

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 July 18, 2022, beginning at 6:00 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 Comments for Agenda Items
- IV. Board Member Comment
- V. Approval of Agenda and Acceptance of all Reports

Recommendation: *To request a motion to approve the July 18, 2022 agenda as presented and accept all reports into discussion.*

- VI. Approval of Consent Agenda Items 3

Items listed below may be approved with one motion unless a board member requests that an item or items be removed for separate action.

Special Public Budget Hearing Meeting Minutes - June 13, 2022
Regular Meeting Minutes - June 13, 2022
Special Meeting Minutes - June 21, 2022
Closed Session Meeting Minutes - June 21, 2022
Report #22-1, HR Personnel Recommendations

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

- VIII. Organizational Meeting Items 14

Recommendation: *To request a motion to approve the Organization Meeting Items, Reports #22-2 through #22-10, as presented.*

- A. Recommendation to approve Report #22-2, Designation of date, Time & Location of Waverly Board of Education Meetings.

- B. Recommendation to approve Report #22-3, Designation of Person to Post Meetings
 - C. Recommendation to approve Report #22-4, Annual Designation of School Depositories
 - D. Recommendation to approve Report #22-5, Designation of Professional Service Consultants - Attorneys
 - E. Recommendation to approve Report #22-6, Designation of Audit Firm
 - F. Recommendation to approve Report #22-7, Designation of Authorized Signatories
 - G. Recommendation to approve Report #22-8, Designation of Electronic Transfer Officer
 - H. Recommendation to approve Report #22-9, Designation of Charitable Giving Agent
 - I. Recommendation to approve Report #22-10, Lodging, Meals and Travel Reimbursement Rates
- IX. Committee Meetings
 - X. Presentation of Reports
 - A. Personnel & Policy 23
 - 1. First Reading - Volume 34, No. 2 and Volume 36, No. 2
 - XI. Superintendent's Report
 - XII. Public Comment - Open Comment for District Related Items
 - XIII. Other Board Business
 - XIV. Adjournment

Minutes of Special Meeting

The Board of Trustees Waverly Community Schools

Opening of Meeting

A Special Public 2022-2023 Budget Hearing meeting of the Waverly Community Schools Board of Education was held Monday, June 13, 2022. Board Secretary Alicia Guevara Warren called the meeting to order at 5:32 PM. The pledge to the Flag was led by Board Member Amy Krause.

Members Present: Mary Ann Martin
Alicia Guevara Warren
Rhonda Sosnowski
Amy Krause
Cathy Pike

Members Absent: Christopher Beasley
Holly Nester

Staff Present: Kelly Blake, Superintendent
Evan Nuffer, Director of Finance
Chris Huff, Director of Teaching and Learning
Tiffany Wright, Director of Student Services

Evan Nuffer, Director of Finance and Operations, gave a presentation on the proposed 2022-23 Budget and Proposed Tax Millage Rate.

All clarification questions from the Waverly Board of Education were addressed by Mr. Nuffer.

Adjournment at 6:01 PM

Respectfully submitted,

Mary Ann Martin, President
aml

Minutes of Regular Meeting

The Board of Trustees Waverly Community Schools

Opening of Meeting

The regular monthly meeting of the Waverly Community Schools Board of Education was held on Monday, June 13, 2022 at the Administration Building, located at 515 Snow Rd., Lansing, MI 48917. Board President Mary Ann Martin called the meeting to order at 6:02 PM. The pledge to the flag was led by Sarah Koehler.

Members Present: Mary Ann Martin
Alicia Guevara Warren
Amy Krause
Rhonda Sosnowski
Cathy Pike

Members Absent: Holly Nester
Christopher Beasley

Staff Present: Kelly Blake, Superintendent
Chris Huff, Director of Teaching & Learning
Tiffany Wright, Director of Student Services
Evan Nuffer, Director of Finance & Operations
Tim Lyman
Tony Terranova
Shawn Lewis
Ann Marie Lindsay

Others Present: Veronica Beasley
Wyatt Beasley
Sarah Koehler

Special Presentation

Bond Update by Tower Pinkster

Representatives from Tower Pinkster gave an update of the construction project of East Intermediate as well as showing samples of the interior finishes for viewing.

Correspondence:

Member Guevar Warren read a letter from Susan Kohler, who expressed the importance of Waverly's Arts Programs.

Public Comment for Agenda Items:

None

Board Member Comment:

Member Pike stated she enjoyed the graduation ceremony and especially the Unified student partners going on stage together.

Member Krause congratulated the 2022 Waverly graduates.

Member Guevara Warren congratulated the graduates and was honored to be part of the graduation ceremony

Member Sosnowski enjoyed the graduation ceremony and congratulated Wyatt Beasley on his graduation.

Member Martin enjoyed graduation, it was a beautiful day, students were awesome and the weather was great.

Approval of Agenda and Acceptance of Reports

A motion was presented by Member Guevara Warren and supported by Members Krause and Sosnowski to adopt the June 13, 2022 agenda and accept all reports.

Motion PASSED

Vote: Ayes – 5; Nays – 0; Absent – 2, Member Beasley, Member Nester

Approval Consent Agenda Items

A motion was presented by Member Krause and supported by Member Sosnowski to approve the consent agenda as presented.

- 1.Regular Meeting Minutes – May 16, 2022
- 2.Closed Session Meeting Minutes – May 16, 2022
- 3.Report #21-61, Human Resources Personnel Report
- 4.Report #21-62, Finance Report

Motion PASSED

Vote: Ayes – 5; Nays – 0; Absent – 2, Member Beasley, Member Nester

PRESENTATION OF REPORTS

Finance & Facilities

For Action – Report #21-63, Approve 2022-23 Budget Resolutions

A motion was presented by Member Guevara Warren and supported by Member Sosnowski to approve Report #21-63, 2022-23 Budget Resolutions.

Motion PASSED

Vote: Ayes – 5; Nays – 0; Absent – 2, Member Beasley, Member Nester

For Action – Report #21-64, Certification of Summer Tax Levy

A motion was presented by Member Sosnowski and supported by Member Guevara Warren to approve Report #21-64, Certification of Summer Tax Levy

Motion PASSED

Vote: Ayes – 5; Nays – 0; Absent – 2, Member Beasley, Member Nester

For Action – Report #21-65, Approve the 2022 Building and Site, Series I Technology Award Recommendations

A motion was presented by Member Sosnowski and supported by Member Pike to approve Report #21-65, 2022 Building and Site, Series I Technology Award as presented.

Motion PASSED

Vote: Ayes – 5; Nays – 0; Absent – 2, Member Beasley, Member Nester

For Action – Report #21-66, Approve the 2022 Building and Site, Series I Construction Award Recommendations

A motion was presented by Member Sosnowski and supported by Member Krause to approve Report #21-66, 2022 Building and Site, Series I Construction Award as presented.

Motion PASSED

Vote: Ayes – 5; Nays – 0; Absent – 2, Member Beasley, Member Nester

Personnel and Policy

For Action – Report #21-67, Ratification of Master Agreements

A motion was presented by Member Guevara Warren and supported by Member Krause to approve Report #21-67, Letters of Agreement as negotiated between the BOE and the Waverly Education Association (WEA), Waverly Education Support Para Educator Association (WESPA), and the Waverly Administrators Education Association (WAEA).

Motion PASSED

Vote: Ayes – 5; Nays – 0; Absent – 2, Member Beasley, Member Nester

For Action – Report #21-68, Ratification of Master Agreement – International Union of Operating Engineers (IUOE)

A motion was presented by Member Sosnowski and supported by Member Krause to approve Report #21-68, the tentative agreement as negotiated between the IUOE and Waverly BOE as presented.

Motion PASSED

Vote: Ayes – 5; Nays – 0; Absent – 2, Member Beasley, Member Nester

Teaching and Learning

Director of Teaching and Learning, Chris Huff, reviewed the 98B Benchmark report for the Board of Education.

Public Comment – Open Comment for District Issues

Recent graduate, Wyatt Beasley, voiced concerns about the declining enrollment in the Arts programs at Waverly. He suggested a band program to be offered in 5th and 6th grades. He also asked that the district invest more in the current programs (theater, marching band uniforms) to help keep those programs that are an important part of struggling students as those programs help them adjust and fit in.

Veronica Beasley also wanted to stress the importance of arts programs – band, orchestra, choir, theater. The district needs to give more attention and funds to these programs to provide these outlets for our students.

Sarah Koehler encourages the district to financially support the arts programs to encourage students to join and entice families to attend Waverly. The arts programs are a coping mechanism for students who need extra support.

Superintendent Blake stated that the district does realize the decline in student participation in the arts programs and that before the pandemic started, the district purchased instruments for East Intermediate students to use so they did not have to purchase them on their own.

It has been difficult to employ certified teachers for these specialized programs that require a teaching certificate.

Member Martin acknowledged the district does need to support the arts programs more and the importance of offering them in our curriculum.

Superintendent's Report:

Superintendent Blake:

- Congratulations to all Waverly staff for the completion of 2021-22. It was a very difficult year.
- Graduation was wonderful, great weather and awesome students.
- Summer school is starting in July for our Elementary students.
- Child Care/Student Centers are open
- Two new positions have been filled; Director of School Culture to be filled by Shawn Lewis and a Student Activities and Grants Coordinator to be filled by Jeff Parks.
- DHHS has approved funding for our 2nd nurse through 2022-23.
- School of Choice application period has closed and we will not be able to accept all applications. A lottery will be held for selection.

Other Board Business:

Member Martin expressed gratitude to all staff and community members for their continued support of Waverly Community Schools.

The meeting adjourned at 7:27 pm.

Respectfully submitted,

Alicia Guevara Warren, Secretary
aml

Minutes of Special Meeting

The Board of Trustees Waverly Community Schools

Opening of Meeting

A Special meeting of the Waverly Community Schools Board of Education was held Tuesday, June 21, 2022. Board President Mary Ann Martin called the meeting to order at 4:30 PM. The Pledge to the Flag was led by Chris Beasley.

Members Present: Mary Ann Martin
Alicia Guevara Warren
Rhonda Sosnowski
Cathy Pike
Christopher Beasley

Members Absent: Amy Krause
Holly Nester

Staff Present: Kelly Blake, Superintendent
Evan Nuffer, Director of Finance

Other: Eric Sifferman, Barton Mallow

Evan Nuffer, Director of Finance and Operations gave a presentation on the proposed 2021-22 General Fund Budget Amendments.

For Action – Report #21-69, 2021-22 General Fund Budget Amendment Resolution

A motion was presented by Member Beasley and supported by Member Guevara Warren to approve Report #21-69, 2021-22 General Fund Budget Amendments Resolution

Motion PASSED

Vote: Ayes – 5; Nays – 0; Absent – 2, Member Krause, Member Nester

For Action – Report #21-70, 2022 Building and Site, Series I Construction Award Recommendation

A motion was presented by Member Pike and supported by Member Sosnowski to approve Report #21-70, award to lowest bidder from Bid Package 1 – Athletic Complex and rebid Bid Package 2 – East Intermediate sitework, as presented.

Motion PASSED

Vote: Ayes – 5; Nays – 0; Absent – 2, Member Krause, Member Nester

A motion was presented by Member Pike and supported by Member Sosnowski to enter into closed session for the purposes of discussing personnel items.

Roll Call Vote: Catherine Pike – Yes, Alicia Guevara Warren – Yes, Chris Beasley– Yes, Rhonda Sosnowski – Yes, Mary Ann Martin – Yes

Motion PASSED

Vote: Ayes – 5; Nays – 0; Absent – 2, Member Krause, Member Nester

Adjournment to closed session at: 4:50 PM.

The board reconvened into open session at 5:10 pm.

A motion was presented by Member Pike and supported by Member Sosnowski to approve the Letter of Agreement amendment to the Superintendent employment contract.

Motion PASSED

Vote: Ayes – 5; Nays – 0; Absent – 2, Member Krause, Member Nester

Adjournment at 5:12 PM

Respectfully submitted,

Alicia Guevara Warren, Secretary
aml

Minutes of Closed Session Meeting – June 21, 2022

The Board of Trustees Waverly Community Schools

The Board entered into closed session at 4:50 pm for the purposes of discussing personnel items.

Members Present: Mary Ann Martin
Alicia Guevara Warren
Rhonda Sosnowski
Cathy Pike
Christopher Beasley

Members Absent: Holly Nester
Amy Krause

Staff Present: Kelly Blake, Superintendent

The board discussed personnel items.

A motion was presented by Member Pike and supported by Member Sosnowski to return to open session

Roll Call Vote: Catherine Pike – Yes, Alicia Guevara Warren – Yes, Chris Beasley– Yes, Rhonda Sosnowski – Yes, Mary Ann Martin – Yes

Motion PASSED

Vote: Ayes – 5; Nays – 0; Absent – 2, Member Krause, Member Nester

Adjournment at 5:10 PM

Respectfully submitted,

Alicia Guevara Warren, Secretary
aml

WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
July 18, 2022

Report #22-1

Subject: Personnel Report

A. Resignation – Administration

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Effective</u>
Dan Kemsley	Assistant Principal	High School	7/1/2022

B. Transfer – Administration

<u>Name</u>	<u>From Position</u>	<u>To Position</u>	<u>Effective</u>
Shawn Lewis	Colt ECEC Principal	Director of School Culture	7/1/2022
Allison Orwat	Instructional Coach Colt ECEC	Colt ECEC Principal	8/1/2022

C. Employment – Certified

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Salary</u>	<u>Effective</u>
Katherine Kuzma	Math Teacher	Middle School	BA Step 1/43,478	8/22/2022
Lauren Leffel-Jones	Spanish Teacher	MS & HS	MA/BA36 Step 3.5/\$51,925	8/22/2022
Kathryn Bloomer	Math Teacher	Middle School	BA Step 1.5/\$44,456	8/22/2022
Katherine Barnt	Music Teacher	East & Winans	BA Step 3/\$47,525	8/22/2022
Tina Erspamer	6 th Grade Math	East Intermediate	MA/BA36 Step 13/\$79,244	8/22/2022
Lothar Konietzko	Per Finance Teacher	High School	MA/BA36 Step 13/\$79,244	8/22/2022

D. Transfer – Certified

<u>Name</u>	<u>From Position</u>	<u>To Position</u>	<u>Effective</u>
Jeff Parks	HS Science Teacher	Student Activities & Grant Coordinator	8/1/2022
Matt Oppenheim	District Data Coach	Virtual Learning Teacher	8/22/2022
Zachary Marshall	Middle School Math Teacher	High School Math Teacher	8/22/2022
Ashley Holmes	HS Special Ed Teacher	High School Science Teacher	8/22/2022
Cheryl Frank	Technology Teacher	5 th Grade Teacher East Intermediate	8/22/2022

E. Transfer – Non-Certified

<u>Name</u>	<u>From Position</u>	<u>To Position</u>	<u>Effective</u>
Marissa Whittet	Para Educator	Intervention Para Educator	8/16/2022
Vanessa Scruggs	Para Educator	Time-Out Monitor	8/16/2022
Lois Chicolte	Winans Para Educator	Elmwood Para Educator	8/16/2022
Melody Clough	MS Para Educator	Colt RR Para Educator	8/16/2022
Najeema Thomas	East 1:1 Para Educator	MS 1:1 Para Educator	8/16/2022
Chelsea Ott	Colt ASD Para Educator	East Para Educator	8/16/2022
Carla Wey	Winans Para Educator	MS Para Educator	8/16/2022
Shanice Moore	East Para Educator	HS Para Educator	8/16/2022

F. Resignation – Certified

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Effective</u>
Jodi Thelen	Interventionist	Colt ECEC	6/30/2022
Angela Cheritt	5 th Grade Teacher	East Intermediate	7/15/2022

G. Termination – Non-Certified

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Effective</u>
Robert Hollingsworth	Para Educator	Middle School	6/13/2022

H. Tenure Achieved

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Effective</u>
Angela Burns	English Teacher	High School	6/30/2022
Ashley Farran	3 rd Grade Teacher	Elmwood Elementary	6/30/2022
Jennifer Galasso	Spanish Teacher	High School	6/30/2022
Melissa Hall	English Teacher	Middle School	6/30/2022
Kathrine Kelly-Hart	5 th Grade Teacher	East Intermediate	6/30/2022
Debra Major	6 th Grade Teacher	East Intermediate	6/30/2022
Tiernan O'Rourke	Social Studies Teacher	High School	6/30/2022
Colleen Oswill	4 th Grade Teacher	Elmwood Elementary	6/30/2022
Ronald Reynolds	6 th Grade Teacher	East Intermediate	6/30/2022
Kathryn Trudeau	3 rd Grade Teacher	Winans Elementary	6/30/2022
Susan Luter	Math Teacher	Middle School	6/30/2022
Nicholas Niederquell	Intervention	Middle School	6/30/2022
Traci Carter	Kindergarten Teacher	Colt ECEC	6/30/2022

Waverly Community Schools
2022-23 Board of Education
Meeting Dates

Report #22-2

2022

2023

July 18, 2022

January 9, 2023

August 15, 2022

February 13, 2023

September 12, 2022

March 20, 2023

October 17, 2022

April 17, 2023

November 21, 2022

May 15, 2023

December 12, 2022

June 12, 2023

All regular meetings will begin at 6:00 pm and will be held in the Administrative Center Board Room A regular meeting of the Board of Education for the 2023-2024 will be held on Monday July 17, 2023.

WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION REGULAR MEETING
July 18, 2022

Report #22-3

FOR ACTION

Subject: **Designation of Person to Post Meetings**

Recommendation:

The Superintendent recommends the Recording Secretary to the Board of Education be designated as the person to post meetings of the Board of Education. In her absence, the Superintendent shall appoint a person to post individual meetings as required.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
JULY 18, 2022**

Report #22-4

FOR ACTION***

Subject:

Annual Designation of School Depositories

Recommendation:

The Superintendent recommends the Board of Education designate the following banking and investment institutions for the deposit of all funds over which the Board has direct or supervisory control.

PNC Bank

General Fund – Checking

General Fund – Checking (Payroll)

Student Activities Fund - Checking

Debt Retirement Fund – Money Market

Capital Projects Fund (2019 Building and Site, Series III) – Money Market

Capital Projects Fund (2021 Building and Site, Series IV) – Money Market

Capital Projects Fund (Sinking Fund) – Money Market

Public Improvement Fund (General Fund Appropriations) – Money Market

COMERICA BANK

Food Service Fund – Checking and Investments

Community Services Fund – Checking and Investments

Trust & Agency Fund – Checking

MICHIGAN SCHOOL DISTRICT LIQUID ASSET FUND

General Fund – Checking and Investments

Capital Projects Fund (2022 Building and Site, Series I)

Statement of Purpose:

Board Bylaw 0154 requires that the Board shall designate depositories for school funds; M.C.L. 380.1221

Background Information:

The District uses PNC Bank for its primary depository institution for all activities related to the General Fund, Debt Service, Student Activities and Capital Projects. Funds for Trust & Agency, Preschool, and Food Services are held with Comerica Bank in segregated accounts so as not to comingle those funds.

Budget Impact:

Not applicable

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
JULY 18, 2022**

Report #22-5

FOR ACTION***

Subject:

Designation of Professional Service Consultants – Attorneys

Recommendation:

The superintendent recommends the Board of Education retain Thrun Law Firm, P.C. to address legal issues of the school district.

Statement of Purpose:

The above recommended law firm has previously served as counsel to the Board with satisfactory performance. Approval of the Board's legal counsel at this time provides the administration with direction when needing legal advice during the school year.

Background Information:

In the past, the firm of Thrun Law Firm, P.C. has been authorized as professional counsel. The firm has performed legal services including elections, bonding proposals, state aid note preparation, negotiations, personnel matters, and other concerns.

Budget Impact:

The retainer charged in January 2022 by Thrun Law Firm, P.C. was \$2,500. The cost of professional services fees paid to Thrun in 2021-2022 was \$114,275.35, including \$89,365.00 for the issuance of 2022 \$62,000,000 Building and Site, Series I bonds

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
JULY 18, 2022**

Report #22-6

FOR ACTION***

Subject:

Designation of Audit Firm for 2022-23

Recommendation:

The Superintendent recommends the Board of Education designate Plante & Moran, PLLC, Certified Public Accountants, to audit the school district's financial records for the year ended June 30, 2023

Statement of Purpose:

Board Policy 6830 requires that after the close of the fiscal year (June 30th), an audit of all accounts of the District be made annually by an independent, certified public accountant. The audit examination shall be conducted in accordance with generally accepted auditing standards and shall include all funds over which the Board has direct or supervisory control.

Background Information:

Plante & Moran performs audits for many school districts and works closely with the state of Michigan. The firm has audited the school district's financial records for over 20 years in a satisfactory manner.

Budget Impact:

The cost of the professional services fees paid to Plante Moran in 2021-22 was \$42,500.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
JULY 18, 2022**

Report #22-7

FOR ACTION***

Subject:

Annual Designation of Authorized Signatories

Recommendation:

The Superintendent recommends the Board of Education designate the signatories for Waverly Community Schools' banking and investment transactions for the 2022-2023 fiscal year.

All checks drawn against an authorized, demand account in the following funds will be signed by the Board Treasurer and countersigned by the Director, Finance and Operations.

**General Fund
Community Services Fund
Lunch Fund
Student Activities Fund
Debt Fund
Capital Projects Fund(s)
Sinking Fund
Public Improvement Fund
Trust & Agency Fund**

The Director, Finance and Operations will be authorized to invest temporary, excess cash in the name of Waverly Community Schools and to liquidate such investments by deposit in authorized accounts.

The Superintendent recommends the Board of Education authorize the Director, Finance and Operations, or his/her designee, to sign purchase orders for the 2022-2023 fiscal year.

The Superintendent recommends the Board of Education authorize the Superintendent, or his/her designee, to sign contracts and agreements for the 2022-2023 fiscal year.

Statement of Purpose:

Board Bylaw 0154 requires that the Board shall designate those persons authorized to sign checks, contracts, agreements, and purchase orders

Background Information:

It is necessary for the Board of Education to officially designate its authorized signatories at the beginning of each school year.

Budget Impact:

Not applicable

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
JULY 18, 2022**

Report #22-8

FOR ACTION***

Subject:

Designation of Electronic Transfer Officer (ETO)

Recommendation:

The Superintendent recommends the Board of Education designate the Treasurer and the Director, Finance and Operations as the Electronic Transfer Officers (ETO) for the 2022-2023 school year

Statement of Purpose:

Board Bylaw 0154 requires that the Board shall designate the Electronic Transfer Officer (ETO) in accordance with Policy 6144 – Investments, which states, The Board may adopt a resolution at its annual organizational meeting, authorizing electronic transactions and the treasurer or the Electronic Transfer Officer (ETO) as authorized agent(s) to complete such transactions on behalf of the Board

Background Information:

The District executes electronic transfers for the interfund movement of cash for the purposes of making debt retirement payments, tax receipts for debt retirement, food service receipts and trust and agency payments.

Budget Impact:

Not applicable

WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION SPECIAL MEETING
July 18, 2022

Report #22-9

FOR ACTION

Subject: **Designation of Charitable Giving Fiscal Agent**

Recommendation:

The Superintendent recommends the Waverly Community Schools Board of Education selects the Waverly Education Foundation as its charitable giving campaign fiscal agent for the 2022-2023 school year.

Statement of Purpose/Issue:

This action by the Board of Education establishes the Waverly Education Foundation as the only agency having access to the district's payroll deduction process for the purpose of conducting their charitable giving campaign for the 2022-23 school year.

Background Information/Historical Perspective:

In past years, the Capital Area United Way was named the fiscal agent as an umbrella under which all charities seeking to use the district's payroll deduction process for charitable campaign giving must conform. The Waverly Education Foundation approached administration in 1995 with a plan to enhance its membership through offering a payroll deduction plan for district employees. This will ultimately benefit the district as Foundation monies will eventually filter back to the schools through enhancement of programs.

Rationale for Recommendation:

It is timely that the Board of Education selects its annual charitable workplace giving campaign fiscal agent in preparation for the Capital Area United Way and the Waverly Education Foundation campaigns. Traditionally the United Way campaign is conducted during the months of September and October. The Waverly Education Foundation offers membership to employees through payroll deduction on an ongoing basis.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
JULY 18, 2022**

Report #22-10

FOR ACTION***

Subject:

Lodging, Meals and Travel Reimbursement

Recommendation:

The Superintendent recommends the Board of Education establish the following reimbursements rates for Lodging, Meals and Travel for the 2022-23 school year:

Breakfast: \$7.00, including reasonable gratuity

Lunch: \$10.00, including reasonable gratuity

Dinner: \$15.00, including reasonable gratuity

*Daily meal reimbursement shall not exceed Thirty-Two and 00/100 Dollars (\$32.00)

Lodging: Except as otherwise provided in a collective bargaining agreement, lodging reimbursement shall be based on the least expensive single occupancy room rate, not to exceed Three Hundred and 00/100 Dollars (\$300.00) per night without prior written approval of the Superintendent or his/her designee.

Travel: Except as otherwise provided in a collective bargaining agreement, mileage reimbursement shall be based on the shortest applicable route from the employee's primary work location, or home, to the destination. The Board shall reimburse mileage in accordance with the IRS established rate(s).

Statement of Purpose:

The purpose of the recommendation is to establish reimbursement rates as per Board policy 6550 – Travel Payment & Reimbursement.

Budget Impact:

Rates remain unchanged from 2021-2022.

Historical Perspective:

Board policy 6550, revised June 20, 2016 requires the Board to annually approve payment and reimbursement rates for per diem meals, lodging, and mileage.

Rationale for Recommendation:

The purpose of the recommendation is to establish reimbursement rates as per Board policy 6550 – Travel Payment & Reimbursement.

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 lifelong learner and contribute as a citizen of our global society.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
July 18, 2022**

SUBJECT: POLICY – First Reading

RECOMMENDATION:

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

Volume 34, No. 2 and Volume 36, No. 2

New Policy – 1616	Staff Dress and Grooming - Administration
New Policy - 3216	Staff Dress and Grooming – Professional Staff
Revised Policy – 3362.01	Threatening Behavior Toward Staff Members
Revised Policy – 4216	Support Staff Dress and Grooming
Revised Policy – 5511	Dress and Grooming - Student
Revised Policy – 6110	Grant Funds
Revised Policy - 6114	Cost Principals – Spending Federal Funds
Revised Policy - 6144	Investments
Revised Policy – 6152.01	Transcript Fee
Revised Policy - 6325	Procurement – Federal Grants/Funds