

# Agenda of Regular Meeting

## The Board of Education Waverly Community Schools

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A Regular Meeting of the Board of Education of Waverly Community Schools will be held September 12, 2022, beginning at 6:00 PM in the Board Room, 515 Snow Road, Lansing, MI 48917.

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

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

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

**Recommendation:** *To request a motion to approve the September 12, 2022 agenda as presented and accept all reports into discussion.*

- VI. Approval of Consent Agenda Items

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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 - August 15, 2022  
Report # 22-17, HR Personnel Recommendations  
Report #22-18, Finance Report

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

- VII. Committee Meetings
- VIII. Presentation of Reports
- 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

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### Opening of Meeting

The regular monthly meeting of the Waverly Community Schools Board of Education was held on Monday, August 15, 2022 in the High School Cafeteria, located at 160 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 Colt ECEC Principal, Allison Orwat.

Members Present: Mary Ann Martin  
Amy Krause  
Holly Nester  
Cathy Pike  
Rhonda Sosnowski

Members Absent: Alicia Guevara Warren  
Christopher Beasley

Staff Present: Evan Nuffer, Director of Finance & Operations  
Susan Friend, Director of Human Resources  
Tiffany Wright, Director of Student Services  
Shawn Lewis, Director of School Culture  
Chris Huff, Director of Teaching & Learning  
Allison Orwat  
Molly Francis  
Tony Terranova  
Mike Moreno  
Ann Marie Lindsay

### Correspondence:

None

### Public Comment for Agenda Items:

None

### Board Member Comment:

Member Sosnowski stated the Groundbreaking ceremony was nice and well attended.

Member Pike concurred the ceremony was very nice.

Member Nestor agreed with Members Sosnowski and Pike

Member Krause also commented the ceremony was nice and well attended.

President Martin stated the ceremony was very nice, well attended and is excited that the long awaited construction will be starting.

**Approval of Agenda and Acceptance of Reports**

A motion was presented by Member Krause and supported by Member Nester to adopt the August 15, 2022 agenda and accept all reports.

**Motion PASSED**

**Vote: Ayes – 5; Nays – 0; Absent – 2, Member Beasley, Member Guevara Warren**

**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.Regular Meeting Minutes – July 18, 2022
- 2.Report #22-11, Human Resources Personnel Report
- 3.Report #22-12, Finance Report

**Motion PASSED**

**Vote: Ayes – 5; Nays – 0; Absent – 2, Member Beasley, Member Guevara Warren**

**PRESENTATION OF REPORTS**

**Personnel and Policy**

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

A motion was presented by Member Krause and supported by Member Nester to approve/adopt Volume 34, No. 2 & Volume 36, No. 2 as presented.

**Motion PASSED**

**Vote: Ayes – 5; Nays – 0; Absent – 2, Member Beasley, Member Guevara Warren**

**Finance & Facilities**

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

A motion was presented by Member Krause and supported by Member Nester to approve awards to the lowest responsible bidder(s) from the Bid Package – Asbestos Abatement, in accordance with Board Policy 6320 (Purchasing)

**Motion PASSED**

**Vote: Ayes – 5; Nays – 0; Absent – 2, Member Beasley, Member Guevara Warren**

For Action – Report #22-15, Certification of Winter Tax Levy

A motion was presented by Member Krause and supported by Member Nester 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.

**Motion PASSED**

**Vote: Ayes – 5; Nays – 0; Absent – 2, Member Beasley, Member Guevara Warren**

For Action – Report #22-16, Technology Purchase

A motion was presented by Member Krause and supported by Member Nester 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).

**Motion PASSED**

**Vote: Ayes – 5; Nays – 0; Absent – 2, Member Beasley, Member Guevara Warren**

**Superintendent’s Report:**

Superintendent Blake:

- Reviewed the Groundbreaking Ceremony and thanked all attendees.
- Introduced new Colt ECEC Principal, Allison Orwat
- Gave a reminder that school Open-houses were happening this week
- The District Back to School Breakfast is scheduled for Monday August 22, 2022 at 7:30 am
- Construction is scheduled to begin in early September on the High School Athletic Fields
- Various staff from around the district attended Incident Response training
- New Teacher Orientation is scheduled for August 16<sup>th</sup> and 17<sup>th</sup>.

**Public Comment – Open Comment for District Issues**

None

**Other Board Business:**

None

The meeting adjourned at 6:19 pm.

Respectfully submitted,

Rhonda Sosnowski, Vice Secretary/Treasurer  
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WAVERLY COMMUNITY SCHOOLS  
 BOARD OF EDUCATION  
 REGULAR MEETING  
 September 12, 2022  
**Report #22-17**

**Subject: Personnel Report**

**A. Employment – Certified**

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Salary</u>	<u>Effective</u>
Kathleen Murphy	Speech & Language	Winans	MA30 Step 11.5/\$76,599	9/19/2022
Alan Weeks	SE Co-Teacher Math	Middle School	BA Step 3.5/\$48,594	9/19/2022

**B. Employment – Non-Certified**

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Salary</u>	<u>Effective</u>
Kenyatta Lee	Para Educator	Middle School	\$16.52/hour	9/19/2022
Sara Bacon	FS Lunch Aide	East	\$13.01/hour	9/12/2022

**C. Transfer – Non-Certified**

<u>Name</u>	<u>From Position</u>	<u>To Position</u>	<u>Effective</u>
Pam Terris	Virtual Education Para	General Education Para High School	9/12/2022

**D. Resignation – Certified**

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Effective</u>
Teresa Dean	FS3 Lunch/Playground Aide	Colt	8/31/2022

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
SEPTEMBER 12, 2022**

**Report #22-18**

**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 July 31, 2022 was \$4,091,295.28. Receipts during August, consisting of state aid, property taxes and other revenues in the amount of \$4,393,650.58 minus disbursements during August of \$2,818,627.16, left the district with a General Fund cash balance, as of August 31, 2022, of \$5,666,318.70.

2022-23 General Fund expenditures/transfers-out exceed revenues/transfers-in by \$1,970,495. A summary of year to date activity in comparison to the original budget is included in the supporting documentation.

2022-23 Student Activity Fund revenues exceed expenditures by \$2,218. A summary of year to date activity in comparison to the budget is included in the supporting documentation.

2022-23 Sinking Fund revenues exceed expenditures by \$72,084. A summary of year to date activity in comparison to the budget is included in the supporting documentation.

2022-23 Public Improvement Fund revenues/transfers-in exceed expenditures/transfers-out by \$780. 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 \$2,358 of accrued interest, is \$815,347. 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 (\$317,462) of accrued interest/change in market value, is \$41,157,171. A summary of life to date activity is included in the supporting documentation

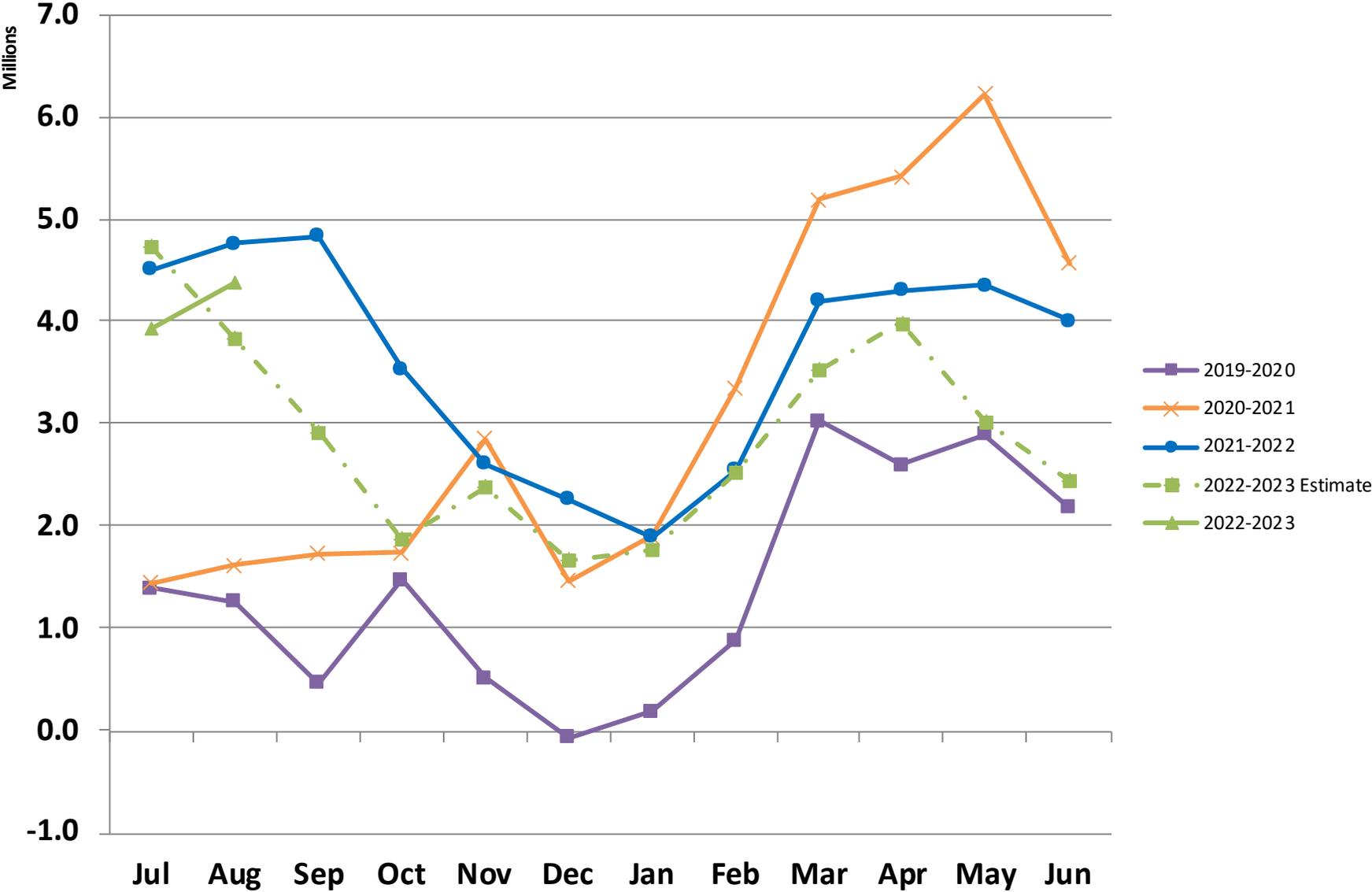
# Waverly Community Schools

## Finance Committee - Cash Position Report

For the Month Ended August 31, 2022

Balance on Hand July 31, 2022	4,091,295.28
Revenues	
State Aid	2,200,196.73
Taxes	513,755.39
Other Revenue	579,698.46
Interfund Transfers In	1,100,000.00
State Aid Note Proceeds	-
	<u>4,393,650.58</u>
Disbursements	
Payroll and Related Liabilities	(2,299,973.12)
Other Expenditures	(504,856.48)
State Aid Repayment	-
	<u>(2,804,829.60)</u>
Prior Month Adjustments During August 2022	(13,797.56)
Balance on Hand August 31, 2022	<u><u>5,666,318.70</u></u>
PNC Bank - General	5,495,732.74
MILAF	7,864.15
PNC Bank - Payroll	162,721.81
Comerica - Checking	-
	<u><u>5,666,318.70</u></u>
Difference	-

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



**Waverly Community Schools**  
**General Fund - Budgetary Comparison Schedule**  
**For the Month Ended August 31, 2022**

	Original Budget	Actual	Over (Under) Budget	% Available
<b>Revenue</b>				
Local sources	9,139,585	821,392	(8,318,193)	91.0%
State sources	24,998,428	181,211	(24,817,217)	99.3%
Federal sources	2,469,835	-	(2,469,835)	100.0%
Intergovernmental	3,634,780	-	(3,634,780)	100.0%
Transfers In	125,000	-	(125,000)	100.0%
<b>Total revenue</b>	<b>40,367,628</b>	<b>1,002,603</b>	<b>(39,365,025)</b>	<b>90.4%</b>
<b>Expenditures</b>				
<b>Current:</b>				
<b>Instruction:</b>				
Basic program	16,510,804	864,118	(15,646,686)	94.8%
Added needs	6,612,645	286,184	(6,326,461)	95.7%
<b>Total instruction</b>	<b>23,123,449</b>	<b>1,150,301</b>	<b>(21,973,148)</b>	<b>95.0%</b>
<b>Support Services:</b>				
Pupil	4,842,304	235,021	(4,607,283)	95.1%
Instructional staff	2,595,765	260,780	(2,334,985)	90.0%
General administration	393,623	121,522	(272,101)	69.1%
School administration	2,648,013	361,389	(2,286,624)	86.4%
Business	567,703	79,790	(487,913)	85.9%
Operations and maintenance	3,847,304	460,161	(3,387,143)	88.0%
Pupil transportation services	1,195,740	76,037	(1,119,703)	93.6%
Central	697,495	124,686	(572,809)	82.1%
Other	248,645	30,525	(218,120)	87.7%
<b>Total support services</b>	<b>17,036,592</b>	<b>1,749,912</b>	<b>(15,286,680)</b>	<b>89.7%</b>
Athletics	710,256	52,972	(657,284)	92.5%
Community services	-	-	-	0.0%
Non Publics	3,484	-	(3,484)	100.0%
Facility Acquisition	-	-	-	0.0%
<b>Debt service:</b>				
Principal	70,000	-	(70,000)	100.0%
Interest	700	-	(700)	100.0%
Capital outlay	-	18,864	18,864	0.0%
Payments to other public schools	1,329,759	1,050	(1,328,709)	99.9%
<b>Total expenditures</b>	<b>42,274,240</b>	<b>2,973,098</b>	<b>(39,301,141)</b>	<b>93.0%</b>
Excess of Revenue (Under)Over Expenditures	(1,906,612)	(1,970,495)	(63,884)	
Transfers Out	350,000	-	(350,000)	100.0%
Change in Fund Balance	(2,256,612)	(1,970,495)	286,116	
Favorable Expenditure Variance (1.5%)	634,114			
Projected Change in Fund Balance	(1,622,498)			
Fund Balance - Beginning of year	7,637,365			
Fund Balance - End of year	6,014,867			
	14.2%			

**Waverly Community Schools**  
**Student Activity Fund - Budgetary Comparison Schedule**  
**For the Month Ended August 31, 2022**

	Original Budget	Actual	Over (Under) Budget	% Available
<b>Revenue</b>				
Local sources	203,280	7,209	(196,071)	96.5%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	-	2,000	2,000	0.0%
Transfers In	-	-	-	0.0%
<b>Total revenue</b>	<b>203,280</b>	<b>9,209</b>	<b>(194,071)</b>	<b>95.5%</b>
<b>Expenditures</b>				
Student Activities	138,854	4,515	(134,339)	96.7%
Athletics	80,953	2,476	(78,476)	96.9%
<b>Total expenditures</b>	<b>219,806</b>	<b>6,991</b>	<b>(212,815)</b>	<b>96.8%</b>
Excess of Revenue (Under)Over Expenditures	(16,526)	2,218	18,745	
Transfers Out	-	-	-	0.0%
Change in Fund Balance	(16,526)	2,218	18,745	
Fund Balance - Beginning of year	242,162			
Fund Balance - End of year	225,636			

**Waverly Community Schools**  
**Sinking Fund - Budgetary Comparison Schedule**  
**For the Month Ended August 31, 2022**

	Original Budget	Actual	Over (Under) Budget	% Available
<b>Revenue</b>				
Local sources	916,755	74,093	(842,662)	91.9%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	-	-	-	0.0%
Transfers In	-	-	-	0.0%
<b>Total revenue</b>	<b>916,755</b>	<b>74,093</b>	<b>(842,662)</b>	<b>91.9%</b>
<b>Expenditures</b>				
Current:				
Support Services - Business	-	-	-	0.0%
Support Services - Central	-	-	-	0.0%
Facilities Acquisition, Construction and Improvements:				
Site Acquisition Services	-	-	-	0.0%
Site Improvement Services	-	-	-	0.0%
Architecture and Engineering Services	-	-	-	0.0%
Building Acquisition and Construction Services	-	-	-	0.0%
Building Improvement Services	-	2,010	2,010	0.0%
Other Acquisition and Construction Services	-	-	-	0.0%
<b>Total expenditures</b>	<b>-</b>	<b>2,010</b>	<b>2,010</b>	<b>0.0%</b>
<b>Excess of Revenue (Under)Over Expenditures</b>	916,755	72,084	(844,671)	
Transfers Out	-	-	-	
<b>Net Change in Fund Balance</b>	916,755	72,084	(844,671)	
<b>Fund Balance - Beginning of year</b>	2,134,894			
<b>Fund Balance - End of year</b>	3,051,649			

**Waverly Community Schools**  
**Public Improvement Fund - Budgetary Comparison Schedule**  
**For the Month Ended August 31, 2022**

	Original Budget	Actual	Over (Under) Budget	% Available
<b>Revenue</b>				
Local sources	200	780	580	-290.1%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	-	-	-	0.0%
Transfers In	350,000	-	(350,000)	100.0%
<b>Total revenue</b>	<b>350,200</b>	<b>780</b>	<b>(349,420)</b>	<b>99.8%</b>
<b>Expenditures</b>				
Current:				
Support Services - Business	-	-	-	0.0%
Support Services - Operations and Maintenance	-	-	-	0.0%
Support Services - Transportation	-	-	-	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%
<b>Total expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Excess of Revenue (Under)Over Expenditures</b>	350,200	780	(349,420)	
Transfers Out	-	-	-	
<b>Net Change in Fund Balance</b>	350,200	780	(349,420)	
<b>Fund Balance - Beginning of year</b>	706,476	706,476		
<b>Fund Balance - End of year</b>	1,056,676	707,256		

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

	Budget	Actual	Encumbered	Balance Remaining
<b>Construction</b>				
Remodeling	1,813,893	1,555,347	297,106	(38,560)
Site Improvements	-	-	-	-
Technology Infrastructure	-	-	-	-
<b>Construction Base Budget Subtotal</b>	<b>1,813,893</b>	<b>1,555,347</b>	<b>297,106</b>	<b>(38,560)</b>
<b>Technology Equipment - Contract</b>				
Interactive Classroom	-	-	-	-
Network Equipment	-	663	-	(663)
Wireless Network	-	-	-	-
Phone System	-	750	-	(750)
AV Systems	-	-	-	-
Video Distribution/Video Production	-	-	-	-
<b>Tech Equipment Contract Subtotal</b>	<b>-</b>	<b>1,413</b>	<b>-</b>	<b>(1,413)</b>
<b>Technology Equipment - Owner PO</b>				
Computers/Mobile Devices	507,752	549,018	-	(41,266)
Servers/Backend Systems	-	-	-	-
Printers	-	-	-	-
AV Equipment	-	12,375	4,731	(17,106)
Non-Instructional Equipment (from FFE)	-	-	-	-
<b>Tech Equipment Owner PO Subtotal</b>	<b>507,752</b>	<b>561,393</b>	<b>4,731</b>	<b>(58,372)</b>
<b>District</b>				
Loose Equipment (Furniture & Transportation)	-	273	-	(273)
Project Contingency	-	-	-	-
Owner GC/Contingency/Issuance Costs	966,761	36,211	-	930,550
Field General Conditions	-	-	-	-
Architect	-	18,943	-	(18,943)
Tech Design/Construction Mgr	146,594	146,594	-	-
<b>District Subtotal</b>	<b>1,113,355</b>	<b>202,021</b>	<b>-</b>	<b>911,334</b>
<b>Totals</b>	<b>3,435,000</b>	<b>2,320,174</b>	<b>301,837</b>	<b>812,989</b>
Bank Interest/Proceeds				2,358
Total Available				<u>815,347</u>

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

	Budget	Actual	Encumbered	Balance Remaining
<b>Construction</b>				
New Construction	-	-	-	-
Remodeling	39,796,665	-	9,454,012	30,342,653
Site Improvements	3,194,052	-	2,900,205	293,847
<b>Construction Base Budget Subtotal</b>	<b>42,990,717</b>	<b>-</b>	<b>12,354,217</b>	<b>30,636,500</b>
<b>Instructional Technology</b>				
Computers and Mobile Devices	1,468,271	-	-	1,468,271
Audio / Visual	1,782,909	57,289	21,970	1,703,650
<b>Instructional Technology Subtotal</b>	<b>3,251,180</b>	<b>57,289</b>	<b>21,970</b>	<b>3,171,921</b>
<b>Loose Furnishings and Equipment</b>				
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
<b>Loose Furnishings and Equipment Subtotal</b>	<b>4,095,293</b>	<b>-</b>	<b>-</b>	<b>4,095,293</b>
<b>District</b>				
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	70,738	270,303	653,577
Architect and Engineering Fees	2,590,927	1,270,439	1,320,488	-
A/E Reimbursables	431,821	230,132	153,951	47,737
Technology Design	393,305	82,468	310,837	-
Construction Mgr	3,050,990	637,931	2,413,060	-
<b>District Subtotal</b>	<b>12,401,043</b>	<b>3,003,456</b>	<b>5,543,191</b>	<b>3,854,396</b>
Bank Interest/Proceeds	(283,477)	317,462	-	(600,939)
<b>Totals</b>	<b>62,454,756</b>	<b>3,378,208</b>	<b>17,919,377</b>	<b>41,157,171</b>