

# Agenda of Regular Meeting

## The Board of Education Waverly Community Schools

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A Regular Meeting of the Board of Education of Waverly Community Schools will be held December 14, 2020, beginning at 6:30 PM in the Virtual Online Meeting, 515 Snow Road, Lansing, MI 48917.

Join Zoom Meeting

<https://waverlyschools-net.zoom.us/j/89752751507?pwd=M05ITHN4dC9rM3oxcTMrKzRiN0VSQT09>

Meeting ID: 897 5275 1507

Passcode: 479872

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 Mary Ann Martin
- II. Correspondence
- III. Public Comment for Agenda Items, including the Reconfirmation of the District's Extended COVID-19 Learning Plan
- IV. Board Member Comment
- V. Approval of Agenda and Acceptance of all Reports

**Recommendation:** *To request a motion to approve the December 14, 2020 agenda as presented and accept all reports.*

- VI. Approval of Consent Agenda Items\*\*\*
  - A. Items listed below may be approved with one motion unless a board member requests that an item or items be removed for separate action.
    1. Regular Meeting Minutes - November 16, 2020
    2. Special Meeting Minutes - November 19, 2020
    3. Human Resources Report #20-32, Personnel Recommendations
    4. Finance Report #20-33, November 2020
    5. Gifts Report #20-34, Donation of Personal Protective Equipment

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**Recommendation:** *To request a motion to approve the consent agenda as presented.*

- VII. Special Presentations
  - A. Bond Update - Evan Nuffer, Director of Finance & Operations
  - B. Human Growth & Development Update - Dr. Lara Slee, Director of Teaching & Learning
- VIII. Committee Reports
- IX. Presentation of Reports
  - A. Personnel & Policy
  - B. Finance & Facilities
    - 1. For Action - Report #20-35, Elmwood Chiller Replacement Bid Award Recommendation 18  
  
**Recommendation:** *To request a motion to approve Report #20-35, an award to Johnson & Wood LLC for the Elmwood Chiller Replacement bid package, in accordance with Board Policy 6320 (Purchasing).*
    - 2. For Action - Report #20-36, Application for Preliminary Qualification of Bonds by the Department of Treasury 21  
  
**Recommendation:** *To request a motion to approve Report #20-36, approval of the application for preliminary qualification of bonds by the Department of Treasury. Preliminary qualification enables the school district to proceed with calling the election and presenting the bond proposal to its citizens.*
  - C. Teaching & Learning
    - 1. For Action - Report #20-37, Reconfirmation of Monthly Extended COVID-19 Learning Plan - Dr. Lara Slee  
  
**Recommendation:** *To request a motion to approve Report #20-37, the Reconfirmation of Monthly Extended COVID-19 Learning Plan.*
- X. Superintendent's Report
- XI. Public Comment - Open Comment for District related items
- XII. Other Board Business
- XIII. Adjournment

# Minutes of Regular Meeting

## The Board of Trustees Waverly Community Schools

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### *Opening of Meeting*

The regular meeting of the Waverly Community Schools Board of Education was held online Monday, November 16, 2020, via Zoom. Board President Mary Ann Martin called the meeting to order at 6:30 PM and the pledge to the flag was led by Member Rhonda Sosnowski.

Members Present: Mrs. Mary Ann Martin, President  
Mrs. Holly Nester, Vice President  
Mrs. Amy Krause, Secretary  
Mrs. Melissa Sherry, Vice Secretary/Treasurer  
Mr. Chris Beasley, Treasurer  
Mrs. Rhonda Sosnowski, Trustee  
Mrs. Alicia Guevara Warren, Trustee

Staff Present: Kelly Blake, Superintendent  
Evan Nuffer, Director of Finance  
Dr. Lara Slee, Director of Teaching & Learning  
Matthew Corliss, Director of Human Resources  
Ann Marie Lindsay  
Chris Huff  
Mike Moreno  
Molly Francis  
Shawn Lewis  
Vickie Tisdale  
Tim Lyman  
Terri Collett-Such  
Sue Ruegsegger  
Matt Oppenheim

Others Present: Tamia McClain

### *Correspondence:*

Member Krause read a letter from the WEA addressed to the Waverly Board of Education, asking them to acknowledge the outstanding leadership from Waverly Administration, led by Superintendent Kelly Blake. A copy of this letter will be included with the board minutes from this meeting, Monday November 16, 2020.

*Public Comment:* None

### *Board Member Comment:*

Member Sherry thanked the WEA for their letter and the positive partnership that has developed between the WEA and Waverly Administration. She thanked all Waverly staff for their continued dedication.

Member Krause appreciated the letter from WEA and thanked the Administration for their continued goal of making education for students a top priority. Member Krause also congratulated the 2 newest inductees into Waverly National Honor Society.

Member Sosnowski thanked the WEA for their wonderful letter and the Waverly Administration for the great job they are doing. She is very proud of Waverly Community School district.

Member Beasley thanked Waverly staff for the steady leadership, continued support and cooperation from all of the different unions and for all being flexible.

Member Nester thanked the WEA for the appreciation letter to Administration and thanked them also for their continued dedication to our students and their educational success.

Member Guevara Warren thanked the WEA for their nice letter to Waverly Administration. It is a true testament to the teamwork between all staff, families and students in our district.

Member Martin also thanked the WEA for their appreciation letter. She also congratulated Member Krause and Member Nester for their re-election to the Waverly Board of Education. She thanked Melissa Sherry for her service on the Board, she will be missed. Member Martin also congratulated the two newest members of the Waverly National Honor Society.

***Adoption of Agenda, Acceptance of Reports, Approval of Minutes and Consent Agenda***

The Superintendent recommended the Board of Education adopt the agenda as presented, accept all reports, approve the minutes and consent agenda.

A motion was presented by Member Sherry and supported by Member Krause to adopt the agenda as written, accept all reports, approve the minutes of the regular meeting of October 16, 2020 and the minutes of the special meeting of November 9, 2020 and consent agenda.

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

***Special Presentation:*** None

**Personnel & Policy**

***\*\*\*Personnel Report #20-27 – For Action***

The Board of Education approved the following:

**Employment:**

***Certified***

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Lindsey Padlo	ELL Teacher	MA Step 5/\$52,272	11/23/2020

**Resignation:**

***Non-Certified***

<u>Name</u>	<u>From Position</u>	<u>Reason</u>	<u>Effective</u>
Jamie Goodman	Elmwood Para Educator	Personal	11/20/2020

**Transfer:**

***Non-Certified***

<u>Name</u>	<u>From Position</u>	<u>To Position</u>	<u>Effective</u>
Richard Dethlefsen	Long Term Sub Teach East	Library Media Spec Colt, ELM, MS	11/09/2020

**Employee Recall**

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Effective</u>
Richard Dethlefsen	Lay-Off Status	East Long Term Sub Teacher	10/12/2020
Shelby Zick	Lay-Off Status	Student Center Assistant Teacher	11/16/2020

***\*\*\*Finance Report #20-28 – For Action***

The Board of Education approved the Finance Report as written.

***For Action – Board Report #20-29 Summer Tax Collection***

A motion was presented by Member Krause and supported by Members Beasley and Sherry to approve the Summer Tax Collection, board report #20-29 as presented.

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

***Monthly Extended COVID-19 Learning Plan Reconfirmation – Report #20-30 – For Action***

Superintendent Blake gave a presentation on Waverly Community Schools' Programming Metrics. This information is available for review on the district website by clicking on the red COVID-19 button on the main page.

Dr. Lara Slee, Director of Teaching and Learning, gave an update on the district's Extended COVID-19 Monthly Learning Plan and student attendance. The reconfirmed plan is available on the district website and included with a copy of the board minutes of this meeting.

Principals Tisdale, Francis and Lyman reviewed the positive reinforcements for students they are utilizing in their buildings, such as personalized letters to each student, awards/incentives for attendance and continued communication with students on a more personal level.

Member Beasley voiced concern for high school grade point averages and questioned if the district is monitoring them. Principal Huff stated it is a high priority and is being monitored. The high school department chairs are meeting regularly to develop a plan most beneficial for students.

Member Sosnowski commented that high school teachers are working long hours to help students and answer questions.

Superintendent Blake recommended the Board reconfirm the Extended COVID-19 Learning Plan as presented.

A motion was presented by Member Nester and supported by Member Guevara Warren to reconfirm the Extended COVID-19 Learning Plan, report #20-30.

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

***Superintendent's Report***

MHSAA has suspended all extra-curricular activities and all district extra-curricular activities have been paused unless they are virtual.

Administration has limited the number of individuals in each building.

National Honors Society had a nice ceremony.

Letters of agreements with Principals, WEA and WESPA have been completed, extending their contracts through 2023. The district is in discussion with the Teamsters currently.

***Public Comment*** – Open Comment for District Issues - None

***Other Board Business*** – None

Adjournment at: 7:32 PM

\*\*\*Denotes Consent Agenda

Respectfully submitted,

A handwritten signature in cursive script that reads "Amy Krause".

Amy Krause, Secretary

aml

# Minutes of Special Meeting

## The Board of Trustees Waverly Community Schools

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### *Opening of Meeting*

A Special meeting of the Waverly Community Schools Board of Education was held online Thursday, November 19, 2020, via Zoom. Board Member Christopher Beasley called the meeting to order at 12:01 PM led the pledge to the flag.

Members Present: Mrs. Mary Ann Martin, President – Entered meeting at 12:08 pm  
Mrs. Holly Nester, Vice President  
Mrs. Amy Krause, Secretary  
Mrs. Melissa Sherry, Vice Secretary/Treasurer – Entered meeting at 12:14 pm  
Mr. Chris Beasley, Treasurer  
Mrs. Rhonda Sosnowski, Trustee  
Mrs. Alicia Guevara Warren, Trustee

Staff Present: Kelly Blake, Superintendent  
Ann Marie Lindsay

Superintendent Kelly Blake reviewed new Policy 8450.05 – Emergency Temporary Telecommuting as required by MIOSA. She asked that the Board waive the first reading and adopt the new policy effective immediately. She reviewed the current requirements and purpose of temporary policy.

A motion was presented by Member Beasley, supported by Member Sosnowski, to approve/adopt Policy 8450.05 – Emergency Temporary Telecommuting, effective immediately

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

Adjournment at: 12:17 PM

Respectfully submitted,



Amy Krause, Secretary  
aml

WAVERLY COMMUNITY SCHOOLS  
 BOARD OF EDUCATION  
 REGULAR MEETING  
 December 14, 2020

**Report #20-32**

**Subject: Personnel Report\***

**A. Employment – Certified**

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Lori Hill	Speech & Language Path	MA Step 11/\$72,888	01/04/2021

**B. Resignation – Non-Certified**

<u>Name</u>	<u>From Position</u>	<u>Reason</u>	<u>Effective</u>
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**C. Transfer – Non-Certified**

<u>Name</u>	<u>From Position</u>	<u>To Position</u>	<u>Effective</u>
Colleen Stahl	Elm Spec Ed Para Educator	Elm Intervention Para Educator	11/20/2020

**D. Employee Recall**

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Effective</u>
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**E. Leave of Absence Request**

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Reason</u>	<u>Effective</u>
Andrew Cairns	Spec Ed Para Educator	Middle School	Personal	12/8/2020
Carmen Olger	Preschool Teacher/Child Care	Colt/East	Personal	11/30/2020
Sam Moreno	Para Educator	Middle School	Military	11/30/2020

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
DECEMBER 14, 2020**

**Report #20-33**

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

**Subject:**

Finance Report

**Recommendation:**

The Superintendent recommends the Board of Education review and approve the following report:

**Financial Report:**

The cash balance as of October 31, 2020 was \$6,022,870.95. Receipts during November, consisting of State Aid, property taxes, and other revenues in the amount of \$2,080,036.39 minus disbursements during November of \$3,225,275.85, left the district with a General Fund cash balance, as of November 30, 2020, of \$4,877,631.49, including \$1,500,000.00 from the issuance of a State Aid Note.

2020-21 General Fund expenditures/transfers-out exceed revenues/transfers-in by \$924,595. A summary of year to date activity in comparison to the original budget is included in the supporting documentation.

2020-21 Student Activity Fund revenues exceed expenditures by \$7,111. A summary of year to date activity in comparison to the budget is included in the supporting documentation.

2020-21 Sinking Fund revenues exceed expenditures by \$331,083. A summary of year to date activity in comparison to the budget is included in the supporting documentation.

2020-21 Public Improvement Fund revenues/transfers-in exceed expenditures/transfers-out by \$80. A summary of year to date activity in comparison to the budget is included in the supporting documentation.

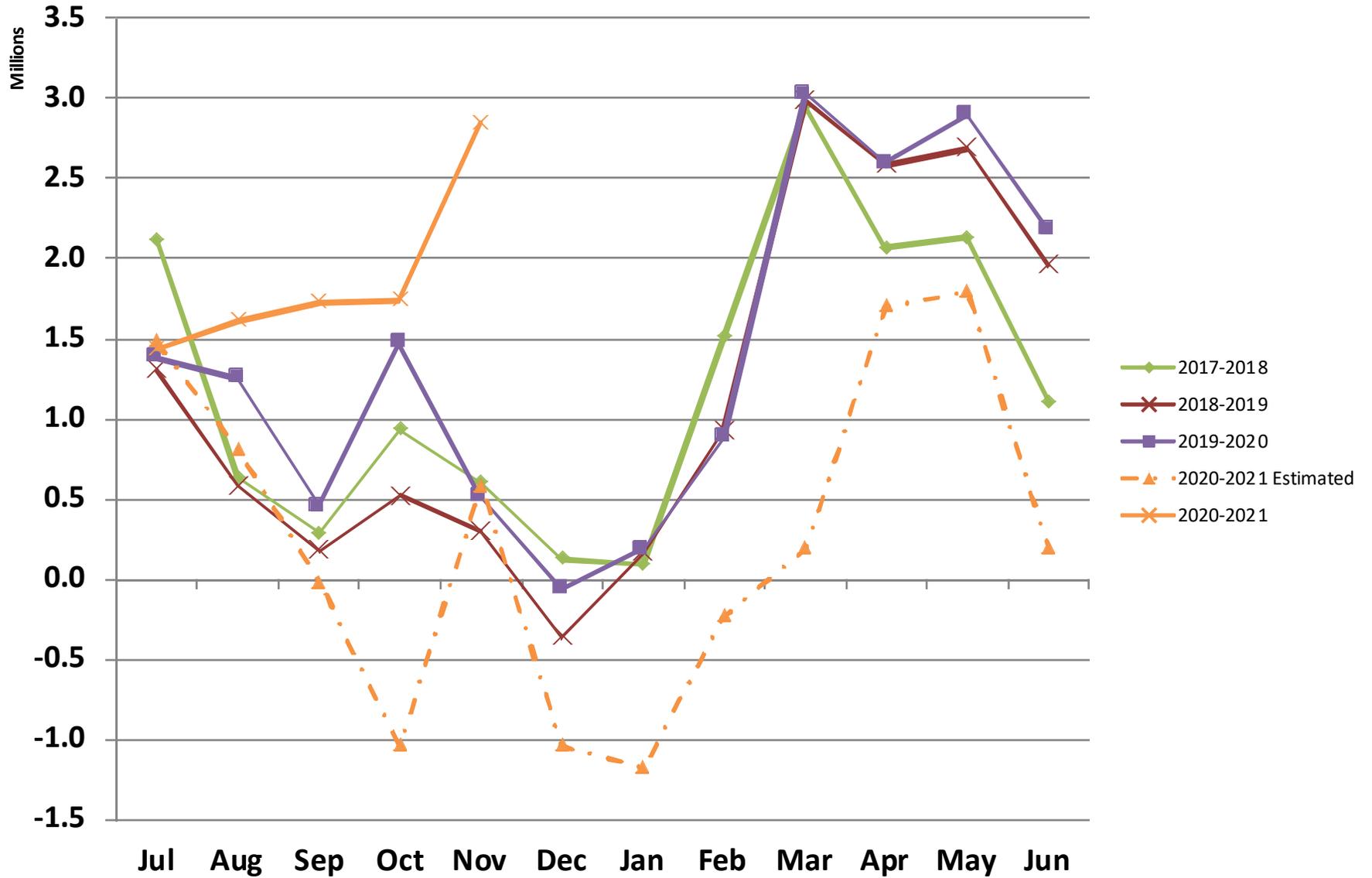
The balance of the 2019 Building and Site, Series III Bonds remaining to be allocated, including \$60,519 of accrued interest and proceeds from the sale of surplus equipment, is \$223,313. A summary of life to date activity is included in the supporting documentation

# Waverly Community Schools

## Finance Committee - Cash Position Report For the Month Ended November 30, 2020

Balance on Hand October 31, 2020	6,022,870.95
Revenues	
State Aid	2,346,633.24
Taxes	19,188.50
Other Revenue	283,203.35
Interfund Transfers In	(568,988.70)
State Aid Note Proceeds	-
	<u>2,080,036.39</u>
Disbursements	
Payroll and Related Liabilities	(2,843,134.10)
Other Expenditures	(381,332.72)
State Aid Repayment	-
	<u>(3,224,466.82)</u>
Prior Month Adjustments During November 2020	(809.03)
Balance on Hand November 30, 2020	<u><u>4,877,631.49</u></u>
PNC Bank - General	4,793,316.69
MILAF	7,835.75
PNC Bank - Payroll	76,479.05
Comerica - Checking	-
	<u><u>4,877,631.49</u></u>
Difference	-

## Waverly Community Schools Cash Flow Analysis (Monthly Lows)



**Waverly Community Schools**  
**General Fund - Budgetary Comparison Schedule**  
**For the Month Ended November 30, 2020**

	Original Budget	Actual	Over (Under) Budget	% Available
<b>Revenue</b>				
Local sources	9,485,511	3,940,367	(5,545,144)	58.5%
State sources	20,596,082	4,115,370	(16,480,712)	80.0%
Federal sources	1,147,806	1,094,177	(53,629)	4.7%
Intergovernmental	3,282,224	582,815	(2,699,409)	82.2%
Transfers In	90,000	-	(90,000)	100.0%
<b>Total revenue</b>	<b>34,601,623</b>	<b>9,732,729</b>	<b>(24,868,894)</b>	<b>71.9%</b>
<b>Expenditures</b>				
<b>Current:</b>				
<b>Instruction:</b>				
Basic program	15,131,640	4,086,853	(11,044,787)	73.0%
Added needs	5,115,691	1,372,220	(3,743,471)	73.2%
<b>Total instruction</b>	<b>20,247,331</b>	<b>5,459,072</b>	<b>(14,788,258)</b>	<b>73.0%</b>
<b>Support Services:</b>				
Pupil	3,156,839	984,896	(2,171,943)	68.8%
Instructional staff	1,413,894	518,392	(895,502)	63.3%
General administration	407,361	183,432	(223,929)	55.0%
School administration	2,451,937	977,855	(1,474,081)	60.1%
Business	571,551	202,581	(368,970)	64.6%
Operations and maintenance	3,571,208	1,207,119	(2,364,090)	66.2%
Pupil transportation services	1,111,291	316,511	(794,780)	71.5%
Central	609,643	283,808	(325,835)	53.4%
Other	91,792	34,726	(57,066)	62.2%
<b>Total support services</b>	<b>13,385,516</b>	<b>4,709,320</b>	<b>(8,676,196)</b>	<b>64.8%</b>
Athletics	657,670	198,675	(458,995)	69.8%
Community services	5,116	-	(5,116)	100.0%
Non Publics	15,234	58,304	43,070	-282.7%
Facility Acquisition	-	-	-	0.0%
<b>Debt service:</b>				
Principal	140,000	70,000	(70,000)	50.0%
Interest	6,300	3,500	(2,800)	44.4%
Capital outlay	-	9,195	9,195	0.0%
Payments to other public schools	1,026,958	149,257	(877,700)	85.5%
<b>Total expenditures</b>	<b>35,484,124</b>	<b>10,657,324</b>	<b>(24,826,800)</b>	<b>70.0%</b>
Excess of Revenue (Under)Over Expenditures	(882,501)	(924,595)	(42,094)	
Transfers Out	-	-	-	0.0%
Change in Fund Balance	(882,501)	(924,595)	(42,094)	
Favorable Expenditure Variance (1.5%)	532,262			
Projected Change in Fund Balance	(350,239)			
Fund Balance - Beginning of year	4,127,772			
Fund Balance - End of year	3,777,533			
	10.6%			

**Waverly Community Schools**  
**Student Activity Fund - Budgetary Comparison Schedule**  
**For the Month Ended November 30, 2020**

	Original Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	203,180	17,513	(185,667)	91.4%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	-	-	-	0.0%
Transfers In	-	-	-	0.0%
<b>Total revenue</b>	<b>203,180</b>	<b>17,513</b>	<b>(185,667)</b>	<b>91.4%</b>
Expenditures				
Student Activities	129,854	4,449	(125,405)	96.6%
Athletics	80,953	5,954	(74,999)	92.6%
<b>Total expenditures</b>	<b>210,806</b>	<b>10,402</b>	<b>(200,404)</b>	<b>95.1%</b>
Excess of Revenue (Under)Over Expenditures	(7,626)	7,111	14,737	
Transfers Out	-	-	-	0.0%
Change in Fund Balance	(7,626)	7,111	14,737	
Fund Balance - Beginning of year	194,565	194,565		
Fund Balance - End of year	186,939	201,676		

**Waverly Community Schools**  
**Sinking Fund - Budgetary Comparison Schedule**  
**For the Month Ended November 30, 2020**

	Original Budget	Actual	Over (Under) Budget	% Available
<b>Revenue</b>				
Local sources	855,996	370,401	(485,595)	56.7%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	-	-	-	0.0%
Transfers In	-	-	-	0.0%
<b>Total revenue</b>	<b>855,996</b>	<b>370,401</b>	<b>(485,595)</b>	<b>56.7%</b>
<b>Expenditures</b>				
Current:				
Support Services - Business	-	-	-	0.0%
Support Services - Central	-	-	-	0.0%
Facilities Acquisition, Construction and Improvements:				
Site Acquisition Services	-	-	-	0.0%
Site Improvement Services	-	-	-	0.0%
Architecture and Engineering Services	-	23,673	23,673	0.0%
Building Acquisition and Construction Services	-	-	-	0.0%
Building Improvement Services	217,416	15,645	(201,771)	92.8%
Other Acquisition and Construction Services	-	-	-	0.0%
<b>Total expenditures</b>	<b>217,416</b>	<b>39,318</b>	<b>(178,098)</b>	<b>81.9%</b>
<b>Excess of Revenue (Under)Over Expenditures</b>	638,580	331,083	(307,497)	
Transfers Out	-	-	-	
<b>Net Change in Fund Balance</b>	638,580	331,083	(307,497)	
<b>Fund Balance - Beginning of year</b>	769,071	769,071		
<b>Fund Balance - End of year</b>	1,407,651	1,100,154		

**Waverly Community Schools**  
**Public Improvement Fund - Budgetary Comparison Schedule**  
**For the Month Ended November 30, 2020**

	Original Budget	Actual	Over (Under) Budget	% Available
<b>Revenue</b>				
Local sources	14,462	80	(14,382)	99.4%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	30,600	-	(30,600)	100.0%
Transfers In	-	-	-	0.0%
<b>Total revenue</b>	<b>45,062</b>	<b>80</b>	<b>(44,982)</b>	<b>99.8%</b>
<b>Expenditures</b>				
Current:				
Support Services - Business	-	-	-	0.0%
Support Services - Operations and Maintenance	28,856	-	(28,856)	100.0%
Support Services - Transportation	277,143	-	(277,143)	100.0%
Support Services - Central	-	-	-	0.0%
Facilities Acquisition, Construction and Improvements:				
Site Acquisition Services	-	-	-	0.0%
Site Improvement Services	-	-	-	0.0%
Architecture and Engineering Services	-	-	-	0.0%
Building Acquisition and Construction Services	-	-	-	0.0%
Building Improvement Services	-	-	-	0.0%
Other Acquisition and Construction Services	-	-	-	0.0%
<b>Total expenditures</b>	<b>305,999</b>	<b>-</b>	<b>(305,999)</b>	<b>100.0%</b>
<b>Excess of Revenue (Under)Over Expenditures</b>	<b>(260,937)</b>	<b>80</b>	<b>261,017</b>	
Transfers Out	-	-	-	
<b>Net Change in Fund Balance</b>	<b>(260,937)</b>	<b>80</b>	<b>261,017</b>	
<b>Fund Balance - Beginning of year</b>	<b>499,021</b>	<b>499,021</b>		
<b>Fund Balance - End of year</b>	<b>238,084</b>	<b>499,101</b>		

**Waverly Community Schools**  
**2019 Building and Site Bonds, Series III**  
**Budget Summary**  
**As of November 30, 2020**

	Budget	Actual	Encumbered	Balance Remaining
<b>Construction</b>				
Remodeling	-	-	-	-
Site Improvements	-	-	-	-
Technology Infrastructure	-	-	-	-
<b>Construction Base Budget Subtotal</b>	-	-	-	-
<b>Technology Equipment - Contract</b>				
Interactive Classroom	-	-	-	-
Network Equipment	-	22,277	-	(22,277)
Wireless Network	-	77,590	-	(77,590)
Phone System	-	-	-	-
AV Systems	-	-	-	-
Video Distribution/Video Production	-	-	-	-
<b>Tech Equipment Contract Subtotal</b>	-	99,867	-	(99,867)
<b>Technology Equipment - Owner PO</b>				
Computers/Mobile Devices	901,471	341,467	241,937	318,067
Servers/Backend Systems	-	-	-	-
Printers	81,929	82,404	-	(475)
AV Equipment	-	10,201	-	(10,201)
Non-Instructional Equipment (from FFE)	-	35,930	-	(35,930)
<b>Tech Equipment Owner PO Subtotal</b>	983,400	470,002	241,937	271,461
<b>District</b>				
Loose Equipment (Furniture & Transportation)	-	-	-	-
Project Contingency	-	-	-	-
Owner GC/Contingency/Issuance Costs	13,600	22,400	-	(8,800)
Field General Conditions	-	-	-	-
Architect	-	-	-	-
Tech Design/Construction Mgr	-	-	-	-
<b>District Subtotal</b>	13,600	22,400	-	(8,800)
<b>Totals</b>	997,000	592,269	241,937	162,794

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
DECEMBER 14, 2020**

**Report #20-34**

**FOR INFORMATION\*\*\***

**Subject:**

Donation – Personal Protective Equipment

**Statement of Purpose:**

Board policy 7230 (Gifts, Grants, and Bequests) requires that all accepted gifts, grants, or bequests shall be acknowledged by the Board or Superintendent.

**Report:**

Waverly Community Schools received a donation of Personal Protective Equipment (PPE) from General Motors and Hanes via the Michigan Community Service Commission and passed thru Ingham ISD. Kyle Scriptor, Supervisor of Maintenance and Operations received the donation. The donation of face coverings and other masks was valued at \$37,498.50. The Board of Education would like to thank the Michigan Community Service Commission, Ingham ISD, General Motors and Hanes for their generosity in providing us with these valuable supplies.

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
DECEMBER 14, 2020**

**Report #20-35**

**FOR ACTION**

**Subject:**

Elmwood Chiller Replacement Award Recommendation

**Recommendation:**

The Superintendent recommends the Board of Education approve an award to Johnson & Wood LLC for the Elmwood Chiller Replacement bid package, as per the attached summary, in accordance with Board Policy 6320 (Purchasing).

**Statement of Purpose:**

The purpose of the Elmwood Chiller Replacement bid package was to receive competitive pricing for a new chiller at Elmwood Elementary.

**Background Information:**

At the end of Spring 2020, one of the two compressors inside the chiller at Elmwood Elementary stopped functioning. This unit has been repaired several times in the past few years at a cost of nearly \$40,000. To avoid additional prospective maintenance costs, including nearly \$25,000 to make the unit operational again, the recommendation is to replace the existing unit with a new unit.

On March 8, 2016 a special election was held for the purpose of proposing a ballot question to authorize Waverly Community Schools to levy not to exceed 1 mill for a period of 10 years to create a sinking fund for construction or repair of school buildings and all other purposes authorized by law. The ballot proposal having received sufficient votes was approved.

On Tuesday, November 3, 2020 the Elmwood Chiller Replacement bid package was released with responses due on Thursday, November 19, 2020. A summary of the bid responses is attached for reference. A satisfactory post bid interview was conducted with the apparent low bidder(s) to ensure compliance with bid specifications.

**Budget Impact:**

The total cost of this recommendation is One Hundred Fifty-Eight Thousand Nine Hundred and 00/100 Dollars (\$158,900.00). The contract will be funded entirely by the proceeds from the levy of the Sinking Fund.

**Discussion of Options:**

The Board may entertain a motion to take one of the following actions:

- 1) Accept the low bidder, as presented
- 2) Reject the low bidder and make an alternate recommendation
- 3) Table the recommendation for further discussion



November 30, 2020

Mr. Evan Nuffer  
Director, Finance and Operations  
Waverly Community Schools  
515 Snow Rd.  
Lansing, Michigan 48917

RE: Elmwood Chiller Replacement

Dear Mr. Nuffer,

Bid documents were issued for the chiller replacement at Elmwood Elementary. In addition to contacting known interested bidders, bids were advertised on the state bid website, in the local newspaper, and with Barton Malow's online planroom. Bids were received and publicly read November 19, 2020.

**Bid Evaluation Summary and Recommendations**

The attached bid tabulation indicates the bid pricing received. After a review of the bid proposals received, a post-bid interview was conducted with the low bidder to verify the proposal was inclusive of the scope of work and schedule.

Based upon the evaluation of the project team we present the following company for consideration by the administration and Board of Education.

Vendor Name	Base Bid
Johnson & Wood, LLC	\$158,900

Upon approval by the Board of Education, Barton Malow will issue a contract to the approved bidder. If you have any questions, please call me at (586) 524-1396.

Sincerely,

Eric Sifferman  
Project Manager



**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
DECEMBER 14, 2020**

**Report # 20-36**

**FOR ACTION**

**Subject:**

Approve the application for preliminary qualification of bonds by the Department of Treasury

**Recommendation:**

The Superintendent recommends the Board of Education affirm its decision to submit a preliminary qualification application and take the actions resolved therein.

**Statement of Purpose:**

Preliminary qualification enables the school district to proceed with calling the election and presenting the bond proposal to its citizens.

**Budget Impact:**

The school district will pay the application fee and the costs for legal counsel attributed to the prequalification review. Costs incurred by the architect and construction manager continue to be deferred until passing a successful ballot question, upon which time the incurred costs will be paid with the proceeds from the sale of the bonds.

**Historical Perspective:**

Waverly Community Schools last held an election to approve the sale of bonds for the purpose of Building and Site Improvements on June 12, 2000. The current millage that is levied to retire all outstanding debt is 6.4000 mills.

The Board of Education approved the development of a prequalification application for the Department of Treasury on November 9, 2020. The application, having been drafted, is ready for submittal to the Department of Treasury for review.

**Discussion of Options:**

The Board of Education can approve the recommendation as presented, make modifications to the proposed bond project or reject the recommendation.

**Rationale for Recommendation:**

State qualified bonds allow school districts to take advantage of two fundamental aspects that make up the framework of the School Bond Qualification and Loan Program:

- A credit enhancement that authorizes the use of the State's bond rating, which may lower the cost of new bonds.
- A loan option for districts that need to borrow from the State to pay principal and interest requirements on outstanding qualified bonds

A school district that seeks State qualification of its bond issue is required to file a preliminary qualification (PQ) application. The PQ application is the mechanism to seek preliminary qualification.

**Strategic Plan Reference:**

Strategy #4, Objective #1 – Conduct periodic reviews of all facilities to assist with long-term planning to maintain safe and secure environments in which to learn, work and play.