

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 21, 2023, 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 Alicia Guevara Warren
- 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 August 21, 2023 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 Board Meeting Minutes - July 31, 2023
Closed Session Board Meeting Minutes - July 31, 2023
BOE Professional Development Minutes - August 8, 2023
Report #23-14, HR Personnel Recommendations

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

- VII. Committee Meetings
- VIII. Presentation of Reports
 - A. Personnel & Policy
 - 1. For Action - Report #23-15, Second Reading - Volume 37, No. 11

Recommendation: To approve report #23-15, Policies Volume 27, No. 2 and Policy 5136, Personal Communication Devices.

B. Finance and Facilities

1. For Action - Report #23-16, 2022 Building and Site, Series I High School Renovations (rebid) Construction Award Recommendations 13

Recommendation: To approve awards to the lowest responsible bidder(s) from Bid Package 4 - High School (rebid), which includes sitework, site concrete, landscaping and gym flooring, 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 31, 2023 in the Waverly Board of Education Meeting Room, located at 515 Snow Rd., Lansing, MI 48917. President Guevara Warren called the meeting to order at 6:01 PM. The pledge to the flag was led by Director of Teaching & Learning, Chris Huff.

Members Present: Alicia Guevara Warren
 Holly Nester
 Vince Perkins
 Deborah Lopez
 Cathy Pike
 Mary Ann Martin
 Amy Krause

Members Absent: None

Staff Present: Kelly Blake, Superintendent
 Evan Nuffer, Director of Finance & Facilities
 Shawn Lewis, Director of School Culture
 Chris Huff, Director of Teaching & Learning
 Tiffany Wright, Director of Student Services
 Micky Savage, Director of Human Resources
 Jon Harpst, Director of IT
 Ann Marie Lindsay
 Tony Terranova
 Tim Lyman
 Allison Orwat
 Molly Francis
 Kysha Crenshaw
 Sue Ruegsegger
 Terri Collett-Such
 Michelle Berry
 Paula Burton
 Rebecca Oneill
 Malikah Gregory
 Linda Greisinger

Special Presentation

Tower Pinkster gave a presentation on the upcoming construction renovations at Elmwood Elementary and Winans Elementary. They also reviewed plans for the Middle School renovation.

Superintendent Kelly Blake presented State Representative Angela Witwer with the “Ultimate Warrior” award for her continued dedication and support to Waverly Community School. Representative Witwer help secure state funding for a Community Senior Center. This center will be located in Waverly’s Colt ECEC building once construction is completed on Elmwood and Winans and our kindergarten/preschool students located to those buildings. The \$10 million funding will be used to renovate and update that space.

Representative Witwer also helped get \$3 million state funding for renovation of the High School auditorium, which was put on hold due to higher than expected construction costs at Waverly High school. Waverly is now able to have those state of the art auditorium renovations completed because of the hard work by Rep. Angela Witwer.

Correspondence:

Secretary Perkins advised there was email correspondence that needed to be discussed by the Board.

Public Comment for Agenda Items:

None

Board Member Comment:

Member Krause stated:

- She was glad to be back as she had to miss the June meeting.
- The building renovations/construction look amazing.
- Thank you to Representative Angela Witwer for her wonderful work securing state funding for the school district.

Member Pike:

- Commented on the resurfaced high school parking lot and how nice it looks.

Member Nestor :

- She appreciated the construction presentation and audience questions to confirm the hard work and thoughtfulness of planning for what is most beneficial to the district and community.

Member Martin:

- She is very proud of having served on the Waverly BOE with Angela Witwer and very thankful for Rep. Witwer’s continued support of Waverly Community Schools.
- Thanked all presenters for the thorough explanations given regarding the current construction.

Member Lopez:

- Thankful for the presentation and happy there will be classrooms added to accommodate all the needs of staff and students for the best learning environment.

Member Guevara Warren:

- Grateful for Waverly Leadership and the state funding to be received.
- Very happy the High School auditorium will be renovated on schedule.
- Wished everyone an enjoyable rest of the summer.

Approval of Agenda and Acceptance of Reports

President Guevara Warren requested the addition of a closed session to discuss a personnel issue be added to the agenda after Other Board Business.

A motion was presented by Member Martin and supported by Member Krause to adopt the July 31, 2023 agenda, with the addition of the closed session, and accept all reports.

Motion PASSED

Vote: Ayes – 7; Nays – 0; Absent –0

Approval Consent Agenda Items

Member Lopez requested the Consent Agenda be corrected to read “Regular Board Meeting Minutes – June 12, 2023” instead of June 14, 2023.

Member Lopez requested a correction to the June 12, 2023 Regular Board Meeting Minutes, under Board Member Comments, Member Lopez, the last sentence to read “improve on parent involvement in the district”.

A motion was presented by Member Perkins and supported by Member Nestor and Member Martin to approve the consent agenda as presented, with noted corrections.

Motion PASSED

Vote: Ayes – 6; Nays – 0; Abstain – 1 Member Lopez; Absent –0

PRESENTATION OF REPORTS

Personnel & Policy

First Reading – Volume 37, No. 2

Superintendent Blake reviewed the Policy Committee Meeting and proposed new/changed policies. These policies will be brought for action at the Regular August Board meeting.

For Action – **Report #23-11**, Ratification of Master Agreement – Teamsters Local 214

A motion was presented by Member Perkins and supported by Member Pike and Member Krause to approve Report #23-11, approve the tentative agreement between Teamsters Local 214 and Waverly Board of Education as presented.

Motion PASSED

Vote: Ayes – 7; Nays – 0; Absent – 0

Finance and Facilities

For Action – **Report #23-12**, 2022 Building and Site, Series I Printers/Copier Purchase

A motion was presented by Member Martin and supported by Members Pike to approve Report #23-12, the purchase of printer and copier equipment from AOS as presented.

Motion PASSED

Vote: Ayes – ; Nays – 0; Absent – 0

For Action – **Report #23-13**, 2022 Building and Site, Series I Technology Purchase

A motion was presented by Member Nestor and supported by Member Perkins to approve Report #23-13, the purchase of technology equipment from Apple, Inc. as presented.

Motion PASSED

Vote: Ayes – 7; Nays – 0; Absent – 0

Superintendent's Report:

Superintendent Blake:

- East Intermediate construction is currently underway. Classrooms will be complete by the start of the 2023-24 school year. School will not be delayed.
- Reminded the Board of Education of their upcoming MSBO BOE professional development session.
- Reviewed important upcoming dates and activities the Board is invited:
 - August 21 – Back to School Breakfast for Staff/Service Year Awards
 - August 21 – School-wide Safety Meeting
 - August 21 – Regular Board of Education Meeting
 - August 23 – First Day of School – Meet and Greet Students
- Still have vacant positions, actively interviewing
- New Teacher Orientation August 14 & 15

Public Comment – Open Comment for District Issues

Emily Lenneman, FBI employee, requested the district allow the FBI present their Sextortion to our students. Ms. Lenneman will forward details and schedule with Superintendent Blake.

Other Board Business:

None

A motion was presented by Member Pike and supported by Member Krause to meet in closed session under section 8(e) of the Open Meetings Act, for the purpose of discussing a personnel matter.

Roll Call Vote:

A. Krause - Yes

H. Nester – Yes

C. Pike - Yes

A. Guevara Warren – Yes

V. Perkins - Yes

M. Martin – Yes

D. Lopez – Yes

Motion PASSED

Vote: Ayes – 7; Nays – 0; Absent – 0

The Board adjourned open session at 7:41 pm.

The Board reconvened to open session at 8:08 pm.

The meeting adjourned at 8:08 pm.

Respectfully submitted,

Vincent Perkins, Secretary

aml

Minutes of Special Meeting

The Board of Trustees Waverly Community Schools

Opening of Meeting

A Professional Development meeting of the Waverly Community Schools Board of Education was held Tuesday, August 8, 2023. Board President Alicia Guevara Warren called the meeting to order at 5:03 PM.

Members Present: Alicia Guevara Warren
 Cathy Pike
 Holly Nester
 Deborah Lopez
 Vince Perkins
 Amy Krause
 Mary Ann Martin entered at 5:15 pm

Staff Present: Kelly Blake, Superintendent

Others Present: Debbie Stair, MASB Assistant Director, Leadership Development

Debbie Stair reviewed the roles, duties, and responsibilities of board of education members and provided guidance of such.

Adjournment at 7:04 PM

Respectfully submitted,

Vince Perkins, Secretary
aml

WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION REGULAR MEETING
August 21, 2023

Report #23-14

Subject: Personnel Report

A. Employment – Certified

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Salary</u>	<u>Effective</u>
Kelly Ryder	SE Tech Assistant Provider	District	\$85,593	8/15/2023
Ashley Moore	Special Education Teacher	Colt ECEC	BA Step 6/\$54,312	2023-2024
Lauren Brimhall	Science Teacher	East Intermediate	BA Step 6/\$54,312	2023-2024
Savannah Walker	Special Education Teacher	Colt ECEC	BA Step 1/\$43,478	2023-2024
Chelsea Kelley	Art Teacher	Middle School	BA Step 6/\$54,312	2023-2024
Luke Hollenbaugh	English Teacher	High School	BA Step 1/\$43,478	2023-2024
Mariah Mahjoory	Elementary Teacher	Elmwood Ele	BA Step 1/\$43,478	2023-2024
Elizabeth Lewis	5 th Grade Teacher	East Intermediate	BA Step 1/\$43,478	2023-2024
Christina Lehman	Instructional Coach	Colt ECEC	MA Step 13/79,244	2023-2024

B. Employment – Non-Certified

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Salary</u>	<u>Effective</u>
Erin Johnson	Spec Ed Para Educator	Winans Ele	\$17.02/hr	8/21/2023
Mac Ritter	Tech Services Coordinator	District	\$64,775	8/21/2023

C. Resignation – Certified

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Effective</u>
Lyndsey Ferguson	ELA Teacher	High School	7/26/2023
James Lehman	6 th Grade Teacher	East Intermediate	7/26/2023
Lindy Simon	1 st Grade Teacher	Winans Ele	8/4/2023
Rachel Goodman	ELL Teacher	High School	8/11/2023
Ashley Farran	Elementary Teacher	Elmwood	8/9/2023
Wallace Woodman	Special Education Teacher	Elmwood	8/10/2023
Stacy Van Norman	Elementary Teacher	East Intermediate	8/9/2023
Brad McNeil	Elementary Teacher	East Intermediate	8/9/2023
Traci Carter	Kindergarten Teacher	Colt ECEC	8/7/2023
Alan Weeks	Spec Ed Teacher	Middle School	8/16/2023

D. Resignation – Non-Certified

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Effective</u>
Robert Underhill	Para Educator	Middle School	6/9/2023
Marlin Conwell	Food Service Worker	High School	8/4/2023
Ken Evans	Para Educator	High School	8/16/2023

E. Staff Transfer

<u>Name</u>	<u>From Position</u>	<u>To Position</u>	<u>Effective</u>
Kaylie Clark	Colt SE Teacher	Winans SE Teacher	2023-2024
Stacy Gyulveszi	MS Para Educator	Colt Para Educator	2023-2024
Samantha Barnum	Winans Para Educator	Elmwood Para Educator	2023-2024
Jessica Sorrells	Elmwood Para Educator	Winans Para Educator	2023-2024
Marissa Ambrose	East Para Educator	Winans Para Educator	2023-2024
Andrea Almaguar-Ortega	Winans Para Educator	East Para Educator	2023-2024

Leslie Murray	East Para Educator	Middle School Para Educator	2023-2024
Harlie Witte	Colt Para Educator	Middle School Para Educator	2023-2024
Najeema Thomas	Middle School Para Educator	High School Para Educator	2023-2024
Heather Wakefield	Colt SE Teacher	Winans SE Teacher	2023-2024
Andrea Dutcher	Winans 4 th Grade Teacher	Winans 1 st Grade Teacher	2023-2024

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
August 21, 2023**

Report #23-15

SUBJECT: POLICY – **Second Reading**

RECOMMENDATION:

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

Volume 37, No. 2

Revised Policy – 1615	Use of Tobacco by Administrators
Revised Policy - 2623	Student Assessment
Revised Policy – 3215	Use of Tobacco by Professional Staff
Revised Policy – 4215	Use of Tobacco by Support Staff
Revised Policy – 5136	Personal Communication Devices
Revised Policy – 5512	Use of Tobacco by Students
Revised Policy – 6325	Federal Grants/Funds
Revised Policy - 7434	Use of Tobacco on School Premises
Revised Policy – 7540.02	Web Accessibility, Content, Apps, and Services
Revised Policy – 7540.03	Student Technology Acceptable Use and Safety
Revised Policy - 7540.04	Staff Technology Acceptable Use and Safety
New Policy - 7544	Use of Social Media
Revised Policy - 8300	Continuity of Organizational Operations Plan

Revised Policy - 8305	Information Security
Revised Policy - 8315	Information Management
Revised Policy - 8390	Animals on District Property
Revised Policy - 8400	School Safety Information
Revised Policy - 9160	Public Attendance at School Events
Revised Policy – 9700.01	Advertising and Commercial Activities

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
AUGUST 21, 2023**

Report #23-16

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 Bid Package 4 – High School (rebid), as per the attached summary, in accordance with Board Policy 6320 (Purchasing).

Statement of Purpose:

The purpose of the Bid Package 4 – High School (rebid) was to receive competitive pricing for renovations including sitework, site concrete, landscaping and gym flooring at the building.

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.

The 2022 Building and Site Bid Package 4 – High School (rebid) was released with responses due on Tuesday, June 20, 2023. 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 this recommendation is Nine Hundred Thirty-Five Thousand One Hundred Ten and 00/100 Dollars (\$935,110.00), including contingency and general conditions. The contracts will be funded 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 all bid recommendations, as presented
- 2) Accept or reject each bid individually with a separate motion for each bid category
- 3) Reject all the bids, and reissue a new Invitation to Bid
- 4) Table the recommendation for further discussion

July 29, 2023

Mr. Evan Nuffer
 Director, Finance and Operations
 Waverly Community Schools
 515 Snow Rd.
 Lansing, Michigan 48917

RE: BP3 Waverly High School Sitework & Gym Floor Rebid

Dear Mr. Nuffer,

Bid documents were issued for BP 3 Waverly High School Sitework & Gym Floor Rebid. This work includes all of the sitework, site concrete, landscaping, and gym flooring. In addition to contacting known interested bidders, bids were advertised on the state bid website, in the local newspaper, and with Barton Malow’s online planroom. Bids were received and publicly read June 20, 2023

Bid Evaluation Summary and Recommendations

The attached bid tabulation indicates the bid pricing received. After a review of the bid proposals received, the project team conducted post bid interviews with the low bidders to verify the proposal was inclusive of the scope of work and schedule.

Based upon the evaluation of the project team we present the following companies for consideration by the administration and Board of Education.

Bid Package Name	Vendor Name	TOTAL WITH ALLOWANCES
Gym Floor Refinishing	Floor Care Concepts	\$19,035
Post & Panel Signage	Universal Sign Systems	\$6,115
Site Concrete	LD Clark Co	\$358,730
Landscaping	Twin Lakes Nursery	\$126,750
Sitework	ET Mackenzie Co	\$329,918
	Total	\$840,548
	General Conditions at 2.25%	\$18,912
	Contingency at 9%	\$75,649
	Total Award:	\$935,110

Upon approval by the Board of Education, Barton Malow will issue a contract to the approved bidder. If you have any questions, please call me at (586) 524-1396.

Sincerely,



Eric Sifferman
 Project Manager, Barton Malow Builders

WAVERLY COMMUNITY SCHOOLS BP3 - High School Sitework & Gym Floor (Rebid)

Bid Package Name	Vendor Name	Base Bid	Restoration Allowance	TOTAL WITH ALLOWANCES	Comments
Gym Floor Refinishing	Floor Care Concepts	\$19,035		\$19,035	
Gym Floor Refinishing	Kuhn Specialty Flooring	\$25,700		\$25,700	
Gym Floor Refinishing	Star Flooring Corp	\$27,900		\$27,900	
Gym Floor Refinishing	Foster Specialty Floors	\$29,950		\$29,950	
Post & Panel Signage	Universal Sign Systems	\$6,115		\$6,115	
Post & Panel Signage	Praise Companies	\$8,770		\$8,770	
Post & Panel Signage	Visual Entities	\$39,112		\$39,112	
Post & Panel Signage	Blink Signs	\$68,865		\$68,865	
Site Concrete	LD Clark Co	\$358,730		\$358,730	
Site Concrete	Moore Trosper	\$403,550		\$403,550	
Site Concrete	ET Mackenzie	\$520,424		\$520,424	
<i>Landscaping</i>	<i>HTA Companies</i>	<i>\$56,149</i>	<i>\$30,000</i>	<i>\$86,149</i>	<i>Bid Withdrawn. Bid Incomplete.</i>
Landscaping	Twin Lakes Nursery	\$96,750	\$30,000	\$126,750	
Landscaping	Quality Landscape	\$134,590	\$30,000	\$164,590	
Landscaping	Anderson-Fischer Associates	\$169,300	\$30,000	\$199,300	
Sitework	ET Mackenzie Co	\$329,918		\$329,918	