

Agenda of Regular

The Board of Education Waverly Community Schools

A Regular of the Board of Education of Waverly Community Schools will be held February 23, 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
- II. Special Presentations
- III. Correspondence - Secretary Edith Suttles
- IV. Public Comment
- V. Student Representative Report
- VI. Board Member Comment
- VII. Adoption of Meeting Agenda
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- X. Superintendent's Report
- XI. Public Comment

XII. Other Board Business

XIII. Adjournment

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
February 9, 2009**

Opening of Meeting

The regular meeting of the Waverly Community Schools Board of Education was called to order by President John Broughton at 7:31 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
Barb Knighton
Gretchen Mikula
Michelle Frederick
Vince Perkins
Becky McQuillan
Gloria Gonzalez
Linda Vainner
Beth D'Mello
Esperance Hourani
Cathy Patino
Mary Beth Pohl
Patty Little
Johanna Germain
Yolanda Harris
Rebecca Pease

Others Present:

Mary Jo White
Luke Bunge, Student Representative
Aiden DeChelbor
Lorraine Ndovi
Jaedon Evans
Reece Burton
Devyn Manson
Emanuel Kirkland
Bruce MacConnell
Wally Travis

Pledge

The pledge of allegiance was led by Aiden DeChelbor, Lorraine Ndovi, Jaedon Evans, and Reece Burton, students at Winans Elementary School.

Special Presentations

The first special presentation featured Family Stories Month, a Winans program started three years ago. Winans teacher, Barb Knighton, reported the concept of Family Stories Month is to build family relationships and record family history. Students worked with their families to write a family story. Two workshops were scheduled at school and sessions were held during family council nights for families to work on their stories. Completed stories were then attached to a family tree at Winans. Twenty percent of Winans' families now participate in the program. Mrs. Knighton shared a family story she had written. Four Winans students shared their family stories with the Board of Education. They were Aiden DeChelbor, Kindergarten; Lorraine Ndovi, first grade; Jaedon Evans, third grade; and Reece Burton, 4th grade.

Winans principal, Shawn Talifarro, thanked the Board for the opportunity to share the wonderful things that are happening at Winans. She stated Winans is fortunate to have a Literacy Promotion Committee, co-chaired by Mrs. Benjamin and Mrs. Knighton, who worked diligently to plan activities that help students connect literacy to the real world. Mrs. Talifarro informed the Board of four upcoming events, which include Different Shoe Day (a day to highlight and celebrate diversity) on February 25th; a school-wide assembly to showcase what each classroom has learned during Black History Month on February 27th ; the annual spring "Breakfast and a Book" to celebrate March is Reading Month; and the annual Diversity Fair on May 13th.

The second special presentation featured two of the three students from Waverly Middle School who were winners in the Greater Lansing Area Holiday Commission's essay contest. Mrs. Yolanda Harris, seventh grade history teacher, reported that each year all of her students are required to write an essay about Martin Luther King Jr. for the essay contest. Waverly Middle School students historically are winners. Manny Kirkland, third place winner, and Devyn Manson, first place winner, read their essays to the Board of Education. Second place winner, Kelli Broessel, was unable to attend the meeting. Ms. Harris urged the Board to read Kelli's essay which she described as very profound. She thanked the Board of Education for its continuous support of the Martin Luther King, Jr. Commission.

The third special presentation featured recognition of food service employee, Patty Little. Jacklin Blodgett, Assistant Superintendent for Finance and Personnel, reported Patty has been working for the district for eleven years, starting as a lunch aide. For the past three years, Patty has also taken on the task of assistant to the Food Service Director, and is able to give direction and take control of situations on little or no notice. The food service department has been able to share a manager with little problem since Patty has taken over this position. Patty has a special way of connecting and dealing with children in a kind a patient manner. Mrs. Blodgett presented Patty with a crystal block with the inscription "you are making a difference". Several food service workers from Elmwood Elementary commented on the attributes of their co-worker, Patty Little.

Correspondence

Secretary Edith Suttles reported a letter had been received from the Superintendent regarding his contract.

Public Comment

Bruce MacConnell introduced his friend Wally Travis, a World War II vet. He then presented a certificate to Gloria Gonzalez recognizing East students who participated in signing valentines for our troops. He thanked her for hitting a home run for the troops on Valentines Day. He also asked the Board to sign cards.

Student Representative Report

Luke Bunge reported Winterfest was a success. The spirit days, pep assembly, and the dance were great. The next project for the Student Senate is the Relay for Life in June. Luke reported the Video Post is running again. He noted one problem is that students can't hear the announcements in gym class second hour.

Board Member Comment

Member Martin expressed thanks for the wonderful special presentations and congratulated the Martin Luther King Jr. essay contest winners and the student story writers, noting she was moved to tears by Reese's story. She also thanked Ms. Harris for making it a requirement to write essays for the contest. Member Martin thanked administration for the excellent Board work-study session. She reported she attended the Ingham School Officers Association meeting on February 4th and indicated the ISOA is interested in coming to visit the Ombudsman program in May and possibly holding their meeting in our Board Room following that visit. The Celebration of Public Education held at the Kellogg Center had 230 people in attendance, a 30% increase over last year. The breakdown of attendees was 60% school; 20 % business; and 20% other. Member Martin reported there will be a legislative breakfast on March 31st. Seven legislators have committed to attend, including Rick Jones. Sandra Albright will be the speaker.

Member Brewer-Williams stated the best Board meetings are when students participate. It makes a long day seem shorter than it really is. She thanked Shawn Talifarro, the teachers and the students from Winans who participated and noted she appreciated the invitation to the upcoming events at the school. Member Brewer-Williams expressed a heartfelt thank you to Yolanda Harris for her contribution to the Martin Luther King Jr. program and noted she is thrilled about the first, second, and third place winners in the essay contest. Member Brewer-Williams congratulated Patty Little and said it speaks well to have friends who come to a Board meeting to support you.

Member Suttles stated this meeting has been really special for her. She thanked Shawn Talifarro, Barb Knighton, the wonderful children and their parents who brought them to the meeting and worked with them to write the stories, and noted that is the community part of Waverly Community Schools. Member Suttles thanked the Superintendent and the Cabinet for the opportunity to say thank you to staff. Tonight it was Patty Little's turn and that is the family part of Waverly Community Schools. Member Suttles thanked Mr. MacConnell and Mr. Travis for their service to our country and thanked East Intermediate for making them a part of our school community. Member Suttles thanked the Superintendent and staff for the Board work-study session and the opportunity to learn. Member Suttles thanked the building administrators for all they do by bringing it all together and supporting the Board.

Member Slocum congratulated the story writers for their great stories. He thanked the essay winners for their presentations and Yolanda Harris for making it all happen. He congratulated Patty Little and thanked Mr. MacConnell and Mr. Travis for their service to our country and for sending cards to our troops and veterans. Member Slocum reported he attended the Leadership Café at the University Club on January 13th presented by Holt Public Schools. The session focused on their systems approach to continuous improvement. He also reported he recently attended the MASB Government Relations Committee meeting. Member Slocum acknowledged the great job done by our principals.

Member Jones congratulated the principals for the fine job they do every day. He thanked the Martin Luther King, Jr. essay contest winners, their families, and the schools for their efforts, noting Waverly is always actively involved in these January activities. He congratulated Patty Little on her recognition and Principal Talifarro, the students, staff, and families for the excellent presentation from Winans tonight. Member Jones thanked administration for the excellent PD session in January, offering continuing education to Board members.

Member Smith wished school administrators "Happy Principals' Week". She stated the Winans kids and their stories were awesome. Member Smith reported she was able to hear the essay winners read their essays at the Martin Luther King, Jr. luncheon on January 19th. She also congratulated Patty Little on her recognition.

Adoption of Agenda

A motion was presented by Member Slocum and supported by Member Jones. 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 January 12, 2009 and the special meeting of January 16, 2009 were approved as presented.

******Financial Recommendation – Report # 08-40 - For Action***

The treasurer's report was approved as presented.

Personnel Report – For Information

A motion was presented by Member Martin and supported by Member Slocum. The Board of Education approve the retirement of high school principal David Percival, effective June 30, 2009, and the employment of Jennifer Spurbeck as High School/East Orchestra teacher.

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

Also included in the report for information were the employment of non-certified personnel; the transfer of a non-certified employee; the retirement of Debra Tackitt, Windemere View custodian (20 years); and the resignation of a non-certified employee.

Board members thanked Dave Percival and Debra Tackitt for their years of service to Waverly Community Schools and welcomed Jennifer Spurbeck to the Waverly family.

Superintendent's Report

Dr. Pillar thanked Mr. MacConnell and Mr. Travis for attending the meeting. He stated Waverly works closely with the Veterans of Foreign Wars. There are a number of flags around the district donated by the VFW. The district also held a ceremony by the high school flagpole recognizing all Waverly veterans. Dr. Pillar stated we are pleased to be a partner with the VFW.

Dr. Pillar reported the 100th day of school is coming up on February 11th.

Dr. Pillar reported the deadline for candidates to file for the two open seats on the Board of Education is Tuesday, February 10th at 4:00 p.m. Once candidates are established, the superintendent's office will initiate the pre-election orientation process.

Dr. Pillar reminded Board members the Ingham Intermediate School District will host *State of our Schools: How our Schools are Preparing Students for their Futures* on Wednesday, February 11, 2009 at the Kellogg Center, 7:30a.m.-9:00 a.m.

Dr. Pillar announced there will be no school for students on Friday, February 13th. There will be professional development for staff on that day. Jacklin Blodgett shared the professional development meeting agenda with the Board.

Dr. Pillar reported school will be closed on Monday, February 16th due to the Presidents Day holiday.

Dr. Pillar reminded Board members of the Top Ten Breakfast on Wednesday, February 18th at 7:30 in the high school cafeteria.

Superintendent's Report (cont.)

Dr. Pillar reminded Board members that the Strategic Plan Thorough Review is scheduled for Thursday, February 26th from 1:00 p.m. to 9:00 p.m. at Great Lakes Christian College. Olga Holden of MASB will be the facilitator.

Dr. Pillar stated he appreciates the kudos on the Board professional development sessions and reported the next one is scheduled for Monday, March 23rd.

Dr. Pillar indicated concert season is coming up. A schedule of upcoming events will be prepared for the Board.

Dr. Pillar presented a budget timeline for the Board. He reported Dorothy Blackwell and Rob Spagnuolo have been making budget presentations and gathering information at each building. Dorothy and Rob presented the PowerPoint presentation to the Board that they have been using in these information-gathering meetings.

Public Comment

Addressing the Board during Public Comment was Gloria Gonzalez.

Other Board Business

Member Martin thanked the principals for the fine work they do and thanked the veterans for everything they have done. She congratulated Dr. Pillar and staff on the great article about Ombudsman in the newspaper.

Member Slocum reported he had been invited by High School teacher Lance Berrier to attend his class once a week as an entrepreneur relating real-work experiences. Dr. Pillar reported Waverly High School is now a Junior Achievement site.

Adjournment

The meeting adjourned at 8:55 p.m.

Respectfully submitted,

Edith J. Suttles, Secretary

***Consent Agenda
rlp

Date:2-9-09	Committee: Curriculum	
Agenda Items	Discussion	Disposition
Chartwells	*Rob	
Budget Presentations	*Cabinet members and Rob are meeting with all groups to gather ideas, suggestions and answer questions or clear up rumors the first two weeks of Feb.	Ideas and suggestions are listed on eWaverly
Michigan Model: 1 st and 2 nd Grade	*HIV lessons have been dropped	1 st and 2 nd grade will no longer teach these lessons.
Progress Report Meetings	*Representatives from each building and each grade level will be meeting to update and revise the K-4 progress reports.	
Budget Concerns	*We are postponing a K-4 math program adoption *We are postponing a 5-7 SEPUP science resources adoption *We are not purchasing additional library books	
Feb. 13 Professional Development Day	*Agenda review *Invitation to attending Feb. 25 "Setting the Stage" with Valerie Smith	
First Semester 9 th & 10 th Graders	*133 .5 credits from 1 st semester need to be recovered in the areas of Math and English *There is no budget for summer school	H.S. budget should cover summer school cost.

**WAVERLY COMMUNITY SCHOOLS
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February 23, 2009**

FOR INFORMATION***

Subject: Extended Field Trip

Extended Field Trip Proposal

Benjamin Knapp, high school choir director, has received administrative approval of an extended field trip proposal to take the Reflections to Camp Highfield for a retreat March 27-29, 2009. Twenty students and four chaperones will be transported by parents and Mr. Knapp to and from the site. The retreat offers an opportunity for the group to focus on District Festival and the annual Pops Concert. It affords the students time to focus on developing their musical skills and working as a cohesive group. Housing accommodations are two cabins, one for females and one for males, with Camp Highfield serving the meals at the camp's dining hall. The estimated cost per student is \$75.00. Students may use funds from their student fund-raising accounts. If funds are not available in these accounts, then personal payment will be used. Students will not miss any instruction time from school, as they leave at 2:45 p.m. on Friday, and return on Sunday.

Strategic Plan Reference: *Strategy #1: Curriculum, Instruction & Assessment: 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.*

Date: February 9, 2009	Committee: Facilities and Policy	
Agenda Items	Discussion	Disposition
<p>Facilities:</p> <p>Youth Baseball Proposal</p> <p>Pool drains</p> <p>Storm Water permit</p> <p>Green Buildings</p>	<p>Discussed a proposal (attachment) by Youth Baseball to add and improve baseball fields at East. This will not impact the playground. These programs currently use fields in the practice area behind the MS and HS. Soccer, Lacrosse, Youth Football and Baseball need space to practice and compete. The area west of the Middle School does not always provide enough space. This Youth Baseball proposal would alleviate this issue. The committee requests that liability be discussed with Youth Baseball and further details on the project.</p> <p>MDEQ has established regulations with regard to the type of drains needed in school swimming pools. These drains are to prevent children or adults from being held under water should a pool begin to drain. We are currently in the process of identifying a company to meet this requirement. The approximate cost could be up \$10,000.</p> <p>MDEQ requires that school districts develop and implement a storm water discharge prevention plan. This includes educating the public, identifying storm water drainage, cleaning areas that impact storm water drainage, etc. The permit fee is \$500 and going up to \$750. There are costs for the required activities. We have a written plan in place and are continuing to work with MDEQ.</p> <p>The Natural Resources and Environmental Protection Act of 1994 allows for schools to seek approval as a “green school” (attachment). If a school meets 10 of the criteria established in the Act, it can apply for “green school” status. This information was handed out to building administrators for consideration. The Administrative Center has formed a green committee and will also apply for this recognition.</p>	<p>The committee likes this concept and will recommend Board support.</p> <p>Information only</p> <p>Information only</p> <p>Information only</p>

<p>Safe Routes to School Update; Fences</p>	<p>The final plan for the Safe Routes to Schools project was shared with the committee. The administration requested that the committee hold an informational meeting with the residents where property borders the west side of the field. Some concern has been shared by residents about the fence going up.</p>	<p>Informational meeting to be held in early March.</p>
<p>Federal Stimulus Package</p>	<p>This issue was changing as we met.</p>	<p>Information only</p>
<p>Policy:</p>		
<p>5410 Promotion, Placement, and Retention</p>	<p>This policy supports various reasons why a student might be retained.</p>	<p>Information only</p>
<p>9211 District Support Organizations</p>	<p>The committee discussed this policy. The administration is identifying the various groups that fall under this policy. These groups indirectly and directly represent Waverly Community Schools. The committee suggests that the Board know about these groups.</p>	<p>Information only</p>
<p>Other:</p>		

Date: 2-9-09	Committee: Finance & Personnel Advisory Committee	
Agenda Items	Discussion Points	Disposition
Chartwells	<ul style="list-style-type: none"> • Suit filed against Eaton Rapids & Waverly • Found for Chartwells – definition of hire • \$20,000 + \$10,000 from SET SEG = \$30,000 settlement 	Information only
Planning for 09-10	<ul style="list-style-type: none"> • Presented staff powerpoint • Review list of ideas on eWaverly • Board will see presentation during Superintendents report 	For Discussion
Bus Purchase	<ul style="list-style-type: none"> • Explained timeline for bus purchase, for discussion 2/23, for action 3/9 • Committee members had concerns about purchasing bus at this time given economic climate • Asked admin to discuss internally before making final recommendation 	For Discussion
Child Care Rates/Food Service Rates	<ul style="list-style-type: none"> • Reviewed rate changes for Child Care, for discussion 2/23, for action 3/9 • No changes for food service proposed 	For Discussion

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
February 23, 2009**

FOR DISCUSSION

Subject: Bus Purchase

Recommendation:

The Superintendent recommends the Board of Education approve the purchase of one (1) bus from Capital City Bus Sales, and that the resolution for participation in the MSBO/MAPT Bus Purchasing Program be approved, with a copy affixed to the official minutes of this meeting. (See support material for copy of resolution.)

Statement of Purpose/Issue:

The purpose is to purchase one (1) new bus that will replace a bus from the District's current fleet.

Budget Impact:

The bus has a cost of \$74,738 which is included in the current budget.

Historical Perspective:

The District has purchased buses for the last three years to replace older buses from the current fleet. This would allow the continuation of the replacement process.

Discussion of Options:

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

Rationale for Proposal:

The specifications for the buses were developed by the District's Transportation Director and mechanic. These specifications were also reviewed with Waverly administrators.

The District has used the MSBO/MAPT Bus Purchasing Program to obtain bids for the bus. A Bus Purchase Bid Sheet Summary, with bus specifications, is provided in the support materials with the bids from four approved vendors through the MSBO/MAPT Bus Purchasing Program.

Capital City Bus Sales is the lowest bid and is recommended for approval. It is also recommended for approval because the vendor is located in Lansing, MI and all repair/warranty work can be completed locally.

**WAVERLY COMMUNITY SCHOOLS
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REGULAR MEETING
February 23, 2009**

FOR DISCUSSION

Subject: Childcare Program Rates

Recommendation:

The superintendent recommends the Board of Education approve the following rates charged for the Childcare/Activities and Preschool Program, effective summer of 2009 as follows:

Registration Fee (non-refundable): (Summer Program and School Year Program, excepting KAP)	From \$60.00 to \$65.00
Summer Program:	
Full Day	From \$30.00/day to \$31.00/day
Half Day	From \$16.00/day to \$17.00/day
School Year Program:	
Before School K-4	From \$6.50/day to \$6.75/day
After School K-4	From \$8.50/day to \$8.75/day
After School East	\$12.00/day
Preschool Three Year Old Program	From \$900.00/year to \$927.00/year
Preschool Four Year Old Program	From \$1,188.00/year to \$1,215.00/year

The discount for additional children in the same family will remain at 15%.

Statement of Purpose/Issue:

To establish Childcare Program rates beginning summer of 2009.

Budget Impact:

The above rates, excepting the Kindergarten Activities Program, will allow the Childcare Program to meet annual staff wage and benefit increases and program expenses as well as general overhead costs. The Kindergarten Activities Program is offered as part of the Kindergarten Experience.

Historical Perspective:

The current rates were compared to rates charged for similar activities at area schools. The rates for each program, excepting the Kindergarten Activities Program, will continue to support staff wages and benefits, the various activities provided to children and the professional development activities that have been provided to staff. It will also contribute to the overhead costs associated with running the Childcare Program.

Discussion of Options:

The Board of Education may establish rates higher or lower than the recommended rates.

Rationale for Recommendation:

To continue to provide a safe and enriching child care service to children and families.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
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Subject: Personnel Summary

I. INSTRUCTION AND SUPPORT

FOR INFORMATION

A. Transfer – Non Certified

<u>Name</u>	<u>Position</u>	<u>Class/Salary</u>	<u>Effective</u>
Fidencio Quintanilla	From: HS Custodian To: Courier	A/\$17.73 BB/\$16.89	2/9/09
Willa Martin-Buckner	From: MS Server To: MS Assistant Cashier	F/\$9.63 F/\$9.63	2/18/09
Elizabeth Williams	From: East Lunch Assistant To: HS Lunch Assistant	G/\$9.34	2/18/09

B. Resignation – Non Certified

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Linda Reed	HS Lunch Assistant	Personal	2/17/09
Nelia Sigler	Bus Driver	Personal	2/26/09

C. Coaching – High School/Middle School

<u>Name</u>	<u>Assignment</u>	<u>Step</u>	<u>Stipend</u>	<u>Effective</u>
Ruth Lamb	8 th Grade Girls Volleyball Coach	3	\$2,474	Winter Season