

Agenda of Regular

The Board of Education Waverly Community Schools

A Regular of the Board of Education of Waverly Community Schools will be held December 15, 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.

- I. Call to Order and Pledge to the Flag - President John Broughton
 - A. Pledge - East Intermediate Students
- II. Special Presentations
 - A. East Intermediate Report - Gloria Gonzalez, Principal
- III. Correspondence - Secretary Edith Suttles
- IV. Public Comment
- V. Student Representative Report
- VI. Board Member Comment
- VII. Adoption of Meeting Agenda
- VIII. ***Approval of Minutes 3
- IX. Presentation of Reports
 - A. Curriculum Advisory Committee
 - 1. For Discussion - High School Program of Studies 2009-2010
 - B. Facility and Policy
 - 1. For Discussion - Policy (First Reading) 7
 - C. Finance and Personnel
 - 1. ***Recommendation to approve Report #08-33, Financial Recommendation 8
 - 2. Recommendation to approve Report #08-34, Budget Amendment 2008-2009 9
 - 3. Recommendation to approve Report #08-35, Personnel Recommendations 10

D. Other

1. Recommendation to approve Report #08-36, Facilitator for the Strategic Plan Thorough Plan Process 11

X. Superintendent's Report

XI. Public Comments

XII. Other Board Business

XIII. Adjournment

XIV. ***Consent Agenda

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
November 24, 2008**

Opening of Meeting

The regular meeting of the Waverly Community Schools Board of Education was called to order by President John Broughton at 7:35 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. Fonda Brewer-Williams, Vice Secretary-Treasurer
Mrs. Mary Ann Martin, Trustee
Mrs. Kim Smith, Trustee

Member Absent:

Mrs. Edith Suttles, Secretary

Staff Present:

Dr. Thomas J. Pillar, Superintendent
Mrs. Jacklin Blodgett, Asst. Superintendent for Finance & Personnel
Mr. Bruce Johnson, Director of Operations and Student Services
Mrs. Dorothy Blackwell, Director of Curriculum
Mr. Rob Spagnuolo, Business Manager
Karen Burgess
Gretchen Mikula
Margaret Baldwin
Dave Percival
Matt Oppenheim
Anne Slocum
Rebecca Pease

Others Present:

Luke Bunge, Student Representative
Mary Jo White
Bruce Wade
Marilyn Fox Wade
Kaley Conarton
Sheri Haueter
Stasa Wade
Aaron Wade
Maggie Slocum
Adam Fracker
Andrew Marrison
Joey South
Gianna Gomez-Mayo
Lori Hooker

Pledge

The pledge of allegiance was led by Stasa Wade, Aaron Wade, Maggie Slocum, Adam Fracker, Andrew Marrison, Joey South, and Gianna Gomez-Mayo, members of the Fox-Wade Destination Imagination team.

Special Presentation

The special presentation featured the Destination Imagination (DI) program. Sherry Haueter and Kaley Conarton, new Destination Imagination co-advisors, introduced themselves and informed the Board of their long association with both the Odyssey of the Mind and Destination Imagination programs. Both currently sit on the DI State board and are master appraisers. Lori Hooker, a Waverly parent and DI coach, also

Special Presentation (cont.)

commented on her experiences with the program. This year Waverly has 10 competing teams. The Fox-Wade team presented an improv challenge on “meeting the love of your life”, demonstrating how quickly they have to think on their feet when given a challenge.

Board members expressed their support of the Destination Imagination.

Correspondence

None

Public Comment

None

Student Representative Report

Student Representative Luke Bunge reported the raffle of the Ipod Touch is going well. Proceeds will go to the Food Bank. Luke reported the four-day run of “*The Wiz*” has concluded. It was an excellent show and he said it was fun to see it grow from start to finish. Silver Bells in the City took place on Friday, November 21st. The marching band and chamber orchestra took part in this community event.

Board Member Comment

Member Smith acknowledged the quick thinking that took place with the recent power outage which affected Windemere View and Elmwood Elementary Schools. Member Smith reported she and her son were at Meijer and came across 10 students from the Spanish Honor Class who had their arms full of toys for the Toys for Tots campaign. She indicated she was very proud of their involvement. Member Smith wished Board members a Happy Thanksgiving, noting it is time to recognize what we all have.

Member Jones congratulated the Destination Imagination team for the excellent job they did with their improv challenge. He expressed appreciation for the field trip to the high school prior to the meeting to view the mosaics being made by the Interact Club. Member Jones said he hopes the Board will be able to participate in more of these opportunities in the future. Member Jones thanked the Chamber Orchestra, marching band, and the Winans Holiday Choir for their participation in Silver Bells in the City. He also thanked the 4th graders of the Winans Holiday Choir for participating in a press conference on Thursday, November 20th in downtown Lansing. They sang joyous holiday songs at the kickoff of the Toy Challenge between the city of Lansing and the Board of Water & Light. Member Jones thanked their director, Cheri Arning, bus driver Bill Davis, Dr. Pillar and Becky Pease for their cooperation and making it happen.

Member Slocum stated “*The Wiz*” was great. He said he also enjoyed meeting with Mary Faber and the Interact Club. Member Slocum described the students in this club as having a passion and enthusiasm for doing good things for people.

Member Brewer-Williams reported she had the opportunity to attend the Celebration of Public Education held at the Kellogg Center on November 19th which she described as a gathering of people who are passionate about public education. Member Brewer-Williams stated “*The Wiz*” was fabulous. She described the trip to the high school to meet the Interact Club as amazing and was impressed with the students’ interest in community service at such a young age.

Member Martin stated “*The Wiz*” was absolutely amazing. The actors did a marvelous job, as did the pit orchestra. She also complimented Ellen Jackson on her usual wonderful job of creating costumes. Member Martin stated she likes the fact that students involved in the Interact Club have the flexibility to come when they can to meetings and activities. She said she also enjoyed the Celebration of Public Education. Member Martin wished everyone a Happy Thanksgiving, noting there is so much to be thankful for in our schools, community, and homes.

Adoption of Agenda

A motion was presented by Member Jones and supported by Member Martin. MOTION: The Board of Education adopt the meeting agenda as presented.

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

******Approval of Minutes***

The minutes of the special meeting of November 10, 2008 and the regular meeting of November 10, 2008 were approved as presented.

Curriculum Advisory Committee Report – For Information

Dorothy Blackwell reported the Curriculum Advisory Committee met on Monday, November 17th. Attending the meeting were Dorothy Blackwell and Edith Suttles. Topics of discussion included Setting the Stage, the November 21st professional development day and high school student achievement data.

Facility/Policy Advisory Committee Report – For Information

The Facility/Policy Advisory Committee met at 6:00 p.m. on November 10th in the Superintendent's Office of the Administrative Center. Committee members attending were Tom Pillar, Bruce Johnson, Mary Ann Martin and Kim Smith. Member Martin reported in the facilities area the committee discussed middle school rooftop HVAC and gates on the steps leading to the high school auditorium balcony. In the policy area the committee discussed policies 0144.1 (Compensation); 2260.01 (Section 504/ADA); 3121 (Criminal History Records Check); 3130 (Assignment/Transfer); 3437.01 (Military Leave); 4121 (Criminal History Records Check); 4437.01 (Military Leave); 5114 (Foreign Exchange Students); 5320 (Immunizations); 5605 (Suspension/Expulsion of Students with Disabilities); 5610 (Emergency Removal) and 8351 (Security Breach). The policies should be presented to the Board for first reading in December. Also discussed were a custodial data base offer and a youth baseball proposal.

Finance/Personnel Advisory Committee Report – For Information

The Finance/Personnel Advisory Committee met at 6:00 p.m. on November 10th in Conference Room B of the Administrative Center. Committee members attending were Jacklin Blodgett, Britt Slocum, and Calvin Jones. The committee discussed the 2008-2009 budget amendment, non-union issues, negotiations with the administrators union, and planning for the 2009-2010 school year.

Budget Amendment 2008-2009 – For Discussion

Jacklin Blodgett and Rob Spagnuolo presented information to the Board on a proposed amendment to the 2008-2009 budget showing revenues to be \$31,753,049 with expenditures of \$32,628,403. Adjustments made to the budget included changes in student enrollment, revised State Aid and property tax values, updated grant awards, addition of funds for facilities improvements, and reduction of bus purchases. This report will be presented to the Board at its December meeting for approval.

Staffing 2008-2009 – For Information

A staffing report showing total full time equivalent (FTE) for the 2008-2009 school year for certified staff of 199.25 was presented to the Board for information. A total K-12 unaudited blended count for the 2008-2009 school year as of the 4th Wednesday is 3,078.

Personnel Summary – For Information

Presented for the Board's information was the employment of a non-certified employee; the transfer of a non-certified employee; the retirement of Mike Hallenbeck as head groundsman (30.5 years); extra-curricular Schedule B stipends (revised); and extra-curricular Schedule 8.8 stipends (revised).

Member Martin thanked Mike Hallenbeck for his diligence in keeping the fields groomed.

Superintendent's Report

Dr. Pillar reported there were power outages today at Windemere View and Elmwood. The power was out for a short time at View. Elmwood was released early due to a lengthier power outage. The power did come back on after the closing process was put in motion. Some students went home, while others, whose parents could not be contacted, stayed.

Dr. Pillar announced a holiday calendar of events will be compiled and sent to Board members.

Dr. Pillar announced that Ombudsman should be moving to its permanent facility December 22nd or December 23rd.

Dr. Pillar reported the next meeting of the Strategic Plan Ad Hoc Advisory Committee will be Wednesday, December 3rd at 3:30 p.m. Rob Spagnuolo will attend the meeting because he has done the leg work on facilitator proposals.

Dr. Pillar announced the next Board meeting is Monday, December 15th due to a schedule conflict with the Waverly Education Foundation Gala. There is only one meeting in December. He also reported there is a holiday collage concert that night.

Dr. Pillar reported the Celebration of Public Education held at the Kellogg Center was well attended and that Phil Power was a powerful speaker.

Dr. Pillar reminded Board members of the National Honor Society induction on Tuesday, November 25th at 8:45 a.m. in the high school cafeteria.

Dr. Pillar notified the Board that the district offices will be closed on Thursday and Friday, November 27th and 28th for the Thanksgiving holiday.

Dr. Pillar asked Jacklin Blodgett and Rob Spagnuolo to share a few insights into the District's financial situation given the continuing inability of the state to adequately fund public schools.

Public Comment

None

Other Board Business

None

Adjournment

The meeting adjourned at 9:00 p.m.

Respectfully submitted,

Fonda Brewer-Williams, Vice Secretary-Treasurer
rlp

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
December 15, 2008**

FOR DISCUSSION

Subject: Policy - First Reading

Recommendation:

The Superintendent recommends the Board of Education review the policy updates listed below at first reading.

2260.01 Section 504/ADA

3121 Criminal History Records Check

3130 Assignment/Transfer

3437.01 Military Leave

4121 Criminal History Records Check

4437.01 Military Leave

5114 Foreign Exchange Students

5320 Immunizations

5605 Suspension/Expulsion of students w/disabilities

5610 Emergency removal

8351 Security Breach

Statement of Purpose/Issue:

These policies revisions and updates are the result of the NEOLA update and a review by the administration and the Board Policy Advisory Committee.

Budget Impact:

None

Historical Perspective:

NEOLA provides updates to keep our policies current with applicable laws and regulations. The administration also reviews policy periodically and brings changes to the Board Policy Committee for review and consideration.

Discussion of Options:

The Board can refer policies to the Advisory Committee for further review or allow them to come back to the Board for second reading.

Rationale for Proposal:

These policies were recommended to us by NEOLA and reviewed and approved by the Policy Advisory Committee.

Strategic Plan Reference: These policies support the Waverly Community Schools' mission of providing for a safe environment, rigorous curriculum, quality instruction and attention to individual needs.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
December 15, 2008**

Report #08-33

FOR ACTION***

Subject: Financial Recommendation

Recommendation:

It is recommended the following be approved:

Approval of Treasurer's Report:

The General Fund Financial Report dated November 30, 2008 has been reviewed and it is recommended that the Report be approved. The cash balance as of October 31, 2008 was \$5,105,823.63. Receipts during November 2008 consist of current taxes and other revenues in the amount of \$2,118,188.10 less disbursements during November of \$2,626,966.73 left the district with a General Fund cash balance as of November 30, 2008 of \$4,597,045.00.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
December 15, 2008**

Report #08-34

FOR ACTION

Subject: Budget Amendment 2008-2009

Recommendation:

The Superintendent recommends the Board of Education approve the amended 2008-2009 budget showing revenues to be \$31,753,049 with expenditures of \$32,628,403.

Statement of Purpose/Issue:

To amend the 2008-2009 budget to reflect the expected revenues and expenditures along with reallocations of monies.

Budget Impact:

The adjustments changed the expected June 30, 2009 fund balance to \$4,775,005.

Historical Perspective:

Board Policy 6231 states any transfer of monies between functions can be done only by formal Board approval.

The adjustments were made for the following:

- Changes in student enrollment
- Revised State Aid and property tax values
- Updated grant awards
- Addition of funds for facilities improvements
- Reduction of bus purchases

Discussions of Options:

The Board may adopt the resolution as presented or reject the resolution.

Rationale for Proposal:

The recommendations must be done for accounting purposes in order for the budget-by-function to reflect the actual changes.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
December 15, 2008**

Report # 08-36

FOR ACTION

Subject: Personnel Summary

I. INSTRUCTION AND SUPPORT

A. Retirement – Certified

<u>Name</u>	<u>Position</u>	<u>Years</u>	<u>Effective</u>
Annita Larson	Windemere View 4 th Grade Teacher	39	6/4/08

B. Resignation – Certified

<u>Name</u>	<u>Position</u>	<u>Years</u>	<u>Effective</u>
Deborah Start	Colt Kindergarten Teacher	8.5	1/9/09

FOR INFORMATION

A. Employment – Non Certified

<u>Name</u>	<u>Position</u>	<u>Class/Salary</u>	<u>Effective</u>
Ann Barrett	Colt Child Care Instructor/Asst.	\$7.50	11/21/08
Tessa Gray	View Child Care Instructor	\$8.00	11/21/08
Jennifer Piper	Elmwood Child Care Instructor	\$8.00	11/21/08
Rabiah Eid	Colt Breakfast Food Service Leader	Class D/\$10.91	11/25/08
Ann Marie Mutty	Winans Crossing Guard	\$8.25	12/1/08
Rachel Stanton	Colt Special Education Parapro	Class II/\$13.72	12/8/08

B. Transfer – Non Certified

<u>Name</u>	<u>Position</u>	<u>Class/Salary</u>	<u>Effective</u>
Thomas Bennett	From: MS Custodian To: Assistant Groundsman	\$17.73/Hour	12/1/08

C. Retirement – Non Certified

<u>Name</u>	<u>Position</u>	<u>Years</u>	<u>Effective</u>
Connie Hamilton	Elmwood Child Care Site Supervisor	20	12/31/08
Donn Szostak	District Courier	29	

D. Resignation – Non Certified

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Heather Shatney	East Lunch Assistant	Personal	12/8/08

E. Extra-Curricular HS Musical

<u>Name</u>	<u>Assignment</u>	<u>Stipend</u>	<u>Effective</u>
David Gorbe	Pit Musician	\$200	Fall 2008
Jenny Spurbeck	Pit Musician	\$100	Fall 2008
James Geer	Vocal Director/Rehearsal Accompanist	\$1,500	Fall 2008

F. Coaching – High School/Middle School

<u>Name</u>	<u>Assignment</u>	<u>Step</u>	<u>Stipend</u>	<u>Effective</u>
Craig Fields	Varsity Boys Basketball Coach	3	\$5,739	Winter Season
Les Midgett	Freshman Girls Basketball Coach	3	\$3,796	Winter Season
Jim York	Varsity Wrestling coach	3	\$5,072	Winter Season

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING**

Report #08-36

FOR ACTION

Subject: **Facilitator for the Strategic Plan Thorough Review Process**

Recommendation:

The superintendent recommends that the Board of Education secure the services of the Michigan Association of School Boards (MASB) to facilitate the Strategic Plan thorough review process.

Statement of Purpose:

The current Strategic Plan is approximately mid-way though its five-year cycle and a thorough review is called for at this time.

Budget Impact:

The MASB proposal is \$2,700 to include preparation for the thorough review; facilitating the actual process; and follow-up with the Board of Education. The ad hoc advisory committee felt the \$2,700 cost was reasonable. Additional costs may include refreshments and food for the participants and materials which should not exceed an additional \$500.

Historical Perspective:

Past experience suggests that the thorough review process should be conducted by a facilitator from outside the organization. The ad hoc advisory committee reviewed four proposals from different facilitators and was very impressed with the proposal from MASB in terms of facilitator experience and cost. Therefore, the ad hoc committee was comfortable with recommending that MASB facilitate the thorough review process.

Discussion of Options:

The Board may accept the superintendent's recommendation to secure the services of MASB. The Board also has the option of rejecting, referring for further study, or tabling the recommendation. The Board may also accept one of the other proposals.

Rationale for Proposal:

MASB is local. The facilitator has experience with the thorough review process and has training in the Cambridge model for strategic planning. The proposal also had the lowest cost.

Strategic Plan Reference:

The entire Strategic Plan.