session at 9:13 p.m.

Approval of Superintendent's Contract
A motion was presented by Member Knechtel and supported by Member Slocum. MOTION: The Board of Education approve the Superintendent's contract as presented.

> Motion carried. VOTE; AYES – 6; NAYS – 0 (Member Suttles absent).

Board Compensation
A motion was presented by Member Knechtel and supported by Member Slocum. MOTION: A Board of Education member who has completed the continuing education requirements as outlined in Board Policy (Board Certification) may use all or part of the continuing education fund allotted to that Board member – convert said funds from continuing education into a stipend for serving on the Waverly Community School Board. It will be the responsibility of each individual Board member to notify the district of their intentions prior to the end of the school's current fiscal year.

To give all current members of the school board an opportunity to respond to the district of their intentions, for this year only (fiscal 2007 school year), each individual Board member has until July 14, 2008 to notify

Board Compensation (cont.)
the district of their intentions of converting their continuing education dollars into a stipend payment for fiscal school year 2007.

The district will supply each individual Board member who converts these funds to a stipend payment a 1099 tax form at the end of the year.

> Motion carried. VOTE: AYES – 4; NAYS – 2 (Members Jones and Brewer-Williams) (Member Suttles absent).

Adjournment
The meeting returned to open session and was adjourned at 9:37 p.m.

Respectfully submitted,

Britt Slocum, Acting as Secretary

rlp

WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 14, 2008

Report #08-01

FOR ACTION

Subject: Designation of Date, Time, and Location of School Board Meetings

Recommendation:
In accordance with Public Act No. 267 of the Michigan Public Acts of 1976, the Superintendent recommends the Board of Education meeting calendar be established as follows:

2008	2009
August 11*	January 12*
September 8	February 9
September 22+	February 23+
October 13*	March 9*
November 10	April 20*
November 24+	May 11
December 8*	May 26+^
	June 8
	June 22+

All regular meetings will begin at 7:30 P.M. and will be held in the Administrative Center's Board Room. Meetings held on the fourth Monday of the month will be preceded by Advisory Committee meetings beginning at 6:00 p.m.

* denotes one meeting per month
+ denotes meeting preceded at 6:00 p.m. by Advisory Committee meetings
^ denotes Tuesday night meeting due to Memorial Day

A special organizational meeting of the Board of Education for the 2009-2010 school year will be held on Monday, July 13, 2009 at 7:30 p.m.

WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 14, 2008

Report #08-02

FOR ACTION

Subject: Board Member Appointments

Recommendation:
The Superintendent recommends the Board of Education authorize the Board President to appoint Board members to the following:

Advisory Committees: Curriculum, Facility/Policy, Finance/Personnel
MASB delegate/alternate
MASB LRN representative/alternate
ISOA representative/alternate
Township Liaisons: Delta/Lansing
Windsor/Watertown
Parliamentarian

Statement of Purpose/Issue:
Appointment at this time will enable the Board and administration to begin planning for the 2008-2009 school year.

WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 14, 2008

Report #08-03

FOR ACTION

Subject: Annual Designation of School Depositories

Recommendation:
The Superintendent recommends the Board of Education designate the depositories for Waverly Community Schools' monies and banking transactions for the 2008-2009 fiscal year, as follows:

NATIONAL CITY BANK, MICHIGAN
General Fund – Checking
General Fund – Savings
General Fund – Payroll/Checking

COMERICA BANK
Lunch – Checking
Waverly Athletics & Activities – Checking
Waverly Childcare – Checking
General Fund – Checking
Debt Funds – Checking and Investments
Trust & Agency Fund – Checking

MICHIGAN SCHOOL DISTRICT LIQUID ASSET FUND
General Fund – Checking
General Fund – Savings
General Fund – Investments

Background Information/Historical Perspective:
It is necessary for the newly organized Board of Education to officially designate its banks at the beginning of each school year.

WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 14, 2008

Report #08-04

FOR ACTION

Subject: Designation of Professional Service Consultants – Attorneys

Recommendation:
The superintendent recommends the Board of Education retain Thrun Law Firm, P.C. to address legal issues of the school district.

Statement of Purpose/Issue:
The above recommended law firm has served as counsel to the Board and their performance has been judged satisfactory. Approval of the Board's legal counsel at this time provides the administration with direction when needing legal advice during the school year.

Background Information/Historical Perspective:
In the past, the firm of Thrun Law Firm, P.C. has been authorized as professional counsel. The firm has performed legal services including elections, personnel matters, and other concerns. The retainer charged in 2007-2008 by Thrun Law Firm, P.C. was $1,100.

WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 14, 2008

Report #08-05

FOR ACTION

Subject: **Designation of Audit Firm for 2008-2009**

Recommendation:
The Superintendent recommends the Board of Education designate Plante & Moran, PLLC, Certified Public Accountants, to audit the school district's financial records for the third year of a five (5)-year proposal at a cost of $20,950.

Background Information/Historical Perspective:
Plante & Moran performs audits for many school districts and works closely with the state of Michigan. The firm has audited the school district's financial records for the past 17 years in a satisfactory manner.

WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 14, 2008

Report #08-06

FOR ACTION***

Subject: Annual Designation of Authorized Signatories

Recommendation:
The Superintendent recommends the Board of Education designate the signatories for Waverly Community Schools' banking and investment transactions for the 2008-2009 fiscal year.

All checks drawn against an authorized, demand account in the following funds will be signed by the Board treasurer and countersigned by the Superintendent.

General Fund
Trust & Agency Fund
Waverly Athletics & Activities
Waverly Childcare Fund
Lunch Fund
Debt Funds

The Assistant Superintendent for Finance & Personnel and Business Manager will be authorized to transfer funds from the authorized trust and savings accounts to authorized checking accounts in the following funds:

General Fund
Trust & Agency Fund
Waverly Athletics & Activities
Waverly Childcare Fund
Lunch Fund
Debt Funds

The Assistant Superintendent for Finance & Personnel and the Business Manager will be authorized to invest temporary, excess cash in the name of Waverly Community Schools and to liquidate such investments by deposit in authorized accounts.

Background Information/Historical Perspective:
It is necessary for the newly organized Board of Education to officially designate its authorized signatories at the beginning of each school year.

WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 14, 2008

Report #08-07

FOR ACTION***

Subject: Designation of Person to Post Meetings

Recommendation:
The Superintendent recommends the Recording Secretary to the Board of Education be designated as the person to post meetings of the Board of Education. In her absence, the Superintendent shall appoint a person to post individual meetings as required.

WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 14, 2008

Report #08-08

FOR ACTION***

Subject: Designation of Charitable Giving Fiscal Agents

Recommendation:
The Superintendent recommends the Waverly Community Schools Board of Education select the Capital Area United Way and the Waverly Education Foundation as its charitable giving campaign fiscal agents for the 2008-2009 school year.

Statement of Purpose/Issue:
This action by the Board of Education establishes the Capital Area United Way and the Waverly Education Foundation as the only two agencies having access to the district's payroll deduction process for the purpose of conducting their charitable giving campaigns for the 2008-2009 school year.

Background Information/Historical Perspective:
In past years, the Capital Area United Way was named the fiscal agent as an umbrella, under which all charities seeking to use the district's payroll deduction process for charitable campaign giving must conform. The Waverly Education Foundation approached administration in 1995 with a plan to enhance its membership through offering a payroll deduction plan for district employees. This will ultimately benefit the district as Foundation monies will eventually filter back to the schools through enhancement of programs.

Rationale for Recommendation:
It is timely that the Board of Education selects its annual charitable workplace giving campaign fiscal agents in preparation for the Capital Area United Way and the Waverly Education Foundation campaigns. Traditionally the United Way campaign is conducted during the months of September and October. The Waverly Education Foundation offers membership to employees through payroll deduction on an ongoing basis.

WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 14, 2008

Report #08-09

<u>FOR ACTION</u>***

<u>Subject</u>: Membership Resolution -- Michigan High School Athletic Association

<u>Recommendation</u>:
The superintendent recommends the Waverly Community School District continue its membership and relationship with the Michigan High School Athletic Association and that the following membership resolution, provided by the Michigan High School Athletic Association, be adopted for the year August 1, 2008 through July 31, 2009:

The secondary schools in the Waverly Community School District, City of Lansing, County of Eaton, State of Michigan, are hereby:

(A) enrolled as members of the Michigan High School Athletic Association, Inc., a nonprofit association, and

(B) are further enrolled to participate in the approved inter-school athletic activities sponsored by said association.

The Board of Education hereby delegates to the Superintendent or his designee(s) the responsibility for the supervision and control of said activities, and hereby accepts the Constitution and Bylaws of said association and adopts as its own the rules, regulations, and interpretations (as minimum standards), as published in the current <u>Handbook</u> and qualifications as published in the <u>Bulletin</u> as the governing code under which the said schools shall conduct their program of interscholastic activities and agrees to primary enforcement of said rules, regulations, interpretations, and qualifications. In addition, it is hereby agreed that schools which host or participate in the association's meets and tournaments shall follow and enforce all tournament policies, procedures and schedules.

This authorization shall be effective from August 1, 2008 and shall remain effective until July 31, 2009, during which the authorization may not be revoked.

<u>Background Information/Historical Perspective</u>:
Through Policy 2431 "the Board further adopts those eligibility standard set by the Constitution of the Michigan High School Athletic Association (MHSAA) and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of the Board."

<u>Rationale for Recommendation</u>:
Action is necessary to prevent a lapse in membership, and enable the district to participate in league activities.

WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
July 14, 2008

Report #08-10

Subject: **Personnel Summary**

I. INSTRUCTION AND SUPPORT

A. Employment – Certified

Name	Position	Step/Salary	Effective
Carmon McClure-Mobley	Winans Social Worker	MA+0, Step 5/$50,825	6/10/08
Jeremy Tuller	HS Special Ed Teacher	BA+20, Step 5/$48,801	6/10/08
Jeffrey Hager	Colt Special Ed Teacher	MA+0, Step 5/$50,825	6/25/08
Mi Hye Kang	MS Orchestra Teacher	MA+15, Step 1/$41,621	7/2/08
Ashley Beech	Elementary Music	BA+0, Step 2/$39,465	7/7/08

B. Retirement –Certified

Name	Position	Years	Effective
Joel Van Roekel	East 6th Grade Teacher	29	6/9/08

FOR INFORMATION

A. Resignation – Non Certified

Name	Position	Reason	Effective
Matthew Beckholt	East Child Care	Personal	6/18/08

B. Extended Leave of Absence - Certified

Name	Position	Effective
Cecilia Stajos	Winans Reading Teacher	08-09 Sch. Yr.

C. Transfer – Non Certified

Name	Position	Step/Salary	Effective
Scott Lee	From: 3rd Shift High School To: East Head Custodian	$17.47	6/9/08
Fidencio Quintanilla	From: East Head Custodian To: HS Custodian	$17.47	6/9/08
Heather Daggett	From: High School Special Ed Parapro To: Windemere View Special Ed Parapro	$15.45	8/27/08
Sally Hall	From: Winans Special Ed Parapro To: Windemere View Special Ed Parapro	$15.45	8/27/08

WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
July 14, 2008

Report #08-11

FOR ACTION

Subject: **Master Agreement Ratification - Custodians**
Teamsters & Chauffeurs Union No. 580

Recommendation:
The Superintendent recommends the Board of Education approve the tentative agreement as negotiated between the Teamsters & Chauffeurs Union No. 580 and the Board of Education. This agreement is a 1.5% increase for the 2008-09 school year and an off-schedule payment of .5%.

Statement of Purpose/Issue:
To complete the process of entering into an agreement with this union for salary for the 2008-09 school year.

Background Information:
The team of Jacklin Blodgett, Bruce Johnson and Dave Ames negotiated the contract on behalf of the Board. The three-year contract is in effect through the end of the 2009 school year.

The increase is within the Board of Education guidelines. There were no language issues addressed in this bargaining session. The contract was only opened for a salary adjustment.

The union ratified this agreement on Wednesday, July 9, 2008.

Budget Impact:
The implications in the budget are an increased cost of $26,589.

Options/Alternatives:
The Board of Education could:
- Ratify the tentative agreement
- Recommend modifications to the tentative agreement to be bargained
- Reject the tentative agreement

Rationale for Recommendation:
A ratified salary agreement in this three-year contract with the custodians will contribute to stabilizing the district's custodial services.

WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
July 14, 2008

Report #08-12

FOR ACTION***

Subject: Delta Township District Library Board Member

Recommendation:
The Superintendent recommends the Board of Education reappoint Marie Papciak to the Delta Township Library Board for a term beginning July 1, 2008 and ending June 30, 2012.

Statement of Purpose/Issue:
Under the terms of the Delta Township District Library Agreement, the Waverly Community Schools has the right to appoint two of the six members on the District Library Board.

Budget Impact:
None

Background Information/Historical Perspective:
The Waverly Community Schools entered into an agreement with Delta Township on March 9, 1998 to form a district library under Michigan Public Act 24 of 1989. Under the terms of the agreement Waverly Community Schools has the right to appoint two members to the District Library Board.

As specified in the library agreement, the appointed member must be a "qualified elector and resident of Delta Township." Mrs. Papciak completed her eighth year as a library board trustee on June 30, 2008 and wishes to continue in this position.

Discussion of Options/Alternatives:
The Board of Education may direct the administration to recommend another candidate.

Rationale for Recommendation:
Marie Papciak has served on the Delta Township Library Board for the past eight years representing the community and district well in her role. She is a qualified elector and resident of Delta Township, a former Waverly Community School district librarian, and continues to be involved in district activities.

Goal Addressed:
Strategy #2 Communications: We will enhance communications within the district and with the community to improve relationships among all key constituent groups to better achieve our mission.