

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 August 15, 2022, beginning at 6:00 PM in the High School Cafeteria, 160 Snow. Rd., 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 August 15, 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.

Regular Meeting Minutes - July 18, 2022
Report #22-11, HR Personnel Recommendations
Report #22-12, Finance Report

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

- VII. Committee Meetings
- VIII. Presentation of Reports 16
 - A. Personnel & Policy

For Action - Report #22-13, Second Reading - Volume 34, No. 2
& Volume 36, No. 2

Recommendation: *To approve Volume 34, No. 2 & Volume 36, No. 2 as presented.*

B. Finance & Facilities

1. For Action - Report #22-14, 2022 Building and Site, Series Construction Award Recommendations 46

Recommendation: *To approve awards to the lowest responsible bidder(s) from the Bid Package - Asbestos Abatement, in accordance with Board Policy 6320 (Purchasing).*

2. For Action - Report #22-15, Certification of Winter Tax Levy 49

Recommendation: *To adopt the proposed winter tax levy for the City of Lansing, Delta Township, Lansing Township, Watertown Township and Windsor Township L-4029 certification as presented.*

3. For Action - Report #22-16, Technology Purchase 58

Recommendation: *To approve the purchase of technology filtering and mobile device management through Securly from CDW, as per quote, in accordance with Board Policy 6320 (Purchasing).*

IX. Superintendent's Report

X. Public Comment - Open Comment for District Related Items

XI. Other Board Business

XII. Adjournment

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, July 18, 2022 at the Administration Building, located at 515 Snow Rd., Lansing, MI 48917. Board President Mary Ann Martin called the meeting to order at 6:00 PM. The pledge to the flag was led by Member Nester.

Members Present: Mary Ann Martin
Alicia Guevara Warren
Amy Krause
Holly Nester
Cathy Pike

Members Absent: Rhonda Sosnowski
Christopher Beasley

Staff Present: Evan Nuffer, Director of Finance & Operations
Susan Friend, Director of Human Resources
Ann Marie Lindsay

Others Present: Jeff Barker

Correspondence:

None

Public Comment for Agenda Items:

Community Member Jeff Barker reported there are properties available on St. Joe Hwy near the Admin Building that can be purchased and possibly be developed into a lacrosse field.

Board Member Comment:

None

Approval of Agenda and Acceptance of Reports

Member Pike requested a modification to the June 13, 2022 Special meeting minutes to include her name in Members present.

A motion was presented by Member Pike and supported by Member Guevara Warren to adopt the July 18, 2022 agenda and accept all reports.

Motion PASSED

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

Approval Consent Agenda Items

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

- 1.Special Meeting Minutes – June 13, 2022 – with requested modification
- 2.Regular Meeting Minutes – June 13, 2022
- 3.Special Meeting Minutes – June 21, 2022
- 4.Closed Session Meeting Minutes – June 21, 2022
- 5.Report #22-1, Human Resources Personnel Report

Motion PASSED

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

ORGANIZATIONAL MEETING ITEMS

For Action – Reports #22-2 through #22-10 as presented

- #22-2, Designation of Date, Time & Location of Waverly Board of Education Meetings
- #22-3, Designation of Person to Post Meetings
- #22-4, Annual Designation of School Depositories
- #22-5, Designation of Professional Service Consultants – Attorneys
- #22-6 Designation of Audit Firm
- #22-7, Designation of Authorized Signatories
- #22-8, Designation of Electronic Transfer Officer
- #22-9, Designation of Charitable Giving Agent
- #22-10, Lodging, Meals and Travel Reimbursement Rates

A motion was presented by Member Nester and supported by Member Guevara Warren to approve Reports #22-2 through #22-10, Organizational Meeting Items.

Motion PASSED

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

PRESENTATION OF REPORTS

Personnel and Policy

First Reading – Volume 34, No. 2 and Volume 36, No. 2

Discussion of the proposed NEOLA policy changes for district policy.

Member Pike requested review of Policy 1616 and a suggested language change for gender neutral designation.

Superintendent’s Report:

Director of Finance & Operations, Evan Nuffer, reviewed the current construction schedules around the district.

Public Comment – Open Comment for District Issues

None

Other Board Business:

None

The meeting adjourned at 6:22 pm.

Respectfully submitted,

Alicia Guevara Warren, Secretary
aml

WAVERLY COMMUNITY SCHOOLS
 BOARD OF EDUCATION
 REGULAR MEETING
 August 15, 2022
 Report #22-11

Subject: Personnel Report

A. Employment – Certified

| <u>Name</u> | <u>Position</u> | <u>Building</u> | <u>Salary</u> | <u>Effective</u> |
|---------------|-------------------------------|-----------------|-------------------------|------------------|
| Mary Diedrich | Behavior Specialist | District | MA30 Step 12.5/\$80,084 | 8/22/2022 |
| Angela Biegaj | 2 nd Grade Teacher | Elmwood | BA Step 5/\$51,948 | 8/22/2022 |
| Shanear Trice | Health Teacher | MS & HS | BA Step 2/\$46,479 | 8/22/2022 |

B. Employment – Non-Certified

| <u>Name</u> | <u>Position</u> | <u>Building</u> | <u>Salary</u> | <u>Effective</u> |
|--------------------|-----------------|-------------------|---------------|------------------|
| Emma Baynes | Para Educator | Elmwood Ele | \$19.05/hour | 8/22/2022 |
| Elizabeth Brownlee | Para Educator | Winans Ele | \$16.52/hour | 8/22/2022 |
| Stacy Gyulveszi | Para Educator | Middle School | \$19.05/hour | 8/22/2022 |
| Maranda Houston | Para Educator | Middle School | \$16.52/hour | 8/22/2022 |
| Marissa Ambrose | Para Educator | East Intermediate | \$18.28/hour | 8/22/2022 |
| Tiffany Guild | Para Educator | High School | \$16.52/hour | 8/22/2022 |
| Andrea Delgado | Para Educator | Winans Ele | \$16.52/hour | 8/22/2022 |

C. Transfer – Certified

| <u>Name</u> | <u>From Position</u> | <u>To Position</u> | <u>Effective</u> |
|--------------------|--------------------------|------------------------|------------------|
| Jennifer Baird | Kindergarten Teacher | Colt Interventionist | 8/22/2022 |
| Michelle Oppenheim | High School Teacher | HS Instructional Coach | 8/22/2022 |
| Kellie Charron | Middle School SE Teacher | HS ELA Co-Teacher | 8/22/2022 |

D. Transfer – Non-Certified

| <u>Name</u> | <u>From Position</u> | <u>To Position</u> | <u>Effective</u> |
|----------------|----------------------|---------------------------|------------------|
| Sasha Jones | MS Para Educator | HS Behavior Para Educator | 8/22/2022 |
| Brenda Botello | | Half-Time Para Educator | 8/22/2022 |

E. Resignation – Certified

| <u>Name</u> | <u>Position</u> | <u>Building</u> | <u>Effective</u> |
|-------------------|-------------------------------|-----------------|------------------|
| Kristina Meeker | Instructional Coach | High School | 8/1/2022 |
| Wendi Petersen | 2 nd Grade Teacher | Winans | 7/14/2022 |
| Sara Frederick | 2 nd Grade Teacher | Elmwood | 7/14/2022 |
| Colleen Oswill | 4 th Grade Teacher | Elmwood | 7/27/2022 |
| Joe Szombati | Health & PE Teacher | High School | 7/29/2022 |
| Rose Sullivan | English Teacher | Middle School | 7/29/2022 |
| Nate Lewis | Science Teacher | High School | 8/10/2022 |
| Brittany Szombati | SE Teacher | High School | 8/9/2022 |
| Rochelle Kueppers | Art Teacher | East & Elmwood | 8/10/2022 |

F. Tenure Achieved

| <u>Name</u> | <u>Position</u> | <u>Building</u> | <u>Effective</u> |
|-------------|-----------------|-----------------|------------------|
| Lisa Nestor | Teacher | Middle School | 06/30/2022 |

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
AUGUST 15, 2022**

Report #22-12

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 June 30, 2022 was \$6,761,496.16. Receipts during July, consisting of state aid, property taxes and other revenues in the amount of \$2,282,155.00 minus disbursements during July of \$4,952,355.88, left the district with a General Fund cash balance, as of July 31, 2022, of \$4,091,295.28.

2021-22 General Fund expenditures/transfers-out exceed revenues/transfers-in by \$355,441. 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 \$34,081. 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 \$877,496. A summary of year to date activity in comparison to the budget is included in the supporting documentation.

2021-22 Public Improvement Fund revenues/transfers-in exceed expenditures/transfers-out by \$57,320. A summary of year to date activity in comparison to the budget is included in the supporting documentation.

The balance of the 2021 Building and Site, Series IV Bonds remaining to be allocated, including \$1,258 of accrued interest, is \$773,700. A summary of life to date activity is included in the supporting documentation

The balance of the 2022 Building and Site, Series I Bonds remaining to be allocated, including (\$162,198) of accrued interest/change in market value, is \$41,315,500. A summary of life to date activity is included in the supporting documentation

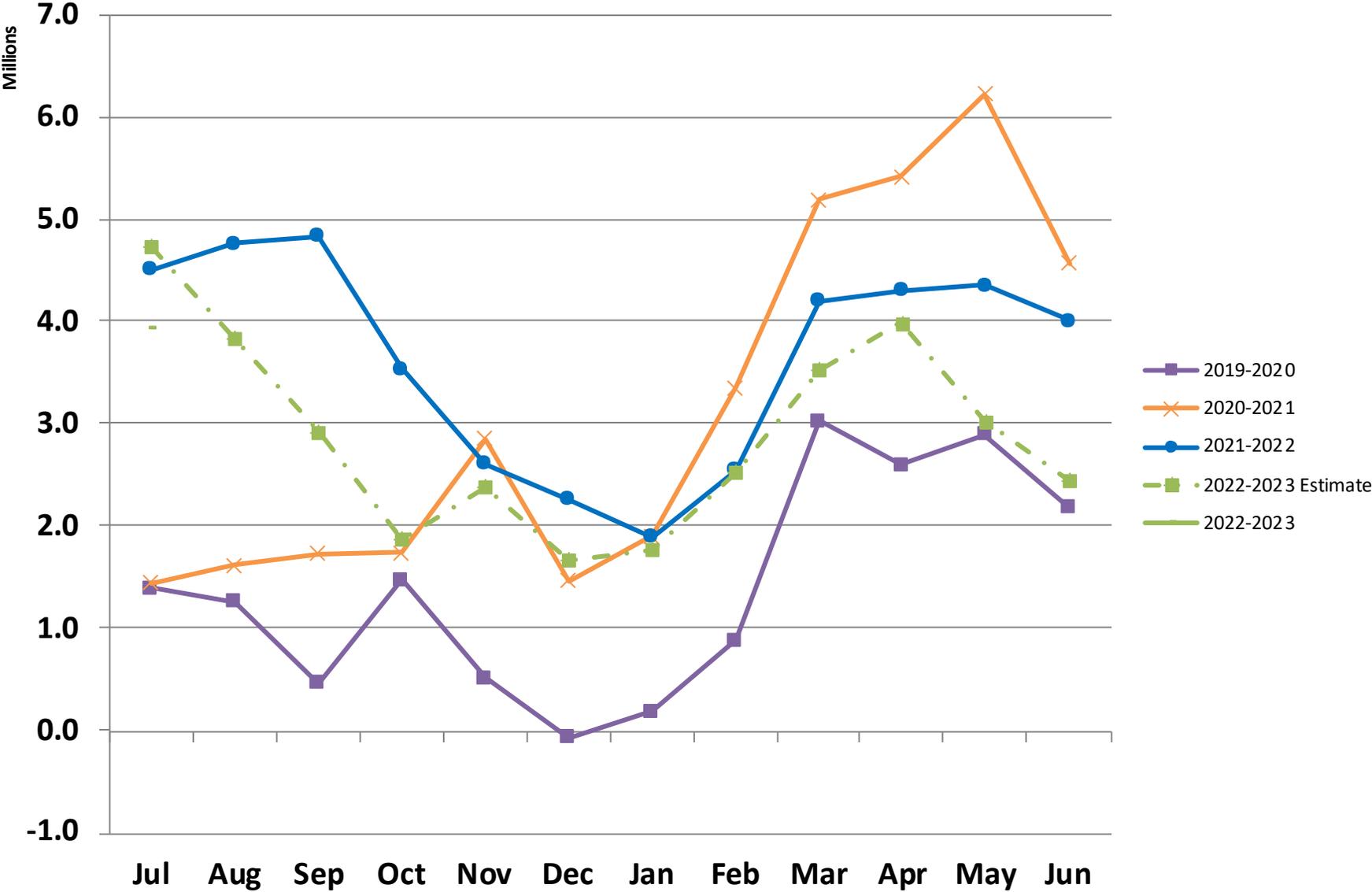
Waverly Community Schools

Finance Committee - Cash Position Report

For the Month Ended July 31, 2022

| | |
|--|----------------------------|
| Balance on Hand June 30, 2022 | 6,761,496.16 |
| Revenues | |
| State Aid | 2,031,916.09 |
| Taxes | 175,103.83 |
| Other Revenue | 75,135.08 |
| Interfund Transfers In | - |
| State Aid Note Proceeds | - |
| | <u>2,282,155.00</u> |
| Disbursements | |
| Payroll and Related Liabilities | (4,063,587.72) |
| Other Expenditures | (888,768.16) |
| State Aid Repayment | - |
| | <u>(4,952,355.88)</u> |
| Prior Month Adjustments During July 2022 | - |
| Balance on Hand July 31, 2022 | <u><u>4,091,295.28</u></u> |
| | |
| PNC Bank - General | 3,936,082.56 |
| MILAF | 7,864.15 |
| PNC Bank - Payroll | 147,348.57 |
| Comerica - Checking | - |
| | <u><u>4,091,295.28</u></u> |
| | |
| Difference | (0.00) |

Waverly Community Schools Cash Flow Analysis (Monthly Lows)



Waverly Community Schools
General Fund - Budgetary Comparison Schedule
For the Month Ended June 30, 2022 (unaudited)

| | Final Budget | Actual | Over (Under) Budget | % Available |
|--|-------------------|-------------------|------------------------|----------------|
| Revenue | | | | |
| Local sources | 8,982,061 | 8,914,027 | (33,034) | 0.3% |
| State sources | 23,411,510 | 23,714,164 | 248,436 | -1.1% |
| Federal sources | 2,611,130 | 2,647,517 | 36,388 | -1.6% |
| Intergovernmental | 3,534,406 | 3,724,482 | 190,076 | -5.4% |
| Transfers In | 342,883 | 305,836 | (37,047) | 41.2% |
| Total revenue | 38,881,990 | 39,306,025 | 404,819 | -1.0% |
| Expenditures | | | | |
| Current: | | | | |
| Instruction: | | | | |
| Basic program | 16,053,914 | 15,685,930 | (127,583) | 0.8% |
| Added needs | 6,064,546 | 6,017,928 | (78,626) | 1.2% |
| Total instruction | 22,118,460 | 21,703,857 | (206,209) | 0.9% |
| Support Services: | | | | |
| Pupil | 4,611,612 | 4,600,077 | (5,907) | 0.1% |
| Instructional staff | 2,278,242 | 2,141,919 | (167,146) | 7.6% |
| General administration | 387,916 | 384,565 | (3,351) | 0.9% |
| School administration | 2,516,135 | 2,538,262 | 22,127 | -0.9% |
| Business | 544,537 | 498,174 | (46,363) | 8.4% |
| Operations and maintenance | 3,656,010 | 3,574,386 | (224,667) | 5.9% |
| Pupil transportation services | 1,170,149 | 1,161,345 | (8,804) | 0.7% |
| Central | 626,995 | 638,946 | 11,951 | -2.0% |
| Other | 92,131 | 22,845 | (69,286) | 98.7% |
| Total support services | 15,883,727 | 15,560,518 | (491,446) | 3.2% |
| Athletics | 710,310 | 670,701 | (39,609) | 5.9% |
| Community services | - | - | - | 0.0% |
| Non Publics | 3,484 | 7,499 | 4,015 | -39.0% |
| Facility Acquisition | - | - | - | 0.0% |
| Debt service: | | | | |
| Principal | 140,000 | 140,000 | - | 0.0% |
| Interest | 3,500 | 3,500 | - | 0.0% |
| Capital outlay | 27,318 | 39,786 | 12,468 | -264.2% |
| Payments to other public schools | 1,205,643 | 1,185,605 | 145,462 | -13.3% |
| Total expenditures | 40,092,442 | 39,311,466 | (575,319) | 1.4% |
| Excess of Revenue (Under)Over Expenditures | (1,210,452) | (5,441) | 980,138 | |
| Transfers Out | 350,000 | 350,000 | - | 0.0% |
| Change in Fund Balance | (1,560,452) | (355,441) | 980,138 | |
| Favorable Expenditure Variance (1.5%) | 601,387 | | | |
| Projected Change in Fund Balance | (959,066) | | | |
| Fund Balance - Beginning of year | 7,637,365 | | | |
| Fund Balance - End of year | 6,678,299 | | | 16.7% |

Waverly Community Schools
Student Activity Fund - Budgetary Comparison Schedule
For the Month Ended June 30, 2022 (unaudited)

| | Revised Budget | Actual | Over (Under) Budget | % Available |
|--|----------------|----------------|------------------------|----------------|
| Revenue | | | | |
| Local sources | 203,280 | 217,869 | 14,589 | -7.2% |
| State sources | - | - | - | 0.0% |
| Federal sources | - | - | - | 0.0% |
| Intergovernmental | - | - | - | 0.0% |
| Transfers In | - | - | - | 0.0% |
| Total revenue | 203,280 | 217,869 | 14,589 | -7.2% |
| Expenditures | | | | |
| Student Activities | 138,854 | 127,931 | (10,923) | 8.4% |
| Athletics | 80,953 | 55,857 | (25,096) | 31.0% |
| Total expenditures | 219,806 | 183,788 | (36,018) | 17.1% |
| Excess of Revenue (Under)Over Expenditures | (16,526) | 34,081 | 50,607 | |
| Transfers Out | - | - | - | 0.0% |
| Change in Fund Balance | (16,526) | 34,081 | 50,607 | |
| Fund Balance - Beginning of year | 194,565 | | | |
| Fund Balance - End of year | 178,039 | | | |

Waverly Community Schools
Sinking Fund - Budgetary Comparison Schedule
For the Month Ended June 30, 2022 (unaudited)

| | Original Budget | Actual | Over (Under) Budget | % Available |
|--|--------------------|----------------|------------------------|----------------|
| Revenue | | | | |
| Local sources | 856,196 | 881,631 | 25,435 | -3.0% |
| State sources | - | - | - | 0.0% |
| Federal sources | - | - | - | 0.0% |
| Intergovernmental | - | - | - | 0.0% |
| Transfers In | - | - | - | 0.0% |
| Total revenue | 856,196 | 881,631 | 25,435 | -3.0% |
| Expenditures | | | | |
| Current: | | | | |
| Support Services - Business | - | 527 | 527 | 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 | - | 3,523 | 3,523 | 0.0% |
| Other Acquisition and Construction Services | - | - | - | 0.0% |
| Total expenditures | - | 4,135 | 4,135 | 0.0% |
| Excess of Revenue (Under)Over Expenditures | 856,196 | 877,496 | 21,300 | |
| Transfers Out | - | - | - | |
| Net Change in Fund Balance | 856,196 | 877,496 | 21,300 | |
| 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 June 30, 2022 (unaudited)

| | Original Budget | Actual | Over (Under) Budget | % Available |
|--|--------------------|----------------|------------------------|----------------|
| Revenue | | | | |
| Local sources | 200 | 186 | (14) | 7.1% |
| State sources | - | - | - | 0.0% |
| Federal sources | - | - | - | 0.0% |
| Intergovernmental | - | - | - | 0.0% |
| Transfers In | 350,000 | 350,000 | - | 0.0% |
| Total revenue | 350,200 | 350,186 | (14) | 0.0% |
| 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 | 57,320 | (14) | |
| Transfers Out | - | - | - | |
| Net Change in Fund Balance | 57,334 | 57,320 | (14) | |
| Fund Balance - Beginning of year | 649,156 | 649,156 | | |
| Fund Balance - End of year | 706,490 | 706,476 | | |

Waverly Community Schools
2021 Building and Site Bonds, Series IV
Budget Summary
As of July 31, 2022

| | Budget | Actual | Encumbered | Balance Remaining |
|--|------------------|------------------|----------------|----------------------|
| Construction | | | | |
| Remodeling | 1,813,893 | 1,568,947 | 327,831 | (82,884) |
| Site Improvements | - | - | - | - |
| Technology Infrastructure | - | - | - | - |
| Construction Base Budget Subtotal | 1,813,893 | 1,568,947 | 327,831 | (82,884) |
| 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 | 549,018 | - | (41,266) |
| Servers/Backend Systems | - | - | - | - |
| Printers | - | - | - | - |
| AV Equipment | - | 9,345 | 4,731 | (14,076) |
| Non-Instructional Equipment (from FFE) | - | - | - | - |
| Tech Equipment Owner PO Subtotal | 507,752 | 558,363 | 4,731 | (55,342) |
| District | | | | |
| Loose Equipment (Furniture & Transportation) | - | 273 | - | (273) |
| Project Contingency | - | - | - | - |
| Owner GC/Contingency/Issuance Costs | 966,761 | 36,211 | - | 930,550 |
| Field General Conditions | - | - | - | - |
| Architect | - | 18,858 | - | (18,858) |
| Tech Design/Construction Mgr | 146,594 | 146,594 | - | - |
| District Subtotal | 1,113,355 | 201,936 | - | 911,419 |
| Totals | 3,435,000 | 2,329,996 | 332,562 | 772,442 |
| Bank Interest/Proceeds | | | | 1,258 |
| Total Available | | | | <u>773,700</u> |

Waverly Community Schools
2022 Building and Site Bonds, Series I
Budget Summary
As of July 31, 2022

| | Budget | Actual | Encumbered | Balance Remaining |
|---|-------------------|------------------|-------------------|-------------------|
| Construction | | | | |
| New Construction | - | - | - | - |
| Remodeling | 39,796,665 | - | 9,454,012 | 30,342,653 |
| Site Improvements | 3,194,052 | - | 2,900,205 | 293,847 |
| Construction Base Budget Subtotal | 42,990,717 | - | 12,354,217 | 30,636,500 |
| Instructional Technology | | | | |
| Computers and Mobile Devices | 1,468,271 | - | - | 1,468,271 |
| Audio / Visual | 1,782,909 | 57,289 | 21,970 | 1,703,650 |
| Instructional Technology Subtotal | 3,251,180 | 57,289 | 21,970 | 3,171,921 |
| Loose Furnishings and Equipment | | | | |
| Non-Instructional Computers and Mobile Devices | 73,904 | - | - | 73,904 |
| Non-Instructional Audio / Visual | - | - | - | - |
| Furnishings, Fixtures and Equipment (FF&E) | 4,021,389 | - | - | 4,021,389 |
| Loose Furnishings and Equipment Subtotal | 4,095,293 | - | - | 4,095,293 |
| District | | | | |
| Buses | 449,946 | - | - | 449,946 |
| Contingency | 3,649,973 | - | 1,074,552 | 2,575,421 |
| Election/Issuance Costs | 839,463 | 711,748 | - | 127,715 |
| General Conditions | 994,618 | 62,703 | 278,338 | 653,577 |
| Architect and Engineering Fees | 2,590,927 | 1,209,238 | 1,381,689 | - |
| A/E Reimbursables | 431,821 | 227,067 | 153,951 | 50,803 |
| Technology Design | 393,305 | 82,468 | 310,837 | - |
| Construction Mgr | 3,050,990 | 637,931 | 2,413,060 | - |
| District Subtotal | 12,401,043 | 2,931,154 | 5,612,427 | 3,857,462 |
| Bank Interest/Proceeds | (283,477) | 162,198 | - | (445,675) |
| Totals | 62,454,756 | 3,150,642 | 17,988,614 | 41,315,500 |

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
August 15, 2022**

Report #22-13

SUBJECT: POLICY – **Second 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 |



Book Policy Manual
 Section Board Review Spring 2022 (36.2)
 Title Vol. 36, No. 2 - February 2022 New STAFF DRESS AND GROOMING
 Code po1616
 Status

1616 - STAFF DRESS AND GROOMING

The Board of Education believes that administrators set an example in dress and grooming for their students to follow. An administrator who understands this precept and adheres to it enlarges the importance of ~~his~~ **their** task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner toward the maintenance of discipline.

The Board retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process. When assigned to District duty, all professional staff members shall:

- A. () be physically clean, neat, and well-groomed;
- B. () dress in a manner consistent with their professional responsibilities;
- C. () dress in a manner that communicates to students a pride in personal appearance;
- D. () dress in a manner that does not cause damage to District property;
- E. () be groomed in such a way that their hairstyle or dress does not disrupt the educational process nor cause a health or safety hazard.

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Last Modified by Pat Kreger on April 7, 2022

*New policy
administrators*





" Policy Committee "

Book Policy Manual
 Section Vol. 36, No. 2 - February 2022
 Title Vol. 36, No. 2 - February 2022 **New STAFF DRESS AND GROOMING**
 Code po1616
 Status From Neola

1616 - STAFF DRESS AND GROOMING

18

The Board of Education believes that administrators set an example in dress and grooming for their students to follow. An administrator who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner toward the maintenance of discipline.

The Board retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process. When assigned to District duty, all professional staff members shall:

- A. () be physically clean, neat, and well-groomed;
- B. () dress in a manner consistent with their professional responsibilities;
- C. () dress in a manner that communicates to students a pride in personal appearance;
- D. () dress in a manner that does not cause damage to District property;
- E. () be groomed in such a way that their hairstyle or dress does not disrupt the educational process nor cause a health or safety hazard.

[] The Board recognizes employees' right to dress in accordance with their gender identity, within the constraints of the preceding dress and grooming guidelines.

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New

To take or not to take

Choices



Book Policy Manual
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 Code po3216
 Status

3216 - STAFF DRESS AND GROOMING

19

The Board of Education believes that professional staff members set an example in dress and grooming for their students to follow. A professional staff member who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner toward the maintenance of discipline.

The Board retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process. When assigned to District duty, all professional staff members shall:

- A. (x) be physically clean, neat, and well-groomed;
- B. (x) dress in a manner consistent with their professional responsibilities;
- C. (x) dress in a manner that communicates to students a pride in personal appearance;
- D. (x) dress in a manner that does not cause damage to District property;
- E. (x) be groomed in such a way that their hair style or dress does not disrupt the educational process nor cause a health or safety hazard.

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New Teachers



| | |
|---------|--|
| Book | Policy Manual |
| Section | Board Review Spring 2022 (36.2) |
| Title | Vol. 34, No. 2 - February 2020 Revised THREATENING BEHAVIOR TOWARD STAFF MEMBERS |
| Code | po3362.01 |
| Status | |
| Adopted | June 14, 2004 |

20

3362.01 - THREATENING BEHAVIOR TOWARD STAFF MEMBERS

The Board of Education believes that a staff member should be able to work in an environment free of threatening speech or actions.

Threatening behavior consisting of any words or deeds that intimidate a staff member or **reasonably** cause **anxiety** concerning **for** his/her physical and/or psychological well-being is strictly forbidden. **Examples of such behavior include: threats to cause bodily harm; stalking; bullying; threats to damage real or personal property at the workplace; unusual behavior that a reasonable person would consider threatening.** Any student, parent, visitor, staff member, or agent of this Board who is found to have threatened a member of the staff will be subject to discipline or reported to the authorities.

The Superintendent shall implement guidelines whereby students and employees understand this policy and appropriate procedures are established for prompt and effective action on any reported incidents.

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Code po4216
Status

21

4216 - **SUPPORT STAFF DRESS AND GROOMING**

The Board of Education believes that support staff members are an important and integral part of the District. Also, since support staff is highly-visible staff to the students, professional staff, and public, the Board believes the support staff should at all times be well dressed and groomed. Support staff members who understand this precept and adhere to it enlarge the importance of their task, present an image of dignity, and encourage respect.

The Board retains the authority to specify the following dress and grooming guidelines for support staff. When assigned to District duty, all support staff members shall:

- A. () be physically clean, neat, and well-groomed;
- B. () dress in a manner consistent with their support responsibilities;
- C. () dress in a manner that communicates to others a pride in personal appearance;
- D. () dress in a manner that does not cause damage to District property;
- E. () be groomed in such a way that their dress or hairstyle does not disrupt the educational process or cause a health or safety hazard.

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|---------|---|
| Book | Policy Manual |
| Section | Vol. 36, No. 2 - February 2022 |
| Title | Vol. 36, No. 2 - February 2022 Revised DRESS AND GROOMING |
| Code | po5511 |
| Status | First Reading |
| Adopted | June 14, 2004 |

5511 - DRESS AND GROOMING

22

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. (.) Students have the right to dress in accordance with their gender identity, within the constraints of the dress code promulgated by the school.

Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student ~~himself/herself~~ or to others in the school;
- B. interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving ~~his/her own~~ educational objectives because of blocked vision or restricted movement.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event.

The Superintendent shall develop administrative guidelines to implement this policy which:

- A. designate the principal as the arbiter of student dress and grooming at the building level ~~in his/her building~~;
- B. invite the participation of
 - staff
 - parents
 - students

in the preparation of a dress code which may specify prescribed dress and grooming practices, but may not amplify the rationale for prohibition established by Board policy;

- C. instruct staff members to demonstrate, by example and precept, personal neatness, cleanliness, propriety, modesty, and good sense in attire and appearance;
- D. ensure that all administrative guidelines impose only minimum and necessary restrictions on the exercise of the student's taste and individuality;

E. ~~direct staff to enforce the school's dress code in a nondiscriminatory and uniform manner, including without regard to whether a student is transgender or gender nonconforming.~~(-)

[] Students who violate the foregoing rules will not be admitted to class and may be suspended from school.

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|--------------|---------------------------------|
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| Section | Board Review Spring 2022 (36.2) |
| Title | Copy of GRANT FUNDS |
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| Status | |
| Adopted | June 14, 2004 |
| Last Revised | June 20, 2016 |

Maintenance of Effort

6110 - GRANT FUNDS

It is the objective of the Board of Education to provide equal educational opportunities for all students within the District. Government agencies, as well as foundations, businesses, and individuals, periodically offer both human and material resources to the District that would benefit students and the educational program. Therefore, it is the intent of the Board to consider grant proposals and applications for their potential to enhance educational opportunities, the educational environment, and the physical and mental growth for each student.

The Superintendent shall review new Federal education legislation and prepare proposals for programs s/he deems would be of aid to the students of this District. The Superintendent shall approve each such proposal prior to its submission, and the Board shall approve all grants resulting from such proposals.

The Board regards available Federal funds of aid to local school districts and communities as a public trust. It forbids the use of Federal monies for partisan political activities and for any use that would not be in accordance with Federal regulations and guidelines.

No Federal funds received by the District shall be used (1) to develop or distribute materials, or operate programs or courses of instruction directed at youth, that are designed to promote or encourage sexual activity, whether homosexual or heterosexual; (2) to distribute or to aid in the distribution by any organization of legally obscene materials to minors on school grounds; (3) to provide sex education or HIV-prevention education in schools unless that instruction is age appropriate and includes the health benefits of abstinence; or (4) to operate a program of contraceptive distribution in schools.

Grant Proposal Development

- A. All grant proposals must support at least one (1) District goal or priority.
- B. For projects where grant funds will not cover the entire cost of project implementation, additional fund sources must be identified, documented, and approved during the internal review process.

Grant Proposal Internal Review

Each grant proposal shall be reviewed and approved by the Superintendent prior to submission to the funding source.

Grant Administration

- A. The administration of grants will adhere to all applicable Federal, State, local, and grantor rules and regulations, including the terms and conditions of the Federal awards, as well as District policies and administrative guidelines.
- B. The Superintendent is responsible for the efficient and effective administration of grant awards through the application of sound management practices.
- C. The Superintendent is responsible for administering grant funds in a manner consistent with underlying agreements, applicable statutes, regulations and objectives, and the terms and conditions of the grant award.
- D. The District, in recognition of its unique combination of staff, facilities, and experience, shall employ internal controls, including the organizational and management strategies necessary to assure proper and efficient administration of grant awards.
- E. All Federal funds received by the District will be used in accordance with the applicable Federal law and regulations and the terms and conditions of the Federal award. The Superintendent shall require that each draw of Federal monies be aligned with the District's payment process (whether reimbursement, cash advance or a combination). If funds are permitted to be drawn in advance, all draws will be as close as administratively feasible to the related program expenditures and that, when restricted, such monies are used to supplement programs and funding and not to supplant or replace existing programming or current funding. **Maintenance of Effort (MOE) and Maintenance of Equity (MOEquity) requirements of the Federal program will be met in accordance with the requirements of the specific funded program. The District shall maintain appropriate documentation and records to substantiate compliance or to justify allowable exceptions, exemptions, or waivers.**
- F. The Superintendent is authorized to sign related documents for grant administration, including documents required for submittal of grant proposals.

Written amendments requiring the Superintendent's signature shall be presented to the Board for approval.
- G. Employee positions established through the use of grant funding shall terminate if and when the related grant funding ceases.
- H. Program reports including but not limited to audit, site visits and final reports shall be submitted to the Superintendent for review and distribution to the Board and other appropriate parties.

25

Financial Management

The financial management of grant funds shall be in compliance with all applicable Federal, State, local, and grantor rules, regulations, and assurances as well as District policies and administrative guidelines.

The District shall provide for the following:

- A. Identification, in District accounts, of all grant awards received and expended and the programs under which they were received. For Federal programs and awards, identification shall include the Catalog of Federal Domestic Assistance (CFDA) title and number, Federal award identification number and year, name of the Federal agency and name of the pass-through entity, as applicable.
- B. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements of the grant.

- C. Records that adequately identify the source and application of funds provided for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
- D. Effective control over, and accountability for, all funds, property, and other assets. The District must adequately safeguard all assets and assure that they are used solely for authorized purposes.

Further, the District must:

1. establish and maintain effective internal control over the Federal award that provides reasonable assurance that the District is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award;
2. comply with Federal statutes, regulations and the terms and conditions of the Federal award;
3. evaluate and monitor the District's compliance with statutes, regulations and the terms and conditions of the Federal award;
4. take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings;
5. take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and obligations of confidentiality.

26

- E. Comparison of expenditures with budget amounts for each Federal award.
- F. Recordkeeping and written procedures to the extent required by Federal, State, local, and grantor rules and regulations pertaining to the grant award and accountability, including but not limited to, the following areas:
 1. cash management
 2. allowability
 3. conflict of interest
 4. procurement
 5. equipment management
 6. conducting technical evaluations of proposals and selecting recipients
 7. compensation and fringe benefits
 8. travel
- G. Disclosure of any potential conflict of interest and all mandatory violation disclosures potentially affecting the Federal award/grant to the Federal awarding agency or pass-through agency in accordance with applicable Federal policy
- H. Insurance coverage for real property and equipment, if applicable, equivalent to such property owned by the District.

Program Income

Program income means gross income earned by a grant recipient that is directly generated by a supported activity or earned as a result of the Federal award during the grant’s period of performance.

It includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts and interest earned on any of them. Additionally, taxes, special assessments, levies, fines and other such revenues raised by a recipient are not program income unless the revenues are specifically identified in the Federal award or Federal awarding agency regulations as program income. Finally, proceeds from the sale of real property, equipment, or supplies are not program income.

Unless it has received prior approval to use a different method or the terms and conditions of the grant authorize a different method, the District uses the deduction method of accounting for program income. Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the Federal awarding agency or pass-through entity.

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Revised 11/16/15

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Legal 34 C.F.R. 75.707, 76.563, 76.565, 76.707
 2 C.F.R. 200.56, 200.71, 200.77, 200.80, 200.112, 200.302, 200.307
 2 C.F.R. 200.309, 200.310, 200.313, 200.318-.320, 200.343(b)&(e)
 Compliance Supplement for Single Audits of State and Local Governments
 20 U.S.C. 7906

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*no
 Choices
 Language* 28

6114 - COST PRINCIPLES - SPENDING FEDERAL FUNDS

The Superintendent is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State, and local laws, the associated agreements/assurances, program objectives, and the specific terms and conditions of the grant award.

Cost Principles

Except where otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

- A. Be necessary and reasonable for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.

To determine whether a cost is reasonable, consideration shall be given to:

1. whether a cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the Federal award;
2. the restraints or requirements imposed by such factors as sound business practices, arm's length bargaining, Federal, State, local, tribal, and other laws and regulations;
3. market prices for comparable goods or services for the geographic area;
4. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities; and
5. whether the cost represents any significant deviation from the established practices or Board of Education policy which may unjustifiably increase the expense.

While Federal regulations do not provide specific descriptions of what satisfies the "necessary" element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need, and can prove it.

When determining whether a cost is necessary, consideration may be given to whether:

1. the cost is needed for the proper and efficient performance of the grant program;
2. the cost is identified in the approved budget or application;
3. there is an educational benefit associated with the cost;
4. the cost aligns with identified needs based on results and findings from a needs assessment;
5. the cost addresses program goals and objectives and is based on program data.

A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received. This standard is met if the cost: is incurred specifically for the Federal award; benefits both the Federal award and other work of the District and can be distributed in proportions that may be approximated using reasonable methods; and is necessary to the overall operation of the District and is assignable to the Federal award in accordance with cost principles mentioned here.

29

- B. Conform to any limitations or exclusions set forth in the cost principles in Part 200 or in the terms and conditions of the Federal award, **including prohibitions regarding costs incurred for telecommunications and video surveillance services or equipment.**
- C. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.
- D. Be accorded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to a Federal award as an indirect cost under another award.
- E. Be determined in accordance with generally accepted accounting principles.
- F. Be representative of actual cost, net of all applicable credits or offsets.

The term "applicable credits" refers to those receipts or reductions of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the State relating to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.
- G. Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.
- H. Be adequately documented:
 1. in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant-funded programs to assure that only permissible personnel expenses are allocated;

2. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.

I. Be incurred during the approved budget period.

The budget period means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which recipients are authorized to carry out authorized work and expend the funds awarded, including any funds carried forward or other revisions pursuant to the law. Prior written approval from the Federal awarding agency or State pass-through entity may be required to carry forward unobligated balances to subsequent budget periods unless waived.

Selected Items of Cost

The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District, and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

The following rules of allowability must apply to equipment and other capital expenditures:

30

- A. Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the Federal awarding agency or pass-through entity.
- B. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the Federal awarding agency or pass-through entity.
- C. Capital expenditures for improvements to land, buildings, or equipment that materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the Federal awarding agency or pass-through entity.
- D. **All Federally-funded contracts in excess of \$2,000 related to construction, alterations, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.**
- E. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 C.F.R. 200.436 and 2 C.F.R. 200.465.
- F. When approved as a direct cost by the Federal awarding agency or pass-through entity under Sections A-C, capital expenditures will be charged in the period in which the expenditure is incurred or as otherwise determined appropriate and negotiated with the Federal awarding agency.
- G. If the District is instructed by the Federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.

Cost Compliance

The Superintendent shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs, but may not be double charged or inconsistently charged as both.

Determining Whether a Cost is Direct or Indirect:

- A. Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; program evaluation costs or other institutional service operations; and infrastructure costs directly attributable to the program (such as long-distance telephone calls specific to the program, etc.). Direct costs may also include capital expenditures if approved by the Federal awarding agency or pass-through entity, as well as capital expenditures for special purpose equipment with a unit cost of less than \$5,000.

- B. Indirect costs are those that have been incurred for a common or joint purpose benefitting more than one (1) cost objective and not readily assignable to the cost objectives specifically benefitted without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

31

Federal education programs with supplement, not supplant, provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one (1) component of the District, the governing body of the District, compensation of the Superintendent, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity.
2. Individuals involved can be specifically identified with the project or activity.
3. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
4. The costs are not also recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by the Michigan Department of Education (MDE) or the pass-through entity (Federal funds subject to 2 C.F.R. Part 200 pertaining to determining indirect cost allocation).

Equipment and other capital expenditures are unallowable as indirect costs.

Timely Obligation of Funds

Financial obligations are orders placed for property and services, contracts and subawards made, and similar transactions that require payment. This term is used when referencing a recipient's or subrecipient's use of funds under a Federal award.

The following list illustrates when funds are determined to be obligated under the U.S. Department of Education ("USDOE") regulations:

If the obligation is for:

- A. Acquisition of property - on the date which the District makes a binding written commitment to acquire the property.
- B. Personal services by an employee of the District - when the services are performed.
- C. Personal services by a contractor who is not an employee of the District - on the date which the District makes a binding written commitment to obtain the services.
- D. Performance of work other than personal services - on the date when the District makes a binding written commitment to obtain the work.
- E. Public utility services - when the District receives the services.
- F. Travel - when the travel is taken.
- G. Rental of property - when the District uses the property.
- H. A pre-agreement cost that was properly approved by the Secretary (USDOE) under the cost principles in 2 C.F.R. Part 200, Subpart E - Cost Principles - on the first day of the project period.

32

Period of Performance

All financial obligations must occur during the period of performance. Period of performance means the total estimated time interval between the start of an initial Federal award when the District is permitted to carry out the work authorized by the grant and the planned end date. The period of performance may include one (1) or more funded portions or budget periods. The period of performance is dictated by statute and will be indicated in the grant award notification ("GAN"). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period for carryover. For direct grants, the period of performance is generally identified in the GAN.

In the case of a State-administered grant, financial obligations under a grant may not be made until the application is approved or is in substantially approvable form, whichever is later. In the case of a direct grant, a grantee may use grant funds only for obligations it makes during the grant period unless an agreement exists with the awarding agency or the pass-through entity (e.g., MDE) to reimburse for pre-approval expenses.

If a Federal awarding agency or pass-through entity approves an extension, or if the District extends under C.F.R. 200.308(e)(2), the Period of Performance will be amended to end at the completion of the extension. If a termination occurs, the Period of Performance will be amended to end upon the effective date of termination. If a renewal is issued, a distinct Period of Performance will begin.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all financial obligations incurred under the award not later than ninety (90) days after the end of the funding period unless an extension is authorized. Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the awarding agency. Consequently, the District shall closely monitor grant spending throughout the grant cycle.

2 C.F.R. 200.216

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Legal 2 C.F.R. 200.216, 200.344(b), 200.403-.407, 200.413(a)-(c), 200.430(a),
 200.431(a), 200.439(b)(2), 200.458
 2 C.F.R. 200.474(b)
 34 C.F.R. 76.707-.708(a), 75.703

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34

6144 - INVESTMENTS

The District’s policy is to use investments to maximize the returns on the District’s excess cash balances, while reasonably controlling the risk of loss and maintaining an acceptable level of liquidity in those investments to meet the District’s operating needs.

To this end, the District will track, through its financial reports and investment authorizations, the credit risk, concentration of credit risk, interest rate risk and foreign currency risks related to its investments.

The Board shall appoint an Investment Advisor, who shall be responsible for overseeing and managing the investments of the District. The Investment Advisor shall be responsible for maintaining a record of the allocation of assets and the investment risks associated with those assets, as specified in the previous paragraph.

The Board of Education authorize the Superintendent to make investments of available monies from the several funds of the District in:

- A. bonds, bills, or notes of the United States; obligations, the principal and interest of which are fully guaranteed by the United States; or obligations of the State;
- B. certificates of deposit issued by a state or nationally-chartered bank or a state or Federally-chartered savings and loan association, savings bank, or credit union whose deposits are insured by an agency of the United States government and which maintains a principal office or branch office in Michigan under Michigan and Federal laws;
- C. certificates of deposit of a public corporation(s) (CDs) in insured depository institutions in accordance with the following conditions:
 - 1. the funds are initially invested through a financial institution that is not ineligible to be a depository of surplus funds belonging to this State under (M.C.L.A. 21.146 (discriminatory lending practices)
 - 2. the financial institution arranges for the investment of the funds in certificates of deposit in one (1) or more insured depository institutions, as defined in 12 U.S.C. 1813, or one or more insured

credit unions, as defined in 12 U.S.C. 1752, for the account of the school district

3. the financial institution acting as custodian for the school district is insured by an agency of the United States
 4. the financial institution acts as custodian for the school district with respect to each certificate of deposit
 5. at the same time that the funds are deposited and the certificate or certificates of deposit are issued, the financial institution receives an amount of deposits from customers of other insured depository institutions equal to or greater than the amount of the funds initially invested by the school district through the financial institution
- D. commercial paper rated prime 1 or prime 2 at the time of purchase and maturing not more than 270 days after the date of purchase;
- E. securities issued or guaranteed by agencies or instrumentalities of the United States government;
- F. United States government or Federal agency obligation repurchase agreements;
- G. bankers' acceptances issued by a bank that is a member of the Federal deposit insurance corporation;
- H. mutual funds composed entirely of investment vehicles that are legal for direct investment by a school district;
- I. investment pools, as authorized by the surplus funds investment pool act, Act. No. 367 of the Public Acts of 1982, being sections 129.11 to 129.118 of the Michigan Compiled Laws, composed entirely of instruments that are legal for direct investment by a school district.

35

When there is a possibility that interest rate changes could adversely affect the fair value of a District's investment, as determined under Generally Accepted Accounting Principles (GAAP) standards, the Investment Officer shall determine which of the following method(s) will be used to assess and control such risks:

- A. specific identification
- B. duration

These methods shall be implemented as defined by the Government Accountability Standards Board. The Board may apply different methods to different investment.

Investments in U.S. Treasury securities and those other securities completely guaranteed by the Treasury as to payment of principal and interest may be purchased in any dollar amount or up to 100% of the available reserves.

Investments in securities shall be with authorized investment institutions and dealers that must establish eligibility by meeting all of the following requirements.

- A. primary and regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule)
- B. capital of no less than \$10,000,000
- C. registered as a dealer under the Securities and Exchange Act of 1934
- D. a member of the National Association of Securities Dealers (NASD)
- E. registered to sell securities in Michigan

- F. the firm and assigned broker have been engaged in the business of effecting transactions in United States government and agency obligations for at least five (5) years

The Superintendent is authorized to contract with a depository for the operation of a cash management system under the following conditions:

- A. the contract is in writing
- B. the contract provides for the investment of funds by the depository with the written approval of the Superintendent
- C. the investments are made in accordance with State law with maturities not to exceed ~~five (5) two (2)~~ years
- D. the contract is awarded using the District's bidding procedure

An obligation purchased in accordance with Section 380.1223(2), when received by the Superintendent, shall be deposited with the bank or trust company having the deposit of the money of the particular fund from which the obligation was purchased.

Money in the several funds of the School District shall not be commingled for the purpose of making an investment authorized by Section 380.1223. The Board, however, may establish and maintain one common debt retirement fund for bond issues of like character.

36

Earnings on an investment shall become a part of the fund from which the investment was made.

Funds of the Board may be withdrawn from approved public depositories or negotiable instruments owned by the Board and sold before maturity at the sole discretion of the Superintendent acting within the law.

The Superintendent may request, no more often than four (4) times per year, that each public depository report the amount of monies deposited by him/her and the total value of the pool of securities pledged to secure the monies of this District held by the depository.

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. The Automatic Clearing House (ACH) authorizing resolution shall include all of the following:

- A. That an officer or employee designated by the Treasurer or ETO is responsible for the local unit's ACH agreements, including payment approval, accounting, reporting, and generally for overseeing compliance with the ACH policy.
- B. That the officer or employee responsible for disbursement of funds shall submit to the local unit documentation detailing the goods or services purchased, the cost of the goods or services, the date of the payment, and the department levels serviced by payment. This report can be contained in the electronic general ledger software system of the local unit or in a separate report to the governing body of the local unit.
- C. A system of internal accounting controls to monitor the use of ACH transactions made by the local unit.
- D. The approval of ACH invoices before payment.
- E. Any other matters the Treasurer or ETO considers necessary.

(NOTE: Investment professionals utilized by the District should be advised of and consulted on this policy.)

Revised 11/28/05

Legal M.C.L.A. 124.301 et seq., 129.11 to 129.118, 380.1221, 380.1223(2), 380.622
P.A. 22 of 2009

Last Modified by Pat Kreger on April 7, 2022



| | |
|---------|---------------------------------|
| Book | Policy Manual |
| Section | Board Review Spring 2022 (36.2) |
| Title | Copy of TRANSCRIPT FEE |
| Code | po6152.01 |
| Status | |
| Adopted | June 14, 2004 |

38

6152.01 - TRANSCRIPT FEE

One (1) copy of a student transcript will be provided free of charge upon graduation. The Board of Education establishes a fee that matches the vendor pricing for each additional copy of a student transcript. Students who do not complete graduation requirements will be charged a ~~five-dollar (\$5)~~ fee that matches the vendor pricing for each transcript request.

Transcripts will only be issued when a signed request is provided and the fee is paid.

Last Modified by Pat Kreger on April 7, 2022



| | |
|--------------|--|
| Book | Policy Manual |
| Section | Board Review Spring 2022 (36.2) |
| Title | Copy of PROCUREMENT – FEDERAL GRANTS/FUNDS |
| Code | po6325 |
| Status | |
| Adopted | June 20, 2016 |
| Last Revised | June 14, 2021 |

*Lang. change
no choices*

6325 - PROCUREMENT – FEDERAL GRANTS/FUNDS

Procurement of all supplies, materials, equipment, and services paid for from Federal funds or District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, Board of Education policies, and administrative procedures.

The Superintendent shall have and use a procurement and contract administration system in accordance with the USDOE requirements (2 C.F.R. 200.317-.326), including affirmative steps for small and minority businesses and women's business enterprises, for the administration and management of Federal grants and Federally-funded programs. The District shall maintain oversight that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District's documented general purchasing Policy 6320 and AG 6320A.

All Federally-funded contracts in excess of \$2,000 related to construction, alteration, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.

All District employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Policy 1130, Policy 3110 and Policy 4110 – Conflict of Interest.

The District will avoid acquisition of unnecessary or duplicative items. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. And, where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

Competition

All procurement transactions for the acquisition of property or services required under a Federal award paid for from Federal funds or District matching funds shall be conducted in a manner that encourages full and open competition and that is in accordance with good administrative practice and sound business judgement. In order to promote objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

- A. unreasonable requirements on firms in order for them to qualify to do business;
- B. unnecessary experience and excessive bonding requirements;
- C. noncompetitive pricing practices between firms or between affiliated companies;
- D. noncompetitive contracts to consultants that are on retainer contracts;
- E. organizational conflicts of interest;
- F. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
- G. any arbitrary action in the procurement process.

40

Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless 1) an applicable Federal statute expressly mandates or encourages a geographic preference; or 2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

To the extent that the District uses a pre-qualified list of persons, firms or products to acquire goods and services that are subject to this policy, the pre-qualified list includes enough qualified sources as to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list annually.

The District shall require that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to provide maximum open and free competition. The District shall not preclude potential bidders from qualifying during the solicitation period.

Solicitation Language (Purchasing Procedures)

The District shall have written procurement procedures that require that all solicitations made pursuant to this policy incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

The District shall have and use documented procedures, consistent with the standards described above for the following methods of procurement:

A. Informal Procurement Methods

When the value of the procurement for property or services under a Federal award does not exceed the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are not required. The District may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the simplified acquisition threshold include:

1. Micro-purchases

Procurement by micropurchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$10,000. To the maximum extent practicable, the District should distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if Superintendent considers the price to be reasonable based on research, experience, purchase history or other relevant information and documents are filed accordingly. The District shall maintain evidence of this reasonableness in the records of all purchases made by this method.

41

Unless otherwise defined by State or local law, Districts are responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of the risk, and its documented procurement procedures. The micro-purchase threshold used by the District shall be authorized or not prohibited under State, local, or tribal laws or regulations. A District which is qualified as a low-risk auditee for the most recent audit (C.F.R. 200.520) may increase the micro-purchase threshold up to **the simplified acquisition threshold as defined by the State of Michigan \$25,288**. An eligible District may self-certify the micro-purchase threshold on an annual basis ~~(not to exceed \$ 25,288)~~ after completing the annual internal institutional risk assessment to identify, mitigate, and manage financial risks. The self-certification, in accordance with C.F.R. 200.334, must include a justification, clear identification of the threshold, and supporting documentation of the qualifications listed above.

2. Small Purchases

Small purchases include the acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition as defined by the State of Michigan. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources.

Districts are responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk, and its documented procurement procedures which must not exceed the threshold established in the Federal Acquisition Regulations (FAR). When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.

B. Formal Procurement Methods

When the value of the procurement for property or services under a Federal award exceeds the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement method can be used in accordance with the standards on competition in C.F.R. 200.319 or non-competitive

procurement. The formal methods of procurement are:

1. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to more than the amount allowed by Michigan statute and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed the amount allowed by Michigan statute.

In order for sealed bidding to be feasible, the following conditions shall be present:

- a. a complete, adequate, and realistic specification or purchase description is available;
- b. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
- c. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

When sealed bids are used, the following requirements apply:

- a. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
- b. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
- c. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
- d. A firm fixed price contract award will be made in writing to the lowest responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
- e. The Board reserves the right to reject any or all bids for sound documented reason

42

2. Proposals

Procurement by proposals is a method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.

If this method is used, the following requirements apply:

- a. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
- b. Proposals shall be solicited from an adequate number of sources.
- c. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.
- d. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E that firms are a potential source to perform the proposed effort.

3. Procurement Noncompetitive

Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- a. micro-purchases
- b. the item is available only from a single source
- c. the public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation
- d. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District
- e. after solicitation of a number of sources, competition is determined to be inadequate

43

Domestic Preference for Procurement

As appropriate and to the extent consistent with law, the District shall, to the extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. Such requirements shall be included in all subawards including all contracts and purchase orders for work or products under the Federal award.

Contract/Price Analysis

The District shall perform a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Time and Materials Contracts

The District uses a time and materials type contract only 1) after a determination that no other contract is suitable; and 2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Suspension and Debarment

The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as 1) contractor integrity; 2) compliance with public policy; 3) record of past performance; and 4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the nonprocurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 C.F.R. Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. Chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 C.F.R. Part 180 Subpart G)

Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. Chapter 1). A person so excluded is debarred. (2 CFR Part 180 Subpart H)

44

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors at www.sam.gov; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 C.F.R. Part 180 Subpart C)

Bid Protest

The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the Superintendent within seventy- two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

Maintenance of Procurement Records

The District shall maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

Revised 7/16/18

Revised 2/25/19

Revised 8/19/19

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Legal 2 C.F.R. 200.317 - .326. Appendix II to Part 200
 2 C.F.R. 200.520

Last Modified by Pat Kreger on April 7, 2022

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
AUGUST 15, 2022**

Report #22-14

FOR ACTION

Subject:

2022 Building and Site, Series I Construction Award Recommendations

Recommendation:

The Superintendent recommends the Board of Education approve awards to the lowest responsible bidder(s) from the Bid Package – Asbestos Abatement, in accordance with Board Policy 6320 (Purchasing).

Statement of Purpose:

The purpose of the Bid Package – Asbestos Abatement was to receive competitive pricing for all labor, materials, equipment and all other services necessary to abate the asbestos from East Intermediate prior to any construction activities taking place.

Background Information:

On May 4, 2021 a special election was held for the purpose of proposing a ballot question to authorize Waverly Community Schools to borrow the sum of \$125,000,000 and issue its general obligation unlimited tax bonds therefor, in one or more series for the purpose of erecting additions to, remodeling, including security improvements to, furnishing and refurbishing, and equipping and re-equipping school buildings; acquiring and installing instructional technology and instructional technology equipment for school buildings; purchasing school buses; and developing, equipping and improving playgrounds, play fields, athletic fields, parking areas and sites. The ballot proposal having received sufficient votes was approved.

On Friday, July 8, 2022 the Asbestos Abatement Bid Package was released with responses due on Thursday, July 28, 2022. A summary of the bid responses is attached for reference. Satisfactory post bid interviews were conducted with the apparent low bidder(s) to ensure compliance with bid specifications.

Budget Impact:

The total cost of the recommendation for this bid package is One Hundred Twelve Thousand Four Hundred and 00/100 Dollars (\$112,400.00). The contract will be funded entirely by the proceeds from the 2022 Building and Site, Series I bonds. This recommendation is within the amount budgeted for this project.

Discussion of Options:

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

- 1) Accept the bid recommendation, as presented
- 2) Reject all the bids, and reissue a new Invitation to Bid
- 3) Table the recommendation for further discussion

NOVA
ENVIRONMENTAL, INC.
5300 PLYMOUTH ROAD
ANN ARBOR, MICHIGAN 48105
734-930-0995

August 1, 2022

Mr. Kyle Scriptor,
Maintenance Supervisor
515 Snow Rd
Lansing, Michigan 48917

RE: Contractor Selection

Dear Mr. Scriptor:

As you are well aware, asbestos abatement work has to be performed as part of the demolition activities at Waverly Intermediate School. The present project includes the removal of spray-on, ceiling panels, windows and other miscellaneous materials.

The following is Nova Environmental, Inc.'s recommendation regarding the selection of the asbestos abatement Contractor for the Waverly Intermediate School project.

| BID NO. | Building | Contractor | Bid Amount |
|----------------|-----------------------------|------------------------------|-------------------|
| 1 | Waverly Intermediate School | Total Environmental Services | \$112,400.00 |

This recommendation is based upon the following factors:

1. The bid from the Contractor was the low bid.
2. The Contractor has performed similar projects with numerous school systems.
3. The contractor has acknowledged the requirements of the project scope and schedule and should be able to complete the work safely and on time.

For the above noted reasons, Nova recommends the bid proposal from the above noted Contractor be accepted for the project in Waverly Community Schools. Obviously, this recommendation is conditioned upon proper submittals from the company in keeping with the requirements of the bid documents and the contract between the School District and the Contractor being mutually agreed upon.

If you have any questions or if I can be of further service, please contact me.

Thank you,
NOVA ENVIRONMENTAL, INC.

Felicia Fields

Felicia Fields
Senior Environmental Consultant



WAVERLY COMMUNITY SCHOOLS
WAVERLY EAST INTERMEDIATE
Asbestos Abatement Bid Tabulation
JULY 28, 2022

| Contractors | Bid Bond | Familial Stmt | Iran Stmt | Addendum 1 | Bid 1 Waverly East Intermediate |
|-------------------------------------|----------|---------------|-----------|------------|------------------------------------|
| Trust Thermal Abatement | ✓ | ✓ | ✓ | ✓ | \$298,000.00 |
| Global Green Service Group | ✓ | ✓ | ✓ | ✓ | \$193,390.00 |
| Total Environmental Services | ✓ | ✓ | ✓ | ✓ | \$112,400.00 |
| Quality Environmental Services | ✓ | ✓ | ✓ | ✓ | \$122,460.00 |
| Environmental Maintenance Engineers | ✓ | ✓ | ✓ | ✓ | \$170,000.00 |

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
AUGUST 15, 2022**

Report #22-15

FOR ACTION***

Subject:

Certification of Winter Tax Levy

Recommendation:

The Superintendent recommends the Board of Education adopt the proposed winter tax levy for the City of Lansing, Delta Township, Lansing Township, Watertown Township and Windsor Township. A copy of the certification (L-4029) is included in the support materials.

Statement of Purpose:

To certify the tax levy, allowing local taxing units to collect winter taxes for the district.

Budget Impact:

If the certification of tax levy is not adopted, taxing units will not collect winter taxes for the school district.

Historical Perspective:

Section 380.1213 of Michigan School Code provides that the Secretary of the Board of Education file a certified copy of a resolution adopted by the Board, stating the number of mills to be levied on taxable properties within the school district. This certification is to be filed with the appropriate township(s) and city clerk(s).

A breakdown of the winter tax levy is as follows:

| <u>Operating</u> | <u>Rate ⁽¹⁾</u> | <u>Rate⁽²⁾</u> | <u>Expires</u> |
|--|----------------------------|---------------------------|-------------------|
| All – Voted (Hold Harmless) | 0.9761 | 1.9522 | December 31, 2022 |
| Commercial Personal – Voted | 3.9734 | 7.9468 | December 31, 2022 |
| Non-Home – Voted | 8.0212 | 16.0424 | December 31, 2022 |
| <u>2021 Building and Site Debt</u> | | | |
| All | 1.1300 | 2.2600 | December 31, 2022 |
| <u>2022 Building and Site Debt</u> | | | |
| All | 2.0700 | 4.1400 | December 31, 2022 |
| <u>2016 Sinking Fund</u> | | | |
| All | 0.5000 | 1.0000 | December 31, 2025 |

⁽¹⁾ – City of Lansing, Lansing Township and Delta Township

⁽²⁾ – Watertown Township and Windsor Township

The winter levy for the City of Lansing, Lansing Township and Delta Township is based upon fifty percent (50%) of the total levy.

Discussion of Options:

The Board may adopt the recommendation as presented, reject the recommendation or could reduce the amount of any of the above levies. Any reduction in tax levy will result in the loss of revenue for the District.

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.

2022 Tax Rate Request (This form must be completed and submitted on or before September 30, 2022)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

| | |
|--|---|
| County(ies) Where the Local Government Unit Levies Taxes Eaton County - Windsor Township | 2022 Taxable Value for ALL Properties in the Unit as of 5-23-22. 35,179,901 |
| Local Government Unit Requesting Millage Levy Waverly Community Schools | For LOCAL School Districts: 2022 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. "Not yet known" |

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2022 tax roll.

| (1) Source | (2) Purpose of Millage | (3) Date of Election | (4) Original Millage Authorized by Election, Charter, etc. | (5)** 2021 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (6) 2022 Current Year "Headlee" Millage Reduction Fraction | (7) 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction | (9) Maximum Allowable Millage Levy * | (10) Millage Requested to be Levied July 1 | (11) Millage Requested to be Levied Dec. 1 | (12) Expiration Date of Millage Authorized |
|---------------------------|---------------------------|-------------------------|---|---|---|---|---|---|---|---|---|
| Extra Voted | Operating NON-HOME | 05/2012 | 18.0000 | 17.9946 | 1.0000 | 17.9946 | 1.0000 | 17.9946 | | 16.0424 | 12/2022 |
| Hold Harmless Extra Voted | Operating ALL | 05/2012 | 9.3000 | 9.3000 | 1.0000 | 9.3000 | 1.0000 | 9.3000 | | 1.9522 | 12/2022 |
| Extra Voted | 2021 Debt DEBT-ALL | 05/2013 | 2.2600 | N/A | 1.0000 | N/A | 1.0000 | 2.2600 | | 2.2600 | 12/2022 |
| Extra Voted | 2022 Debt DEBT-ALL | 05/2021 | 4.1400 | N/A | 1.0000 | N/A | 1.0000 | 4.1400 | | 4.1400 | 12/2051 |
| Extra Voted | Sinking Fd DEBT-ALL | 03/2016 | 1.0000 | 1.0000 | 1.0000 | 1.0000 | 1.0000 | 1.0000 | | 1.0000 | 12/2025 |

| | | | |
|---------------------------------------|---|---|-------------------------|
| Prepared by Andrew Dravland | Telephone Number (517) 244-4515 | Title of Preparer Director of Business Operations, Ingham ISD | Date 08/08/22 |
|---------------------------------------|---|---|-------------------------|

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

| | | | |
|---|-----------|------------|------|
| <input type="checkbox"/> Clerk | Signature | Print Name | Date |
| <input checked="" type="checkbox"/> Secretary | | | |
| <input type="checkbox"/> Chairperson | Signature | Print Name | Date |
| <input checked="" type="checkbox"/> President | | | |

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

| | |
|--|-----------------|
| Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2022 for instructions on completing this section. | |
| Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY) | Rate *** |
| For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal | 1.9522 |
| For Commercial Personal | 7.9468 |
| For all Other | 17.9946 |

*** **FOR DECEMBER 1 LEVY**

2022 Tax Rate Request (This form must be completed and submitted on or before September 30, 2022)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

| | |
|--|---|
| County(ies) Where the Local Government Unit Levies Taxes Clinton County - Watertown Twp. | 2022 Taxable Value for ALL Properties in the Unit as of 5-23-22. 76,157,548 |
| Local Government Unit Requesting Millage Levy Waverly Community Schools | For LOCAL School Districts: 2022 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. "Not yet known" |

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2022 tax roll.

| (1) Source | (2) Purpose of Millage | (3) Date of Election | (4) Original Millage Authorized by Election, Charter, etc. | (5)** 2021 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (6) 2022 Current Year "Headlee" Millage Reduction Fraction | (7) 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction | (9) Maximum Allowable Millage Levy * | (10) Millage Requested to be Levied July 1 | (11) Millage Requested to be Levied Dec. 1 | (12) Expiration Date of Millage Authorized |
|---------------------------|---------------------------|-------------------------|---|---|---|---|---|---|---|---|---|
| Extra Voted | Operating NON-HOME | 05/2012 | 18.0000 | 17.9946 | 1.0000 | 17.9946 | 1.0000 | 17.9946 | | 16.0424 | 12/2022 |
| Hold Harmless Extra Voted | Operating ALL | 05/2012 | 9.3000 | 9.3000 | 1.0000 | 9.3000 | 1.0000 | 9.3000 | | 1.9522 | 12/2022 |
| Extra Voted | 2021 Debt DEBT-ALL | 05/2013 | 2.2600 | N/A | 1.0000 | N/A | 1.0000 | 2.2600 | | 2.2600 | 12/2022 |
| Extra Voted | 2022 Debt DEBT-ALL | 05/2021 | 4.1400 | N/A | 1.0000 | N/A | 1.0000 | 4.1400 | | 4.1400 | 12/2051 |
| Extra Voted | Sinking Fd DEBT-ALL | 03/2016 | 1.0000 | 1.0000 | 1.0000 | 1.0000 | 1.0000 | 1.0000 | | 1.0000 | 12/2025 |

| | | | |
|---------------------------------------|---|---|-------------------------|
| Prepared by Andrew Dravland | Telephone Number (517) 244-4515 | Title of Preparer Director of Business Operations, Ingham ISD | Date 08/08/22 |
|---------------------------------------|---|---|-------------------------|

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

| | | | |
|---|-----------|------------|------|
| <input type="checkbox"/> Clerk | Signature | Print Name | Date |
| <input checked="" type="checkbox"/> Secretary | | | |
| <input type="checkbox"/> Chairperson | Signature | Print Name | Date |
| <input checked="" type="checkbox"/> President | | | |

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

| | |
|--|-----------------|
| Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2022 for instructions on completing this section. | |
| Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY) | Rate *** |
| For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal | 1.9522 |
| For Commercial Personal | 7.9468 |
| For all Other | 17.9946 |

*** **FOR DECEMBER 1 LEVY**

2022 Tax Rate Request (This form must be completed and submitted on or before September 30, 2022)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

| | |
|---|---|
| County(ies) Where the Local Government Unit Levies Taxes Ingham County - Lansing Township | 2022 Taxable Value for ALL Properties in the Unit as of 5-23-22. 133,719,819 |
| Local Government Unit Requesting Millage Levy Waverly Community Schools | For LOCAL School Districts: 2022 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. "Not yet known" |

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2022 tax roll.

| (1) Source | (2) Purpose of Millage | (3) Date of Election | (4) Original Millage Authorized by Election, Charter, etc. | (5)** 2021 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (6) 2022 Current Year "Headlee" Millage Reduction Fraction | (7) 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction | (9) Maximum Allowable Millage Levy * | (10) Millage Requested to be Levied July 1 | (11) Millage Requested to be Levied Dec. 1 | (12) Expiration Date of Millage Authorized |
|---------------------------|---------------------------|-------------------------|---|---|---|---|---|---|---|---|---|
| Extra Voted | Operating NON-HOME | 05/2012 | 18.0000 | 17.9946 | 1.0000 | 17.9946 | 1.0000 | 17.9946 | 8.0212 | 8.0212 | 12/2022 |
| Hold Harmless Extra Voted | Operating ALL | 05/2012 | 9.3000 | 9.3000 | 1.0000 | 9.3000 | 1.0000 | 9.3000 | 0.9761 | 0.9761 | 12/2022 |
| | | | | | | | | | | | |
| Extra Voted | 2021 Debt DEBT-ALL | 05/2013 | 2.2600 | N/A | 1.0000 | N/A | 1.0000 | 2.2600 | 1.1300 | 1.1300 | 12/2022 |
| Extra Voted | 2022 Debt DEBT-ALL | 05/2021 | 4.1400 | N/A | 1.0000 | N/A | 1.0000 | 4.1400 | 2.0700 | 2.0700 | 12/2051 |
| | | | | | | | | | | | |
| Extra Voted | Sinking Fund ALL | 03/2016 | 1.0000 | 1.0000 | 1.0000 | 1.0000 | 1.0000 | 1.0000 | 0.5000 | 0.5000 | 12/2025 |

| | | | |
|---------------------------------------|---|---|-------------------------|
| Prepared by Andrew Dravland | Telephone Number (517) 244-4515 | Title of Preparer Director of Business Operations, Ingham ISD | Date 08/08/22 |
|---------------------------------------|---|---|-------------------------|

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

| | | | |
|---|-----------|------------|------|
| <input type="checkbox"/> Clerk | Signature | Print Name | Date |
| <input checked="" type="checkbox"/> Secretary | | | |
| <input type="checkbox"/> Chairperson | Signature | Print Name | Date |
| <input checked="" type="checkbox"/> President | | | |

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

| | |
|--|-----------------|
| Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2022 for instructions on completing this section. | |
| Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY) | Rate *** |
| For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal | 0.9761 |
| For Commercial Personal | 3.9734 |
| For all Other | 8.9973 |

*** **FOR DECEMBER 1 LEVY**

2022 Tax Rate Request (This form must be completed and submitted on or before September 30, 2022)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

| | |
|--|---|
| County(ies) Where the Local Government Unit Levies Taxes Ingham County - City of Lansing | 2022 Taxable Value for ALL Properties in the Unit as of 5-23-22. 2,787,480 |
| Local Government Unit Requesting Millage Levy Waverly Community Schools | For LOCAL School Districts: 2022 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. "Not yet known" |

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2022 tax roll.

| (1) Source | (2) Purpose of Millage | (3) Date of Election | (4) Original Millage Authorized by Election, Charter, etc. | (5)** 2021 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (6) 2022 Current Year "Headlee" Millage Reduction Fraction | (7) 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction | (9) Maximum Allowable Millage Levy * | (10) Millage Requested to be Levied July 1 | (11) Millage Requested to be Levied Dec. 1 | (12) Expiration Date of Millage Authorized |
|---------------------------|---------------------------|-------------------------|---|---|---|---|---|---|---|---|---|
| Extra Voted | Operating NON-HOME | 05/2012 | 18.0000 | 17.9946 | 1.0000 | 17.9946 | 1.0000 | 17.9946 | 8.0212 | 8.0212 | 12/2022 |
| Hold Harmless Extra Voted | Operating ALL | 05/2012 | 9.3000 | 9.3000 | 1.0000 | 9.3000 | 1.0000 | 9.3000 | 0.9761 | 0.9761 | 12/2022 |
| | | | | | | | | | | | |
| Extra Voted | 2021 Debt DEBT-ALL | 05/2013 | 2.2600 | N/A | 1.0000 | N/A | 1.0000 | 2.2600 | 1.1300 | 1.1300 | 12/2022 |
| Extra Voted | 2022 Debt DEBT-ALL | 05/2021 | 4.1400 | N/A | 1.0000 | N/A | 1.0000 | 4.1400 | 2.0700 | 2.0700 | 12/2051 |
| | | | | | | | | | | | |
| Extra Voted | Sinking Fund ALL | 03/2016 | 1.0000 | 1.0000 | 1.0000 | 1.0000 | 1.0000 | 1.0000 | 0.5000 | 0.5000 | 12/2025 |

| | | | |
|---------------------------------------|---|---|-------------------------|
| Prepared by Andrew Dravland | Telephone Number (517) 244-4515 | Title of Preparer Director of Business Operations, Ingham ISD | Date 08/08/22 |
|---------------------------------------|---|---|-------------------------|

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2022 for instructions on completing this section.

| | | | |
|---|-----------|------------|------|
| <input type="checkbox"/> Clerk | Signature | Print Name | Date |
| <input checked="" type="checkbox"/> Secretary | | | |
| <input type="checkbox"/> Chairperson | Signature | Print Name | Date |
| <input checked="" type="checkbox"/> President | | | |

| Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY) | Rate *** |
|---|----------|
| For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal | 0.9761 |
| For Commercial Personal | 3.9734 |
| For all Other | 8.9973 |

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

*** **FOR DECEMBER 1 LEVY**

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MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

| | |
|--|---|
| County(ies) Where the Local Government Unit Levies Taxes Eaton County - Delta Township | 2022 Taxable Value for ALL Properties in the Unit as of 5-23-22. 672,661,794 |
| Local Government Unit Requesting Millage Levy Waverly Community Schools | For LOCAL School Districts: 2022 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. "Not yet known" |

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2022 tax roll.

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|---------------------------|---------------------------|-------------------------|---|---|---|---|---|---|---|---|---|
| Extra Voted | Operating NON-HOME | 05/2012 | 18.0000 | 17.9946 | 1.0000 | 17.9946 | 1.0000 | 17.9946 | 8.0212 | 8.0212 | 12/2022 |
| Hold Harmless Extra Voted | Operating ALL | 05/2012 | 9.3000 | 9.3000 | 1.0000 | 9.3000 | 1.0000 | 9.3000 | 0.9761 | 0.9761 | 12/2022 |
| | | | | | | | | | | | |
| Extra Voted | 2021 Debt DEBT-ALL | 05/2013 | 2.2600 | N/A | 1.0000 | N/A | 1.0000 | 2.2600 | 1.1300 | 1.1300 | 12/2022 |
| Extra Voted | 2022 Debt DEBT-ALL | 05/2021 | 4.1400 | N/A | 1.0000 | N/A | 1.0000 | 4.1400 | 2.0700 | 2.0700 | 12/2051 |
| | | | | | | | | | | | |
| Extra Voted | Sinking Fund ALL | 03/2016 | 1.0000 | 1.0000 | 1.0000 | 1.0000 | 1.0000 | 1.0000 | 0.5000 | 0.5000 | 12/2025 |

| | | | |
|---------------------------------------|---|---|-------------------------|
| Prepared by Andrew Dravland | Telephone Number (517) 244-4515 | Title of Preparer Director of Business Operations, Ingham ISD | Date 08/08/22 |
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| | | | |
|---|-----------|------------|------|
| <input type="checkbox"/> Clerk | Signature | Print Name | Date |
| <input checked="" type="checkbox"/> Secretary | | | |
| <input type="checkbox"/> Chairperson | Signature | Print Name | Date |
| <input checked="" type="checkbox"/> President | | | |

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

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| | |
|--|-----------------|
| Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2022 for instructions on completing this section. | |
| Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY) | Rate *** |
| For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal | 0.9761 |
| For Commercial Personal | 3.9734 |
| For all Other | 8.9973 |

*** **FOR DECEMBER 1 LEVY**

**INGHAM INTERMEDIATE SCHOOL DISTRICT
TAXABLE VALUATIONS**

Please Note:

These figures are the ad valorem tax roll.
They include amounts that will be diverted
due to TIFA/DDA/LDFA.

DISTRICT: WAVERLY SCHOOLS

The Non-Homestead numbers below are for Headlee calculation only!
Different Non-Homestead numbers may be used for property tax bills.

| <u>ASSESSMENT UNIT</u> | <u>2021 TAXABLE</u> | <u>2021 LOSSES</u> | <u>2022 ADDITIONS</u> | <u>TOTAL 2022 TAXABLE</u> |
|----------------------------|-------------------------|------------------------|---------------------------|-------------------------------|
| Lansing Township | 126,963,145 | 964,857 | 2,693,886 | 133,719,819 |
| Non-Homestead | 60,810,478 | 261,566 | 1,911,400 | 64,809,231 |
| Lansing City-Ingham | 2,271,643 | 5,700 | 427,400 | 2,787,480 |
| Non-Homestead | 130,226 | 100 | 409,600 | 556,186 |
| Watertown Township | 72,339,003 | 306,800 | 2,190,425 | 76,157,548 |
| Non-Homestead | 47,729,786 | 0 | 1,929,650 | 50,964,547 |
| Eaton County Total | 676,966,109 | 6,245,415 | 25,912,851 | 707,841,695 |
| Non-Homestead | 298,505,751 | 287,262 | 11,415,600 | 314,303,985 |
| Delta Township | 644,343,790 | 6,131,415 | 23,590,851 | 672,661,794 |
| Non-Homestead | 275,990,880 | 284,262 | 9,334,400 | 289,733,660 |
| Windsor Township | 32,622,319 | 114,000 | 2,322,000 | 35,179,901 |
| Non-Homestead | 22,514,871 | 3,000 | 2,081,200 | 24,570,325 |
| TOTAL All Property | 878,539,900 | 7,522,772 | 31,224,562 | 920,506,542 |
| Total Non-Homestead | 407,176,241 | 548,928 | 15,666,250 | 430,633,949 |

| | <u>All Property</u> | | <u>Non-Homestead Property</u> |
|---------------------------------|---------------------|-----------------------|-------------------------------|
| Percentage of Overall Increase | 4.7769% | | 5.7611% |
| Increase on Existing | 2.0970% | | 2.0511% |
| 2022 Base Tax Rate Fraction | 0.9795 | Truth in Taxation | 0.9799 |
| 2022 Millage Reduction Fraction | 1.0118 | Headlee | 1.0122 |
| | | (Cap = 1.0000) | (Cap = 1.0000) |

2022 SUMMARY OF ESTIMATED WINTER DEBT LEVY *

WAVERLY COMMUNITY SCHOOLS

UNITS THAT COLLECT BOTH SUMMER & WINTER

| Assessing Unit | 2022 Total Taxable Valuation | 2021 Debt (B&S) (2013) 1.1300 | 2022 Debt (B&S) (2021) 2.0700 | Total Debt (One-half year rate) 3.2000 |
|--------------------------|------------------------------------|---|---|--|
| Lansing Township | 133,719,819 | \$151,103.40 | \$276,800.03 | \$427,903.43 |
| City of Lansing - Ingham | 2,787,480 | \$3,149.85 | \$5,770.08 | \$8,919.93 |
| Delta Township | 672,661,794 | \$760,107.83 | \$1,392,409.91 | \$2,152,517.74 |
| City of Lansing - Eaton | 0 | \$0.00 | \$0.00 | \$0.00 |

UNITS THAT COLLECT ONLY IN WINTER

| Assessing Unit | 2022 Total Taxable Valuation | 2021 Debt (B&S) (2013) 2.2600 | 2022 Debt (B&S) (2021) 4.1400 | Total Debt (Full year rate) 6.4000 |
|--------------------------|------------------------------------|---|---|--|
| Watertown Township | 76,157,548 | \$172,116.06 | \$315,292.25 | \$487,408.31 |
| Windsor Township | 35,179,901 | \$79,506.58 | \$145,644.79 | \$225,151.37 |
| TOTAL WINTER DEBT | 920,506,542 | \$1,165,983.72 | \$2,135,917.06 | \$3,301,900.78 |

* Note: This property tax levy information is for Debt ONLY. Refer to L-4029 for operating levy.

2022 SUMMARY OF ESTIMATED WINTER SINKING FUND LEVY *

WAVERLY COMMUNITY SCHOOLS

**UNITS THAT COLLECT BOTH
SUMMER & WINTER**

| <u>Assessing Unit</u> | <u>2022 Total Taxable Valuation</u> | <u>Total SINKING FUND (One-half year rate) 0.5000</u> |
|--------------------------|---|---|
| Lansing Township | 133,719,819 | \$66,859.91 |
| City of Lansing - Ingham | 2,787,480 | \$1,393.74 |
| Delta Township | 672,661,794 | \$336,330.90 |
| City of Lansing - Eaton | 0 | \$0.00 |

**UNITS THAT COLLECT
ONLY IN WINTER**

| <u>Assessing Unit</u> | <u>2022 Total Taxable Valuation</u> | <u>Total SINKING FUND (Full year rate) 1.0000</u> |
|----------------------------------|---|---|
| Watertown Township | 76,157,548 | \$76,157.55 |
| Windsor Township | 35,179,901 | \$35,179.90 |
| TOTAL WINTER SINKING FUND | <u><u>920,506,542</u></u> | <u><u>\$515,922.00</u></u> |

* Note: This property tax levy information is for SINKING FUND ONLY. Refer to L-4029 for operating levy.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
AUGUST 15, 2022**

Report #22-16

FOR ACTION

Subject:

Technology Purchase Recommendation

Recommendation:

The Superintendent recommends the Board of Education approve the purchase of technology filtering and mobile device management through Securly from CDW, as per the attached quote, in accordance with Board Policy 6320 (Purchasing).

Statement of Purpose:

The purpose of this recommendation is to purchase a multi-year subscription for content filtering and mobile device management with Securly.

Budget Impact:

The total cost of this recommendation is not to exceed Fifty Thousand Six Hundred Eighty and 00/100 Dollars (\$50,680.00). This purchase will be expensed in the general fund over three years at an average annual cost of Sixteen Thousand Eight Hundred Ninety-Three and 33/100 Dollars (\$16,893.33).

Historical Information:

REMC purchases save schools time and money by providing bids compliant with the Revised School Code, allowing schools to buy without bidding independently.

Rationale for Recommendation:

The rationale for this recommendation is to support the high school's one-to-one chromebook initiative by providing 24-hour content filtering and mobile device management.

Strategic Plan Reference:

We will enhance and implement the tools and instruction to develop each student's proficiency in 21st century technology.

QUOTE CONFIRMATION



DEAR JON HARPST,

Thank you for considering CDW•G LLC for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

| QUOTE # | QUOTE DATE | QUOTE REFERENCE | CUSTOMER # | GRAND TOTAL |
|---------|------------|-----------------|------------|--------------------|
| MWSD759 | 7/29/2022 | WAVERLY SECURLY | 2424016 | \$50,680.00 |

| QUOTE DETAILS | | | | |
|---|------|---------|------------|-------------|
| ITEM | QTY | CDW# | UNIT PRICE | EXT. PRICE |
| SECURLY FILTER PLUS 3Y 1K-2499U Mfg. Part#: SAFL-1K-2499-3Y-U Electronic distribution - NO MEDIA Contract: REMC Software and Digital Services 2021 to 2024 (REMC SOFTWARE 2021) | 1055 | 7090888 | \$3.00 | \$3,165.00 |
| SECURLY 24 3YR Mfg. Part#: 20FOUR-1K-2499-3Y-U Electronic distribution - NO MEDIA Contract: REMC Software and Digital Services 2021 to 2024 (REMC SOFTWARE 2021) | 1055 | 6861146 | \$9.00 | \$9,495.00 |
| Securly MDM - subscription license (3 years) - 1 user Mfg. Part#: MDM-1-499-3Y-U Electronic distribution - NO MEDIA Contract: REMC Software and Digital Services 2021 to 2024 (REMC SOFTWARE 2021) | 425 | 6982589 | \$12.50 | \$5,312.50 |
| SECURLY CLASSROOM PREM 3Y 2.5K-4999U Mfg. Part#: CHTPREM-2.5K-4999-3Y-U Electronic distribution - NO MEDIA Contract: REMC Software and Digital Services 2021 to 2024 (REMC SOFTWARE 2021) | 3115 | 6908419 | \$10.50 | \$32,707.50 |

These services are considered Third Party Services, and this purchase is subject to CDW's [Third Party Cloud Services Terms and Conditions](#), unless you have a written agreement with CDW covering your purchase of products and services, in which case this purchase is subject to such other written agreement.

The third-party Service Provider will provide these services directly to you pursuant to the Service Provider's standard terms and conditions or such other terms as agreed upon directly between you and the Service Provider. The Service Provider, not CDW, will be responsible to you for delivery and performance of these services. Except as otherwise set forth in the Service Provider's agreement, these services are non-cancellable, and all fees are non-refundable.

| PURCHASER BILLING INFO | SUBTOTAL | \$50,680.00 |
|--|--------------------|--------------------|
| Billing Address: WAVERLY COMMUNITY SCHOOLS ACCTS PAYABLE 515 SNOW RD ADMINISTRATION BLDG LANSING, MI 48917-4502 Phone: (517) 321-7265 Payment Terms: NET 30 Days-Govt/Ed | SHIPPING | \$0.00 |
| | SALES TAX | \$0.00 |
| | GRAND TOTAL | \$50,680.00 |
| | DELIVER TO | |

| | |
|--|---|
| Shipping Address: WAVERLY COMMUNITY SCHOOLS JON HARPST 515 SNOW RD ADMINISTRATION BLDG LANSING, MI 48917-4502 Phone: (517) 321-7265 Shipping Method: ELECTRONIC DISTRIBUTION | CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515 |
|--|---|

Need Assistance? CDW•G LLC SALES CONTACT INFORMATION

| | | | | | |
|---|-----------------|--|----------------|--|-----------------|
|  | Elizabeth Glans | | (877) 695-5833 | | elizgla@cdw.com |
|---|-----------------|--|----------------|--|-----------------|

| LEASE OPTIONS | | | |
|--------------------|-------------------------|--------------------|-------------------------|
| FMV TOTAL | FMV LEASE OPTION | BO TOTAL | BO LEASE OPTION |
| \$50,680.00 | \$1,358.73/Month | \$50,680.00 | \$1,569.56/Month |

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
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