

# 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 November 21, 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. Special Presentation
  1. Board of Education Bond Update - Overview of East, Middle School & High School
- V. Board Member Comment
- VI. Approval of Agenda and Acceptance of all Reports into Discussion

**Recommendation:** *To request a motion to approve the November 21, 2022 agenda as presented and accept all reports into discussion.*

- VII. 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 - October 17, 2022  
Report #22-23, HR Personnel Recommendations  
Report #22-24, Finance Report

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

- VIII. Committee Meetings
  - A. Capital Improvement Projects Report
  - B. Finance & Facilities Advisory Committee Report

|       |   |    |
|-------|---|----|
| IX.   | Presentation of Reports   |    |
|       | A. Finance & Facilities   |    |
|       | 1. For Action - Report #22-25, Bus Purchase Recommendation  | 17 |
|       | <b><u>Recommendation:</u></b> <i>To request a motion to adopt the resolution for participation in the MSBO Bus Purchase Program and approve the purchase of three (3) buses from Midwest Transit.</i> |    |
|       | B. Personnel & Policy   |    |
|       | 1. First Reading - Volume 37, No. 1   | 24 |
|       | 2. For Action - Report #22-26 - Intergovernmental Professional Services Agreement - Waverly Community Schools School Resource Officer (SRO)   | 25 |
|       | <b><u>Recommendation:</u></b> <i>To approve the contract to hire a School Resource Officer through Eaton County Sheriff Department.</i>   |    |
| X.    | Superintendent's Report   |    |
|       | A. Continuing Learning Plan   |    |
| XI.   | Public Comment - Open Comment for District Related Items  |    |
| XII.  | Other Board Business  |    |
| XIII. | Adjournment   |    |

# Minutes of Regular Meeting

## The Board of Trustees Waverly Community Schools

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### Opening of Meeting

The regular monthly meeting of the Waverly Community Schools Board of Education was held on Monday, October 17, 2022 in the Waverly Board of Education Meeting Room, located at 515 Snow Rd., Lansing, MI 48917. Board President Mary Ann Martin called the meeting to order at 6:03 PM. The pledge to the flag was led by Board Vice Secretary/Treasurer Rhonda Sosnowski.

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

Members Absent: Holly Nester  
Amy Krause

Staff Present: Kelly Blake, Superintendent  
Evan Nuffer, Director of Finance & Facilities  
Susan Friend, Director of Human Resources  
Shawn Lewis, Director of School Culture  
Chris Huff, Director of Teaching & Learning  
Tiffany Wright, Director of Student Services  
Ann Marie Lindsay  
Molly Francis  
Jeff Parks  
Jeremiah Baynes  
Mike Moreno  
Tim Lyman  
Tony Terranova  
Allison Orwat

Others Present: Emily Humphrey – Student Representative  
Community Members

Superintendent Blake introduced the Waverly Schools Student Representative, Emily Humphrey

### Correspondence:

None

**Public Comment for Agenda Items:**

None

**Special Presentations:**

2021-22 Audit Presentation - Plante & Moran representatives, Yan Bowers & Kristen King, gave a presentation of the 2021-22 audit, citing the district had a clean audit for the 4<sup>th</sup> year in a row.

National Principal's Month - October is National Principal's month and Superintendent Blake honored Waverly Principals, thanking them for their continued dedication to Waverly Community Schools.

E3 31aa Grant - In-House Mental Health Support Staff – The 31aa grant Waverly is pursuing requires an awareness presentation be given to the Waverly Board of Education. Child and Families Charities representatives Anna Piazza and Kelly Haynie provided an overview of the mental health services they offer Waverly students and it is hopeful that these services will continue with the grant award.

Student Representative Report – Student Rep Emily Humphrey gave a summary of activities at Waverly High Schools. Those activities include: Homecoming, school clubs, concerts, sports, robotics, fundraising, donations of supplies for feminine products for all restrooms in the high school.

**Board Member Comment:**

Member Pike stated she enjoyed the homecoming events.

Member Beasley thanked the principals for their leadership and continued dedication to the district.

Member Guevara Warren welcomed student representative, Emily Humphrey. She also thanked the principals for their hard work throughout the year. Member Guevara Warren expressed appreciation to administration for their leadership during the stressful high school lockdown.

Member Sosnowski thanked Waverly principals and welcomed Emily Humphrey as student representative. She is also glad our students have access to mental health professionals, and for the large number of community members attending the board meeting. Member Sosnowski also congratulated Director of Finance, Evan Nuffer, on another successful school audit.

Member Martin thanked administration and principals for their continued support of Waverly Community Schools. She enjoyed homecoming activities and is looking forward to upcoming school events.

**Approval of Agenda and Acceptance of Reports**

A motion was presented by Member Guevara Warren and supported by Member Pike to adopt the October 17, 2022 agenda and accept all reports.

**Motion PASSED**

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

**Approval Consent Agenda Items**

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

- 1.Regular Meeting Minutes – September 12, 2022
- 2.Report #22-19, Human Resources Personnel Report
- 3.Report #22-20, Finance Report

**Motion PASSED**

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

**Committee Meetings**

Teaching & Learning – Director of Teaching and Learning, Chris Huff, gave an overview of the October 17, 2022 Teaching & Learning Committee meeting.

**PRESENTATION OF REPORTS**

**Finance & Facilities**

For Action – Report #22-21, Technology Equipment Purchase Recommendation

A motion was presented by Member Sosnowski and supported by Member Guevara Warren to approve the purchase of technology equipment from People Driven Technology per the provided quote.

**Motion PASSED**

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

For Action – Report #22-22, Summer Tax Collection Resolution

A motion was presented by Member Sosnowski and supported by Members Guevara Warren and Pike to adopt the Annual Summer Tax Resolution.

**Motion PASSED**

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

**Teaching and Learning**

Chris Huff, Director of Teaching and Learning, gave a presentation on the Secondary Intervention Program at Waverly Community Schools.

**Superintendent’s Report:**

Superintendent Blake:

- Thanked Waverly Principals for their continued hard work and dedication to making Waverly Community Schools a success.
- Gave a reminder that parent/teacher conferences are October 19 & 20<sup>th</sup>. There are half days of school for students.

- Gave a bond update, upcoming projects and current construction occurring around the district.
- Reviewed the High School lockdown that occurred on October 12, 2022 and that there is an active investigation at this time. Mrs. Blake stressed that the district's first priority was and always will be to keep students and staff safe.

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

Community members gave constructive feedback regarding the High School lockdown that occurred and thanked the district for keeping students and staff safe. There is also a concern of potential violence at athletic events.

Community members voiced concern regarding student behavior at Waverly Middle School.

Former Waverly graduate, Wyatt Beasley, stressed the importance of the arts program at Waverly Community Schools.

**Other Board Business:**

None

The meeting adjourned at 7:30 pm.

Respectfully submitted,

Alicia Guevara Warren, Secretary  
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WAVERLY COMMUNITY SCHOOLS  
 BOARD OF EDUCATION  
 REGULAR MEETING  
 November 21, 2022  
**Report #22-23**

**Subject: Personnel Report**

**A. Employment – Non-Certified**

| <u>Name</u>      | <u>Position</u>         | <u>Building</u>  | <u>Salary</u> | <u>Effective</u> |
|------------------|-------------------------|------------------|---------------|------------------|
| Katie Medina     | Stand-By Bus Driver     | Service Building | \$17.50/hr    | 10/19/2022       |
| Kylee Bauer      | Food Service Lunch Aide | Colt ECEC        | \$13.01/hr    | 11/2/2022        |
| Chelsea Trentham | Food Service Helper     | Middle School    | \$13.01/hr    | 11/2/2022        |

**B. Employment – Certified**

| <u>Name</u>   | <u>Position</u> | <u>Building</u> | <u>Salary</u>         | <u>Effective</u> |
|---------------|-----------------|-----------------|-----------------------|------------------|
| Amber Johnson | Social Worker   | District        | \$MA Step5.5/\$55,509 | 11/1/2022        |

**C. Transfer – Certified**

| <u>Name</u>   | <u>From Position</u> | <u>To Position</u>          | <u>Effective</u> |
|---------------|----------------------|-----------------------------|------------------|
| Mary Diedrich | Behavior Specialist  | Spec Ed Data Technical Asst | 11/14/2022       |

**D. Transfer – Non-Certified**

| <u>Name</u>    | <u>From Position</u>        | <u>To Position</u> | <u>Effective</u> |
|----------------|-----------------------------|--------------------|------------------|
| Najeema Thomas | Para Educator Middle School | Para Educator East | 10/25/2022       |

**E. Resignation – Certified**

| <u>Name</u>        | <u>Position</u>           | <u>Building</u>       | <u>Effective</u> |
|--------------------|---------------------------|-----------------------|------------------|
| Monica Kavanagh    | Technology Teacher        | Middle School & East  | 10/15/2022       |
| Christopher Laskos | Technical Data Specialist | District              | 11/4/2022        |
| Amber Johnson      | Social Worker             | Colt, Winans, Elmwood | 11/2/2022        |

**F. Resignation – Non-Certified**

| <u>Name</u> | <u>Position</u> | <u>Building</u> | <u>Effective</u> |
|-------------|-----------------|-----------------|------------------|
| Tim Foltz   | Custodian       | Colt/HS/MS      | 10/26/2022       |

**G. Retirement – Non-Certified**

| <u>Name</u>      | <u>Position</u> | <u>Building</u> | <u>Effective</u> |
|------------------|-----------------|-----------------|------------------|
| Jeanne Vogelheim | Para Educator   | Elmwood         | 11/9/2022        |

**H. Termination – Non-Certified**

| <u>Name</u>  | <u>Position</u> | <u>Building</u>  | <u>Effective</u> |
|--------------|-----------------|------------------|------------------|
| Katie Medina | Bus Driver      | Service Building | 11/9/2022        |

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
NOVEMBER 21, 2022**

**Report #22-24**

**FOR ACTION\*\*\***

**Subject:**

Finance Report

**Recommendation:**

The Superintendent recommends the Board of Education review and approve the following report:

**Financial Report:**

The cash balance as of September 30, 2022 was \$4,890,845.95. Receipts during October, consisting of State aid, property taxes and other revenues in the amount of \$3,325,204.13 minus disbursements during October of \$3,818,585.63, left the district with a General Fund cash balance, as of October 31, 2022, of \$4,397,464.45.

2022-23 General Fund expenditures/transfers-out exceed revenues/transfers-in by \$3,087,750. 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/transfers-out by \$14,178. 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 \$395,498. 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 \$1,870. 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 \$5,019 of accrued interest, is \$804,974. 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 (\$763,826) of accrued interest/change in market value, is \$40,860,792. A summary of life to date activity is included in the supporting documentation

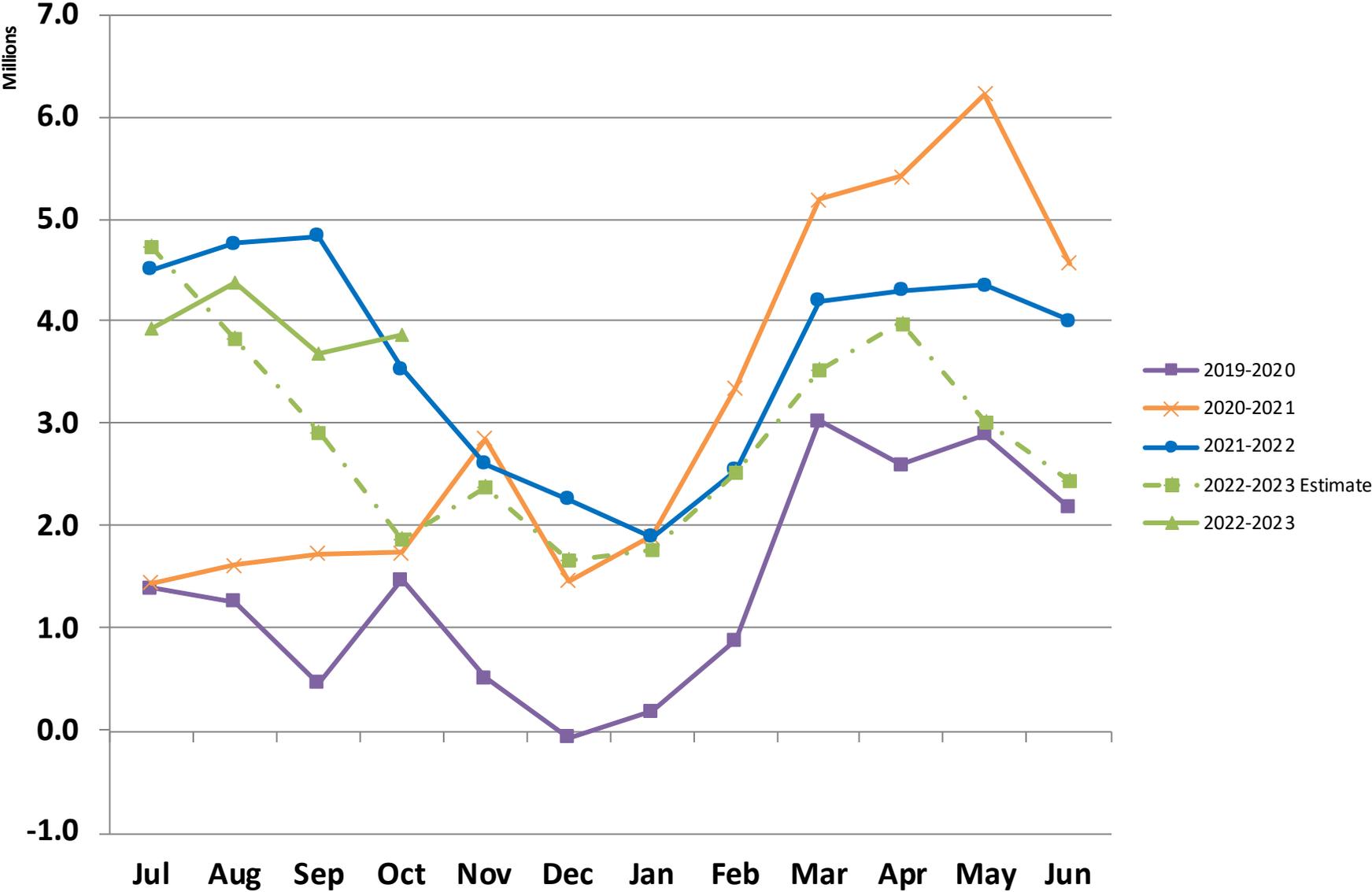
# Waverly Community Schools

## Finance Committee - Cash Position Report

For the Month Ended October 31, 2022

|   |                            |
|---|----------------------------|
| Balance on Hand September 30, 2022          | 4,890,845.95               |
| Revenues                                    |                            |
| State Aid                                   | 1,963,211.83               |
| Taxes                                       | 168,754.59                 |
| Other Revenue                               | 1,193,221.12               |
| Interfund Transfers In                      | -                          |
| State Aid Note Proceeds                     | -                          |
|   | <u>3,325,187.54</u>        |
| Disbursements                               |                            |
| Payroll and Related Liabilities             | (2,328,707.98)             |
| Other Expenditures                          | (1,489,877.65)             |
| State Aid Repayment                         | -                          |
|   | <u>(3,818,585.63)</u>      |
| Prior Month Adjustments During October 2022 | 16.59                      |
| Balance on Hand October 31, 2022            | <u><u>4,397,464.45</u></u> |
| PNC Bank - General                          | 4,213,474.35               |
| MILAF                                       | 7,916.55                   |
| PNC Bank - Payroll                          | 176,073.55                 |
| Comerica - Checking                         | -                          |
|   | <u><u>4,397,464.45</u></u> |
| Difference                                  | -                          |

# Waverly Community Schools Cash Flow Analysis (Monthly Lows)



**Waverly Community Schools**  
**General Fund - Budgetary Comparison Schedule**  
**For the Month Ended September 30, 2022**

|  | Original Budget   | Actual           | Over (Under)<br>Budget | %<br>Available |
|--|-------------------|------------------|------------------------|----------------|
| <b>Revenue</b>                             |                   |                  |                        |                |
| Local sources                              | 9,139,585         | 3,782,026        | (5,357,559)            | 58.6%          |
| State sources                              | 24,998,428        | 2,163,098        | (22,835,330)           | 91.3%          |
| Federal sources                            | 2,469,835         | 9,633            | (2,460,202)            | 99.6%          |
| Intergovernmental                          | 3,634,780         | 616,431          | (3,018,349)            | 83.0%          |
| Transfers In                               | 125,000           | 12,354           | (112,646)              | 90.1%          |
| <b>Total revenue</b>                       | <b>40,367,628</b> | <b>6,583,542</b> | <b>(33,784,086)</b>    | <b>78.9%</b>   |
| <b>Expenditures</b>                        |                   |                  |                        |                |
| <b>Current:</b>                            |                   |                  |                        |                |
| <b>Instruction:</b>                        |                   |                  |                        |                |
| Basic program                              | 16,510,804        | 3,308,298        | (13,202,506)           | 80.0%          |
| Added needs                                | 6,612,645         | 1,333,170        | (5,279,475)            | 79.8%          |
| <b>Total instruction</b>                   | <b>23,123,449</b> | <b>4,641,468</b> | <b>(18,481,980)</b>    | <b>79.9%</b>   |
| <b>Support Services:</b>                   |                   |                  |                        |                |
| Pupil                                      | 4,842,304         | 1,016,611        | (3,825,693)            | 79.0%          |
| Instructional staff                        | 2,595,765         | 634,902          | (1,960,863)            | 75.5%          |
| General administration                     | 393,623           | 176,630          | (216,993)              | 55.1%          |
| School administration                      | 2,648,013         | 776,999          | (1,871,014)            | 70.7%          |
| Business                                   | 567,703           | 164,372          | (403,331)              | 71.0%          |
| Operations and maintenance                 | 3,847,304         | 1,127,981        | (2,719,323)            | 70.7%          |
| Pupil transportation services              | 1,195,740         | 283,964          | (911,776)              | 76.3%          |
| Central                                    | 697,495           | 222,977          | (474,518)              | 68.0%          |
| Other                                      | 248,645           | 74,311           | (174,334)              | 70.1%          |
| <b>Total support services</b>              | <b>17,036,592</b> | <b>4,478,748</b> | <b>(12,557,844)</b>    | <b>73.7%</b>   |
| Athletics                                  | 710,256           | 194,271          | (515,986)              | 72.6%          |
| Community services                         | -                 | 150              | 150                    | 0.0%           |
| Non Publics                                | 3,484             | 364              | (3,120)                | 89.6%          |
| Facility Acquisition                       | -                 | -                | -                      | 0.0%           |
| <b>Debt service:</b>                       |                   |                  |                        |                |
| Principal                                  | 70,000            | 70,000           | -                      | 0.0%           |
| Interest                                   | 700               | 700              | -                      | 0.0%           |
| Capital outlay                             | -                 | 48,387           | 48,387                 | 0.0%           |
| Payments to other public schools           | 1,329,759         | 237,205          | (1,092,554)            | 82.2%          |
| <b>Total expenditures</b>                  | <b>42,274,240</b> | <b>9,671,292</b> | <b>(32,602,947)</b>    | <b>77.1%</b>   |
| Excess of Revenue (Under)Over Expenditures | (1,906,612)       | (3,087,750)      | (1,181,139)            |                |
| Transfers Out                              | 350,000           | -                | (350,000)              | 100.0%         |
| Change in Fund Balance                     | (2,256,612)       | (3,087,750)      | (831,139)              |                |
| 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 October 31, 2022**

|  | Original Budget | Actual        | Over (Under)<br>Budget | %<br>Available |
|--|-----------------|---------------|------------------------|----------------|
| <b>Revenue</b>                             |                 |               |                        |                |
| Local sources                              | 203,280         | 68,828        | (134,452)              | 66.1%          |
| 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>70,828</b> | <b>(132,452)</b>       | <b>65.2%</b>   |
| <b>Expenditures</b>                        |                 |               |                        |                |
| Student Activities                         | 138,854         | 16,538        | (122,315)              | 88.1%          |
| Athletics                                  | 80,953          | 27,758        | (53,195)               | 65.7%          |
| <b>Total expenditures</b>                  | <b>219,806</b>  | <b>44,296</b> | <b>(175,510)</b>       | <b>79.8%</b>   |
| Excess of Revenue (Under)Over Expenditures | (16,526)        | 26,532        | 43,058                 |                |
| Transfers Out                              | -               | 12,354        | -                      | 0.0%           |
| Change in Fund Balance                     | (16,526)        | 14,178        | 43,058                 |                |
| 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 October 31, 2022**

|  | Original<br>Budget | Actual         | Over (Under)<br>Budget | %<br>Available |
|--|--------------------|----------------|------------------------|----------------|
| <b>Revenue</b>   |                    |                |                        |                |
| Local sources  | 916,755            | 397,508        | (519,247)              | 56.6%          |
| State sources  | -                  | -              | -                      | 0.0%           |
| Federal sources  | -                  | -              | -                      | 0.0%           |
| Intergovernmental                                      | -                  | -              | -                      | 0.0%           |
| Transfers In   | -                  | -              | -                      | 0.0%           |
| <b>Total revenue</b>                                   | <b>916,755</b>     | <b>397,508</b> | <b>(519,247)</b>       | <b>56.6%</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            | 395,498        | (521,257)              |                |
| Transfers Out  | -                  | -              | -                      |                |
| <b>Net Change in Fund Balance</b>                      | 916,755            | 395,498        | (521,257)              |                |
| <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 October 31, 2022**

|  | Original<br>Budget | Actual       | Over (Under)<br>Budget | %<br>Available |
|--|--------------------|--------------|------------------------|----------------|
| <b>Revenue</b>   |                    |              |                        |                |
| Local sources  | 200                | 1,870        | 1,670                  | -834.8%        |
| 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>1,870</b> | <b>(348,330)</b>       | <b>99.5%</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            | 1,870        | (348,330)              |                |
| Transfers Out  | -                  | -            | -                      |                |
| <b>Net Change in Fund Balance</b>                      | 350,200            | 1,870        | (348,330)              |                |
| <b>Fund Balance - Beginning of year</b>                | 706,476            | 706,476      |                        |                |
| <b>Fund Balance - End of year</b>                      | 1,056,676          | 708,346      |                        |                |

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

|  | Budget           | Actual           | Encumbered     | Balance<br>Remaining |
|--|------------------|------------------|----------------|----------------------|
| <b>Construction</b>                          |                  |                  |                |                      |
| Remodeling                                   | 1,813,893        | 1,555,347        | 293,364        | (34,818)             |
| Site Improvements                            | -                | -                | -              | -                    |
| Technology Infrastructure                    | -                | -                | -              | -                    |
| <b>Construction Base Budget Subtotal</b>     | <b>1,813,893</b> | <b>1,555,347</b> | <b>293,364</b> | <b>(34,818)</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          | 555,568          | 2,140          | (49,956)             |
| Servers/Backend Systems                      | -                | -                | -              | -                    |
| Printers                                     | -                | -                | -              | -                    |
| AV Equipment                                 | -                | 14,673           | 4,932          | (19,605)             |
| Non-Instructional Equipment (from FFE)       | -                | -                | -              | -                    |
| <b>Tech Equipment Owner PO Subtotal</b>      | <b>507,752</b>   | <b>570,241</b>   | <b>7,072</b>   | <b>(69,561)</b>      |
| <b>District</b>                              |                  |                  |                |                      |
| Loose Equipment (Furniture & Transportation) | -                | 273              | 5,163          | (5,436)              |
| Project Contingency                          | -                | -                | -              | -                    |
| Owner GC/Contingency/Issuance Costs          | 966,761          | 36,211           | -              | 930,550              |
| Field General Conditions                     | -                | -                | -              | -                    |
| Architect                                    | -                | 19,368           | -              | (19,368)             |
| Tech Design/Construction Mgr                 | 146,594          | 146,594          | -              | -                    |
| <b>District Subtotal</b>                     | <b>1,113,355</b> | <b>202,446</b>   | <b>5,163</b>   | <b>905,746</b>       |
| <b>Totals</b>                                | <b>3,435,000</b> | <b>2,329,447</b> | <b>305,598</b> | <b>799,955</b>       |
| Bank Interest/Proceeds                       |                  |                  |                | 5,019                |
| Total Available                              |                  |                  |                | <u>804,974</u>       |

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

|   | Budget            | Actual           | Encumbered        | Balance Remaining |
|---|-------------------|------------------|-------------------|-------------------|
| <b>Construction</b>                             |                   |                  |                   |                   |
| New Construction                                | -                 | -                | -                 | -                 |
| Remodeling                                      | 39,796,665        | 319,762          | 9,260,376         | 30,216,527        |
| Site Improvements                               | 3,194,052         | 107,672          | 2,802,214         | 284,167           |
| <b>Construction Base Budget Subtotal</b>        | <b>42,990,717</b> | <b>427,433</b>   | <b>12,062,589</b> | <b>30,500,694</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         | -                | 1,060,646         | 2,589,327         |
| Election/Issuance Costs                         | 839,463           | 711,748          | -                 | 127,715           |
| General Conditions                              | 994,618           | 110,094          | 223,832           | 660,692           |
| Architect and Engineering Fees                  | 2,590,927         | 1,359,687        | 1,231,240         | -                 |
| A/E Reimbursables                               | 431,821           | 250,414          | 152,377           | 29,031            |
| Technology Design                               | 393,305           | 123,702          | 269,603           | -                 |
| Construction Mgr                                | 3,050,990         | 956,896          | 2,094,094         | -                 |
| <b>District Subtotal</b>                        | <b>12,401,043</b> | <b>3,512,541</b> | <b>5,031,792</b>  | <b>3,856,710</b>  |
| Bank Interest/Proceeds                          | (283,477)         | 480,349          | -                 | (763,826)         |
| <b>Totals</b>                                   | <b>62,454,756</b> | <b>4,477,612</b> | <b>17,116,352</b> | <b>40,860,792</b> |

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
NOVEMBER 21, 2022**

**Report #22-25**

**FOR ACTION**

**Subject:**

Bus Purchase Recommendation

**Recommendation:**

The Superintendent recommends the Board of Education adopt the resolution for participation in the MSBO Bus Purchase Program and approve the purchase of three (3) buses from Midwest Transit.

**Statement of Purpose:**

The purpose is to replace three (3) buses, model year 2009, in alignment with the long-term strategic plan to implement a bus fleet replacement cycle of no greater than ten years.

**Budget Impact:**

The total cost of this recommendation is Three Hundred Fifty-Four Thousand One Hundred Eighty and 00/100 Dollars (\$354,180.00). The total cost of this recommendation is within the budget allocated for the replacement of these buses.

**Background Information:**

In 1994, Michigan School Business Officials (MSBO) joined with Michigan Association of Pupil Transportation (MAPT) to initiate a group bus purchasing program to save members time, money and concern by providing bids compliant with the Revised School Code, allowing schools to buy without bidding independently. An average of over 200 buses are purchased annually through this program for Michigan school districts.

The District obtained bids for stock buses built to our specifications. A Bus Purchase Bid Sheet Summary, with bus specifications, is provided in the support materials with the bids from three approved vendors through the MSBO Bus Purchase Program.

**Rationale for Recommendation:**

In order to provide safe and efficient transportation, it is recommended that buses are replaced on a 10-year replacement cycle or approximately two buses every year. The District has three buses, used as substitutes for repairs, field trips or athletics, which are currently 10 years old or older.

**Strategic Plan Reference:**

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

# BOARD OF EDUCATION RESOLUTION

## 2022-2023 MSBO Bus Purchase Program

Waverly Community Schools (“School District”), Ingham, Eaton and Clinton counties, Michigan,

At a regular meeting of the Board of Education of the “School District”, held at the Board of Education Offices at 515 Snow Road, Lansing, Michigan 48917, on the 21st day of November, 2022, at 6:00 p.m., Local Time.

PRESENT: MEMBERS: \_\_\_\_\_

\_\_\_\_\_

ABSENT: MEMBERS: \_\_\_\_\_

\_\_\_\_\_

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

WHEREAS, the School District desires to participate in the 2022-2023 Michigan School Business Officials (MSBO) Bus Purchase Program, and

WHEREAS, the Board of Education has reviewed the Bus Purchase Program Vendor Invitation To Bid, the Vendors’ Responses to the Invitation To Bid, the Base Bus Specifications, the Bus Specification Options, the School District’s Purchase Order and the School District’s Bid Comparison Spreadsheet (collectively “Bid Documents”); and

WHEREAS, the School District understands that it is subject to all of the terms and conditions contained in the Bid Documents and any Bus Purchase Program procedures currently in place, or as may be implemented in the future by the MSBO; and

WHEREAS, the Board of Education understands that the sole responsibility of MSBO in the Bus Purchase Program is to solicit bids from Vendors, inform the Districts of the bid results and coordinate the aggregate purchase of buses; and

WHEREAS, the Board of Education understands that the School District must have at least one (1) fully paid membership in MSBO in order to participate in the Bus Purchase Program; and

WHEREAS, the Board of Education understands that any contracts for the purchase of school buses under the Bus Purchase Program will be between the School District and the Bus Vendor directly; and

WHEREAS, the Board of Education has determined that it is in the best interest of the School District to participate in the Bus Purchase Program.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The School District is hereby authorized to participate in the 2022-2023 MSBO Bus Purchase Program and agrees to be bound by all of the terms and conditions contained in the Bid Documents, which Bid Documents are incorporated herein by reference.

2. The President and Secretary of the Board are hereby authorized and directed to execute any and all documents which are necessary for the School District to participate in the Bus Purchase Program upon the terms and conditions contained in the Bid Documents and any of the Bus Purchase Program procedures.

YEAS: MEMBERS: \_\_\_\_\_  
\_\_\_\_\_

NAYS: MEMBERS: \_\_\_\_\_

ABSTAIN: MEMBERS: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED

I hereby certify that the foregoing constitutes a true and complete copy of a resolution duly adopted by the Board of Education of Waverly Community Schools, Ingham, Eaton and Clinton Counties, Michigan, at a regular meeting held on the 21st day of November, 2022, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meeting Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

\_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
Secretary, Board of Education

**Michigan Bus Purchasing**  
**Price Comparison Report - Spec #17847**  
 Nov 06, 2022 12:20 PM

**Buying Organization**      **Midwest Transit**  
**15580 US Highway 27 N**  
**Marshall MI 49068**

Notes                                      GDB Waverly Diesel 77P 24-130 to Specs  
 Product Category                      Conventional (2022-23 Phase 1)  
 Product                                      77 Passenger  
 Quantity                                      1

|                           | Option | Option SKU | Buyer Comments | Hoekstra            | Holland             | Midwest Transit     |
|---------------------------|--------|------------|----------------|---------------------|---------------------|---------------------|
| <b>Product Base Price</b> |        |            |                | <b>\$119,656.00</b> | <b>\$115,877.00</b> | <b>\$116,893.00</b> |

**Chassis Options**

**Air Dryer**

|                                     |      |  |     |            |         |
|-------------------------------------|------|--|-----|------------|---------|
| Bendix AD-IP dryer w/spin-on filter | C101 |  | N/C | (\$225.00) | \$36.00 |
|-------------------------------------|------|--|-----|------------|---------|

**Alternator**

|                        |      |  |          |           |     |    |
|------------------------|------|--|----------|-----------|-----|----|
| 200-amp, Leece-Neville | C121 |  | \$175.00 | (\$98.00) | S/E | 20 |
|------------------------|------|--|----------|-----------|-----|----|

**Axle, Rear: minimum load**

|             |      |  |     |     |     |
|-------------|------|--|-----|-----|-----|
| 21,000 lbs. | C152 |  | S/E | N/A | S/E |
|-------------|------|--|-----|-----|-----|

**Brake Dust Shield**

|                                 |      |  |     |     |     |
|---------------------------------|------|--|-----|-----|-----|
| Brake dust shield on all wheels | C170 |  | S/E | S/E | N/C |
|---------------------------------|------|--|-----|-----|-----|

**Brakes, ESC**

|   |      |  |     |     |     |
|---|------|--|-----|-----|-----|
| Electronic Stability Control for Air Brakes | C172 |  | S/E | S/E | S/E |
|---|------|--|-----|-----|-----|

**Brakes, Traction Control**

|                |      |  |     |     |     |
|----------------|------|--|-----|-----|-----|
| For air brakes | C180 |  | S/E | S/E | S/E |
|----------------|------|--|-----|-----|-----|

**Engine**

|                                    |      |  |            |            |          |
|------------------------------------|------|--|------------|------------|----------|
| Cummins ISB 250 hp w/PTS2500 trans | C203 |  | \$1,099.00 | \$3,575.00 | \$339.00 |
|------------------------------------|------|--|------------|------------|----------|

**Fan Drive**

|                             |      |  |         |     |     |
|-----------------------------|------|--|---------|-----|-----|
| Electromagnetic On/Off Type | C195 |  | \$98.00 | S/E | N/C |
|-----------------------------|------|--|---------|-----|-----|

**Fuel Tank**

|                                    |      |  |          |          |          |
|------------------------------------|------|--|----------|----------|----------|
| Increase to 100-gallon diesel tank | C251 |  | \$352.00 | \$364.00 | \$470.00 |
|------------------------------------|------|--|----------|----------|----------|

**Full Instrumentation Package (Engine)**

|  |      |  |     |     |     |
|--|------|--|-----|-----|-----|
| Low Coolant indicator with audible alarm | C260 |  | S/E | S/E | S/E |
|--|------|--|-----|-----|-----|

**Idle Management Control**

|              |      |  |     |     |     |
|--------------|------|--|-----|-----|-----|
| Programmable | C280 |  | S/E | N/C | N/C |
|--------------|------|--|-----|-----|-----|

**Paint, Wheels**

|   |      |         |          |            |
|---|------|---------|----------|------------|
| Wheels finish coated black inside and out | C300 | S/E     | N/C      | N/C        |
| <b>Switches, Ignition</b>                 |      |         |          |            |
| Keyed alike                               | C350 | N/C     | \$5.00   | \$12.00    |
| <b>Tires</b>                              |      |         |          |            |
| 11R22.5 steer front/rear, Continental     | C382 | N/A     | N/A      | (\$754.00) |
| <b>Winter Warmup Equipment</b>            |      |         |          |            |
| Winter front                              | C490 | \$33.00 | \$100.00 | N/C        |

## Body Options

|                                       |      |            |            |            |
|---------------------------------------|------|------------|------------|------------|
| <b>All Light Monitor System</b>       |      |            |            |            |
| Add all light monitor system          | B160 | S/E        | S/E        | \$97.00    |
| <b>Antenna</b>                        |      |            |            |            |
| Flexible rubber radio antenna         | B170 | S/E        | S/E        | \$46.00    |
| <b>Booster Pump</b>                   |      |            |            |            |
| Add booster pump                      | B210 | \$124.00   | \$220.00   | \$81.00    |
| <b>Color, Interior</b>                |      |            |            |            |
| Walls white                           | B234 | N/A        | S/E        | S/E        |
| <b>Crossing Gate Arm</b>              |      |            |            |            |
| Electric w/stow bracket               | B241 | \$270.00   | \$445.00   | N/C        |
| <b>Defogger Fans</b>                  |      |            |            |            |
| Increase from 2 to 3                  | B250 | N/A        | \$65.00    | \$74.00    |
| <b>Exit, Emergency Window</b>         |      |            |            |            |
| Increase from 2 to 4                  | B290 | S/E        | \$25.00    | S/E        |
| <b>Exit, Roof Hatch</b>               |      |            |            |            |
| 2 Transpec Low Profile, 1970 series   | B322 | (\$189.00) | (\$360.00) | (\$236.00) |
| <b>Floor Covering</b>                 |      |            |            |            |
| 1 piece, black                        | B372 | \$704.00   | N/A        | \$261.00   |
| <b>Fuel Filler Door</b>               |      |            |            |            |
| Latching                              | B392 | S/E        | S/E        | S/E        |
| <b>Heater, Auxiliary</b>              |      |            |            |            |
| ProHeat X45, 45,000 BTU, quartz timer | B410 | \$3,731.00 | \$3,656.00 | N/A        |
| <b>Heater, Mid-body Rear</b>          |      |            |            |            |
| 50,000 BTU                            | B430 | \$285.00   | \$305.00   | \$224.00   |
| <b>Light Visor</b>                    |      |            |            |            |
| Overhead flasher light visor          | B455 | S/E        | S/E        | N/C        |
| <b>Light, Exterior</b>                |      |            |            |            |
| Light check system                    | B460 | S/E        | S/E        | S/E        |
| <b>Lights, Overhead Warning</b>       |      |            |            |            |
| LED non strobe lights                 | B482 | N/C        | (\$15.00)  | N/C        |
| <b>Lights, Interior</b>               |      |            |            |            |

|   |      |            |            |            |
|---|------|------------|------------|------------|
| LED Interior Dome Lights                                    | B465 | \$149.00   | \$441.00   | \$255.00   |
| <b>Lights, LED</b>  |      |            |            |            |
| Sound Off brand for LED package                             | B500 | N/A        | N/C        | S/E        |
| <b>Mirror System</b>  |      |            |            |            |
| Increase driver mirror to 10"x30"                           | B520 | N/A        | \$20.00    | \$19.00    |
| <b>Mirrors, Crossview</b>                                   |      |            |            |            |
| MirrorLite High Definition, heated                          | B531 | N/A        | N/A        | \$77.00    |
| <b>Mirrors, Crossview, Arms</b>                             |      |            |            |            |
| Stainless steel arms  | B555 | S/E        | \$38.00    | \$39.00    |
| <b>Mirrors, Rearview</b>                                    |      |            |            |            |
| Rosco Open View, remote, heated, split view                 | B572 | N/A        | \$230.00   | \$175.00   |
| <b>Mirrors, Rearview, Arms</b>                              |      |            |            |            |
| Stainless steel arms  | B590 | S/E        | \$38.00    | \$37.00    |
| <b>Noise Reduction System</b>                               |      |            |            |            |
| Perforated ceiling, full bus                                | B595 | S/E        | \$641.00   | S/E        |
| <b>Power Source</b>   |      |            |            |            |
| 12-volt power source in driver's area                       | B615 | N/C        | S/E        | N/C        |
| <b>Radio &amp; Public Address System</b>                    |      |            |            |            |
| AM/FM radio, PA System inside & outside                     | B623 | N/A        | \$587.00   | \$297.00   |
| <b>Rust Proofing</b>  |      |            |            |            |
| All interior doors  | B645 | S/E        | S/E        | S/E        |
| <b>Rust Proofing, Stepwell</b>                              |      |            |            |            |
| Anti-corrosion spray coating, inside & outside              | B647 | \$244.00   | \$348.00   | S/E        |
| <b>Seat, Driver's</b>                                       |      |            |            |            |
| National, air ride w/1 arm rest                             | B664 | \$137.00   | \$225.00   | \$27.00    |
| <b>Seat, Driver's Belt</b>                                  |      |            |            |            |
| Driver's belt, blaze orange                                 | B676 | \$44.00    | N/C        | S/E        |
| <b>Seats, Fire Block</b>                                    |      |            |            |            |
| Delete fire block   | B703 | (\$551.00) | (\$350.00) | (\$774.00) |
| <b>Seats, Passenger, Replaceable Back</b>                   |      |            |            |            |
| For child restraint/3-point belts, 39" (per seat) (Qty: 26) | B707 | N/A        | N/C        | S/E        |
| <b>Seats, Passenger: Color</b>                              |      |            |            |            |
| Blue/light blue   | B712 | N/C        | N/C        | N/C        |
| <b>Severe Service Package</b>                               |      |            |            |            |
| Must meet Colorado Racking Test                             | B740 | S/E        | S/E        | N/C        |
| <b>Step Tread</b>   |      |            |            |            |
| Pebble tread w/non-metal backing                            | B752 | \$27.00    | \$305.00   | S/E        |
| <b>Stop Arm Signals</b>                                     |      |            |            |            |
| Transpec 7000, electric, LED lights, front only             | B763 | (\$287.00) | (\$215.00) | (\$343.00) |
| <b>Storage Pouch</b>  |      |            |            |            |

|                                       |                    |                        |                       |                               |
|---------------------------------------|--------------------|------------------------|-----------------------|-------------------------------|
| Mounted on barrier behind driver      | B782               | \$21.00                | \$16.00               | \$77.00                       |
| <b>Windows</b>                        |                    |                        |                       |                               |
| Delete 28% tinted                     | B875               | (\$53.00)              | N/C                   | (\$268.00)                    |
| <b>Configured Price</b>               |                    | <b>\$126,069.00</b>    | <b>\$126,263.00</b>   | <b>\$117,161.00</b>           |
| <b>Dealer Options</b>                 |                    |                        |                       |                               |
| 1 Piece Floor OPT B373                |                    |                        | \$659.00              |                               |
| AM FM Radio PA OPT B626               |                    | \$589.00               |                       |                               |
| A Parts Warehouse Camera System       |                    | \$2,000.00             |                       |                               |
| A Parts Warehouse Camera System       |                    |                        | \$2,000.00            |                               |
| A Parts Warehouse Camera System       |                    |                        |                       | \$2,000.00                    |
| 3 Defogger Fans                       |                    | \$73.00                |                       |                               |
| Rosco Heated Remote Side Mirrors B575 |                    | \$233.00               |                       |                               |
| Proheat X-45P Fuel Fired Heater       |                    |                        |                       | \$3,600.00                    |
| 24-130 Stock to Spec Discount         |                    |                        |                       | (\$4,701.00)                  |
|                                       |                    | <u><b>Hoekstra</b></u> | <u><b>Holland</b></u> | <u><b>Midwest Transit</b></u> |
|                                       | <b>Unit Price</b>  | <b>\$128,964.00</b>    | <b>\$128,922.00</b>   | <b>\$118,060.00</b>           |
|                                       | <b>Total Price</b> | <b>\$128,964.00</b>    | <b>\$128,922.00</b>   | <b>\$118,060.00</b>           |
|                                       | <b>Grand Total</b> | <b>\$128,964.00</b>    | <b>\$128,922.00</b>   | <b>\$118,060.00</b>           |

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
November 21, 2022**

**SUBJECT:** POLICY – First Reading

**RECOMMENDATION:**

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

**Volume 37, No. 1**

|                          |  |
|--------------------------|--|
| Revised Policy – 144.1   | Compensation   |
| New Policy – 6108        | Authorization to Use Electronic Fund Transfers and Automated Clearing House Arrangements |
| Revised Policy – 6460    | Vendor Relations   |
| Revised Policy – 6700    | Fair Labor Standards Act (FSLA)  |
| Revised Policy – 7440.03 | Small Unmanned Aircraft Systems  |
| Revised Policy – 9150    | School Visitors  |

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
NOVEMBER 21, 2022**

**Report #22-26**

**FOR ACTION**

**Subject:**

Intergovernmental Professional Services Agreement – Waverly Community Schools School Resource Officer (SRO)

**Recommendation:**

The Superintendent recommends the Board of Education approve the contract to hire a School Resource Officer through Eaton County Sherriff Department.

**Statement of Purpose:**

To acquire a School Resource Officer to enhance safety at Waverly High School. At times, this officer will also assist in other buildings in the district. The main function of the SRO will be to provide protection from potential outside threats.

**Budget Impact:**

The total cost of this recommendation per year is One Hundred Twenty-Four Thousand Five Hundred Nineteen dollars (\$124,519.94). The district has filed a grant application to offset 50% of this cost each year for three years.

**Background Information:**

Waverly Community School’s leadership has discussed procuring an SRO for several years, as school violence has been on the rise. A recent grant opportunity has become available and the decision was made to move forward in this direction. The State of Michigan has posted The School Resource Officer Grant Program (SROGP). This grant is funded from the state fiscal year (FY) 2023 school aid fund as appropriated in 2022 Public Act (PA) 144 and requires grantees to provide a 50 percent cash match. Grant funds will be awarded competitively. In order to use the potential grant funds the SRO must function in one of these roles:

- Assist school administration in ensuring the physical safety of school buildings of the school, district, or intermediate district and the individuals inside the school buildings.
- Work with school administration to develop safety procedures for potential threats in school buildings of the school, district, or intermediate district.
- Welcome, counsel, and mentor students.
- Educate students about law-related topics, as appropriate.
- De-escalate aggression that occurs between students or between students and school, district, or intermediate district staff.
  
- Mentor students as advisors and role models.

**Rationale for Recommendation:**

To increase safety in the district and to have the ability to procure public safety officials in a more timely manner.

**Strategic Plan Reference:**

Create Safe Learning Environments: To develop a comprehensive and collaborative approach to safety and security within the district, which results in safe learning environments for all students and staff.