

# Agenda of Regular

## The Board of Education Waverly Community Schools

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A Regular of the Board of Education of Waverly Community Schools will be held January 12, 2009, 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 - Windemere View Students
- II. Special Presentations
  - A. School Board Recognition - Dr. Pillar
  - B. Windemere View Report - Vickie Tisdale, 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
    - 1. Recommendation to approve Report #08-37, High School Program of Studies 2009-2010 8
  - B. Facility and Policy
    - 1. Recommendation to approve Report #08-38, Policy (Second Reading) 10
  - C. Finance and Personnel
    - 1. \*\*\*Recommendation to approve Report #08-39, Financial Recommendation 12
    - 2. For Information, Personnel Summary 13

- X. Superintendent's Report
- XI. Public Comments
- XII. Other Board Business
- XIII. Adjournment
- XIV. \*\*\*Consent Agenda

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

***Opening of Meeting***

The regular meeting of the Waverly Community Schools Board of Education was called to order by President John Broughton at 7:30 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  
Mrs. Edith Suttles, Secretary  
Mr. Calvin Jones, Treasurer  
Mrs. Fonda Brewer-Williams, Vice Secretary-Treasurer  
Mrs. Mary Ann Martin, Trustee  
Mrs. Kim Smith, Trustee

***Staff Present:***

Dr. Thomas J. Pillar, Superintendent  
Mrs. Jacklin Blodgett, Asst. Superintendent for Finance & Personnel  
Mrs. Dorothy Blackwell, Director of Curriculum  
Mr. Bruce Johnson, Director of Operations and Student Services  
Mr. Rob Spagnuolo, Business Manager  
Karen Burgess  
Dave Percival  
Valerie Hendrickson-Carr  
Gloria Gonzalez  
Vince Perkins  
Gretchen Mikula  
Rebecca Pease

***Others Present:***

Dayton Baldwin  
Lauren Elkins  
Jacara Moore  
Alexis Hutchinson  
Mary Jo White

***Pledge***

The pledge of allegiance was led by Dayton Baldwin, a Waverly East Intermediate 5<sup>th</sup> grader. Dayton is a helpful individual and can often be seen at East assisting other students.

***Special Presentation***

Gloria Gonzalez, East Intermediate principal, reported an area the staff wanted to improve on through the AdvancEd process was extended student learning. One way to do this was through a creative writing course with librarian Mrs. Shumaker. Mrs. Gonzalez introduced three students, Jacara Moore, Lauren Elkins, and Alexis Hutchinson, who summarized stories they had written in this course. Mrs. Glozalez also reported other extended learning opportunities. Mr. Wood, a fifth grade teacher, applied to be part of the Potter Park Zoo Days. His students will be attending this event January 12-16 at the zoo. Mrs. Gonzalez and Mr. Moreno are providing an opportunity after school for any student to get additional help on course work. This program runs from 2:30 -4:00 p.m. on Tuesday, Wednesday, and Thursday. In addition, teachers are working with the Delta Library on a program called Battle of the Books. Five or six students work together with an adult. They read books, which will be followed by a competition at the end of the year.

***Correspondence***

None

***Public Comment***

None

***Student Representative Report***

None

***Board Member Comment***

Member Martin thanked Gloria Gonzalez and the wonderful young ladies who represented East Intermediate during the principal's report. She stated she likes the enrichment opportunities, especially the three-day-a-week after-school support. Member Martin extended condolences to Member Brewer-Williams.

Member Brewer-Williams thanked Board members for the beautiful plant and noted she appreciates their support. She reported she attended the Elmwood Elementary concert where second and third graders were singing their hearts out. Member Brewer-Williams reported she attended the Waverly Education Foundation's 14<sup>th</sup> annual Gala and called it an outstanding event. She congratulated Emily Forgrave on her recent induction into the National Honor Society. Although she was unable to attend the induction, Member Brewer-Williams sent a card of congratulations to Emily.

Member Jones extended his condolences to Member Brewer-Williams and her family. He acknowledged the donation of dictionaries by the Delta Kiwanis Club to all Waverly third graders. Member Jones extended birthday wishes to several staff members and wished everyone happy holidays.

Member Smith said the Waverly Education Foundation Gala was awesome and she loved the theme. She acknowledged the busy morning the grounds and maintenance crews had today. Member Smith told Mrs. Gonzalez the after-school studies program is a great idea. She also expressed her sympathy to Member Brewer-Williams and wished everyone happy holidays.

***Adoption of Agenda***

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

Motion carried. VOTE: AYES – 7; NAYS – 0.

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

The minutes of the regular meeting of November 24, 2008 were approved as presented.

***Curriculum Advisory Committee Report – For Information***

The Curriculum Advisory Committee met at 6:00 p.m. on December 15<sup>th</sup>. Attending the meeting were Edith Suttles, John Broughton, Dave Percival and Dorothy Blackwell. Agenda items discussed included Michigan Model (Kindergarten); National Career Readiness; and the High School Program of Studies for 2009-2010.

Kindergarten staff have had revised Michigan Model training. Growth and Human Development lessons and HIV lessons have been dropped from Michigan Model for Kindergarten students and will no longer be taught. National Career Readiness will be administered to all 11<sup>th</sup> grade students during the MME testing this year. Career Readiness certificates (gold, silver and bronze) will be distributed to students based on their scores. Achieving at the gold or silver level increases the likelihood a student will be competitive in the workplace environment locally.

***Curriculum Advisory Committee Report – For Information (cont.)***

Dorothy Blackwell described the changes in the 2009-2010 High School Program of Studies. She also informed Board members of the addition of three classes: Intro to Black & White Photography; Global Studies; and Topics in United States History. A material fee may be charged if students in the photography class go beyond the normal usage of materials. The new social studies department courses require no new textbooks as existing material will be used. The Freshman Focus and ACT Prep pilot courses will continue. There will be math intervention for 9<sup>th</sup> grade during Freshman Focus. There also will be after-school tutoring in English and Math for 10<sup>th</sup> graders.

The Program of Studies will be presented for action at the January 12<sup>th</sup> Board meeting. Dr. Pillar thanked Dorothy Blackwell, Dave Percival, and the high school staff for their work.

***Policy – First Reading – For Discussion***

The Board reviewed and discussed updates for the following policies 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); and 8351 (Security Breach).

The policies, with suggested changes, will be presented at second reading for approval at the January 12<sup>th</sup> meeting.

***\*\*\*Financial Recommendation – Report # 08-33 - For Action***

The treasurer's report was approved as presented.

***Budget Amendment- 2008-2009 – Report #08-34) - For Action***

A motion was presented by Member Slocum and supported by Member Brewer-Williams. MOTION: The Board of Education approve the amended 2008-2009 budget showing revenues to be \$31,753,049 with expenditures of \$32,628,403.

Motion carried. VOTE: AYES - 7; NAYS – 0.

President Broughton stated the Board had discussed this recommendation at a previous meeting which reflects why there was no discussion at the table.

***Personnel Recommendations – Report #08-~~36~~ 35 – For Action***

A motion was presented by Member Slocum and supported by Member Martin. MOTION: The Board of Education approve changing the report number of the Personnel Recommendations from 08-36 to 08-35.

Motion carried. VOTE: AYES – 7; NAYS -0.

A motion was presented by Member Jones and supported by Member Slocum. MOTION: The Board of Education approve the retirement of Annita Larson, Windemere View 4<sup>th</sup> grade teacher (39 years) effective June 4, 2009; and the resignation of Deborah Start, Colt Kindergarten teacher (8.5 years) effective January 9, 2009.

Motion carried. VOTE: AYES – 7; NAYS – 0.

The personnel report also included information regarding employment of non-certified staff; the transfer of a non-certified employee; the retirement of Connie Hamilton, Elmwood Child Care Site Supervisor (20 years) and Donn Szostak, District Courier (29 years); the resignation of a non-certified lunch assistant; extra-curricular high school musical stipends; and high school and middle school coaching stipends.

***Personnel Recommendations – Report #08-36 35 – For Action***

Member Suttles thanked Annita Larson, Connie Hamilton and Donn Szostak, people she has come to care about and have great respect for. She wished them well in their retirements. President Broughton said it will seem strange not to see Annita Larson at Windemere View. Member Smith stated she went to school with Connie Hamilton's daughter and that Connie has been a figure in the Waverly Schools for a long time. She also said she will miss seeing Donn's face on Fridays.

***Facilitator for the Strategic Plan Thorough Review Process – Report #08-36 – For Action***

A motion was presented by Member Martin and supported by Member Slocum. MOTION: The Board of Education secure the services of the Michigan Association of School Boards (MASB) to facilitate the Strategic Plan thorough review process.

Committee member Slocum reported the committee reviewed four different proposals. MASB was the most cost effective and local. Member Martin added the MASB facilitator lives in the district and has Cambridge training.

President Broughton thanked the ad hoc committee. Member Jones stated he is impressed that the MASB facilitator has experience with the Cambridge model, the plan on which our Strategic Plan is based. Member Brewer-Williams said she is pleased with what she saw in the committee meeting notes and recommended more citizens be involved to get diverse opinions and views. Member Slocum thanked President Broughton for having him serve on this ad hoc committee.

Motion carried. VOTE: AYES – 7; NAYS – 0.

***Superintendent's Report***

Dr. Pillar announced Dorothy Blackwell has successfully completed the AdvancEd Quality Assurance Review Chair training for school accreditation and is now deemed an AdvancEd certified chair.

Dr. Pillar stated with tonight's approval of MASB as the facilitator for our Strategic Plan thorough review, we need to set up a meeting of the Ad Hoc Advisory Committee with Olga Holden of MASB. Committee members need to check their availability on January 14, 15, and 21 in the evening. One of these dates will be chosen to finalize plans for the review process.

Dr. Pillar reported winter break begins on Friday, December 19<sup>th</sup> at the end of the day. School will resume on Monday, January 5<sup>th</sup>.

Dr. Pillar announced January is school board recognition month. Board of Education members will be recognized at the January 12<sup>th</sup> Board meeting.

Dr. Pillar announced the Board's January work-study day has been rescheduled and will now be held on Friday, January 16<sup>th</sup>. The location has yet to be determined.

Dr. Pillar reported a table has been purchased for the Martin Luther King Jr. luncheon on Monday, January 19<sup>th</sup> at 11: a.m. Board members should contact Becky if they are interested in attending. Any tickets left will be issued to students.

Dr. Pillar reported election information has been received from Thrun Law Firm regarding the regular school election on Tuesday, May 5<sup>th</sup>, 2009. The filing deadline is Tuesday, February 10<sup>th</sup>, 2009 at 4:00 p.m. The terms of Edith Suttles and Britt Slocum expire on June 30, 2009. A press release with this information will be published in early January.

***Superintendent's Report (cont.)***

Dr. Pillar reported a process to look at long-term planning has been put in place. Information gathering sessions with the administrators, supervisors, and union leadership have taken place. The next step is setting up a meeting with citizens. He asked Board members for their recommendation of citizens (i.e. parents, clergy, business people, etc.) to attend a citizens advisory committee meeting in January.

Dr. Pillar advised the Board that the special meeting suggested for December 18<sup>th</sup> will not be held.

Dr. Pillar asked Bruce Johnson to give Board members an update on Ombudsman. Mr. Johnson reported Ombudsman expects to move into its permanent facility on December 22<sup>nd</sup> or 23<sup>rd</sup>, hopefully followed by an inspection. A lot of progress has been made in the last couple of weeks. He distributed a copy of the layout of the new facility to Board members.

***Public Comment***

None

***Other Board Business***

Member Suttles congratulated Michigan State University for receiving a \$550 million grant for a research facility. She also reported that President Simon spoke at the Capital Area Michigan Works annual dinner and said to make sure kids have top-notch math/science/English backgrounds because there are jobs available. Member Suttles said we want Waverly students at the head of the line to secure those jobs. She said given all the depressing news lately, this was really good to hear. Member Suttles said we need to look ahead to the future. We have fine faculty and fine administrators and she knows we can do it.

Member Martin reported she attended the Waverly Education Foundation Gala. She enjoyed the student entertainment and was pleased to have a different type of meal. She congratulated Dorothy Blackwell of attaining AdvancEd QAR certified chair status and Marty Coats for being presented the Michigan State University Crystal Apple Award. Member Martin also thanked Annita Larson, Connie Hamilton, and Donn Szostak for their years of service to the district. She wished everyone happy holidays.

***Adjournment***

The meeting adjourned at 9:00 p.m.

Respectfully submitted,

Edith J. Suttles, Secretary

\*\*\*Consent Agenda

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**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
January 12, 2009**

**Report #08-37**

**FOR ACTION**

**Subject:** High School Program of Studies 2009-2010

**Recommendation:**

The Superintendent recommends that the Board of Education approve the following changes to Waverly High School's Program of Studies for the 2009-2010 school year:

**English:** course descriptions and addition of a changed title, "College Prep English 12"

**Social Studies:** addition of 2 courses  
Global Studies  
Topics in United States History

**PE/Health:** course descriptions

**Art:** addition of 1 course  
Intro to Black and White Photography

**Career and Technical Education:** course descriptions

**Music:** course description

**Science:** course description

**Statement of Purpose/Issue:**

The Program of Studies is updated each year at this time to facilitate development of the 2009-2010 course scheduling.

**Budget Impact:**

None

**Historical Perspective:**

This is the time of year that High School Program of Studies issues are brought to the Board of Education. This occurs so that development of the 2009-2010 course scheduling can begin. This includes the revision and printing of the High School Program of Studies booklet which is used in the process for course selection. These recommendations will provide each student more course options appropriate to their educational needs, while still allowing them to meet local and state standards. At this time the curriculum content and materials are in place for all courses listed above.

**Discussion of Options:**

The Board may accept the recommended changes to the 2009-2010 Program of Studies. The Board also has the option of rejecting, referring for further study, or tabling the recommendation.

**Rationale for Proposal:**

In order for the process of course scheduling to begin, the Board should consider the Program of Studies at this time.

**Goals Addressed:**

Strategy #1 of the Strategic Plan: We will continue our efforts to provide instruction and assessment that will prepare our students to meet or exceed state standards on all areas tested and demonstrate Waverly Essential Skills.

Objective #3 of the Strategic Plan: Each of our students will demonstrate the ability to think, problem solve, communicate, and apply social and technological skills (Waverly's Essential Skills) as measured by standards set at the 4th, 6th, 8th grade and high school benchmarks.

Objective #4 of the Strategic Plan: The percentage of students in all identified demographic groups who meet or exceed the state standards on all areas tested in the Michigan Education Assessment Program will increase annually.

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
January 12, 2009**

**Report #08-38**

**FOR ACTION**

**Subject:** Policy – Second Reading

**Recommendation:**

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

- 2260.01 Section 504/ADA (New)
- 3121 Criminal History Records Check (Revised)
- 3130 Assignment/Transfer (New)
- 3437.01 Military Leave (Revised)
- 4121 Criminal History Records Check (Revised)
- 4437.01 Military Leave (Revised)
- 5114 Foreign Exchange Students (Revised)
- 5320 Immunizations (Revised)
- 5605 Suspension/Expulsion of students w/disabilities (New)
- 5610 Emergency removal (Revised)
- 8351 Security Breach (New )

**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  
January 12, 2009**

**Report #08-39**

**FOR ACTION\*\*\***

**Subject:**           **Financial Recommendation**

**Recommendation:**

It is recommended the following be approved:

**Approval of Treasurer's Report:**

The General Fund Financial Report dated December 31, 2008 has been reviewed and it is recommended that the Report be approved. The cash balance as of November 30, 2008 was \$4,597,045.00. Receipts during December 2008 consist of current taxes and other revenues in the amount of \$2,129,515.95 less disbursements during December of \$3,532,621.27 left the district with a General Fund cash balance as of December 31, 2008 of \$3,193,939.68.

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
January 12, 2009**

**Subject: Personnel Summary**

**I. INSTRUCTION AND SUPPORT**

**FOR INFORMATION**

A. Probation Recommendation

<u>Name</u>	<u>School</u>	<u>Probation From/To</u>	<u>Effective</u>
Amanda Eakin	Elmwood Elementary	1 <sup>st</sup> year to 2 <sup>nd</sup> year	2 <sup>nd</sup> Semester

B. Employment – Non Certified

<u>Name</u>	<u>Position</u>	<u>Class/Salary</u>	<u>Effective</u>
Kelly Lynch	East Child Care	\$7.50	8/22/08
Sue Winkel	Winans Reading Parapro	\$12.50	12/8/08
Cenghniski Aldridge	East Lunch Assistant	Class G/\$9.34	1/5/09
Rodney Bashore	Winans Lunch Assistant	Class G/\$9.34	1/5/09

C. Transfer – Non Certified

<u>Name</u>	<u>Position</u>	<u>Class/Salary</u>	<u>Effective</u>
Michael Smith	From: Elmwood Custodian 2 <sup>nd</sup> Shift To: MS Custodian 2 <sup>nd</sup> Shift	Class C/\$15.61	12/9/08

D. Resignation – Non Certified

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Marie Davis	Child Care Instructor	Personal	5/30/08
Elizabeth Allen	Child Care Instructor Assistant	Personal	8/22/08
Wendy Guilfoyle	Winans ELMS	Personal	12/19/08

E. Coaching – High School/Middle School

<u>Name</u>	<u>Assignment</u>	<u>Step</u>	<u>Stipend</u>	<u>Effective</u>
Clayton Burch	JV Boys Basketball Coach	3	\$4,005	Winter Season