

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 November 15, 2021, beginning at 6:30 PM in the Board Room, 515 Snow Road, Lansing, MI 48917.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

- I. Call to Order and Pledge to the Flag - President Mary Ann Martin
- II. Correspondence
- III. Public Comment for Agenda Items
- IV. Board Member Comment
- V. Approval of Agenda and Acceptance of all Reports

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

- 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.
 - Regular Meeting Minutes - October 18, 2021
 - Report #21-27, HR Personnel Recommendations
 - Report #21-28, Finance Report
 - B. **Recommendation:** *To request a motion to approve the consent agenda as presented.*

- VII. Presentation of Reports
 - A. Committee Reports
 - Teaching & Learning
 - Finance
 - B. Personnel & Policy

Recommendation: *To request a motion to adopt the policy updates as presented at second reading.*

- VIII. Superintendent's Report
- IX. Public Comment - Open Comment for District related items
- X. Other Board Business
- XI. 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 Monday, October 18, 2021 at the Administration Building, located at 515 Snow Rd., Lansing, MI 48917. Board President Mary Ann Martin called the meeting to order at 6:32 PM and the pledge to the flag was led by Colt ECEC Principal, Shawn Lewis.

Members Present: Mary Ann Martin
Amy Krause
Christopher Beasley
Alicia Guevara Warren
Tamia McClain
Holly Nester

Members Absent: Rhonda Sosnowski

Staff Present: Kelly Blake, Superintendent
Evan Nuffer, Director of Finance
Chris Huff, Interim Director of Teaching & Learning
Matt Corliss, Director of Human Resources
Tiffany Wright, Director of Student Services
Tim Lyman
Shawn Lewis
Tony Terranova
Mike Moreno
Molly Francis
Ann Marie Lindsay

Special Presentation:

October is Principal Appreciation Month and Superintendent Blake honored Waverly Principals for their continued hard work and dedication to Waverly Community Schools by going above and beyond their normal responsibilities and presented them with certificates of appreciation.

Plante and Moran Senior Manager Yan Bowers gave a presentation on the 2020-21 school audit and stated Waverly had unmodified findings.

Superintendent Blake congratulated Director of Finance & Operations, Evan Nuffer, on another successful audit.

Correspondence:

None

Public Comment:

None

Board Member Comment:

Member Beasley thanked the Waverly principals for successfully leading our schools through these challenging times. All hard work is greatly appreciated.

Member Guevara Warren also thanked the principals for their continued hard work and dedication to our school and community.

Member Nester expressed appreciation for all the extra work the principals are doing and experiencing during this school year.

Member Krause thanked all the principals.

Member McClain also thanked the principals for all their hard work and time away from personal lives and families. Member McClain also thanked the community for passing the bond. The proposed construction is exciting and very beneficial for our future students and families.

Member Martin thanked the principals for the amazing things they are doing for our students and families. Member Martin also expressed appreciation for the passing of the bond.

Adoption of Agenda, and Acceptance of Reports

Member McClain requested an edit on the September 20, 2021 regular meeting minutes.

A motion was presented by Member McClain and supported by Member Beasley to adopt the October 18, 2021 agenda as presented and accept all reports.

Motion PASSED

Vote: Ayes –6; Nays – 0; Absent – 1 - Member Sosnowski

Approval Consent Agenda

A motion was presented by Member McClain and supported by Member Guevara Warren to approve the consent agenda as presented.

1. Regular Meeting Minutes – September 20, 2021
2. Report #21-24, Human Resources Personnel Report
3. Report #21-25, Finance Report – September 2021

Motion PASSED

Vote: Ayes –6; Nays – 0; Absent – 1 - Member Sosnowski

Presentation of Reports:

Finance & Facilities

Director of Finance & Operations, Evan Nuffer reviewed the September 2021 Board Finance Committee Meeting.

Teaching & Learning

Interim Teaching & Learning Director, Chris Huff, reviewed the October 2021 Board Teaching & Learning Committee Meeting.

For Action – Report #21-26, Summer Tax Collection Resolution

A motion was presented by Member Nester and supported by Members McClain & Beasley to approve Report #21-26, the Summer Tax Collection Resolution.

Motion PASSED

Vote: Ayes –6; Nays – 0; Absent – 1 - Member Sosnowski

Personnel & Policy

Superintendent Blake reviewed the first reading of Volume 36, No. 1 of the NEOLA Policies. These policies will be brought for second reading and adoption at the November 15, 2021 regular board meeting.

Superintendent’s Report:

- October is National Principal Appreciation Month
- The district is holding parent/teacher conferences, which are being held virtually
- The district is struggling to find substitute teachers as current teachers are working on their plan time as well as splitting classes to help with coverage
- Test to Stay program has been implemented at Waverly
- The district has had 43 positive cases, but zero building outbreaks
- The district has hired 2 new bus drivers, a few new food service employees and actively recruiting for substitute custodians
- Our students are happy to be back learning in person
- Grateful for a great Admin/Leadership team

Public Comment – Open Comment for District Issues

Community member Kelly Roberson, representative for Mom’s for Liberty read a statement.

Superintendent Blake responded to the statement from the Mom’s for Liberty statement. President Martin made a statement regarding the Mom’s for Liberty statement.

Community member Joslin Hall requested clarification on a few of the first reading of Volume 36, No. 1, in which Mrs. Blake explained.

Other Board Business:

Member Krause stated she does not agree with the mask mandate and cited the information in the articles she requested be distributed, and were, to the Waverly Board of Education. She feels the district does not have any research to support success of mask mandates.

Superintendent Blake stated her top priority is to keep our students and staff safe and keeping the mask mandate helps with that process.

Director of Finance & Operations, Evan Nuffer, requested the board meeting be adjourned and that all other questions be addressed during a meeting scheduled with Superintendent Blake.

Adjournment at: 7:34 PM

Respectfully submitted,

Amy Krause, Board Secretary
aml

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

Report #21-27

Subject: **Personnel Report**

A. Employment – Non-Certified

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Salary</u>	<u>Effective</u>
Stephanie Gelispie	Bus Driver	Service Building	\$16.00/hr	10/19/2021
Lois Chilcote	Behavior Para Educator	Winans Elementary	\$18.32/hr	11/8/2021
Irene Lopez-Garza	Food Service Lunch Aide	Winans Elementary	\$12.51/hr	11/3/2021
Laurel Langenberg	Food Service Lunch aide	East Intermediate	\$12.51/hr	11/4/2021

B. Transfer – Non-Certified

<u>Name</u>	<u>From Position</u>	<u>To Position</u>	<u>Effective</u>
Ryen Reynolds	Food Service FS3	Colt Instructional Para Educator	11/1/2021
Crystal Schafer	Food Service FS3	Food Service Substitute	11/24/2021

C. Termination – Non-Certified

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Effective</u>
Eric James	Para Educator	East Intermediate	11/1/2021

D. Resignation – Certified

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Reason</u>	<u>Effective</u>
Bryan Moody	Math Teacher	Middle School	Personal	11/19/2021

E. Resignation – Non-Certified

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Reason</u>	<u>Effective</u>
Katie Minich	Para Educator	Colt ECEC	Personal	11/19/2021
Chad Brooks	Custodian	Colt ECEC	Personal	11/19/2021

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

Report #21-28

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 September 30, 2021 was \$5,244,556.73. Receipts during October, consisting of state aid, property taxes and other revenues in the amount of \$2,856,961.66 minus disbursements during October of \$3,762,716.42, left the district with a General Fund cash balance, as of October 31, 2021, of \$4,338,801.97.

2021-22 General Fund expenditures/transfers-out exceed revenues/transfers-in by \$2,576,095. A summary of year to date activity in comparison to the original budget is included in the supporting documentation.

2021-22 Student Activity Fund revenues exceed expenditures by \$39,647. A summary of year to date activity in comparison to the budget is included in the supporting documentation.

2021-22 Sinking Fund revenues exceed expenditures by \$376,564. A summary of year to date activity in comparison to the budget is included in the supporting documentation.

2021-22 Public Improvement Fund expenditures/transfers-out exceed revenues/transfers-in by \$292,844. 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 \$60,566 of accrued interest and proceeds from the sale of surplus equipment, is \$2,993. A summary of life to date activity is included in the supporting documentation

The balance of the 2021 Building and Site, Series IV Bonds remaining to be allocated, including \$241 of accrued interest, is \$824,878. A summary of life to date activity is included in the supporting documentation

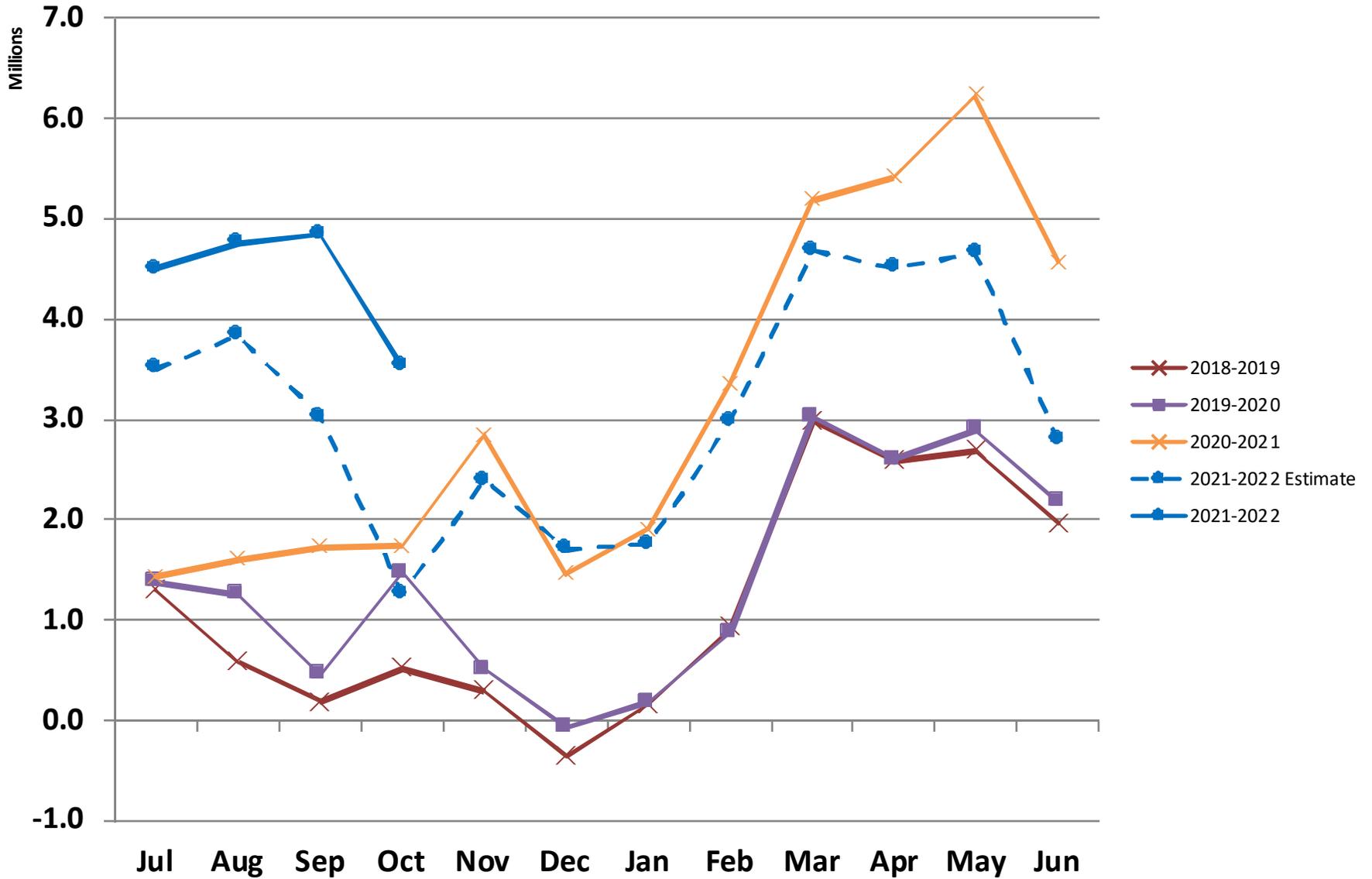
Waverly Community Schools

Finance Committee - Cash Position Report

For the Month Ended October 31, 2021

Balance on Hand September 30, 2021	5,244,556.73
Revenues	
State Aid	1,798,039.75
Taxes	86,293.15
Other Revenue	972,628.76
Interfund Transfers In	-
State Aid Note Proceeds	-
	<u>2,856,961.66</u>
Disbursements	
Payroll and Related Liabilities	(2,851,671.03)
Other Expenditures	(910,184.67)
State Aid Repayment	-
	<u>(3,761,855.70)</u>
Prior Month Adjustments During October 2021	(860.72)
Balance on Hand October 31, 2021	<u><u>4,338,801.97</u></u>
PNC Bank - General	4,200,717.95
MILAF	7,838.20
PNC Bank - Payroll	130,245.82
Comerica - Checking	-
	<u><u>4,338,801.97</u></u>
Difference	-

Waverly Community Schools Cash Flow Analysis (Monthly Lows)



Waverly Community Schools
General Fund - Budgetary Comparison Schedule
For the Month Ended October 31, 2021

	Original Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	10,037,007	4,126,281	(5,910,726)	58.9%
State sources	22,644,265	1,714,402	(20,929,864)	92.4%
Federal sources	2,330,239	36,752	(2,293,487)	98.4%
Intergovernmental	3,512,224	545,753	(2,966,471)	84.5%
Transfers In	90,000	-	(90,000)	100.0%
Total revenue	38,613,735	6,423,188	(32,190,547)	84.5%
Expenditures				
Current:				
Instruction:				
Basic program	16,021,254	3,035,505	(12,985,749)	81.1%
Added needs	6,470,790	1,219,122	(5,251,668)	81.2%
Total instruction	22,492,044	4,254,627	(18,237,417)	81.1%
Support Services:				
Pupil	4,189,394	911,344	(3,278,050)	78.2%
Instructional staff	2,206,836	588,242	(1,618,594)	73.3%
General administration	379,147	173,414	(205,733)	54.3%
School administration	2,530,852	806,574	(1,724,277)	68.1%
Business	551,640	168,989	(382,651)	69.4%
Operations and maintenance	3,806,430	1,141,232	(2,665,197)	70.0%
Pupil transportation services	1,214,289	248,148	(966,141)	79.6%
Central	595,995	246,261	(349,734)	58.7%
Other	70,216	38,116	(32,100)	45.7%
Total support services	15,544,798	4,322,320	(11,222,477)	72.2%
Athletics	669,863	160,329	(509,534)	76.1%
Community services	-	-	-	0.0%
Non Publics	10,304	261	(10,043)	97.5%
Facility Acquisition	-	-	-	0.0%
Debt service:				
Principal	140,000	70,000	(70,000)	50.0%
Interest	3,500	2,100	(1,400)	40.0%
Capital outlay	4,720	25,070	20,350	-431.2%
Payments to other public schools	1,097,643	164,576	(933,067)	85.0%
Total expenditures	39,962,871	8,999,284	(30,963,588)	77.5%
Excess of Revenue (Under)Over Expenditures	(1,349,136)	(2,576,095)	(1,226,959)	
Transfers Out	350,000	-	(350,000)	100.0%
Change in Fund Balance	(1,699,136)	(2,576,095)	(876,959)	
Favorable Expenditure Variance (1.5%)	599,443			
Projected Change in Fund Balance	(1,099,693)			
Fund Balance - Beginning of year	7,637,365			
Fund Balance - End of year	6,537,672			
	16.4%			

Waverly Community Schools
Student Activity Fund - Budgetary Comparison Schedule
For the Month Ended October 31, 2021

	Original Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	203,280	65,924	(137,356)	67.6%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	-	-	-	0.0%
Transfers In	-	-	-	0.0%
Total revenue	203,280	65,924	(137,356)	67.6%
Expenditures				
Student Activities	129,854	14,128	(115,725)	89.1%
Athletics	80,953	12,149	(68,804)	85.0%
Total expenditures	210,806	26,277	(184,529)	87.5%
Excess of Revenue (Under)Over Expenditures	(7,526)	39,647	47,173	
Transfers Out	-	-	-	0.0%
Change in Fund Balance	(7,526)	39,647	47,173	
Fund Balance - Beginning of year	208,965			
Fund Balance - End of year	201,439			

Waverly Community Schools
Sinking Fund - Budgetary Comparison Schedule
For the Month Ended October 31, 2021

	Original Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	856,196	376,910	(479,286)	56.0%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	-	-	-	0.0%
Transfers In	-	-	-	0.0%
Total revenue	856,196	376,910	(479,286)	56.0%
Expenditures				
Current:				
Support Services - Business	-	261	261	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	-	85	85	0.0%
Building Acquisition and Construction Services	-	-	-	0.0%
Building Improvement Services	-	-	-	0.0%
Other Acquisition and Construction Services	-	-	-	0.0%
Total expenditures	-	346	346	0.0%
Excess of Revenue (Under)Over Expenditures	856,196	376,564	(479,632)	
Transfers Out	-	-	-	
Net Change in Fund Balance	856,196	376,564	(479,632)	
Fund Balance - Beginning of year	1,257,398			
Fund Balance - End of year	2,113,594			

Waverly Community Schools
Public Improvement Fund - Budgetary Comparison Schedule
For the Month Ended October 31, 2021

	Original Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	200	22	(178)	89.2%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	-	-	-	0.0%
Transfers In	350,000	-	(350,000)	100.0%
Total revenue	350,200	22	(350,178)	100.0%
Expenditures				
Current:				
Support Services - Business	-	-	-	0.0%
Support Services - Operations and Maintenance	-	-	-	0.0%
Support Services - Transportation	292,866	292,866	-	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	-	-	-	0.0%
Building Acquisition and Construction Services	-	-	-	0.0%
Building Improvement Services	-	-	-	0.0%
Other Acquisition and Construction Services	-	-	-	0.0%
Total expenditures	292,866	292,866	-	0.0%
Excess of Revenue (Under)Over Expenditures	57,334	(292,844)	(350,178)	
Transfers Out	-	-	-	
Net Change in Fund Balance	57,334	(292,844)	(350,178)	
Fund Balance - Beginning of year	649,156	649,156		
Fund Balance - End of year	706,490	356,312		

Waverly Community Schools
2019 Building and Site Bonds, Series III
Budget Summary
As of October 31, 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	663	(78,253)
Phone System	-	-	-	-
AV Systems	-	-	-	-
Video Distribution/Video Production	-	-	-	-
Tech Equipment Contract Subtotal	-	99,867	663	(100,530)
Technology Equipment - Owner PO				
Computers/Mobile Devices	901,471	505,187	(0)	396,284
Servers/Backend Systems	-	-	-	-
Printers	81,929	83,179	-	(1,250)
AV Equipment	-	10,201	1,218	(11,419)
Non-Instructional Equipment (from FFE)	-	35,930	-	(35,930)
Tech Equipment Owner PO Subtotal	983,400	634,498	1,218	347,684
District				
Loose Equipment (Furniture & Transportation)	-	-	-	-
Project Contingency	-	-	-	-
Owner GC/Contingency/Issuance Costs	13,600	22,400	-	(8,800)
Field General Conditions	-	-	-	-
Architect	-	295,927	-	(295,927)
Tech Design/Construction Mgr	-	-	-	-
District Subtotal	13,600	318,327	-	(304,727)
Totals	997,000	1,052,692	1,881	(57,573)
Bank Interest/Proceeds				60,566
Total Available				2,993

Waverly Community Schools
2021 Building and Site Bonds, Series IV
Budget Summary
As of October 31, 2021

	Budget	Actual	Encumbered	Balance Remaining
Construction				
Remodeling	1,813,893	32,290	1,827,506	(45,903)
Site Improvements	-	-	-	-
Technology Infrastructure	-	-	-	-
Construction Base Budget Subtotal	1,813,893	32,290	1,827,506	(45,903)
Technology Equipment - Contract				
Interactive Classroom	-	-	-	-
Network Equipment	-	-	-	-
Wireless Network	-	-	-	-
Phone System	-	750	-	(750)
AV Systems	-	-	-	-
Video Distribution/Video Production	-	-	-	-
Tech Equipment Contract Subtotal	-	750	-	(750)
Technology Equipment - Owner PO				
Computers/Mobile Devices	507,752	545,099	3,780	(41,126)
Servers/Backend Systems	-	-	-	-
Printers	-	-	-	-
AV Equipment	-	-	2,699	(2,699)
Non-Instructional Equipment (from FFE)	-	-	-	-
Tech Equipment Owner PO Subtotal	507,752	545,099	6,479	(43,825)
District				
Loose Equipment (Furniture & Transportation)	-	-	3,983	(3,983)
Project Contingency	-	-	-	-
Owner GC/Contingency/Issuance Costs	966,761	36,211	-	930,550
Field General Conditions	-	-	-	-
Architect	-	11,451	-	(11,451)
Tech Design/Construction Mgr	146,594	-	146,594	-
District Subtotal	1,113,355	47,662	150,577	915,116
Totals	3,435,000	625,801	1,984,562	824,637
Bank Interest/Proceeds				241
Total Available				824,878

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

Report # 21-29

SUBJECT: POLICY – **Second Reading**

RECOMMENDATION:

The Superintendent recommends the Board of Education approve the policy updates listed below at second reading.

Volume 36, No. 1

Revised – 0100	Revised Definitions
Revised Policy – 0167.3	Public Participation at Board Meetings
Revised Policy – 3120	Employment of Professional Staff
Revised Policy – 6114	Cost Principles – Spending Federal Funds
Revised Policy – 6152	Student Fees, Fines and Supplies
Revised Policy – 8310	Public Records
Revised Policy – 8320	Personnel Files
Revised Policy – 8330	Student Records