

Agenda of Regular Meeting

The Board of Education Waverly Community Schools

A Regular Meeting of the Board of Education of Waverly Community Schools will be held March 15, 2021, 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/81950838325?pwd=TzIKQTAyemhYdy9EcXV2VUdieGJzd09>

Meeting ID: 819 5083 8325

Passcode: 218140

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Find your local number: <https://waverlyschools-net.zoom.us/u/kyBd79jK4>

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. Special Presentations
 - 2020-21 Budget Amendment Presentation - Mr. Evan Nuffer, Director of Finance & Operations
- III. Correspondence
- IV. Public Comment for Agenda Items, including the Reconfirmation of the District's Extended COVID-19 Learning Plan
 - 1
- V. Board Member Comment

VI. Approval of Agenda and Acceptance of all Reports

Recommendation: *To request a motion to approve the March 15, 2021 agenda as presented and accept all reports into discussion.*

VII. Approval of Consent Agenda Items

- A. Items listed below may be approved with one motion unless a board member request than an item or items be removed for separate action. 4

1. Regular Meeting Minutes - February 8, 2021
2. Report #20 - 50, Human Resources Personnel Report
3. Report #20 - 51, Finance Report, February 2021

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

VIII. Committee Reports

IX. Presentation of Reports

A. Finance & Facilities

1. For Action - Report #20-52, Approve 2020-21 Budget Amendment Resolutions 21

Recommendation: *To request a motion to approve the 2020-21 General Fund Resolution and the 2020-21 Special Revenue Funds Resolution as presented.*

2. For Action - Report #20-53, Contract Renewal for Business Services July 2021 - June 2024 30

Recommendation: *To request a motion to approve a contract extension with Ingham Intermediate School District for the Scope of Services described in the attached Business Services Agreement.*

B. Teaching & Learning

1. For Action - Report #20-54, Reconfirmation of Monthly Extended COVID-19 Learning Plan.

Recommendation: *To request a motion to approve Report #20-54, the Reconfirmation of the Monthly Extended COVID-19 Learning Plan.*

2. For Action Report # 20-55, 2021-22 Schools of Choice Designation 39

Recommendation: *To request a motion to approve participation in the limited Schools of Choice Program (Sections 105 and 105 (c)) for the 2021-2022 school year and the applications per grade as presented.*

3. For Action - Report #20-56, Out of State Field Trip

41

Recommendation: *To request a motion to approve Report #20-56, 1-day Senior Student trip to Cedar Point on May 21, 2021.*

- 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

Opening of Meeting

The regular meeting of the Waverly Community Schools Board of Education was held online Monday, February 8, 2021, via Zoom. Board President Mary Ann Martin called the meeting to order at 6:31 PM and the pledge to the flag was led by Director of Teaching & Learning, Lara Slee.

Members Present: Mrs. Mary Ann Martin
Mrs. Holly Nester
Mrs. Amy Krause
Mrs. Rhonda Sosnowski
Mr. Christopher Beasley
Mrs. Alicia Guevara Warren
Ms. Tamia McClain

Members Absent:

Staff Present: Kelly Blake, Superintendent
Evan Nuffer, Director of Finance
Dr. Lara Slee, Director of Teaching & Learning
Matthew Corliss, Director of Human Resources
Tiffany Wright, Director of Special Services
Ann Marie Lindsay
Chris Huff
Mike Moreno
Molly Francis
Shawn Lewis
Vickie Tisdale
Tim Lyman
Chris Smith
Terri Collett-Such
Sue Ruegsegger
Brenda Hinds
Angie Burns
Jennifer Wagemaker

Others Present: Eric Fitton
Brad Przystas
Noah Hintz
Christine Zouaoui
Josh Pung

Correspondence: None

Public Comment, including the Reconfirmation of the District's Extended COVID-19 Learning Plan: None

Board Member Comment:

Member Beasley thanked Dr. Slee, Evan Nuffer, Principal Huff and all Waverly staff for the long hours and hard work to provide a quality education for our students.

Member Sosnowski thanked the administrators, custodians, bus drivers, food service and all staff who have worked so hard during this challenging time.

Member Nester thanked the teachers for going above and beyond this school year, food service, bus drivers and all Waverly staff for their continued hard work. She confirmed receipt of the High School survey on student return to in-person learning and that it will be interesting to see the percentages of online vs. in-person learning.

Member McClain thanked all staff for the continued work, long past the normal work day, to continue to move education forward. The Waverly School Board sees and appreciates you.

Member Guevara Warren expressed many thanks and is grateful for all staff pitching in to make the best of the current learning environment. It is greatly appreciated.

Member Krause thanked for all the hard work of the administrators, teachers, and principals continually trying to get our students back to in-person learning while keeping everyone safe. The Waverly Board of Education is thankful for the staff we have in place.

Member Martin is thankful for all the Waverly staff continuing to do a wonderful job. She is looking forward to March 1st and students returning to in-person learning in grades K-4. Member Martin is proud to be a Waverly Warrior working with everyone giving their time and attention to important matters.

Adoption of Agenda, and Acceptance of Reports

A motion was presented by Member Beasley and supported by Member Nester to adopt the agenda as presented and accept all reports.

Motion PASSED

Vote: Ayes - 7; Nays – 0

Approval Consent Agenda

A motion was presented by Member Beasley and supported by Member Nester to approve the consent agenda as presented.

- 1.Regular Rescheduled Meeting Minutes – January 25, 2021
- 2.Report #20-45, Human Resources Personnel Report
- 3.Report #20-46, Finance Report January 2021

Motion PASSED

Vote: Ayes - 7; Nays – 0

Committee Reports: None

For Action – Report #20-47, 2021 Building and Site Bonds Series IV Bond Sale Resolution

A motion was presented by Member Beasley and supported by Member Krause to approve Report #20-47, the resolution to accept the offer from PNC Bank to purchase the 2021 Building and Site, Series IV Bonds for the fixed rate identified in the bid term sheet.

Motion PASSED

Vote: Ayes - 7; Nays – 0

For Action – Report #20-48, Reconfirmation of the Monthly Extended COVID-19 Learning Plan

Dr. Slee gave an overview of the Monthly Extended COVID-19 Learning Plan, reviewing the district plan moving forward starting March 1, 2021 with some K-4 students returning to in-person learning, while others chose to remain learning online. She also reviewed the April 12, 2021 return of some students in grades 5-12 to in-person learning and those who chose to remain online.

Superintendent Blake stated that Waverly Community Schools will continue to follow the MI Safe Start Plan and regulations of the Ingham and Eaton County Health Departments.

When students do return to in-person learning, the environment will look different.

- Visitors will not be allowed in the buildings so for the remainder of the 2020-21 school year parents, unless there is an emergency circumstances.
- Parents will meet their students at the outside doors. Extra people will not be allowed in the buildings to help reduce the risk of COVID-19 exposure.
- Drop-off time will be 10 minutes before school starts and pick up as soon as the day ends.
- Masks must be worn at all times during the school day with the exception of eating breakfast and if students go outside.
- Social distancing as much as possible, with 4 feet between desks.
- No drinking fountains operational for the remainder of the school year, students will need their own water bottle.
- Procedures will be followed in the case of exposure.
- Hand washing numerous times during the day.
-

A copy of the plan is available on the district website and attached to a copy of the February 8, 2021 Regular Board Meeting Minutes.

Member Sosnowski asked if water bottles would be provided for those students who do not have. Principals are exploring all options and solutions. She also asked what learning supports would

be provided for those students quarantined for exposure, will Waverly students be able to transition to online learning.

Superintendent Blake responded that Principals are exploring all options and solutions for water bottles. She also responded that students will be keeping their current devices and be able to access google classroom format so students can transition easily to online learning, if needed. Principal Huff confirmed the current learning structure will allow for easy transitions from in-person to online learning.

Member Guevara Warren asked the average size of K-4 in-person classes. Superintendent Blake stated 15 students.

Member McClain asked plan information regarding sports. Superintendent Blake stated winter sports are resuming and will request information from our Athletic Director and provide to board members.

Principal Huff confirmed the return of winter sports at a modified schedule and limited to 2 spectators per athlete. MHSAA is currently looking at different options and will instruct schools once they adopt. Masks will be worn at practices and safety measures enforced.

Member Sosnowski asked how many students will be allowed on the buses during transport. She also asked about bus cleaning procedures.

Superintendent Blake responded 1 student per seat, unless they are related and live in the same house. Many families are choosing to transport their own student(s). Buses will be cleaned after each transport, both morning and afternoon.

Member Nester asked about the parent survey on student health and how that will be implemented daily.

Superintendent Blake responded it will be a compact, one-time survey. Families will complete confirming they will not send their student to school ill and if it becomes a problem, the student will be moved to remote learning. We will enforce our health and mask safety protocols and if families can not adhere, they will be transitioned to remote learning for the safety of all other students and staff.

Member Martin expressed appreciation for all of the hard work and dedication to the successful learning platforms at Waverly Community Schools.

A motion was presented by Member Guevara Warren and supported by Member Sosnowski to approve Report #20-48, the reconfirmation of the Monthly Extended COVID-19 Learning Plan.

Motion PASSED

Vote: Ayes - 7; Nays – 0

For Action – Report #20-49, Second Reading of 2021-2022 Waverly High School Program of Studies

Member Krause questioned if courses not included in the schedule for 2021-22 would be reinstated in the future. Principal Huff confirmed they would, if there was a certified staff member available to teach and it able to be schedule and there was high student interest.

Member McClain requested clarification on required history courses and how it is determined which classes will be offered each year. Principal Huff explained the scheduling process.

A motion was presented by Member Nester and supported by Member Beasley to approve Report #20-4, the 2021-22 Waverly High School Program of studies as presented.

Motion PASSED

Vote: Ayes - 7; Nays – 0

Superintendent's Report

Superintendent Blake shared that Member Guevara Warren was expecting her 2nd child, and congratulated her.

Superintendent Blake reviewed where the May 2021 Bond information can be found on our website www.waverlycommunityschools.net . Proposed site plans are also available for review. This is a no tax increase bond issue for the community. The website will be updated as the process progresses. Please contact the Superintendent's office for more information.

Public Comment – Open Comment for District Issues

None

Other Board Business:

President Martin confirmed the next regular monthly Board of Education meeting is Monday March 15, 2021.

Superintendent Blake stated that several Waverly staff members have received their first COVID-19 vaccine and will be getting their 2nd vaccine before students return March 1st. She thanked Barry, Eaton and Ingham County Health Departments for helping schedule appointments for our staff. She also thanked Barbara Weathers, Ingham ISD Executive Assistant, for her additional in scheduling vaccine appointments.

Adjournment at: 7:33 PM

Respectfully submitted,



Amy Krause, Secretary

aml

Extended COVID-19 Learning Plan
Version: Strict Adherence to Legislation
Reconfirmation Meeting
Required Every Month After Initial Plan Approval

Agenda:

- Reconfirm how instruction is going to be delivered during the 20/21 school year
- Public comments from parents and/or guardians on the Extended Learning Plan
- Review weekly 2-way interaction rates

Reconfirmation Meeting for February 8, 2021

Reconfirm how instruction (Return to Learn Plan) is going to be delivered during the 20/21 school year:

(Recommendation: Explain in narrative form any modifications to the original Extended Learning Plan)

Recommendation:

As a district, we have worked to keep families informed about COVID learning decisions and data with as much forewarning and transparency as possible. Our decisions have evolved as new information is shared by our area health officials. In recent meetings with county health officials, it has become increasingly clear that with the availability of the vaccine, we do not have to respond as stringently to our defined COVID-19 metrics. We want the COVID metrics to continue to decrease, but vaccine availability is a helpful safeguard for our most vulnerable adult staff members at Waverly Community Schools. We will continue to track COVID metric data, but will not make our final decisions about dates to return to school buildings based solely on these metrics.

Current Plan:

K-4 Students and Intensive Resource Room students: Parents have been surveyed, and students will return to in-person learning on Monday, March 1 OR they will continue remote learning for the remainder of the school year. If returning to the buildings, students and staff will be required to wear masks throughout the school day. We will keep students in their cohort groups as much as possible. Students will attend school for 4 hours (i.e. 8:50-12:50 or 9:00-1:00),

five days per week. Core academic learning will take place during these four hours. Students will participate in special classes (art, PE, technology, music) asynchronously in the afternoons.

5-12 Students: Parents are currently/or have been surveyed, and students will return to in-person learning on April 12, 2021 or continue with remote learning for the remainder of the year. 5-6 students will attend school for 4 hours each day (mornings), five days per week. Exact hours will be determined when the K-4 bus routes are completed. Students and staff will be required to wear masks. 7-12 students will attend school 4 days per week and the fifth day will be asynchronous.

-WCS has a process which we work through with the County Health Departments when we have either a COVID exposure or COVID case. The decisions that are made are case dependent. Each building has defined a “sick” area where students can wait for parent/guardian pick up if they become ill during the school day.

-Transportation will be offered to qualified resident students. Students are required to wear a mask on the bus at all times.

-Online learning schedules will remain the same.

-Students who continue with remote learning will still be able to pick up food each Tuesday at WHS.

-Students who are returning to in-person learning will eat lunch at school each day OR take home a sack lunch (building dependent)

-We will ask parents to fill out a quick health survey compact to ensure students are not sent into the buildings with COVID-19 symptoms.

-More detailed safety and mitigation details are listed in our ECOL on the district website.

Document Public Comments:

NA

Review Weekly 2-Way Interaction Rates

Date	District Percentage
01/18 - 01/22	97%
01/25 - 01/29	98%
Date	District Percentage
12/07 - 12/11	98%
12/14 - 12/18	99%
01/04 - 01/08	98%
01/11 - 01/15	97%

WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
March 15, 2021

Report #20-50

Subject: Personnel Report*

A. Transfer – Non-Certified

<u>Name</u>	<u>From Position</u>	<u>To Position</u>	<u>Effective</u>
Rebecca Renfro	Colt Para Educator	East Para Educator	02/22/2021

B. Termination – Non-Certified

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Effective</u>
Andrew Cairns	Para Educator	Middle School	03/03/2021

C. Resignation – Non-Certified

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Reason</u>	<u>Effective</u>
Dominique Dean	Para Educator	High School	Personal	03/10/2021

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
MARCH 15, 2021**

Report #20-51

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 January 31, 2021 was \$5,825,696.01. Receipts during February, consisting of State Aid, property taxes, and other revenues in the amount of \$4,810,280.08 minus disbursements during February of \$3,319,692.93, left the district with a General Fund cash balance, as of February 28, 2021, of \$7,314,283.16, including \$1,500,000.00 from the issuance of a State Aid Note.

2020-21 General Fund revenues/transfers-in exceed expenditures/transfers-out by \$1,910,027. 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 \$19,431. 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 \$661,170. 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 \$117. 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 \$60,553 of accrued interest and proceeds from the sale of surplus equipment, is \$181,800. A summary of life to date activity is included in the supporting documentation

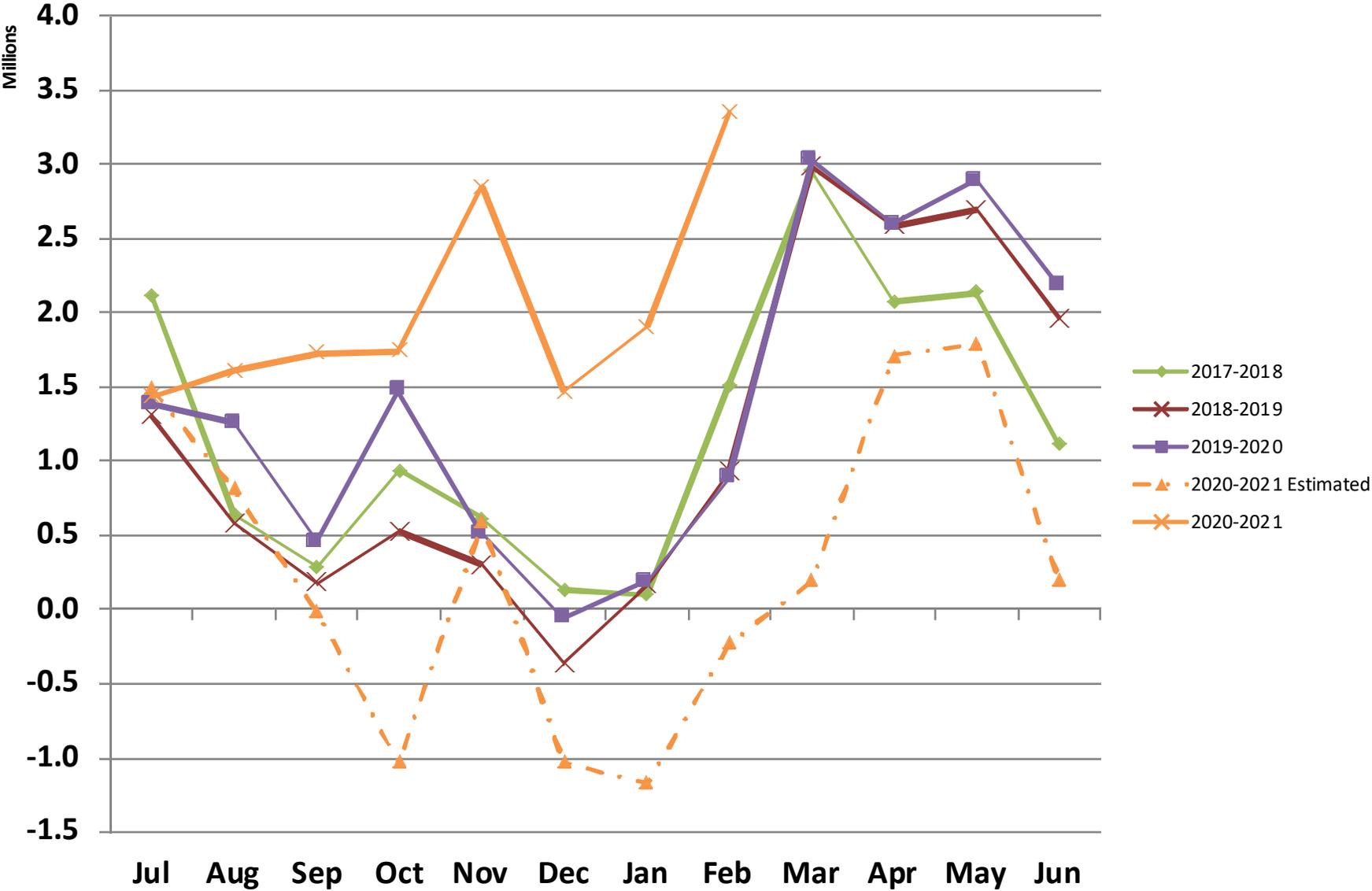
Waverly Community Schools

Finance Committee - Cash Position Report

For the Month Ended February 28, 2021

Balance on Hand January 31, 2021	5,825,696.01
Revenues	
State Aid	2,261,263.54
Taxes	2,373,690.38
Other Revenue	171,892.14
Interfund Transfers In	-
State Aid Note Proceeds	-
	<u>4,806,846.06</u>
Disbursements	
Payroll and Related Liabilities	(2,845,663.52)
Other Expenditures	(474,029.41)
State Aid Repayment	-
	<u>(3,319,692.93)</u>
Prior Month Adjustments During February 2021	1,434.02
Balance on Hand February 28, 2021	<u><u>7,314,283.16</u></u>
PNC Bank - General	7,239,950.33
MILAF	7,836.31
PNC Bank - Payroll	66,496.52
Comerica - Checking	-
	<u><u>7,314,283.16</u></u>
Difference	-

Waverly Community Schools Cash Flow Analysis (Monthly Lows)



Waverly Community Schools
General Fund - Budgetary Comparison Schedule
For the Month Ended February 28, 2021

	Revised Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	9,462,357	8,263,099	(1,199,258)	12.7%
State sources	22,983,488	10,495,762	(12,487,726)	54.3%
Federal sources	2,520,500	1,145,325	(1,375,175)	54.6%
Intergovernmental	3,512,224	1,615,143	(1,897,081)	54.0%
Transfers In	90,000	-	(90,000)	100.0%
Total revenue	38,568,569	21,519,328	(17,049,240)	44.2%
Expenditures				
Current:				
Instruction:				
Basic program	15,347,750	8,020,325	(7,327,425)	47.7%
Added needs	5,290,897	2,621,774	(2,669,123)	50.4%
Total instruction	20,638,647	10,642,099	(9,996,548)	48.4%
Support Services:				
Pupil	3,850,717	1,986,965	(1,863,751)	48.4%
Instructional staff	1,513,157	831,532	(681,625)	45.0%
General administration	423,908	259,830	(164,078)	38.7%
School administration	2,527,422	1,622,853	(904,569)	35.8%
Business	584,135	349,499	(234,636)	40.2%
Operations and maintenance	3,806,222	1,966,524	(1,839,699)	48.3%
Pupil transportation services	1,158,610	580,572	(578,038)	49.9%
Central	620,323	410,041	(210,282)	33.9%
Other	100,226	47,154	(53,072)	53.0%
Total support services	14,584,719	8,054,971	(6,529,748)	44.8%
Athletics	666,222	270,159	(396,063)	59.4%
Community services	-	1,548	1,548	0.0%
Non Publics	72,851	58,304	(14,547)	20.0%
Facility Acquisition	-	90	90	0.0%
Debt service:				
Principal	140,000	70,000	(70,000)	50.0%
Interest	6,300	3,500	(2,800)	44.4%
Capital outlay	44,500	63,047	18,547	-41.7%
Payments to other public schools	848,867	445,584	(403,283)	47.5%
Total expenditures	37,002,106	19,609,301	(17,392,804)	47.0%
Excess of Revenue (Under)Over Expenditures	1,566,463	1,910,027	2,792,528	
Transfers Out	350,000	-	(350,000)	100.0%
Change in Fund Balance	1,216,463	1,910,027	2,792,528	
Favorable Expenditure Variance (1.5%)	555,032			
Projected Change in Fund Balance	1,771,495			
Fund Balance - Beginning of year	4,127,772			
Fund Balance - End of year	5,899,267			
	15.9%			

Waverly Community Schools
Student Activity Fund - Budgetary Comparison Schedule
For the Month Ended February 28, 2021

	Revised Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	203,280	39,001	(164,179)	80.8%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	-	-	-	0.0%
Transfers In	-	-	-	0.0%
Total revenue	203,280	39,001	(164,179)	80.8%
Expenditures				
Student Activities	129,854	13,541	(116,313)	89.6%
Athletics	80,953	6,029	(74,924)	92.6%
Total expenditures	210,806	19,570	(191,236)	90.7%
Excess of Revenue (Under)Over Expenditures	(7,526)	19,431	27,057	
Transfers Out	-	-	-	0.0%
Change in Fund Balance	(7,526)	19,431	27,057	
Fund Balance - Beginning of year	194,565	194,565		
Fund Balance - End of year	187,039	213,996		

Waverly Community Schools
Sinking Fund - Budgetary Comparison Schedule
For the Month Ended February 28, 2021

	Original Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	855,996	770,478	(85,518)	10.0%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	-	-	-	0.0%
Transfers In	-	-	-	0.0%
Total revenue	855,996	770,478	(85,518)	10.0%
Expenditures				
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	-	41,997	41,997	0.0%
Building Acquisition and Construction Services	-	-	-	0.0%
Building Improvement Services	217,416	67,311	(150,105)	69.0%
Other Acquisition and Construction Services	-	-	-	0.0%
Total expenditures	217,416	109,308	(108,108)	49.7%
Excess of Revenue (Under)Over Expenditures	638,580	661,170	22,590	
Transfers Out	-	-	-	
Net Change in Fund Balance	638,580	661,170	22,590	
Fund Balance - Beginning of year	769,071	769,071		
Fund Balance - End of year	1,407,651	1,430,241		

Waverly Community Schools
Public Improvement Fund - Budgetary Comparison Schedule
For the Month Ended February 28, 2021

	Original Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	14,462	117	(14,345)	99.2%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	30,600	-	(30,600)	100.0%
Transfers In	-	-	-	0.0%
Total revenue	45,062	117	(44,945)	99.7%
Expenditures				
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%
Total expenditures	305,999	-	(305,999)	100.0%
Excess of Revenue (Under)Over Expenditures	(260,937)	117	261,054	
Transfers Out	-	-	-	
Net Change in Fund Balance	(260,937)	117	261,054	
Fund Balance - Beginning of year	499,021	499,021		
Fund Balance - End of year	238,084	499,138		

Waverly Community Schools
2019 Building and Site Bonds, Series III
Budget Summary
As of February 28, 2021

	Budget	Actual	Encumbered	Balance Remaining
Construction				
Remodeling	-	-	-	-
Site Improvements	-	-	-	-
Technology Infrastructure	-	-	-	-
Construction Base Budget Subtotal	-	-	-	-
Technology Equipment - Contract				
Interactive Classroom	-	-	-	-
Network Equipment	-	22,277	-	(22,277)
Wireless Network	-	77,590	-	(77,590)
Phone System	-	-	-	-
AV Systems	-	-	-	-
Video Distribution/Video Production	-	-	-	-
Tech Equipment Contract Subtotal	-	99,867	-	(99,867)
Technology Equipment - Owner PO				
Computers/Mobile Devices	901,471	551,511	2,140	347,820
Servers/Backend Systems	-	-	-	-
Printers	81,929	82,404	-	(475)
AV Equipment	-	10,201	-	(10,201)
Non-Instructional Equipment (from FFE)	-	35,930	-	(35,930)
Tech Equipment Owner PO Subtotal	983,400	680,047	2,140	301,213
District				
Loose Equipment (Furniture & Transportation)	-	-	-	-
Project Contingency	-	-	-	-
Owner GC/Contingency/Issuance Costs	13,600	22,400	-	(8,800)
Field General Conditions	-	-	-	-
Architect	-	71,300	-	(71,300)
Tech Design/Construction Mgr	-	-	-	-
District Subtotal	13,600	93,700	-	(80,100)
Totals	997,000	873,614	2,140	121,247

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
MARCH 15, 2021**

Report # 20-52

FOR ACTION

Subject:

Waverly Community Schools 2020-2021 Budget Amendment Resolutions

Recommendation:

The Superintendent recommends the Board of Education approve the following resolutions:

The 2020-21 General Fund Resolution with revenues/transfers-in of \$38,568,569 and expenditures/transfers-out of \$37,352,106

The 2020-21 Special Revenue Funds Resolution with revenues/transfers-in of \$2,477,823 and expenditures/transfers-out of \$2,446,892

Statement of Purpose:

The chief administrative officer is required to provide the school board such information as the board requires for proper consideration of the recommended budget. (MCL 141.434)

Budget Impact:

The projected General Fund balance as of June 30, 2021 is estimated at \$5,899,267, or 15.9% of current year operating expenditures.

The projected Community Services Fund balance as of June 30, 2021 is estimated at 0, or 0% of current year operating expenditures.

The projected Food Service Fund balance as of June 30, 2021 is estimated at \$401,159, or 24.0% of current year operating expenditures.

The projected Student Activities Fund balance as of June 30, 2021 is estimated at \$187,039, or 88.7% of current year operating expenditures.

Historical Perspective:

The budget is amended as needed throughout the year in accordance with the Uniform Budgeting and Accounting Act.

Discussion of Options:

The Board may adopt the resolutions collectively, reject the resolutions collectively, or take action on each individual resolution separately.

Rationale for Recommendation:

In accordance with the Uniform Budgeting and Accounting Act, when revenues are going to be less than estimated or expenditures are going to be greater than estimated, the Superintendent is to make a recommendation to reduce expenditures or increase the amount of fund balance available to appropriate for current year expenditures.

Strategic Plan Reference:

As the heart of the community, our mission is to educate and prepare each student to achieve her or his academic best, develop character, become a life long learner, and contribute as a citizen of our global society.

GENERAL FUND APPROPRIATIONS
Resolution for Adoption by
The Waverly Community Schools Board of Education

RESOLVED that this resolution shall be the revised general appropriations of Waverly Community Schools for the 2020-21 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenue received by the Waverly Community Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the General Fund of the school district for fiscal year 2020-21 which includes 17.9946 operating mills to be levied on all property, except principal residence and other property exempted by law and 4.1764 supplemental (hold harmless) operating mills on all principal residences, qualified agricultural property, qualified forest property, industrial personal property and commercial personal property not otherwise exempted by law of ad valorem taxes to be used for operating purposes is as follows:

Revenue:

Local	\$9,462,357
State	22,983,488
Federal	2,520,500
Other Financing Sources	3,602,224
Total Revenue	\$38,568,569
Total Fund Balance, July 1 Available to Appropriate	\$4,127,772
Total Available to Appropriate	\$42,696,341

BE IT FURTHER RESOLVED, that \$37,352,106 of the total available to appropriate in the general fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures:

Instruction	
Basic Programs	\$15,449,659
Added Needs	5,337,397
Support Services	
Pupil Support	3,850,717
Instructional Staff Support	1,535,976
General Administration	423,908
School Administration	2,534,767
Business Services	749,202
Operations and Maintenance	3,806,222
Transportation	1,158,610
Central Support	1,125,550
Other Support	766,448
Community Activities	-0-
Nonpublic Schools	72,851
Payments to Other Public Schools	-0-
Facilities Acquisitions and Debt Service	190,800
Other Financing Uses	350,000
Total Appropriated	\$37,352,106

BE IT FURTHER RESOLVED, that an amount not to exceed \$350,000 of local revenue shall be appropriated as Other Financing Uses and transferred from the General Fund to the Public Improvement Fund and that such funds shall be used for non-routine capital items, including, but not limited to, the construction of new buildings, major remodeling of buildings, and acquisition of equipment and vehicles.

BE IT FURTHER RESOLVED, that no board of education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval of the board.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Waverly Community Schools, Ingham, Eaton and Clinton Counties, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a _____ meeting held on _____, 2021, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

Waverly Community Schools
Budget Amendment - General Fund
March 15, 2021

	Original Budget	Revised Budget	Difference (Revised - Original)
Revenue			
Local sources	9,485,511	9,462,357	(23,154)
State sources	20,596,082	22,983,488	2,387,406
Federal sources	1,147,806	2,520,500	1,372,694
Intergovernmental	3,282,224	3,512,224	230,000
Transfers In	90,000	90,000	-
Total revenue	34,601,623	38,568,569	3,966,946
Expenditures			
Current:			
Instruction:			
Basic program	15,131,640	15,347,750	216,110
Added needs	5,115,691	5,290,897	175,206
Total instruction	20,247,331	20,638,647	391,316
Support Services:			
Pupil	3,156,839	3,850,717	693,878
Instructional staff	1,413,894	1,513,157	99,263
General administration	407,361	423,908	16,547
School administration	2,451,937	2,527,422	75,485
Business	571,551	584,135	12,584
Operations and maintenance	3,571,208	3,806,222	235,014
Pupil transportation services	1,111,291	1,158,610	47,319
Central	609,643	620,323	10,680
Other	91,792	100,226	8,434
Total support services	13,385,516	14,584,719	1,199,204
Athletics	657,670	666,222	8,552
Community services	5,116	-	(5,116)
Non Publics	15,234	72,851	57,617
Facility Acquisition	-	-	-
Debt service:			
Principal	140,000	140,000	-
Interest	6,300	6,300	-
Capital outlay	-	44,500	44,500
Payments to other public schools	1,026,958	848,867	(178,091)
Total expenditures	35,484,124	37,002,106	1,517,982
Excess of Revenue (Under)Over Expenditures	(882,501)	1,566,463	2,448,964
Transfers Out	-	350,000	350,000
Net Change in Fund Balance	(882,501)	1,216,463	2,098,964
Favorable Expenditure Variance (1.5%)	532,262	555,032	22,770
Projected Change in Fund Balance	(350,239)	1,771,495	2,121,734
Fund Balance - Beginning of year	4,127,772	4,127,772	
Fund Balance - End of year	3,777,533	5,899,267	
	10.6%	15.9%	

SPECIAL REVENUE FUNDS APPROPRIATIONS
Resolution for Adoption by
The Waverly Community Schools Board of Education

RESOLVED that this resolution shall be the revised special revenue appropriations of Waverly Community Schools for the 2020-2021 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenue received by Waverly Community Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the Special Revenue Funds of the school district for fiscal year 2020-2021 is as follows:

Revenue:	
Local	\$384,280
State	57,000
Federal	1,836,543
Fund Modifications (Transfers In)	200,000
 Total Revenue	 \$2,477,823
 Total Fund Balance, July 1 Available to Appropriate	 \$557,267
 Total Available to Appropriate	 \$3,035,090

BE IT FURTHER RESOLVED, that \$2,466,892 of the total available to appropriate in the Special Revenue Funds is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures:	
Instructional Services	\$247,528
Business Services	35,410
Operations and Maintenance	500
Athletics	80,953
Student Activities	129,854
Food Services	1,632,257
Community Services	230,391
Fund Modifications (Transfers Out)	90,000
 Total Appropriated	 \$2,446,892

BE IT FURTHER RESOLVED, that no board of education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval of the board.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of _____, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a _____ meeting held on _____, 2021, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

Waverly Community Schools
Budget Amendment - Community Services Fund
March 15, 2021

	Original Budget	Revised Budget	Difference
Revenue			
Local sources	565,084	175,000	(390,084)
State sources	-	-	-
Federal sources	-	100,000	100,000
Transfers In	-	200,000	(200,000)
Total revenue	565,084	475,000	(490,084)
Expenditures			
Preschool Instruction	255,953	247,528	(8,425)
Community services	282,076	230,391	(51,685)
Total expenditures	538,029	477,919	(60,110)
Excess of Revenue (Under)Over Expenditures	27,055	(2,919)	(29,974)
Transfers Out	-	-	-
Net Change in Fund Balance	27,055	(2,919)	(29,974)
Fund Balance - Beginning of year	2,715	2,919	
Fund Balance - End of year	29,770	-	
	5.5%	0.0%	

Waverly Community Schools
Budget Amendment - Food Service Fund
March 15, 2021

	Original Budget	Revised Budget	Difference
Revenue			
Local sources	96,000	6,000	(90,000)
State sources	57,000	57,000	-
Federal sources	1,609,373	1,736,543	127,170
Transfers In	-	-	-
Total revenue	1,762,373	1,799,543	37,170
Expenditures			
Support Services:			
Business	35,099	35,410	311
Operations and maintenance	500	500	-
Food Services	1,590,278	1,505,237	(85,041)
Total support services	1,625,877	1,541,147	(84,730)
Capital outlay	-	64,598	64,598
Payments to other public schools	62,422	62,422	-
Total expenditures	1,688,299	1,668,167	(20,132)
Excess of Revenue (Under)Over Expenditures	74,074	131,376	57,302
Transfers Out	90,000	90,000	-
Net Change in Fund Balance	(15,926)	41,376	57,302
Fund Balance - Beginning of year	325,853	359,783	
Fund Balance - End of year	309,927	401,159	
	18.4%	24.0%	

Waverly Community Schools
Budget Amendment - Student Activities Fund
March 15, 2021

	Original Budget	Revised Budget	Difference
Revenue			
Local sources	203,180	203,280	100
Transfers In	-	-	-
Total revenue	203,180	203,280	100
Expenditures			
Support Service - Other	210,806	210,806	-
Community services	-	-	-
Total expenditures	210,806	210,806	-
Excess of Revenue (Under)Over Expenditures	(7,626)	(7,526)	100
Transfers Out	-	-	-
Net Change in Fund Balance	(7,626)	(7,526)	100
Fund Balance - Beginning of year	216,167	194,565	
Fund Balance - End of year	208,541	187,039	
	98.9%	88.7%	

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
MARCH 15, 2021**

Report # 20-53

FOR ACTION

Subject:

Business Services Contract Extension

Recommendation:

The Superintendent recommends the Board of Education approve a contract extension with Ingham Intermediate School District for the Scope of Services described in the attached Business Services Agreement.

Statement of Purpose:

The purpose of this recommendation is to continue our existing contract for payroll and benefits services.

Background Information:

Beginning in October 2015, Ingham Intermediate School District (the "IISD") began providing payroll and benefit services to Waverly Community Schools. Since inception of this contract, there has been a consistent level of attention and service provided to the District due to the capacity of their department and the cross-functionality of its employees. This cross-functionality and capacity is something that was lacking when those services were provided internally by the District. As a District provided service, turnover in the department could have a significant financial impact on the District and its employees. There is mutual consent by both parties to seek renewal of the contract as per Article 3.2 of the Agreement.

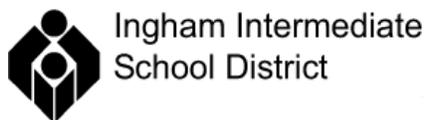
Budget Impact:

The first year cost of the Business Services Agreement is One Hundred Seventy Thousand Nineteen and No/100 Dollars (\$170,019.00). Each of the two subsequent years include a Three Percent (3%) increase in the contract cost.

Discussion of Options:

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

- 1) Accept the recommendation, as presented
- 2) Reject the recommendation, as presented
- 3) Table the recommendation for further discussion



BUSINESS SERVICES AGREEMENT

This Business Services Agreement (“Agreement”) is by and between Ingham Intermediate School District (“INGHAM ISD”) and Waverly Community Schools (“DISTRICT”), each a party and collectively the “Parties”.

PREAMBLES

- A. Sections 11a(MCL 380.11a) and 601A (MCL380.601a) of the Revised School Code, give INGHAM ISD and DISTRICT authority to exercise powers appropriate to the performance of any function related to the operations of DISTRICT and INGHAM ISD in the interest of public elementary and secondary education in DISTRICT and INGHAM ISD.
- B. Revised School Code Section 627(4) generally authorizes intermediate school districts to provide to constituent districts services that can be accomplished more cost effectively by an intermediate school district, and to charge a fee for such services.
- C. The Parties, after careful consideration, have concluded that INGHAM ISD can furnish DISTRICT business services on a cost-effective basis.
- D. INGHAM ISD is willing to furnish, and DISTRICT desires to receive such services for the consideration and on the terms and conditions stated in this Agreement.

NOW THEREFORE, in consideration of the mutual promises and benefits contained herein, the Parties agree as follows:

ARTICLE I

DESCRIPTION OF SERVICES

- 1.1 **Scope of Services.** INGHAM ISD shall provide to DISTRICT the services set forth in Appendix A, including but not limited to the employment and supervision of all staff necessary to render such services. Appendix A may be amended by agreement of the Parties.
- 1.2 **Services Personnel.** INGHAM ISD shall furnish to DISTRICT the names of all primary personnel to be utilized by INGHAM ISD in connection with the performance of the Services. Personnel assigned by INGHAM ISD to perform Services for DISTRICT shall be qualified.
- 1.3 **Standard of Services.** INGHAM ISD shall assure that the individuals which INGHAM ISD assigns to perform Services for DISTRICT adhere to professional standards and perform all Services in a manner consistent with generally accepted proficiency and competency for the type and nature of Services rendered. In carrying out its role, INGHAM ISD may rely upon information and/or documents received from DISTRICT. INGHAM ISD may also rely upon professional advisors which INGHAM ISD believes to be qualified. INGHAM ISD shall not

be liable to DISTRICT for any error in judgment made in good faith but shall only be liable for gross negligence or willful misconduct of its officials or employees.

- 1.4 Compliance with Policies. The individuals assigned by INGHAM ISD to perform the prescribed services to DISTRICT under this Agreement shall make a good faith effort to abide by those policies of DISTRICT which are applicable to performance of Services under this Agreement. DISTRICT shall, at the inception of this Agreement, provide a copy of all relevant and applicable policies and administrative regulations to INGHAM ISD. Additionally, DISTRICT shall provide INGHAM ISD with all relevant policy and administrative regulation changes made subsequent to the inception of this Agreement. Interpretation of DISTRICT policies and administrative interpretations shall be the responsibility of DISTRICT and DISTRICT shall provide written interpretation to INGHAM ISD upon request. If DISTRICT fails to provide relevant documentation, DISTRICT shall hold harmless INGHAM ISD for non-adherence to said policies and administrative regulations.

ARTICLE II

RELATIONSHIP OF PARTIES

- 2.1 Independent Contractor. In the provision of Services, INGHAM ISD shall be regarded at all times as performing Services as an independent contractor of DISTRICT. Consistent with that status, INGHAM ISD reserves to itself the right to designate the means and methods of accomplishing the objectives and purposes of this Agreement and DISTRICT shall not exercise (or have right to exercise) control or direction over the means and methods utilized by INGHAM ISD in providing Services.
- 2.2 INGHAM ISD as Employer. INGHAM ISD shall employ personnel assigned to provide Services to DISTRICT. INGHAM ISD shall be exclusively and solely responsible for compensating, hiring, retaining, evaluating, disciplining, dismissing and otherwise regulating the employment conditions, employment rights, compensation, and other similar matters relative to all individuals whom INGHAM ISD utilizes in connection with providing Services.
- 2.2.1 INGHAM ISD and DISTRICT shall work together to ensure that INGHAM ISD employees are both suitable and meeting DISTRICT needs (See Appendix A).
- 2.2.2 DISTRICT retains the right to request alternative INGHAM ISD employees be assigned to DISTRICT for any INGHAM ISD employees who are assigned to work in DISTRICT on a regular scheduled basis. INGHAM ISD shall make a good faith effort to honor such requests so long as an alternative employee in the same job role is available.

ARTICLE III

TERM OF AGREEMENT AND EARLY TERMINATION

- 3.1 Term. This Agreement shall commence on July 1, 2021 and continue through June 30, 2024.
- 3.2 Renewal. This Agreement can be renewed by written consent of both parties.

- 3.3 Notice of Non-Renewal. Should either party desire to non-renew this agreement at the end of the term, that party shall give the other party a ninety (90) written day notice prior to the end of the Agreement or no later than April 1, 2024.
- 3.4 Breach of Agreement. If either party believes the other is not fulfilling its obligations under this Agreement, such party shall notify the other in writing, citing all alleged breaches. The party alleged to be breaching its contractual obligation shall have thirty (30) days to remedy the cited breach(es). If any cited breach is not remedied within such thirty (30) day period, then the non-breaching party may terminate this Agreement upon thirty (30) days written notice to the other party. Notwithstanding the foregoing, the parties agree that riots, strikes, or act of God which render it impossible on the part of the INGHAM ISD to perform under the terms of this Agreement, shall relieve INGHAM ISD from its obligations of providing service(s) hereunder. In the event of breach of Agreement, fees shall be prorated for the portion of the fiscal year that services were provided. Any amount owed to either Party from the other shall be paid within thirty (30) days of the date of termination of the Agreement.

ARTICLE IV

INVOICE AND PAYMENT

- 4.1 Compensation and Payment. In consideration of the Services provided to DISTRICT by INGHAM ISD under this Agreement, DISTRICT shall pay INGHAM ISD for Services and related expenses as specified in Appendix B.
- 4.2 Invoice Procedure. INGHAM ISD shall submit to DISTRICT on a periodic basis, an invoice for all applicable costs. DISTRICT will provide payment for the invoiced charges within thirty (30) days.

ARTICLE V

INDEMNIFICATION AND INSURANCE

- 5.1 Indemnification. Each of the Parties shall be solely and entirely responsible for its obligations under this Agreement and for the acts and omissions attributable to it, or its officers, employees or agents during the performance of this Agreement. To the extent permitted by law, each Party shall indemnify and hold harmless the other Party from any claims, suits, damages or causes of action, including a defense thereof, arising out of any action or inaction by the other Party, its officers, employees, agents or subcontractors with respect to the Services or this Agreement.
- 5.2 Insurance Certificates. INGHAM ISD shall, upon request, provide DISTRICT with certificates evidencing liability and workers' compensation insurance coverage.

ARTICLE VI

CONFIDENTIALITY/COPYRIGHT

- 6.1 Copyright Compliance. INGHAM ISD shall advise DISTRICT of any and all programs or materials used or recommended for use by INGHAM ISD to achieve Services goals that are subject to any copyright restrictions or requirements.
- 6.2 Confidentiality. INGHAM ISD shall observe the policies and directives of DISTRICT to preserve the confidentiality of DISTRICT records and information, including student records and student record information, to the extent that INGHAM ISD (its employees and agents) are permitted to access such records or information.

ARTICLE VII

NON-DISCRIMINATION

- 7.1 Employment Discrimination. The Parties shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of religion, race, color, national origin, age, sex, height, weight, marital status or handicap.
- 7.2 Discrimination as Material Breach. Breach of obligations recited in this Article shall be regarded as a material breach of this Agreement.

ARTICLE VIII

MISCELLANEOUS

- 8.1 Meetings and Problem Resolution. Should either party to this Agreement have a concern, problem, suggested improvement, or other matter arising out of the implementation of this Agreement, the party may request a meeting to discuss and address the issue. In addition, it is the intention of these persons to hopefully meet not less than once a year to evaluate implementation of the Agreement and related matters.
- 8.2 Dispute Resolution. In the event that any dispute arises under this Agreement, the parties first agree to submit such dispute to non-binding mediation in an attempt to resolve the dispute. If a mediator cannot be mutually agreed upon, either party may request mediation through the American Arbitration Association. If mediation fails to resolve the dispute, the parties may then agree to binding arbitration; if there is no mutual agreement to utilize binding arbitration, either party may pursue the matter in an appropriate legal form.
- 8.3 Partial Invalidity. The invalidity or unenforceability of any provision or term of this Agreement will not affect the validity or enforceability of any other provision or term of this Agreement.
- 8.4 Compliance with laws/regulations. DISTRICT and INGHAM ISD agree to comply with all Federal, State, and local laws/regulations applicable to them in the performance of this Agreement.

- 8.5 Headings. The headings used in this Agreement are for reference purposes only and shall not be considered to be a substantive part of this Agreement.
- 8.6 Amendments. None of the terms and provisions of this Agreement or Appendices may be modified or amended in any way except by an instrument in writing executed by authorized representatives of INGHAM ISD and DISTRICT.
- 8.7 Non-Assignment. Neither Party may assign this Agreement, nor its rights and duties hereunder, not any interest herein without prior written consent from the other Party.
- 8.8 Entire Agreement. This Agreement constitutes the entire Agreement between the Parties regarding its subject matter and supersedes any prior or contemporaneous understandings or agreements with respect to the Services.
- 8.9 Execution By Counterpart. This Agreement may be executed in one or more counterparts, including facsimile copies, each of which shall be deemed an original, but all of which shall together constitute one and the same Agreement.

ARTICLE IX

AUTHORIZATION

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed on the dates indicated below. This agreement is effective July 1, 2021.

On behalf of
Waverly Community Schools

On behalf of
Ingham Intermediate School District

Kelly Blake, Superintendent

Jason Mellema, Superintendent

Date: _____

Date: _____

APPENDIX A**SCOPE OF SERVICES**

INGHAM ISD will provide the following Services to DISTRICT under the terms of this Agreement:

- Payroll
 - Assist with contract computations
 - Verify/input time sheets and attendance data via the electronic timekeeping system Kronos
 - Prepare payroll and related reports
 - Issue checks and make direct deposits
 - Make payroll tax deposits
 - Remit applicable employee deductions
 - Complete employee verification requests
 - Prepare monthly, quarterly and annual reports (941, MPSERS, etc.)
 - Prepare W-2 reports
 - Process unemployment claims

- Benefits
 - Assist DISTRICT in managing employee benefit programs, including dissemination of information to employees and enrollment and maintenance of each employee's individual benefit plan
 - Reconcile benefit premium bills and transfer to accounts payable for payment to vendor
 - Implement/administer Flexible Benefit plan to allow insurance co-payments to be done on a pre-tax basis
 - Assist new employees with enrollment
 - Process benefit change requests - open enrollment and/or change of family status as allowable by DISTRICT contract, provider or law.
 - Assist DISTRICT with settlement of employee benefit disputes
 - Assist DISTRICT with long-term disability and life insurance claims
 - Assist DISTRICT with FMLA issues

- Other
 - Maintain databases and files necessary for historical/reporting purposes
 - Retain all records in compliance with the state retention guidelines

DISTRICT responsibilities:

- All Personnel responsibilities
 - Hiring, firing and discipline of all personnel
 - Employee fingerprinting (must be done prior to date of hire)
 - Contract negotiations
 - Register of Educational Personnel (REP)
 - Change of status for personnel such as new hires, changes, terminations and personnel hire/contract information including, but not limited to, employee position and rate of pay

- Complete and/or transfer information to INGHAM ISD in a timely manner including:
 - Annual Personnel Roster with employee assignment(s)
 - Initial employee hire/set-up information (W-4's, retirement information, voluntary deductions, etc.)
 - Paper Timesheets, Timesheet and Absence approvals via Kronos. Due dates shall be provided to DISTRICT by INGHAM ISD annually. INGHAM ISD will cut checks once every 2 weeks. If payroll information is not received by the due date, the employee will be informed that their payroll will be delayed until the next processing date
 - MPSERS salary affidavits where there are service history questions prior to the inception of Ingham ISD Business Services

- Assure compliance with all DISTRICT Board policies and Administrative Regulations, procedures, bidding requirements and all other governing laws and regulations

- Assign and communicate the responsibilities delineated in this agreement to the appropriate DISTRICT staff

APPENDIX B**FEES**

In consideration of the services specified in Appendix A of this Agreement, DISTRICT will pay INGHAM ISD fees as follows:

Business Services Fees for Payroll & Benefits Services

For fiscal year 2021-22	\$170,019
For fiscal year 2022-23	\$175,120
For fiscal year 2023-24	\$180,374

In the event the Parties do not enter into a subsequent agreement for Payroll and Benefit Services, any hours for close out of fiscal matters related to the contract period, including preparation for external audit and working with the DISTRICT'S independent CPA auditors, will be billed at the assigned staff's hourly rate(s).

The fees established in this Agreement do not include the following costs which shall be the responsibility of DISTRICT:

1. Legal fees associated with benefit plan documents, etc.
2. Professional consulting fees as may be deemed necessary by the parties, including costs associated with Affordable Care Act (ACA) compliance.
3. Any continuing contracts or obligations of DISTRICT.
4. Annual maintenance fees for Kronos time clocks purchased by DISTRICT.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
March 15, 2020**

Report #20-55

FOR ACTION

Subject: 2021-2022 Schools of Choice Recommendation

Recommendation: It is recommended that the Waverly Board of Education approve participation in the **limited** Schools of Choice Program (Sections 105 and 105 (c)) for the 2021-2022 school year. The following grades will accept SOC applications:

- K = 35
- 1 = 20
- 2 = 10
- 3 = 10
- 4 = 10
- 5 = 15
- 6 = 15
- 7 = 10
- 8 = 1
- 9 = 1

If a SOC application is not applicable, Waverly resident students who move out of the district during the 2019-2020 school calendar year and are in good standing have the option to complete State Aid release documents.

Budget Impact: The Schools of Choice option generates revenue for the District. The Schools of Choice Enrollment has grown from 15 students in 1997-98 to 850 students at the beginning of the 2018-2019 school year. Participation in the program as recommended would generate additional revenue for the District.

Background Information/Historical Perspective: The Schools of Choice option was approved by the legislature in an effort to give parents some choice in their child's education and create competition among schools. Schools of Choice applications are reviewed in regard to state law. A student is accepted unless they have had 1) a suspension in the previous two years or 2) an expulsion. The Waverly Board of Education has taken a thoughtful approach to the Schools of Choice opportunity. The Schools of Choice recommendation is designed to move the

enrollments in various grades to the minimum level, while leaving room for students moving into the District. Based on an agreement of the Ingham Intermediate School District Superintendents, the application timeline for next school year is April 26, 2021 – May 26, 2021.

Discussion of Options/Alternatives: The Board may approve a reduced Schools of Choice option or not offer this option for the 2021-2022 school year. However, all students currently enrolled under the Schools of Choice option may continue their education at Waverly as provided by the State School Aid Act.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
March 15, 2021**

Report #20-56

FOR ACTION

Subject:

Student Trip – 1 day – Cedar Point

Recommendation:

Superintendent recommends approval of the Senior Student 1-day trip to Cedar Point trip on May 21, 2021.

Background Information:

Students will visit:

- Cedar Point

Waverly Community Schools Administrative Guidelines

2340C – EXTENDED FIELD TRIPS (District-Sponsored)

In compliance with Board of Education Policy 2340, Field and Other District-Sponsored Trips, the following guidelines are to be followed, whenever a staff member seeks approval for a trip on which the students will be away from home for one (1) or more nights.

The Superintendent will not approve an extended field trip request unless a plan based on answers to the questions on the Proposal Form for an Extended Student Trip (Form 2340 F2) has been prepared and approved by the principal(s) of the school(s) which the students attend. In addition, if the trip involves the use of a travel company to arrange for transportation, rooms, or any other aspect of the trip, the staff members submitting the proposal must confirm that the company is:

- licensed to operate in this State;
- registered and bonded;
- properly insured for the proposed trip and the policy covers the District, the staff members and chaperones involved in the trip, and all phases of the trip from the point at which the trips begins to the point at which it ends;
- in compliance with Federal laws regarding accessibility for and rights of those with disabilities.

This information must be confirmed, in writing, and attached to the trip proposal. NO trip involving a travel company will be approved without this confirmation.

It is essential that no discussion of a trip with students is to occur until the trip proposal has been submitted and a determination made as to whether it will be sponsored by the District.

All such requests are to be submitted to the Superintendent four (4) weeks prior to the trip for consideration of approval. The professional staff member who will be in charge of the trip is responsible for preparing the proposal, reviewing it with the relevant principals, and obtaining written approval from each.

If approved, the professional staff member in charge will be responsible for conducting the trip as planned (see AG 2340F – Chaperones). If changes in the plan are necessary, such changes are to be submitted to the principal(s) for approval and/or for subsequent approval by the Superintendent or Board.

Each participating student and his/her parent is to sign the Responsibility Contract (Form 2340 F3) and submit it to the trip leader(s) prior to the trip.

PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Type of Trip Senior Trip

Proposed Departure Date May 21st, 2021 Return Date May 21st, 2021

Proposer Christ Huff & Dan Kemsley Position Waverly High School Administration

Date by which response is needed ASAP Proposal Date 3/9/2021

A. Purpose

1. What is the major place to be visited or event to be attended?
Cedar Point Amusement Park. Sandusky, Ohio
2. How is the trip related to the educational program of the District?
The trip is a celebration of an incredibly difficult year of learning during a global pandemic.
3. In what ways will the students benefit?
The students will get much needed social time, a change of scenery, and stress relief by having fun with their friends.
4. In what ways will the District benefit?
The District Benefits when our students and families benefit. This is not only good PR for the district but also good for our students.
5. How will the trip be evaluated to determine the extent to which these benefits were realized?
We will survey the students afterwards to see if this trip is one we would like to continue.

B. Students and Staff

1. Which students, (grade, class, or organization), will be going?
12th grade Waverly High School students only.

B. Students and Staff (cont'd)

2. How many students in total?
Unsure how many will sign up. A maximum of 250 students is possible.

3. How many students are currently experiencing academic problems?
More than normal as we are in a pandemic. The time of year this trip occurs will not impact academics in a substantial way.

4. Which staff member will be in charge?
Chris Huff and Dan Kemsley

5. What previous experience has the staff member had in conducting overnight or extended field trips?
We have have been administrators for many years and have requisite experience.

6. What other staff members will be going?
We would like to engage as many teachers as feasible.

7. How many chaperones, in addition to staff members, will be going?
We are aiming for a 1:15/ 1:20 student to chaperone ratio.

8. What are their names and affiliations with the students?
Undetermined at this time; will be vetted once they are known.

9. How many school days will be missed?
The trip will take place on a Friday. Considering the circumstances, students will miss one day of synchronous instruction, but will complete all work asynchronously.

10. How will teachers be advised in advance that the students will be out of school?
Administration will communicate with teachers well in advance.

C. School Work

1. How will missed work be made up?
Students will utilize Google Classroom to do their work asynchronously, just like they have been all year if they miss synchronous time.

2. What special assistance will be provided students with academic problems?
Our engagement team is checking on students each week. One day off from school isn't really going to be a big hindrance in this format.

D. Itinerary

1. What is the destination?
Cedar Point Amusement Park. Sandusky, Ohio.

2. What will be the mode of transportation? What liability insurance does the carrier have?
Students will ride Blue Lakes motorcoach buses. Educational Tours, INC provides \$4,000,000 liability insurance.

3. Where will the group be housed and fed?
Students will either be given meal vouchers or we will pack boxed lunches. To be determined.

D. Itinerary (cont'd)

4. What enroute or supplementary activities are planned?

Since we are leaving at 5:30 a.m. most students will probably sleep a good portion of the way.

There will be one stop on the way to stretch our legs, use restrooms, etc.

5. What arrangements have been made for dealing with emergency situations?

Parents contact info will be on file. Administration will be on site. A separate vehicle will be driven in case it's needed.

6. If tour guides are involved, what liability insurance do they carry?

Educational Tours, INC. \$4,000,000 liability insurance.

E. Finances

1. What is the estimated total cost and cost per student?

We anticipate around \$100 per student.

2. What is the source of funds?

Students will fund their trips.

3. How will the funds be collected and safeguarded?

Natalie Queen and Nicole Ohl-Shaw will be collecting the funds. Safeguarded in office safe until deposited.

4. How will any shortfall be made up or excess funds used?

There should be neither shortfall nor excess funds.

5. What provision has been made for students who are financially unable to pay any necessary costs?

Administration will look for scholarships to help students in need.

RESPONSIBILITY CONTRACT FOR OVERNIGHT TRIPS

It is a privilege for you to participate in the District-sponsored trip to Cedar Point. Because this trip is part of the District's educational program, it is imperative that you adhere to the Code of Conduct for overnight trips as well as the applicable provisions of the general Code of Conduct. You must remember that from the time of departure to your arrival home, you are the responsibility of the District.

I agree to:

- A. refrain at all times from the consumption of alcoholic beverages and/or drugs unless said drugs are prescribed by a physician and dispensed by school personnel or self-medication and/or possession are properly authorized;
- B. sleep in my assigned room and not entertain members of the opposite sex in my room, unless my room door is fully opened, and an adult chaperone is notified;
- C. keep my assigned chaperone advised of my whereabouts at all times;
- D. attend all mandatory activities and meal functions;
- E. adhere to all established curfews;
- F. conduct myself in such a manner as to bring pride to myself, my family, my school, and my community;
- G. adhere to any established dress code;
- H. comply, throughout the trip, with any and all instructions directed to me and/or the group by a chaperone or staff member.

If a problem arises that is serious enough in nature to warrant the below-named student's removal from the travel group, we (the student and parent/guardian) agree to bear any additional costs to return the student home. NOTE: This removal decision will be made by the accompanying professional staff member after a student has been provided the opportunity to respond to any allegations. The student may also be subjected to discipline upon return home in accordance with general District policies.

Student

Date

Parent

Date

2/22/21



**WAVERLY HIGH SCHOOL SENIOR CLASS, LANSING, MI
TRIP TO SANDUSKY– May 21, 2021
TRIP #21-03033**

Friday, May 21, 2021

5:30 AM: Five motorcoaches arrive at Waverly High School for loading.

NOTE: In keeping with Educational Tours, Inc.'s commitment to safety and security, we prepare each itinerary in accordance with the DOT rules and regulations, giving drivers a minimum of 9 hours off each night and a maximum of 15 hours on duty during any 24-hour period. *We reserve the right to revise the itinerary due to unforeseen circumstances such as traffic, road closures, site closures, weather, etc. Your Tour Manager will consult with the Group Leader and drivers on any changes.*

6:00 AM: Depart from Waverly High School on first class, air-conditioned, DVD equipped MOTORCOACHES. *(3.5 hours have been allotted for the drive plus half hour for rest stops on your own enroute)*

10:00 AM: Arrive in Sandusky at CEDAR POINT AMUSEMENT PARK – Enjoy over 364 acres of all kinds of rides from slow moving boats to the world's fastest roller coaster.

Meals on your own

8:00 PM: Depart for home. *(3.5 hours have been allotted for the drive plus half hour for rest stops on your own enroute)*

In the event of a delay, please call our 24-hour (1-800-654-4560 then "0") service to let us know your approximate arrival time.

Midnight: Arrive at Waverly High School

IN CASE OF EMERGENCY OR TO LEAVE A MESSAGE, PLEASE CALL 1-800-654-4560. PLEASE LEAVE ALL PERTINENT INFORMATION INCLUDING NAMES AND PHONE NUMBERS

Information regarding optional Travel Protection is available from your Group Leader.

2/22/21

**WAVERLY HIGH SCHOOL SENIOR CLASS, LANSING, MI
TRIP TO SANDUSKY– May 21, 2021
TRIP #21-03033**

THE TOUR INCLUDES:

TRANSPORTATION:

- Round trip motorcoach transportation

ATTRACTIONS/SITES/ACTIVITIES:

- Cedar Point

ADDITIONAL INCLUSIONS:

- All trip planning and arrangements
- \$4,000,000 Liability Insurance
- All gratuities and fuel surcharges
- **800-654-4560 Emergency Phone service, answered 24-hours**

- *Trip inclusions are based on prices as of 2/22/21 and subject to availability and rates at the time of finalizing the Travel Agreement.*
- *Educational Tours, Inc. is a member of the Student Youth Travel Association and American Bus Association.*

TRAVEL PROTECTION:

Travel Protection, which includes Accident and Sickness, Trip Interruption, and Travel Delay protection for all participants ***after departure***, will be purchased on your behalf. Please see the Post-Departure Student Protection Plan document provided to each traveler for more information on this product.

Optional Additional Travel Protection, which adds Trip Cancellation and Cancel For Any Reason to the above product, is available for purchase and follows Educational Tours, Inc.'s cancellation policy. Please see the Student Deluxe brochure provided to each traveler for information to obtain this product. ***PLEASE NOTE: Although Travel Insured International offers two levels of protection for each Trip Cost level, and both rates are listed on the attached Student Deluxe brochure, ETI has elected to only offer the higher-level product.***

The Post-Departure Student Protection Plan brochure contains highlights of the post departure plan purchased on your behalf. The Student Deluxe brochure contains highlights of the Optional plan. The plans contain insurance benefits underwritten by the United States Fire Insurance Company. The plans also contain non-insurance Travel Assistance Services that are provided by an independent organization. Coverages may vary and not all coverage is available in all jurisdictions.

Information regarding optional Travel Protection is available from your Group Leader.