

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 June 10, 2024, 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 Specific Agenda Items Only

Per Board of Education Policy 167.3, each statement made by a participant shall be limited to four (4) minutes duration. If an interpreter is used, participants will be limited to eight (8) minutes.

IV. Board Member Comment

V. Approval of Agenda and Acceptance of all Reports into Discussion

Recommendation: To request a motion to approve the June 10, 2024 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.

Special Meeting Minutes Board Professional Development - May 13,

2024

Special Meeting Minutes Student Discipline Hearing - May 14, 2024
Special Meeting Closed Session Meeting Minutes Student Discipline Hearing - May 14, 2024
Regular Meeting Minutes - May 20, 2024
Regular Meeting Closed Session Meeting Minutes - May 20, 2024
Special Meeting Minutes HR Personnel - May 28, 2024
Report #23-74, HR Personnel Report Recommendations

VII. Committee Meetings

Odd Months - September, November, January, March, May
Policy
Finance & Facilities
Teaching & Learning

Even Months - October, December, February, April, June
Capital Improvements
Advocacy & Outreach
Special Education

VIII. Presentation of Reports

A. Finance and Facilities

1. For Action - Report #23-75, 2024-25 Budget Resolutions 17

Recommendation: To approve the 2024-25 General Fund Resolution, the 2024-25 Debt Retirement Fund Resolution, the 2024-25 Special Revenue Funds Resolution and the 2024-25 Sinking Fund Resolution as presented.

2. For Action - Report #23-76, Certification of Summer Tax Levy 56

Recommendation: To adopt the proposed summer tax levy for the City of Lansing, Delta Township, and Lansing Township as presented.

B. Personnel and Policy

1. For Action - Report #23-77, Ratification of Master Agreement - Teamsters Local Union No. 243 63

Recommendation: To approve the tentative agreement between the Teamsters Local Union No. 243 and the Board

of Education as presented.

2. Policy - First Reading - Vol. 38.2 Spring Update 94
- Recommendation: To approve these policies be brought for action and adoption at the July 17, 2024 Board of Education Meeting.**
- C. Teaching and Learning
1. For Action - Report #23-78, AP Psychology Curriculum Adoption 131
- Recommendation: To approve Myer's Psychology for the AP Course for the Advanced Placement Psychology class offered at Waverly High School.**
2. For Action - Report #23-79, K-12 Math Curriculum Adoption 132
- Recommendation: To approve the Envision Math curriculum and resources for grades K-8 and the Reveal Math curriculum and resources for grades 9-12.**
3. For Action - Report #23-80, Reproductive Health Curriculum Adoption 133
- Recommendation: To approve the Rights, Respect, Responsibility (3r's) Curricula as the lessons to be taught during sexual health units of Health Classes beginning in 4th grade.**
- D. For Action - Report #23-81, Michigan High School Athletic Association 2024-2025 Membership 135
- Recommendation: To approve the Michigan High School Athletic Association 2024-25 Membership Resolution.**
- E. For Action - Report #23-82, 2022 Building and Site, Series I Equipment Purchase 138
- Recommendation: To approve the purchase of a TinyLineMarker Pro X from TinyMobileRobots, as per the provided quote and in accordance with Board Policy 6320**

(Purchasing).

IX. Superintendent's Report

X. Public Comment - Open Comment for District Related Items

Per Board of Education Policy 167.3, each statement made by a participant shall be limited to four (4) minutes duration. If an interpreter is used, participants will be limited to eight (8) minutes.

XI. Other Board Business

XII. Adjournment

Minutes of Special Meeting (Board Professional Development Superintendent Evaluation Process)

The Board of Trustees Waverly Community Schools

A Special (BOE Professional Development – Superintendent Evaluation Process) meeting of the Waverly Community Schools Board of Education was held Monday, May 13, 2024 at the Administration Building, located at 515 Snow Rd., Lansing, MI 48917.

Members Present: Alicia Guevara Warren
 Amy Krause
 Cathy Pike
 Vince Perkins
 Debbie Lopez
 Ty Liggons

Members Absent: Holly Nester

Staff Present: Kelly Blake, Superintendent

The meeting was called to order at 4:00 pm by President Guevara Warren.

President Guevara Warren reviewed MASBs Superintendent Evaluation process.

The Board of Education members will complete the evaluation forms and will submit for discussion and finalization.

Superintendent Blake reviewed her 2023-24 goals for the board.

The meeting was adjourned at 6:40 pm.

Minutes of Special Meeting (Student Discipline)

The Board of Trustees Waverly Community Schools

A Special (Student Discipline) meeting of the Waverly Community Schools Board of Education was held Tuesday, May 14, 2024 at the Administration Building, located at 515 Snow Rd., Lansing, MI 48917.

Members Present: Amy Krause
Deborah Lopez
Vince Perkins
Ty Liggons

Members Absent: Alicia Guevara Warren
Holly Nester
Cathy Pike

Staff Present: Kelly Blake, Superintendent
Chris Huff, Interim Director of Teaching & Learning
Shawn Lewis, Director of School Culture
Anthony Terranova, High School Principal

Others Present: Student and Parents/Family

The meeting was called to order at 3:30 pm by Vice President Lopez. Vice President Lopez asked if the parents of Student A wanted a closed or opened session for the purpose of a student discipline hearing. Parent A requested a closed session.

A motion was presented by Member Perkins and supported by Member Krause to meet in closed session under section 8(e) of the Open Meetings Act, for the purpose of a student disciplinary hearing.

Roll Call Vote: A. Krause – Yes
D. Lopez - Yes
V. Perkins – Yes
T. Liggons - Yes

Motion PASSED

**Vote: Ayes – 4; Nays – 0; Absent – 2 – Member Guevara Warren,
Member Nester, Member Pike**

The Board entered into closed session at 3:35 pm.

The Board reconvened to open session at 4:00 pm.

Superintendent Blake read the proposed Student Discipline Board Resolution for Student A.

A motion was presented by Member Perkins and supported by Member Krause to approve the Board Resolution for Student Discipline for Student A.

Roll Call Vote: A. Krause – Yes
 D. Lopez
 V. Perkins – Yes
 T. Liggons - Yes

Motion PASSED

**Vote: Ayes – 4; Nays – 0; Absent – Members Guevara Warren,
Member Nester, Member Pike**

Vice President Lopez adjourned the meeting at 4:05 pm.

Respectfully submitted,

Vincent Perkins, Secretary
aml

Minutes of Regular Meeting

The Board of Trustees Waverly Community Schools

Opening of Meeting

The regular monthly meeting of the Waverly Community Schools Board of Education was held on Monday, May 20, 2024 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 6:00 PM. The pledge to the flag was led by Colt ECEC Kindergarten students.

Members Present: Alicia Guevara Warren
 Deborah Lopez
 Vince Perkins
 Cathy Pike
 Holly Nester
 Amy Krause
 Ty Liggons

Members Absent: None

Staff Present: Kelly Blake, Superintendent
 Shawn Lewis, Director of School Culture
 Chris Huff, Director of Teaching & Learning
 Tiffany Wright, Director of Student Services
 Evan Nuffer, Director of Finance & Operations
 Micky Savage, Director of Human Resources
 Ann Marie Lindsay
 Building Administrators
 Waverly Community Schools Staff Members

Special Presentation:

Waverly High School Robotics team showcased Error 402, the Robotics robot they competed with at Worlds in Houston, Texas.

Correspondence:

None

Public Comment for Agenda Items:

There were comments from Waverly Education Association staff members Todd Simon, Lothar Konietzko and Nicole Ohl-Shaw.

Board Member Comment:

Member Liggons:

- Spoke with students in Mr. Konietzko’s class.

Member Nester:

- Looking forward to graduation.

Member Lopez:

- Attended and spoke during NHS induction.
- Waverly Jazz Night was successful.

Member Perkins:

- Meeting with staff regarding the Waverly Hall of Fame to accept nominations for induction in Winter 2025.

Member Pike:

- Attended the meeting that Robotics had with the State Board of Education.

Member Krause:

- Congratulations to the Robotics team on their successful year.
- Thanked the kindergarten students who led the pledge of allegiance.

Member Guevara Warren:

- Hopeful the JV softball team can achieve a new school record of the most wins in one season.

Approval of Agenda and Acceptance of Reports

Superintendent Blake requested the addition of the 2026 High School trip to Italy for discussion and action and a closed session be added for the purposed to discuss negotiations.

A motion was presented by Member Liggons and supported by Member Lopez to approve the May 20, 2024 agenda as presented, with requested additions by Superintendent Blake, and accept all reports into discussion.

Motion PASSED

Vote: Ayes – 7 Nays – 0 Absent – 0

Approval Consent Agenda Items

A motion was presented by Member Lopez and supported by Member Perkins to approve the consent agenda as presented.

Motion PASSED

Vote: Ayes – 7 Nays – 0 Absent – 0

Superintendent Blake introduced Darren Thelen, the newly hired Assistant Principal at East Intermediate.

Committee Meetings

Member Perkins reviewed the highlights of the April Special Education Committee Meeting.

- Least restrictive environment
 - Requirements
 - Staff training
 - Staff hired to achieve student support and success

PRESENTATION OF REPORTS

For Action – Report #23-66, Policy and Administrative Guideline 2nd Reading 2510

Board Policy 2510 will remain as adopted.

President Guevara Warren requested an addition (letter E) be added to AD 2510 to read “BOE will review text adoption for questions at 1st reading and adopt at 2nd reading.

A motion was presented by Member Krause and supported by Member Lopez to adopt AG policy 2510 with the requested edits.

Motion PASSED

Vote: Ayes – 6 Nays – 1 Member Pike Absent – 0

For Action – Report #23-67, Ingham Intermediate School District (IISD) 2024-25 Proposed General Fund Budget

A motion was presented by Member Perkins and supported by Member Krause to support the IISD 2024-25 budget resolution as presented.

Motion PASSED

Vote: Ayes – 67 Nays – 0 Absent – 0

For Action – Report #23-68, Waverly Community Schools Educational Assistance Plan

A motion was presented by Member Liggons supported by Member Nester to adopt the Waverly Community Schools Educational Assistance plan as presented.

Motion PASSED

Vote: Ayes – 7; Nays – 0 Absent – 0

For Action – Report #23-69, Technology Equipment Purchase Recommendation of Classroom Audio Equipment at Waverly High School and Middle School

A motion was presented by Member Krause and supported by Member Pike to approve the purchase of classroom audio equipment from Lightspeed in accordance with Board Policy 6320 (Purchasing).

Motion PASSED

Vote: Ayes – 7 Nays – 0 Absent – 0

For Action – Report #23-70, 2022 Building and Site, Series I/II Construction Award Recommendation for Interior Signage Bid Package

A motion was presented by Member Lopez and supported by Member Pike and Member Perkins to approve the purchase of interior signage for the High School and Middle School from the Interior Signage Bid Package, in accordance with Board Policy 6320 (Purchasing).

Motion PASSED

Vote: Ayes – 7 Nays – 0 Absent – 0

For Action – Report #23-71, Building and Site, Series I Change Order Recommendation

A motion was presented by Member Nester and supported by Member Krause and Member Lopez to approve change orders for People Driven Technology and Amcomm.

Motion PASSED

Vote: Ayes – 7 Nays – 0 Absent – 0

For Action – Report #23-72, Furniture Purchase Recommendation

A motion was presented by Member Lopez and supported by Member Perkins to approve the purchase of new classroom and office furniture in accordance with Board Policy 6320 (Purchasing).

Motion PASSED

Vote: Ayes – 7 Nays – 0 Absent – 0

For Action – Added Item – High School 2026 Trip to Italy

Superintendent Blake provided background information on the non-district sponsored High School trips.

A motion was presented by Member Krause and supported by Member Pike to approve the district to act as fiduciary and manage fundraising accounts for the 2026 non-district sponsored Italy trip.

Motion PASSED

Vote: Ayes – 7 Nays – 0 Absent – 0

Teaching & Learning

Colt Early Childhood Education Center Principal, Allison Orwat, gave the Colt Instructional Highlights presentation to the Board.

Teaching & Learning Director, Chris Huff, gave a Curriculum adoption preview on the following:

- Math
- Reproductive Health
- AP Psychology

Superintendent’s Report:

For Action – Report #23-73, 2024-2025 State Aid Release

Superintendent Blake requested the Board of Education support the non-approval of state aid release for resident students requesting to leave the district in grades K-12 for the 2024-2025 school year.

A motion was presented by Member Krause and supported by Member Pike to approve the Superintendent to not sign state aid releases for the 2024-2025 school year.

Motion PASSED

Vote: Ayes – 7 Nays – 0 Absent – 0

Superintendent Blake reported:

- Prom was successful, students had a great time.
- The State Board of Education visit with our Robotics Team was very impressive. Our students represented Waverly well, as usual.
- The May 2024 bond passed with 61% of the community voting yes.

Public Comment – Open Comment for District Issues

There were comments from Waverly Education Association staff members Chuck Tolhurst, Todd Simon, Lothar Konietzko and Tiernan O’Rourke.

President Guevara Warren thanked everyone for their comments and participation.

Other Board Business:

President Guevara Warren requested a motion for the board to go into a closed session for the purpose of discussing negotiations

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

- Roll Call Vote:
- A. Krause – Yes
 - C. Pike – Yes
 - V. Perkins – Yes
 - H. Lopez – Yes
 - A. Guevara Warren – Yes
 - H. Nester - Yes
 - T. Liggons - Yes

Motion PASSED

Vote: Ayes – 7; Nays – 0 Absent – 0

The Board exited open session at 8:11 pm.

The Board returned to open session at 8:27 pm.

President Guevara Warren asked if there were any other comments or business.

The meeting adjourned at 8:27 pm.

Respectfully submitted,

Vince Perkins, Board Secretary
aml

Minutes of Special Meeting

The Board of Trustees Waverly Community Schools

Special Meeting

A Special meeting of the Waverly Community Schools Board of Education was held Tuesday, May 28, 2024 at the Administration Building, located at 515 Snow Rd., Lansing, MI 48917. The meeting was called to order at 4:04 pm by Vice President Deb Lopez

Members Present: Deborah Lopez
 Vince Perkins
 Cathy Pike
 Ty Liggons

Members Absent: Alicia Guevara Warren
 Holly Nester
 Amy Krause

Staff Present: Kelly Blake, Superintendent
 Micky Savage, Director of Human Resources

Human Resources Director, Micky Savage, reviewed the credentials of the candidate-elect and requested the board approve a motion to hire Rebecca Miller-Hager, as the new Waverly Community Schools Elmwood Elementary Principal effective in the 2024-25 school year.

A motion was presented by Member Perkins and supported by Member Pike approve the appointment of Rebecca Miller-Hager as the Waverly Community Schools Elmwood Elementary Principal.

Roll Call Vote: V. Perkins - Yes
 C. Pike - Yes
 D. Lopez – Yes
 T. Liggons - Yes

Motion PASSED

**Vote: Ayes – 4; Nays – 0; Absent – 2 – Member Guevara Warren,
Member Nester, Member Krause**

The meeting adjourned at 4:06 pm

Respectfully submitted,

Vince Perkins, Board Secretary

WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION REGULAR MEETING
June 10, 2024

Report #23-74

Subject: Personnel Report

A. Employment – Administration

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Salary</u>	<u>Effective</u>
Rebecca Miller-Hager	Principal	Elmwood Ele	\$104,478	7/1/2024

B. Employment – Certified

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Salary</u>	<u>Effective</u>
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C. Employment – Non-Certified

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Salary</u>	<u>Effective</u>
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D. Resignation – Administration

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Effective</u>
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E. Resignation – Certified

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Effective</u>
Paige Stanton	GSRP Teacher	Colt ECEC	6/7/2024
Bethany Ford	Speech & Language Path	Colt ECEC	6/7/2024
Taylor Villarreal	3 rd Grade Teacher	Winans Elementary	6/7/2024
Alexis Feldpausch	6 th Grade Teacher	East Intermediate	6/7/2024
Nick Niederquell	Interventionist	Middle School	6/7/2024
Katherine Tonnos	Science Teacher	Middle School	6/7/2024

F. Resignation – Non-Certified

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Effective</u>
Rashaun Tisdale	Class C Custodian	High School	5/10/2024
Dominique Fitzgerald	Class C Custodian	High School	6/14/2024

G. Staff Transfer

<u>Name</u>	<u>From Position</u>	<u>To Position</u>	<u>Effective</u>
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H. Retirement - Administration

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Effective</u>
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I. Retirement– Certified

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Effective</u>
Edric Haleen	Elementary Teacher	Elmwood Elementary	6/7/2024
Kellie Charron	Special Ed Teacher	High School	6/7/2024

J. Retirement– Non-Certified

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Effective</u>
Steve Buck	Maintenance	District	6/30/2024

K. Tenure

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Effective</u>
Trenton Korver	Special Education Teacher	East Intermediate	6/30/2024
Elex Dean	4 th Grade Teacher	Winans Elementary	6/30/2024
Rachel Carnagie	4 th Grade Teacher	Elmwood Elementary	6/30/2024
Beth Ambrose	Special Education Teacher	Elmwood Elementary	6/30/2024
Breanna Garner	Special Education Teacher	Waverly High School	6/30/2024
Jason Bryan	Special Education Teacher	Waverly High School	6/30/2024
Stephen Stauffer	Science Teacher	Waverly High School	6/30/2024
Tina Erspamer	6 th Grade Math Teacher	East Intermediate	6/30/2024
Lothar Konietzko	CTE Teacher	Waverly High School	6/30/2024
Julie Johnson	4 th Grade Teacher	Elmwood Elementary	6/30/2024
Susan Gorbe	GSRP Teacher	Colt ECEC	6/30/2024

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
JUNE 10, 2024**

Report #23-75

FOR ACTION

Subject:

Waverly Community Schools 2024-25 Budget Resolutions

Recommendation:

The Superintendent recommends the Board of Education approve the following resolutions:

The 2024-25 General Fund Resolution with revenues of \$45,213,688 and expenditures of \$47,095,616

The 2024-25 Special Revenue Funds Resolution with revenues of \$2,759,427 and expenditures of \$2,714,598

The 2024-25 Debt Retirement Fund Resolution with revenues of \$6,744,603 and expenditures of \$7,512,182

The 2024-25 Sinking Fund Resolution with revenues of \$1,132,179 and expenditures of \$-0-

Statement of Purpose:

The chief administrative officer is required to provide the school board such information as the board requires for proper consideration of the recommended budget. (MCL 141.434)

Budget Impact:

The projected General Fund balance as of June 30, 2025 is estimated to be \$7,374,254, or 16.0% of current year operating expenditures.

The projected Community Services Fund balance as of June 30, 2025 is estimated to be \$312,357, or 46.9% of current year operating expenditures.

The projected Food Service Fund balance as of June 30, 2025 is estimated to be \$753,436, or 42.9% of current year operating expenditures.

The projected Student Activity Fund balance as of June 30, 2025 is estimated to be \$312,356.

The projected Debt Retirement Fund balance as of June 30, 2025 is estimated to be \$1,024,856, or 13.6% of current year debt retirement.

The projected Sinking Fund balance as of June 30, 2025 is estimated to be \$5,300,389

Historical Perspective:

School districts are required to adopt their 2024-25 budget(s) by June 30, 2024 for the fiscal year beginning July 1, 2024. The State of Michigan has not yet passed a budget for the School Aid Fund.

Discussion of Options:

The Board may adopt the resolutions collectively, reject the resolutions collectively, or take action on each individual resolution separately.

Rationale for Recommendation:

The Board of Education has the responsibility of reviewing the budget presented, holding a public hearing, modifying it as necessary, and approving it for implementation prior to the beginning of the fiscal year. (MCL 141.434)

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.

GENERAL FUND APPROPRIATIONS
Resolution for Adoption by
The Waverly Community Schools Board of Education

RESOLVED that this resolution shall be the General appropriations of Waverly Community Schools for the 2024-25 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenue received by the Waverly Community Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the General Fund of the school district for fiscal year 2024-25 which includes 18.0000 operating mills to be levied on all property, except principal residence and other property exempted by law and 1.7368 supplemental (hold harmless) operating mills on all principal residences, qualified agricultural property, qualified forest property, industrial personal property and commercial personal property not otherwise exempted by law of ad valorem taxes to be used for operating purposes is as follows:

Revenue:

Local	\$10,304,971
State	30,272,282
Federal	625,184
Other Financing Sources	4,011,251
Total Revenue	\$45,213,688
Total Fund Balance, July 1 Available to Appropriate	\$8,566,246
Total Available to Appropriate	\$53,779,934

BE IT FURTHER RESOLVED, that \$47,095,616 of the total available to appropriate in the general fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures:

Instruction	
Basic Programs	\$17,264,369
Added Needs	8,981,451
Support Services	
Pupil Support	3,804,015
Instructional Staff Support	2,993,238
General Administration	447,950
School Administration	3,249,904
Business Services	824,169
Operations and Maintenance	4,514,236
Transportation	1,342,730
Central Support	1,535,488
Other Support	1,030,566
Community Activities	-0-
Nonpublic Schools	-0-
Facilities Acquisitions and Debt Service	7,500
Other Financing Uses	1,100,000
Total Appropriated	\$47,095,616

BE IT FURTHER RESOLVED, that an amount not to exceed \$1,100,000 of local revenue shall be appropriated as Other Financing Uses and transferred from the General Fund to the Public Improvement Fund and that such funds shall be used for non-routine capital items, including, but not limited to, the construction of new buildings, major remodeling of buildings, and acquisition of equipment and vehicles.

BE IT FURTHER RESOLVED, that no board of education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval of the board.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Waverly Community Schools, Ingham, Eaton and Clinton Counties, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a _____ meeting held on _____, 2024, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

SPECIAL REVENUE FUNDS APPROPRIATIONS
Resolution for Adoption by
The Waverly Community Schools Board of Education

RESOLVED that this resolution shall be the Special Revenue appropriations of Waverly Community Schools for the 2024-2025 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenue received by Waverly Community Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the Special Revenue Funds of the school district for fiscal year 2024-2025 is as follows:

Revenue:	
Local	\$872,303
State	75,000
Federal	1,812,124
Other Financing Sources	-0-
Total Revenue	\$2,759,427
Total Fund Balance, July 1 Available to Appropriate	\$1,333,320
Total Available to Appropriate	\$4,092,747

BE IT FURTHER RESOLVED, that \$2,714,598 of the total available to appropriate in the Special Revenue Funds is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures:	
Instructional Services	\$147,034
Business Services	32,859
Operations and Maintenance	500
Athletics	58,298
Student Activities	108,104
Food Services	1,723,342
Community Services	519,462
Fund Modifications (Transfers Out)	125,000
Total Appropriated	\$2,714,598

BE IT FURTHER RESOLVED, that no board of education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval of the board.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of _____, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a _____ meeting held on _____, 2024, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

DEBT SERVICE FUNDS APPROPRIATIONS
Resolution for Adoption by
The Waverly Community Schools Board of Education

RESOLVED that this resolution shall be the Debt Retirement appropriations of Waverly Community Schools for the 2024-2025 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenue received by Waverly Community Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the Debt Service Funds of the school district for fiscal year 2024-2025 which includes 6.40 debt service mills to be levied on all property not otherwise exempted by law is as follows:

Revenue:	
Local sources	\$6,666,953
State sources	77,650
 Total Revenue	 \$6,744,603
 Total Fund Balance, July 1 Available to Appropriate	 \$1,792,435
 Total Available to Appropriate	 \$8,537,038

BE IT FURTHER RESOLVED, that \$7,512,182 of the total available to appropriate in the Debt Service Funds is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures:	
Business Services	700
Principal	\$3,010,000
Interest	\$4,501,482
 Total Appropriated	 \$7,512,182

BE IT FURTHER RESOLVED, that no board of education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval of the board.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Waverly Community Schools, Ingham, Eaton and Clinton Counties, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a _____ meeting held on _____, 2024, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

SINKING FUND APPROPRIATIONS
Resolution for Adoption by
The Waverly Community Schools Board of Education

RESOLVED that this resolution shall be the Sinking Fund appropriations of Waverly Community Schools for the 2024-2025 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenue received by Waverly Community Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the Sinking Fund of the school district for fiscal year 2024-2025 which includes 1.00 sinking fund mills to be levied on all property not otherwise exempted by law is as follows:

Revenue:	
Local sources	\$1,132,179
Total Revenue	\$1,132,179
Total Fund Balance, July 1 Available to Appropriate	\$4,168,210
Total Available to Appropriate	\$5,300,389

BE IT FURTHER RESOLVED, that \$0 of the total available to appropriate in the Sinking Fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures:	
Facilities Acquisition, Construction & Improvement	\$-0-
Total Appropriated	\$-0-

BE IT FURTHER RESOLVED, that no board of education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval of the board.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Waverly Community Schools, Ingham, Eaton and Clinton Counties, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a _____ meeting held on _____, 2024, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL BOARD MEETING
JUNE 10, 2024**

Report #23-75

Subject:

Waverly Community Schools 2024-25 proposed budget. The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.

Recommendation:

The property tax millage rate proposed to be levied to support the proposed budget shall be 1.7368 mills for homestead (principal residence, qualified agriculture, qualified forest, and industrial personal) property, 7.7368 mills for commercial personal property, and 18.0000 mills for nonhomestead (all other) property to support appropriations for the General Fund.

The property tax millage rate proposed to be levied on all properties shall be 6.4000 mills for the purpose of paying the principal and interest on the General Obligation – Unlimited Tax Bonds authorized by the voters.

The property tax millage rate proposed to be levied on all properties shall be 1.0000 mills for the purpose of creating a sinking fund for construction or repair of school buildings and all other purposes authorized by law

Statement of Purpose:

To provide a public hearing prior to the final adoption of the proposed budget.

Budget Impact:

The budget impact is provided in the support materials. Questions pertaining to the budget should be directed to Evan Nuffer, Director, Finance & Operations.

Historical Perspective:

Public notice for this budget hearing appeared in the *Lansing State Journal* on May 31, 2024.

Rationale for Recommendation:

In accordance with Budget Hearings of Local Governments, “A local unit shall hold a public hearing on its proposed budget. Each local unit shall hold such public hearing prior to final adoption of its budget.” (MCL 141.412-413)

Strategic Plan Reference:

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

WAVERLY

COMMUNITY SCHOOLS

Pride. Tradition. Excellence.



2024 - 2025 Original Budget

BOARD OF EDUCATION

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GENERAL FUND APPROPRIATIONS
Resolution for Adoption by
The Waverly Community Schools Board of Education

RESOLVED that this resolution shall be the General appropriations of Waverly Community Schools for the 2024-25 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenue received by the Waverly Community Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the General Fund of the school district for fiscal year 2024-25 which includes 18.0000 operating mills to be levied on all property, except principal residence and other property exempted by law and 1.7368 supplemental (hold harmless) operating mills on all principal residences, qualified agricultural property, qualified forest property, industrial personal property and commercial personal property not otherwise exempted by law of ad valorem taxes to be used for operating purposes is as follows:

Revenue:

Local	\$10,304,971
State	30,272,282
Federal	625,184
Other Financing Sources	4,011,251
Total Revenue	\$45,213,688
Total Fund Balance, July 1 Available to Appropriate	\$8,566,246
Total Available to Appropriate	\$53,779,934

BE IT FURTHER RESOLVED, that \$47,095,616 of the total available to appropriate in the general fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures:

Instruction	
Basic Programs	\$17,264,369
Added Needs	8,981,451
Support Services	
Pupil Support	3,804,015
Instructional Staff Support	2,993,238
General Administration	447,950
School Administration	3,249,904
Business Services	824,169
Operations and Maintenance	4,514,236
Transportation	1,342,730
Central Support	1,535,488
Other Support	1,030,566
Community Activities	-0-
Nonpublic Schools	-0-
Facilities Acquisitions and Debt Service	7,500
Other Financing Uses	1,100,000
Total Appropriated	\$47,095,616

BE IT FURTHER RESOLVED, that an amount not to exceed \$1,100,000 of local revenue shall be appropriated as Other Financing Uses and transferred from the General Fund to the Public Improvement Fund and that such funds shall be used for non-routine capital items, including, but not limited to, the construction of new buildings, major remodeling of buildings, and acquisition of equipment and vehicles.

BE IT FURTHER RESOLVED, that no board of education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval of the board.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Waverly Community Schools, Ingham, Eaton and Clinton Counties, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a _____ meeting held on _____, 2024, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

Waverly Community Schools
2024-2025 General Fund Budget
June 10, 2024

	Actual Last Year (2022-23)	Revised This Year (2023-24)	Estimated Next Year (2024-25)	Difference
Revenue				
Local sources	9,458,091	9,937,532	10,304,971	367,439
State sources	29,941,774	31,433,087	30,272,282	(1,160,805)
Federal sources	2,466,131	2,807,276	625,184	(2,182,092)
Intergovernmental	4,110,790	3,886,251	3,886,251	-
Transfers In	137,349	125,000	125,000	-
Total revenue	46,114,134	48,189,146	45,213,688	(2,975,458)
Expenditures				
Current:				
Instruction:				
Basic program	17,489,756	17,667,547	16,455,869	(1,211,678)
Added needs	7,299,874	8,716,887	8,949,651	232,763
Total instruction	24,789,630	26,384,434	25,405,520	(978,915)
Support Services:				
Pupil	4,825,331	4,146,873	3,804,015	(342,858)
Instructional staff	2,595,041	2,975,930	2,930,309	(45,621)
General administration	408,184	448,029	447,950	(79)
School administration	2,559,222	3,357,753	3,242,559	(115,194)
Business	582,428	671,045	603,276	(67,769)
Operations and maintenance	3,808,822	4,300,972	4,514,236	213,264
Pupil transportation services	1,242,823	1,322,040	1,342,730	20,690
Central	732,449	1,049,559	1,037,336	(12,223)
Other	232,772	328,032	317,422	(10,610)
Total support services	16,987,071	18,600,233	18,239,833	(360,400)
Athletics	682,253	737,773	713,144	(24,629)
Community services	150	5,050	-	(5,050)
Community services	-	10,000	-	(10,000)
Non Publics	7,429	-	-	-
Facility Acquisition	-	-	-	-
Debt service:				-
Principal	70,000	-	-	-
Interest	700	-	-	-
Capital outlay	197,823	29,558	7,500	(22,058)
Payments to other public schools	1,422,012	1,607,305	1,629,619	22,314
Total expenditures	44,157,068	47,374,353	45,995,616	(1,378,737)
Excess of Revenue (Under)Over Expenditures	1,957,066	814,793	(781,928)	(1,596,721)
Transfers Out	1,350,000	1,100,000	1,100,000	-
Projected Change in Fund Balance	607,066	(285,207)	(1,881,928)	(1,596,721)
Favorable Expenditure Variance (1.5%)	-	710,615	689,934	(20,681)
Net Change in Fund Balance	607,066	425,408	(1,191,994)	(1,617,402)
Fund Balance - Beginning of year	7,533,773	8,140,839	8,566,247	
Fund Balance - End of year	8,140,839	8,566,247	7,374,254	
	18.4%	18.1%	16.0%	

Waverly Community Schools

Budget Detail - Revenues
For the 2024-24 Fiscal Year

	Proposed <u>FY2024-25</u>	Revised <u>FY2023-24</u>	<u>Change</u>
Major Assumptions:			
Property Taxable Values	1,035,465,143	975,082,887	6.2%
Blended Enrollment (K-12 All)	2,711.52	2,708.63	2.89
Blended Enrollment (K-12 SE)	104.72	106.85	(2.13)
Foundation Allowance	10,232	9,992	240.00
Certified Staff FTE	210.6	223.0	(12.40)
Paraprofessionals	57.0	55.0	2.00
MPSERS Local Contribution Rate	31.34%	31.34%	0.0%
Revenues:			
Local	10,304,971	9,937,532	367,439
State			
Prop A/Discretionary/Other	17,236,479	17,342,405	(105,926)
SE Headlee	4,160,267	3,871,826	288,441
At Risk/Bilingual	2,728,587	1,415,272	1,313,315
MPSERS	4,113,075	5,674,458	(1,561,383)
GSRP	1,141,755	1,154,524	(12,769)
School Safety/Mental Health(Sec. 97/31)	732,625	682,462	50,163
Enrollment Stabilization	-	507,184	(507,184)
MI Kids Back on Track	-	454,918	(454,918)
31o (SSW, Psych, Counselor, Nurses)	-	179,861	(179,861)
Early Literacy Coaching	112,500	112,500	-
Early Literacy Targeted Instruction	46,995	37,677	9,318
Prior Year Adjustments	-	-	-
Federal			
Consolidated App (Title I/II/III/IV)	543,676	676,923	(133,247)
ESSER	-	2,024,237	(2,024,237)
Other	81,508	106,116	(24,608)
Intergovernmental			
ISD SE Allocation/Medicaid FFS	3,886,251	3,886,251	-
Transfers In/Other	125,000	125,000	-
Total Revenues	<u><u>45,213,688</u></u>	<u><u>48,189,146</u></u>	<u><u>(2,975,458)</u></u>

Waverly Community Schools

Budget Detail - Expenditures
For the 2024-25 Fiscal Year

	Proposed <u>FY2024-25</u>	Revised <u>FY2023-24</u>	<u>Change</u>	Actual <u>FY2022-23</u>	Actual <u>FY2021-22</u>	Actual <u>FY2020-21</u>
Expenditures:						
Salaries						
Administration	3,020,398	2,958,384	62,014	2,337,465	2,065,884	1,963,951
Professional-Educational	14,221,756	14,582,811	(361,055)	13,721,014	12,942,980	11,953,356
Professional-Business	116,787	115,044	1,743	114,130	105,765	105,234
Professional-Other	819,339	844,187	(24,848)	656,658	604,440	564,794
Technical	233,826	223,225	10,601	122,297	151,885	155,734
Operation and Service	4,434,230	4,140,694	293,536	3,681,323	3,484,517	3,149,655
Special Salary Payments	10,000	10,000	-	13,500	-	-
Temporary Salaries	116,325	171,491	(55,166)	161,864	145,462	54,222
Overtime Salaries and Extension of Contract	380,012	374,092	5,920	345,794	336,275	164,100
Total Salaries	<u>23,352,673</u>	<u>23,419,928</u>	<u>(67,255)</u>	<u>21,154,044</u>	<u>19,837,208</u>	<u>18,111,046</u>
Benefits						
Employee Insurance	4,262,975	4,273,126	(10,151)	3,814,474	3,674,335	3,298,336
Mandatory Coverage (Retirement/FICA)	11,387,350	13,007,168	(1,619,818)	13,063,168	10,233,463	9,132,053
Other Employee Benefits (Cash in Lieu)	487,220	500,241	(13,021)	452,217	437,947	402,322
Total Benefits	<u>16,137,545</u>	<u>17,780,535</u>	<u>(1,642,990)</u>	<u>17,329,858</u>	<u>14,345,746</u>	<u>12,832,711</u>
Purchased Services						
Professional and Technical Services	667,581	806,842	(139,261)	686,416	583,391	373,075
Travel/Workshops-Staff	155,404	131,480	23,924	118,554	69,895	51,458
Client/Pupil Transportation	-	8,656	(8,656)	3,879	3,384	-
Communication	169,223	169,223	-	145,893	161,522	146,240
Advertisement	500	500	-	1,027	44	234
Printing and Binding	4,100	4,100	-	811	973	4,194
Tuition	55,000	72,294	(17,294)	73,798	92,042	175,890
Utility Services	124,350	124,350	-	124,130	105,461	74,379
Insurance and Bond Premiums	158,411	233,411	(75,000)	158,408	142,039	109,969
Repairs and Maintenance Services	344,006	324,900	19,106	311,838	368,000	320,069
Rentals	8,300	8,300	-	9,751	3,215	3,255
Other Purchased Services	452,461	402,127	50,334	252,359	186,823	133,109
Total Purchased Services	<u>2,139,336</u>	<u>2,286,183</u>	<u>(146,847)</u>	<u>1,886,867</u>	<u>1,716,790</u>	<u>1,391,870</u>
Supplies and Materials						
Teaching/Testing Supplies and Materials	352,707	334,800	17,907	256,549	271,088	198,411
Textbooks	717,055	268,863	448,192	221,377	336,853	23,593
Educational Media Books	28,850	28,850	-	14,543	12,659	6,531
Periodicals	-	-	-	-	6,057	4,222
Energy Supplies	997,500	997,500	-	934,255	887,308	674,735
Food	1,000	1,000	-	-	-	-
Transportation Supplies	166,585	166,585	-	148,665	151,707	49,170
Other Supplies	284,503	272,503	12,000	339,775	257,272	360,177
Total Supplies and Materials	<u>2,548,200</u>	<u>2,070,101</u>	<u>478,099</u>	<u>1,915,164</u>	<u>1,922,945</u>	<u>1,316,837</u>
Capital Outlay						
Building and Additions	-	-	-	50,000	16,823	1,759
Improvements Other Than Buildings	7,500	7,500	-	58,525	-	-
Equipment and Furniture	-	22,058	(22,058)	89,298	22,963	120,031
Vehicles Other Than Buses	-	-	-	-	-	-
School Bus Purchases	-	-	-	-	-	-
Total Capital Outlay	<u>7,500</u>	<u>29,558</u>	<u>(22,058)</u>	<u>197,823</u>	<u>39,786</u>	<u>121,789</u>
Other Expenditures						
Redemption of Long-term Bonds, Loans and Capi	-	-	-	70,000	140,000	140,000
Interest on Debt	-	-	-	700	3,500	19,485
Other Financing and Debt Expenditures	-	-	-	-	-	-
Dues and Fees	114,609	114,609	-	94,039	98,187	91,275
Taxes	30,000	30,000	-	46,921	-	14,029
Miscellaneous Expenditures	36,134	36,134	-	39,640	21,701	27,641
Total Other Expenditures	<u>180,743</u>	<u>180,743</u>	<u>-</u>	<u>251,300</u>	<u>263,387</u>	<u>292,429</u>
Outgoing Transfers and Other Transactions						
Fund Modifications	1,100,000	1,100,000	-	1,350,000	350,000	350,000
Payments to Other Public School Districts	1,629,619	1,607,305	22,314	1,422,012	1,185,605	829,915
Total Transfers and Other Transactions	<u>2,729,619</u>	<u>2,707,305</u>	<u>22,314</u>	<u>2,772,012</u>	<u>1,535,605</u>	<u>1,179,915</u>
Indirect Cost Recovery	(0)	-	(0)	-	-	0
Total General Fund Expenditures	<u>47,095,616</u>	<u>48,474,353</u>	<u>(1,378,737)</u>	<u>45,507,068</u>	<u>39,661,466</u>	<u>35,246,598</u>

Waverly Community Schools
Revenue, Expenditure and Year-End Fund Balance Estimates

	Actual FY 2022-23	Revised FY 2023-24	Proposed FY 2024-25	Estimated FY 2025-26	Estimated FY 2026-27	Estimated FY 2027-28
Blended Enrollment	2,852	2,701	2,712	2,722	2,732	2,742
Revenues:						
Beginning Balance	7,533,771	8,140,838	8,566,246	7,374,252	6,286,440	5,162,421
Ongoing Revenue						
Local Sources	9,458,091	9,937,532	10,304,971	10,511,070	10,721,292	10,935,718
State Sources	27,286,774	30,253,163	29,917,282	30,617,548	31,333,859	32,066,576
Federal Sources	891,144	783,039	625,184	625,184	625,184	625,184
Other Local Revenue (ISD)	4,110,790	3,886,251	3,886,251	3,925,114	4,042,867	4,164,153
Fund Modifications/Transfers-In	137,349	125,000	125,000	125,000	125,000	125,000
Subtotal Ongoing Revenue	41,884,147	44,984,985	44,858,688	45,803,916	46,848,201	47,916,631
Non-ongoing Revenue						
Local Sources	-	-	-	-	-	-
State Sources	2,655,000	1,179,924	355,000	-	-	-
Federal Sources	1,574,987	2,024,237	-	-	-	-
Other Local Revenue (ISD)	-	-	-	-	-	-
Fund Modifications/Transfers-In	-	-	-	-	-	-
Subtotal Non-ongoing Revenue	4,229,987	3,204,161	355,000	-	-	-
Total Estimated Revenue	46,114,134	48,189,146	45,213,688	45,803,916	46,848,201	47,916,631
Expenditures:						
Ongoing Appropriations						
Salaries	21,154,044	23,419,928	23,352,673	23,993,253	24,653,051	25,332,642
Benefits	15,230,863	17,780,535	16,137,545	16,430,296	16,728,902	17,033,480
Purchased Services	1,312,918	1,500,857	1,284,569	1,297,415	1,310,389	1,323,493
Repairs and Maintenance Services	573,948	735,327	804,767	812,814	820,942	829,152
Supplies and Materials	1,693,787	1,816,692	1,831,145	1,886,080	1,942,662	2,000,942
Other Expenditures	251,300	180,743	180,743	182,550	184,376	186,220
Outgoing Transfers and Other Transactions	1,422,012	1,607,305	1,629,619	1,686,656	1,745,689	1,806,788
Subtotal Ongoing Appropriations	41,638,872	47,041,386	45,221,061	46,289,064	47,386,011	48,512,716
Benefits						
ORS Sec. 147c(2)	2,098,996	-	-	-	-	-
Purchased Services						
Sec. 23(b)/Sec. 23(c)	-	-	-	-	-	-
Software Licenses	-	50,000	50,000	-	-	-
Textbooks	221,377	253,409	717,055	200,000	200,000	200,000
Capital Outlay	197,823	29,558	7,500	-	-	-
Outgoing Transfers and Other Transactions	1,350,000	1,100,000	1,100,000	1,100,000	1,100,000	350,000
Subtotal One-Time and Other Appropriations	3,868,196	1,432,967	1,874,555	1,300,000	1,300,000	550,000
Subtotal Estimated Expenditures	45,507,068	48,474,353	47,095,616	47,589,064	48,686,011	49,062,716
Favorable Expenditure Variance @ 1.5%	-	(710,615)	(689,934)	(697,336)	(713,790)	(730,691)
Total Estimated Expenditures	45,507,068	47,763,738	46,405,682	46,891,728	47,972,220	48,332,025
Surplus / (Deficit)	607,066	425,408	(1,191,994)	(1,087,812)	(1,124,019)	(415,395)
Projected Year-End Fund Balance	8,140,838	8,566,246	7,374,252	6,286,440	5,162,421	4,747,026
	17.9%	17.9%	15.9%	13.4%	10.8%	9.8%

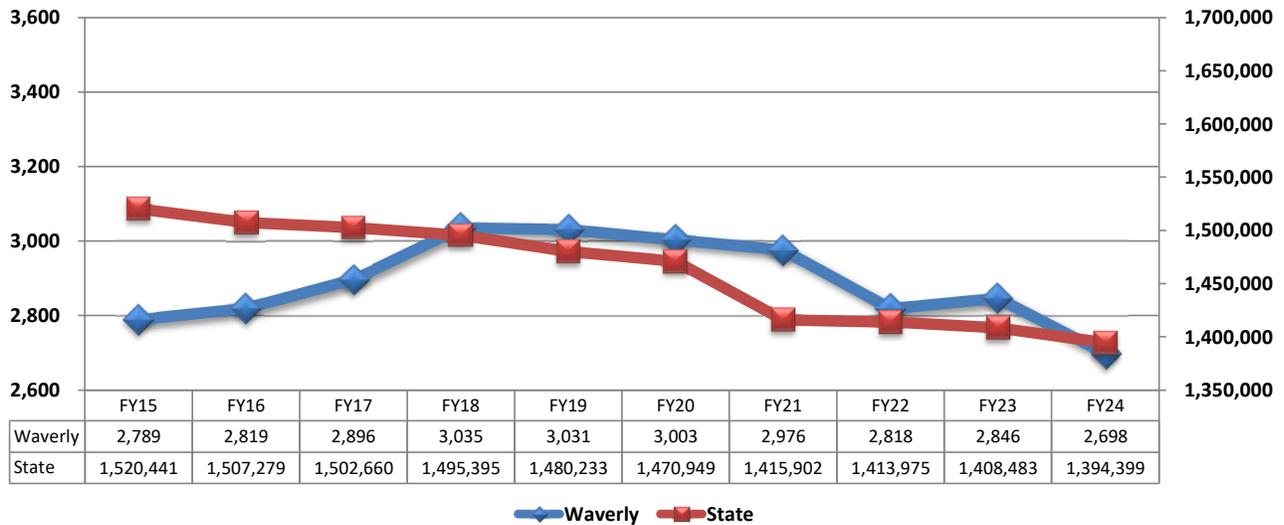
Waverly Community Schools

Fall Pupil Membership by Full-Time Equivalency (FTE)

Grade Level	FY16*	FY17*	FY18*	FY19*	FY20*	FY21*	FY22	FY23	FY24	FY24
	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
	Audited	Proposed								
ECSE	14.00	15.00	21.00	27.00	29.88	14.50	9.00	19.75	14.62	14.62
K	164.90	191.30	218.19	195.33	188.43	158.89	176.70	181.36	168.36	195.00
1	207.52	170.35	183.22	207.37	199.46	180.26	184.50	179.42	179.95	180.00
2	209.81	198.63	175.81	187.14	200.65	184.01	174.27	181.91	180.62	185.00
3	168.16	206.79	221.67	169.23	178.96	188.60	188.73	169.33	173.76	185.00
4	163.44	167.37	216.20	229.31	168.05	177.32	180.73	197.72	163.73	180.00
5	184.99	190.77	183.93	214.46	227.66	173.40	186.46	207.49	192.56	180.00
6	183.14	201.74	198.97	194.23	224.17	218.29	167.97	206.50	195.61	200.00
7	208.28	215.77	245.41	238.13	213.79	238.70	233.98	215.88	198.11	200.00
8	240.31	209.23	243.73	256.34	244.42	229.85	249.46	242.27	204.49	200.00
9	227.02	295.35	284.59	267.04	264.10	250.48	231.79	265.26	240.11	204.49
10	247.72	229.95	295.78	269.08	255.76	259.93	238.35	223.28	250.24	240.11
11	245.23	241.65	243.85	278.23	249.35	248.07	235.79	223.65	209.36	250.24
12	257.36	251.79	263.94	231.65	274.76	255.02	252.17	240.48	223.56	209.36
SE	101.23	118.44	58.61	67.48	80.69	107.02	106.77	98.50	87.70	90.10
Nonpublic*	-	-	-	-	-	-	-	-	-	-
Total	2,823.11	2,904.13	3,054.90	3,032.02	3,000.13	2,884.34	2,816.67	2,852.80	2,682.78	2,713.92

*Nonpublic - Audited is included in grades 1-8; Data taken from CEPI Audit Form DS4061/DS4120

K-12 Enrollment Comparison



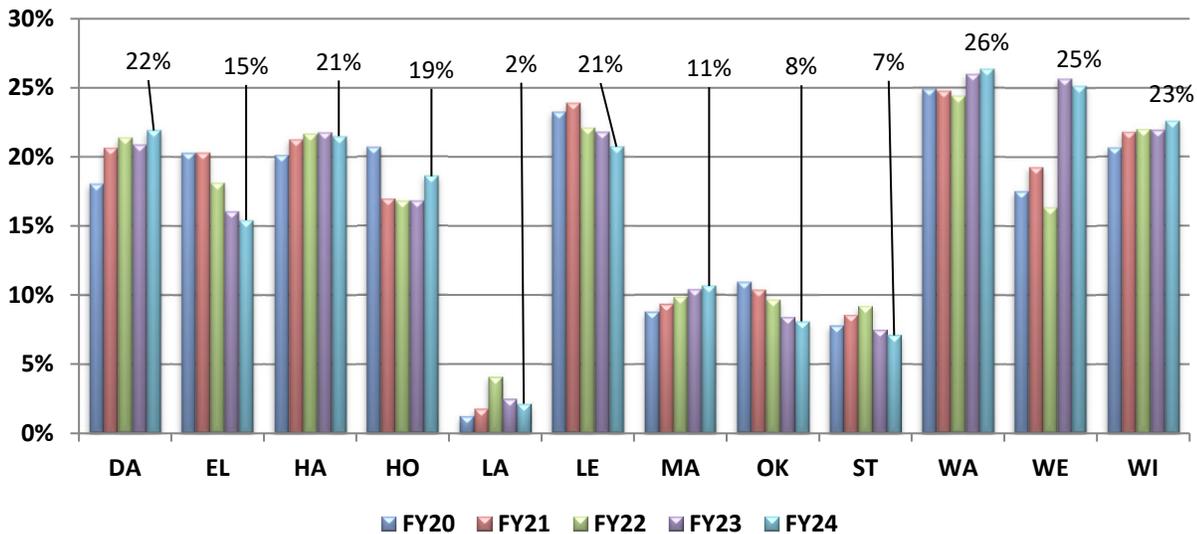
Waverly Community Schools

Fall Pupil FTE by Residency
10-year History

Fiscal Year	School Year	Total Fall Enrollment	Resident Enrollment	Total Non-Resident Enrollment*	SOC Enrollment	SOC as % of Total Enrollment
2015	2014-15	2,789.01	2,139.66	649.35	570.00	20%
2016	2015-16	2,821.65	2,092.27	729.38	620.53	22%
2017	2016-17	2,903.31	2,046.71	856.60	804.11	28%
2018	2017-18	3,054.90	2,022.64	1,032.26	1,012.06	33%
2019	2018-19	3,025.47	2,130.11	895.36	862.73	29%
2020	2019-20	3,000.13	2,195.90	804.23	747.55	25%
2021	2020-21	2,884.34	2,050.06	834.28	714.74	25%
2022	2021-22	2,813.65	1,984.19	829.46	687.00	24%
2023	2022-23	2,852.80	2,007.73	845.07	741.86	26%
2024	2023-24	2,682.78	1,887.30	795.48	707.46	26%

* Includes: School of Choice (SOC), Non-public non-residents, Released, SE Cooperative Agreements

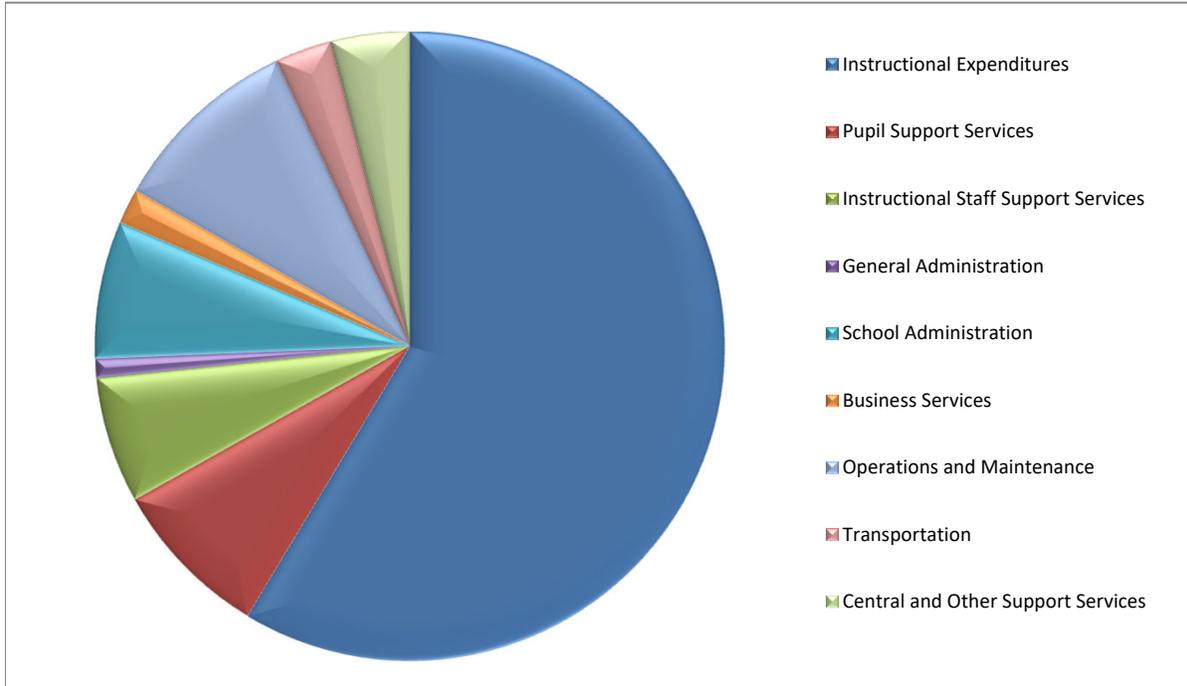
SOC as % of Total Enrollment - Ingham ISD Districts Based on Fall Count



Waverly Community Schools

Operating Expenditures

For the 2024-2025 School Year

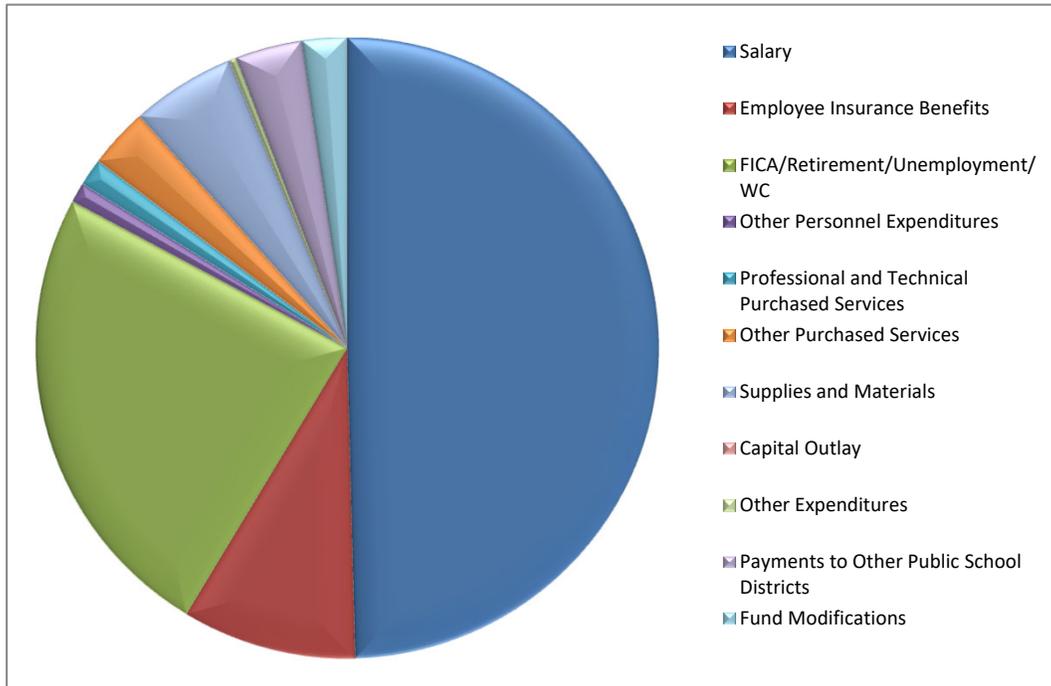


Operating Expenditures	Total \$	Per Pupil \$	
Instructional Expenditures	26,958,964	9,944	57.2%
Pupil Support Services	3,804,015	1,403	8.1%
Instructional Staff Support Services	2,993,238	1,104	6.4%
General Administration	447,950	165	1.0%
School Administration	3,249,904	1,199	6.9%
Business Services	824,169	304	1.7%
Operations and Maintenance	4,514,236	1,665	9.6%
Transportation	1,342,730	495	2.9%
Central and Other Support Services	1,852,910	683	3.9%
Total Current Operating Expenditures	45,988,116	16,964	97.6%
Remaining Expenditures			
Community Services	-	-	0.0%
Facilities Acquisitions, Debt Service, & Capital Outlay	7,500	3	0.0%
Other Transactions	-	-	0.0%
Fund Modifications	1,100,000	406	2.3%
Total General Fund Expenditures	47,095,616	17,372	100.0%

Waverly Community Schools

Personnel Expenditures

For the 2024-2025 School Year



Personnel Expenditures		
Salary	23,352,673	49.6%
Employee Insurance Benefits	4,262,975	9.1%
FICA/Retirement/Unemployment/WC	11,387,350	24.2%
Other Personnel Expenditures	487,220	1.0%
Total Personnel Expenditures	39,490,218	83.9%

Remaining Expenditures		
Professional and Technical Purchased Services	667,581	1.4%
Other Purchased Services	1,471,755	3.1%
Supplies and Materials	2,548,200	5.4%
Capital Outlay	7,500	0.0%
Other Expenditures	180,743	0.4%
Payments to Other Public School Districts	1,629,619	3.5%
Fund Modifications	1,100,000	2.3%
Other Transactions	-	0.0%
Total General Fund Expenditures	47,095,616	100.0%

Waverly Community Schools

Schedule of Certified Staff FTE

For the 2024-25 School Year

		2023-24	2024-25	
Position	Building	Final FTE	Original FTE	Difference
Colt Early Childhood Elementary	02526			
Teacher - PK		7.00	7.00	-
Teacher - Kindergarten		8.00	8.00	-
Teacher - All Other		4.03	4.03	-
Winans Elementary	04557			-
Teacher - First Grade		4.00	4.00	-
Teacher - Second Grade		4.00	4.00	-
Teacher - Third Grade		4.00	4.00	-
Teacher - Fourth Grade		4.00	4.00	-
Teacher - All Other		7.03	5.53	(1.50)
Elmwood Elementary	05085			-
Teacher - First Grade		4.00	4.00	-
Teacher - Second Grade		4.00	4.00	-
Teacher - Third Grade		4.00	4.00	-
Teacher - Fourth Grade		4.00	4.00	-
Teacher - All Other		7.13	5.63	(1.50)
Counselor/Mental Health		-	-	-
East Intermediate	04402			-
Teacher - Fifth Grade		8.00	7.00	(1.00)
Teacher - Sixth Grade		8.00	8.00	-
Teacher - All Other		7.10	6.90	(0.20)
Counselor/Mental Health		1.00	1.00	-
Middle School	05685			-
Teacher		24.30	21.30	(3.00)
Counselor/Mental Health		1.60	1.60	-
High School	04403			-
Teacher - GE		44.80	40.60	(4.20)
Teacher - Alt Ed		1.00	-	(1.00)
Counselor		3.60	3.00	(0.60)
Special Education				-
Occupational Therapist		1.00	1.00	-
Psychologist		1.00	1.00	-
Social Work		7.00	6.00	(1.00)
Speech and Language		6.00	7.00	1.00
Teacher		23.20	25.20	2.00
Teacher - SE Co-Teaching		15.00	14.00	(1.00)
Teacher Consultant		5.20	4.80	(0.40)
Grand Totals		222.99	210.59	(12.40)

Waverly Community Schools

Schedule of Certified Staff FTE

For the 2024-25 School Year

Positior	Grant Code	2023-24	2024-25	Difference
		Final FTE	Original FTE	
State Grant Funded				-
Specialist - Counselor (31o)	2380	0.60	-	(0.60)
Specialist - Mental Health (31aa)	2490	1.00	1.00	-
Specialist - Mental Health (31o)	2380	1.00	-	(1.00)
Specialist - Psychologist (31o)	2380	1.00	-	(1.00)
Specialist - Social Work (31aa)	2490	1.00	1.00	-
Specialist - Social Work (31o)	2380	1.00	-	(1.00)
Teacher - Early Literacy Coach (35a)	3650	1.00	1.00	-
Teacher - ELL (31a)	3060	1.20	2.67	1.47
Teacher - ELL (41)	3070	0.57	0.57	-
Teacher - Instructional Coach (31a)	3060	-	4.27	4.27
Teacher - Interventionist (23g)	2900	3.00	-	(3.00)
Teacher - Interventionist (31a)	3060	7.00	7.61	0.61
Teacher - PK (31a)	3060	1.00	-	(1.00)
Teacher - PK (GSRP)	3430	6.00	7.00	1.00
Teacher Consultant - Behavior Specialist (31a)	2490	1.00	1.00	-
Federally Grant Funded				-
Teacher - Title I	6010	3.00	2.79	(0.21)
Teacher - Title II	7640	0.63	0.51	(0.12)
Teacher - Title III	6840	0.22	0.16	(0.06)
Teacher - Title IV	7530	0.28	0.22	(0.06)
Teacher - ESSER Interventionist (98c)	4510	-	-	-
Teacher - ESSER Instructional Coach	4350	5.09	-	(5.09)
Grand Total:		35.59	29.80	(5.79)

SPECIAL REVENUE FUNDS APPROPRIATIONS
Resolution for Adoption by
The Waverly Community Schools Board of Education

RESOLVED that this resolution shall be the Special Revenue appropriations of Waverly Community Schools for the 2024-2025 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenue received by Waverly Community Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the Special Revenue Funds of the school district for fiscal year 2024-2025 is as follows:

Revenue:	
Local	\$872,303
State	75,000
Federal	1,812,124
Other Financing Sources	-0-
Total Revenue	\$2,759,427
Total Fund Balance, July 1 Available to Appropriate	\$1,333,320
Total Available to Appropriate	\$4,092,747

BE IT FURTHER RESOLVED, that \$2,714,598 of the total available to appropriate in the Special Revenue Funds is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures:	
Instructional Services	\$147,034
Business Services	32,859
Operations and Maintenance	500
Athletics	58,298
Student Activities	108,104
Food Services	1,723,342
Community Services	519,462
Fund Modifications (Transfers Out)	125,000
Total Appropriated	\$2,714,598

BE IT FURTHER RESOLVED, that no board of education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval of the board.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of _____, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a _____ meeting held on _____, 2024, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

Waverly Community Schools
2024-2025 Community Services Fund Budget
June 10, 2024

	Actual Last Year (2022-23)	Revised This Year (2023-24)	Estimated Next Year (2024-25)	Difference
Revenue				
Local sources	645,601	424,389	603,847	179,458
State sources	-	-	-	-
Federal sources	623,998	-	-	-
Transfers In	-	-	-	-
Total revenue	1,269,598	424,389	603,847	179,458
Expenditures				
Instructional services	332,814	137,389	147,034	9,645
Pupil transportation services	-	-	-	-
Community services	417,649	343,795	519,462	175,667
Total expenditures	750,462	481,184	666,496	175,667
Excess of Revenue (Under)Over Expenditures	519,136	(56,795)	(62,649)	(5,854)
Transfers Out	-	-	-	-
Net Change in Fund Balance	519,136	(56,795)	(62,649)	(5,854)
Fund Balance - Beginning of year	(87,335)	431,801	375,006	
Fund Balance - End of year	431,801	375,006	312,357	
	57.5%	77.9%	46.9%	

Waverly Community Schools
2024-2025 Food Services Fund Budget
June 10, 2024

	Actual Last Year (2022-23)	Revised This Year (2023-24)	Estimated Next Year (2024-25)	Difference
Revenue				
Local sources	78,625	96,000	96,000	-
State sources	88,668	57,000	75,000	18,000
Federal sources	1,849,038	1,843,011	1,812,124	(30,887)
Transfers In	-	-	-	-
Total revenue	2,016,331	1,996,011	1,983,124	(12,887)
Expenditures				
Support Services:				
Business	27,743	32,288	32,859	571
Operations and maintenance	-	500	500	-
Food Services	1,751,744	1,697,114	1,643,342	(53,772)
Total support services	1,779,487	1,729,902	1,676,701	(53,201)
Facility Acquisition	-	-	-	-
Capital outlay	24,703	-	-	-
Payments to other public schools	75,432	80,000	80,000	-
Total expenditures	1,879,622	1,809,902	1,756,701	(53,201)
Excess of Revenue (Under)Over Expenditures	136,709	186,109	226,423	40,314
Transfers Out	124,995	125,000	125,000	-
Net Change in Fund Balance	11,714	61,109	101,423	40,314
Fund Balance - Beginning of year	579,190	590,904	652,013	
Fund Balance - End of year	590,904	652,013	753,436	
	31.4%	36.0%	42.9%	

Waverly Community Schools

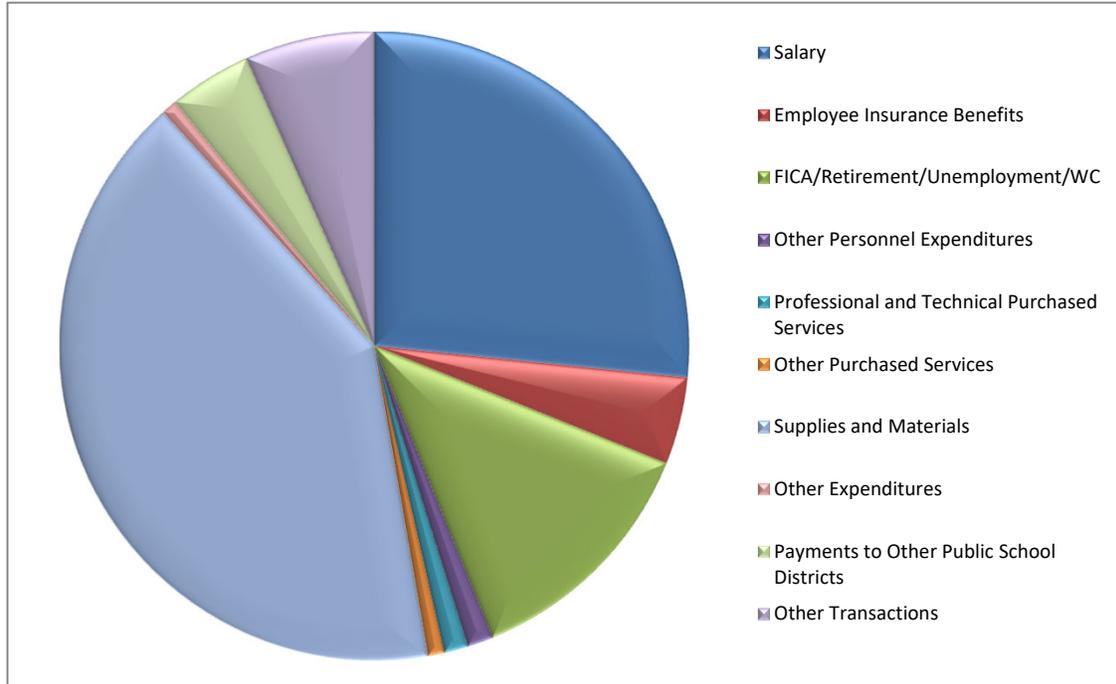
Estimated School Meals Served
For the Year Ending June 30, 2025

	est															
	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Total</u>	<u>Jul - Dec</u>	<u>Jan - Jun</u>	<u>Federal</u>
														<u>Rate</u>	<u>Rate</u>	<u>Reimbursement</u>
Breakfast																
Paid	-	837	2,650	2,650	2,371	1,952	2,510	2,231	1,673	2,789	2,789	558	23,010	\$ 0.38	\$ 0.38	8,743.80
Reduced	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ -	-
Free	-	6,440	20,392	20,392	18,246	15,026	19,319	17,173	12,879	21,466	21,466	4,293	177,093	\$ 2.73	\$ 2.73	483,462.53
Total	-	6,166	23,455	23,196	21,807	13,940	23,872	15,624	18,920	22,982	23,993	9,405	200,103			492,206.33
Breakfast Reimbursement																
Lunch																
Paid	-	1,270	4,021	4,021	3,598	2,963	3,810	3,386	2,540	4,233	4,233	847	34,923 ⁽⁴⁾	\$ 0.50	\$ 0.50	17,461.25
Reduced	-	-	-	-	-	-	-	-	-	-	-	-	- ⁽⁵⁾	\$ -	\$ -	-
Free	-	9,773	30,947	30,947	27,690	22,803	29,318	26,061	19,546	32,576	32,576	6,515	268,753	\$ 4.35	\$ 4.35	1,169,073.38
Total	-	8,575	35,338	30,257	33,789	20,853	34,015	25,048	26,866	33,920	33,883	10,611	303,675			1,186,534.63
Lunch Reimbursement																
Snack																
Free	-	323	1,022	1,022	914	753	968	860	645	1,075	1,075	215	8,871	\$ 1.17	\$ 1.17	10,379.36
Total	-	323	1,022	1,022	914	753	968	860	645	1,075	1,075	215	8,871			10,379.36
School Days																
School Days		6	19	19	17	14	18	16	12	20	20	4	165			1,689,120.31
Cancelled Days		0	0	0	0	0	0	0	0	0	0	0	0			
Days in session		6	19	19	17	14	18	16	12	20	20	4	165			
SFSP																
Breakfast																
Firsts	1,330	754	-	-	-	-	-	-	-	-	-	-	2,084	\$ 2.46		5,131.85
Seconds	8	3	-	-	-	-	-	-	-	-	-	-	11			-
Subtotal	1,338	757	-	-	-	-	-	-	-	-	-	-	2,095			
Rate	\$ 2.61	\$ 2.61	\$ 2.61	\$ 2.61	\$ 2.61	\$ 2.61	\$ 2.61	\$ 2.61	\$ 2.61	\$ 2.61	\$ 2.61	\$ 2.61	\$ 2.61			
Lunch																
Firsts	1,599	910	-	-	-	-	-	-	-	-	-	-	2,509	\$ 4.32		10,832.61
Seconds	32	18	-	-	-	-	-	-	-	-	-	-	50			-
Subtotal	1,631	928	-	-	-	-	-	-	-	-	-	-	2,559			
Rate	\$ 4.56	\$ 4.56	\$ 4.56	\$ 4.56	\$ 4.56	\$ 4.56	\$ 4.56	\$ 4.56	\$ 4.56	\$ 4.56	\$ 4.56	\$ 4.56	\$ 4.56			15,964.46
Reimburseme	\$ 10,927	\$ 6,206	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ 17,133

Waverly Community Schools

Food Service Fund - Personnel Expenditures

For the 2024-2025 School Year



Personnel Expenditures

Salary	500,560	26.6%
Employee Insurance Benefits	84,352	4.5%
FICA/Retirement/Unemployment/WC	240,339	12.8%
Other Personnel Expenditures	25,200	1.3%

Total Personnel Expenditures

850,451 45.2%

Remaining Expenditures

Professional and Technical Purchased Services	23,000	1.2%
Other Purchased Services	16,050	0.9%
Supplies and Materials	772,200	41.0%
Capital Outlay	-	0.0%
Other Expenditures	15,000	0.8%
Payments to Other Public School Districts	80,000	4.3%
Fund Modifications	-	0.0%
Other Transactions	125,000	6.6%

Total General Fund Expenditures

1,881,701 100.0%

Waverly Community Schools
2024-2025 Student Activity Fund Budget
June 10, 2024

	Actual Last Year (2022-23)	Revised This Year (2023-24)	Estimated Next Year (2024-25)	Difference
Revenue				
Local sources	271,537	172,456	172,456	-
State sources	-	-	-	-
Federal sources	-	-	-	-
Intergovernmental	2,724	-	-	-
Transfers In	-	-	-	-
Total revenue	274,261	172,456	172,456	-
Expenditures				
Student Activities	140,341	108,104	108,104	-
Athletics	63,413	58,298	58,298	-
Total expenditures	203,755	166,401	166,401	-
Excess of Revenue (Under)Over Expenditures	70,506	6,055	6,055	-
Transfers Out	12,354	-	-	-
Change in Fund Balance	58,152	6,055	6,055	-
Fund Balance - Beginning of year	242,094	300,246	306,301	
Fund Balance - End of year	300,246	306,301	312,356	

DEBT SERVICE FUNDS APPROPRIATIONS
Resolution for Adoption by
The Waverly Community Schools Board of Education

RESOLVED that this resolution shall be the Debt Retirement appropriations of Waverly Community Schools for the 2024-2025 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenue received by Waverly Community Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the Debt Service Funds of the school district for fiscal year 2024-2025 which includes 6.40 debt service mills to be levied on all property not otherwise exempted by law is as follows:

Revenue:	
Local sources	\$6,666,953
State sources	77,650
 Total Revenue	 \$6,744,603
 Total Fund Balance, July 1 Available to Appropriate	 \$1,792,435
 Total Available to Appropriate	 \$8,537,038

BE IT FURTHER RESOLVED, that \$7,512,182 of the total available to appropriate in the Debt Service Funds is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures:	
Business Services	700
Principal	\$3,010,000
Interest	\$4,501,482
 Total Appropriated	 \$7,512,182

BE IT FURTHER RESOLVED, that no board of education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval of the board.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Waverly Community Schools, Ingham, Eaton and Clinton Counties, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a _____ meeting held on _____, 2024, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

Waverly Community Schools
2024-2025 Debt Service Fund Budget
June 10, 2024

	Actual Last Year (2022-23)	Revised This Year (2023-24)	Estimated Next Year (2024-25)	Difference
Revenue				
Local sources	5,947,140	6,306,995	6,666,953	359,958
State sources	94,416	77,650	77,650	-
Federal sources	-	-	-	-
Intergovernmental	-	-	-	-
Transfers In	-	-	-	-
Total revenue	6,041,555	6,384,645	6,744,603	359,958
Expenditures				
Support Services:				
Business	6,828	700	700	-
Total support services	6,828	700	700	-
Debt service:				
Principal	3,260,000	3,665,000	3,010,000	(655,000)
Interest	2,454,222	2,144,700	4,501,482	2,356,782
Other	-	-	-	-
Total expenditures	5,721,050	5,810,400	7,512,182	1,701,782
Excess of Revenue (Under)Over Expenditures	320,505	574,245	(767,579)	(1,341,824)
Transfers Out	-	-	-	-
Net Change in Fund Balance	320,505	574,245	(767,579)	(1,341,824)
Fund Balance - Beginning of year	897,685	1,218,190	1,792,435	
Fund Balance - End of year	1,218,190	1,792,435	1,024,856	
	21.3%	30.8%	13.6%	

Waverly Community Schools
2024 Taxable Values and Tax Revenue Calculations
Taxable Values as of May 1, 2024

	Taxable Values				Calculated Tax Collections				
	PRE & Qualified Ag & Qualified Forest	Industrial Personal	Commercial Personal	All Other* Non-Pre	PRE, Industrial, and Commercial 1.7368	Commercial Personal 6.00 Mills	All Other Non-PRE 18	Total Calculated Collections ₍₁₎	
<u>General Fund Operating</u>									
Watertown Twp	20,300,680	3,348,100	7,367,950	56,266,300	53,331	43,766	1,002,665	1,099,762	updated 4/18
Delta Twp	360,472,028	29,028,900	34,942,435	321,961,223	729,802	207,558	5,737,349	6,674,709	updated 4/16
Windsor Twp	10,223,477	-	726,000	31,404,495	18,827	4,312	559,628	582,767	
Lansing Twp	77,762,552	102,300	3,278,000	75,516,643	139,520	19,471	1,345,707	1,504,698	updated 5/1
City of Lansing	<u>2,671,551</u>	<u>-</u>	<u>42,000</u>	<u>50,509</u>	<u>4,666</u>	<u>249</u>	<u>900</u>	<u>5,815</u>	updated 4/15
Total	<u>471,430,288</u>	<u>32,479,300</u>	<u>46,356,385</u>	<u>485,199,170</u>	<u>946,145</u>	<u>275,357</u>	<u>8,646,249</u>	<u>9,867,751</u>	
Total All Property (*Not Including RZ)				<u>1,035,465,143</u>					
Total PRE, Industrial & Commercial Personal				<u>550,265,973</u>					
<u>Debt Service</u>	<u>Taxable Valuation</u>	<u>IFT @ 50%</u>	<u>Total</u>	2016 Sinking Fund	2024 Bldg/Site ₍₁₎	2022 Bldg/Site ₍₁₎	DEBT-All		
				1.00	-	-	4.05	2.35	6.40
Watertown Twp	87,283,030	0	87,283,030	86,410	-	-	349,961	203,064	553,025
Delta Twp	746,404,586	7,140,953	753,545,539	746,010	-	-	3,021,341	1,753,124	4,774,465
Windsor Twp	42,353,972	-	42,353,972	41,930	-	-	169,818	98,537	268,355
Lansing Twp	156,659,495	-	156,659,495	155,093	-	-	628,126	364,468	992,595
City of Lansing	<u>2,764,060</u>	<u>-</u>	<u>2,764,060</u>	<u>2,736</u>	<u>-</u>	<u>-</u>	<u>11,082</u>	<u>6,431</u>	<u>17,513</u>
Total	<u>1,035,465,143</u>	<u>7,140,953</u>	<u>1,042,606,096</u>	<u>1,032,180</u>	<u>-</u>	<u>-</u>	<u>4,180,329</u>	<u>2,425,623</u>	<u>6,605,952</u>

(1) Estimated collections @ 99%

SINKING FUND APPROPRIATIONS
Resolution for Adoption by
The Waverly Community Schools Board of Education

RESOLVED that this resolution shall be the Sinking Fund appropriations of Waverly Community Schools for the 2024-2025 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenue received by Waverly Community Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the Sinking Fund of the school district for fiscal year 2024-2025 which includes 1.00 sinking fund mills to be levied on all property not otherwise exempted by law is as follows:

Revenue:	
Local sources	\$1,132,179
Total Revenue	\$1,132,179
Total Fund Balance, July 1 Available to Appropriate	\$4,168,210
Total Available to Appropriate	\$5,300,389

BE IT FURTHER RESOLVED, that \$0 of the total available to appropriate in the Sinking Fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures:	
Facilities Acquisition, Construction & Improvement	\$-0-
Total Appropriated	\$-0-

BE IT FURTHER RESOLVED, that no board of education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval of the board.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Waverly Community Schools, Ingham, Eaton and Clinton Counties, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a _____ meeting held on _____, 2024, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

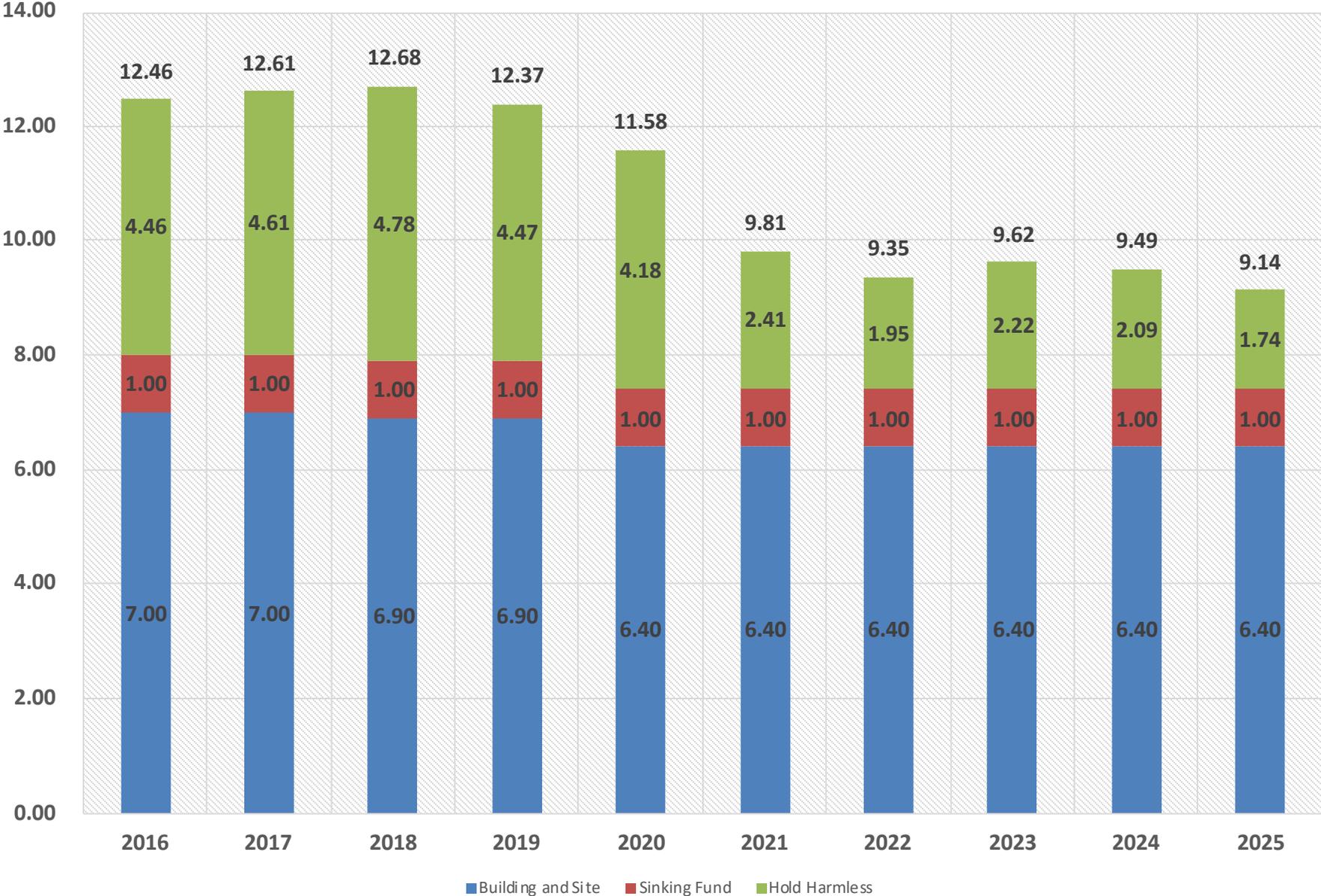
Waverly Community Schools
2024-2025 Sinking Fund Budget
June 10, 2024

	Actual Last Year (2022-23)	Revised This Year (2023-24)	Estimated Next Year (2024-25)	Difference
Revenue				
Local sources	981,101	1,053,282	1,132,179	78,897
State sources	-	-	-	-
Federal sources	-	-	-	-
Intergovernmental	-	-	-	-
Transfers In	-	-	-	-
Total revenue	981,101	1,053,282	1,132,179	78,897
Expenditures				
Current:				
Support Services - Business	1,067	-	-	-
Support Services - Central	-	-	-	-
Facilities Acquisition, Construction and Improvements:				
Site Acquisition Services	-	-	-	-
Site Improvement Services	-	-	-	-
Architecture and Engineering Services	-	-	-	-
Building Acquisition and Construction Services	-	-	-	-
Building Improvement Services	-	-	-	-
Other Acquisition and Construction Services	-	-	-	-
Total expenditures	1,067	-	-	-
Excess of Revenue (Under)Over Expenditures	980,034	1,053,282	1,132,179	78,897
Transfers Out	-	-	-	-
Net Change in Fund Balance	980,034	1,053,282	1,132,179	78,897
Fund Balance - Beginning of year	2,134,894	3,114,928	4,168,210	
Fund Balance - End of year	3,114,928	4,168,210	5,300,389	

Waverly Community Schools
Historical Property Tax Millage Rates

	FY25-FY16 Change ⁽²⁾	FY25-FY24 Change	FY25 2024-25 Proposed	FY24 2023-24 Actual	FY23 2022-23 Actual ⁽³⁾	FY22 2021-22 Actual ⁽³⁾	FY21 2020-21 Actual ⁽³⁾	FY20 2019-20 Actual ⁽³⁾	FY19 2018-19 Actual ⁽³⁾	FY18 2017-18 Actual ⁽³⁾	FY17 2016-17 Actual ⁽³⁾	FY16 2015-16 Actual
Operating												
Voted Non-Homestead ⁽¹⁾	2.4771	0.3581	16.2632	15.9051	16.0424	15.5806	13.8182	13.5254	13.2124	13.3884	13.5324	13.7861
Voted ALL ⁽¹⁾	(2.4771)	(0.3581)	1.7368	2.0949	1.9522	2.4140	4.1764	4.4692	4.7822	4.6062	4.4622	4.2139
2013 Debt Refunding												
Voted ALL	(7.0200)	-	-	-	-	-	-	5.8900	0.7800	6.5000	6.4500	7.0200
2013 Debt Building & Site Series I (2013)												
Voted ALL	(0.3800)	-	-	-	-	2.6900	3.4500	0.7000	6.0500	0.4000	0.3800	0.3800
2016 Debt Building & Site Series II (2013)												
Voted ALL	-	-	-	-	-	1.7500	2.2500	0.0700	0.0700	0.1000	0.1700	-
2019 Debt Building & Site Series III (2013)												
Voted ALL	-	-	-	-	-	0.2500	0.7000	0.2400	-	-	-	-
2021 Debt Building & Site Series IV (2013)												
Voted ALL	-	-	-	-	2.2600	1.7100	-	-	-	-	-	-
2022 Debt Building & Site Series I (2021)												
Voted ALL	2.3500	(4.0500)	2.3500	6.4000	4.1400	-	-	-	-	-	-	-
2024 Debt Building & Site Series II (2021)												
Voted ALL	4.0500	4.0500	4.0500	-	-	-	-	-	-	-	-	-
TOTAL DEBT	(1.0000)	-	6.4000	6.4000	6.4000	6.4000	6.4000	6.9000	6.9000	7.0000	7.0000	7.4000
2016 Sinking Fund												
Voted ALL ⁽³⁾	1.0000	-	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	-
Total Homestead	(2.4771)	(0.3581)	9.1368	9.4949	9.3522	9.8140	11.5764	12.3692	12.6822	12.6062	12.4622	11.6139
Total Non-Homestead	-	-	25.4000	25.4000	25.3946	25.3946	25.3946	25.8946	25.8946	25.9946	25.9946	25.4000

Homestead Historical Millage Rates (Tax Year)



**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
JUNE 10, 2024**

Report #23-76

FOR ACTION***

Subject:

Certification of Summer Tax Levy – City of Lansing, Delta Township and Lansing Township

Recommendation:

The Superintendent recommends the Board of Education adopt the proposed summer tax levy for the City of Lansing, Delta Township and Lansing Township. A certified copy is affixed to the official minutes of this meeting. A copy of the certification (L-4029) is included in the support materials.

Statement of Purpose:

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

Budget Impact:

If the certification of tax levy is not adopted, taxing units will not collect summer taxes for the school district, which could impact cash flow and necessitate short-term borrowing.

Historical Perspective:

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

A breakdown of the summer tax levy is as follows:

<u>Operating</u>	<u>Rate</u>	<u>Expires</u>
All – Voted (Hold Harmless)	0.8684	December 31, 2022
Commercial Personal – Voted	3.8684	December 31, 2022
Non-Home – Voted	8.1316	December 31, 2022
 <u>2022 Building and Site Debt (2021)</u>		
All	1.1750	December 31, 2051
 <u>2024 Building and Site Debt (2021)</u>		
All	2.0250	December 31, 2053
 <u>2016 Sinking Fund</u>		
All	0.5000	December 31, 2025

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

Discussion of Options:

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

Strategic Plan Reference:

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

2024 Tax Rate Request (This form must be completed and submitted on or before September 30, 2024)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

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

County(ies) Where the Local Government Unit Levies Taxes Ingham County - Lansing Township	2024 Taxable Value for ALL Properties in the Unit as of 5-28-2024. 155,835,273
Local Government Unit Requesting Millage Levy Waverly Community Schools	For LOCAL School Districts: 2024 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. "Not yet known"

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2024 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election, Charter, etc.	(5)** 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2024 Current Year "Headlee" Millage Reduction Fraction	(7) 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Extra Voted	Operating NON-HOME	08/2022	18.4946	18.4946	1.0000	18.4946	1.0000	18.0000	8.1316		12/2032
Hold Harmless Extra Voted	Operating ALL	08/2022	9.3000	9.3000	1.0000	9.3000	1.0000	9.3000	0.8684		12/2032
											57
Extra Voted	2022 Debt DEBT-ALL	05/2021	2.3500	N/A	1.0000	N/A	1.0000	2.3500	1.1750		12/2051
Extra Voted	2024 Debt DEBT-ALL	05/2021	4.0500	N/A	1.0000	N/A	1.0000	4.0500	2.0250		12/2053
Extra Voted	Sinking Fund ALL	03/2016	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	0.5000		12/2025

Prepared by Andrew Dravland	Telephone Number (517) 244-4515	Title of Preparer Director, Business Operations, Ingham ISD	Date 05/29/2024
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CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

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

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

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

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2024 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate ***
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	0.8684
For Commercial Personal	3.8684
For all Other	9.0000

*** **FOR JULY 1 LEVY**

2024 Tax Rate Request (This form must be completed and submitted on or before September 30, 2024)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

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

County(ies) Where the Local Government Unit Levies Taxes Ingham County - City of Lansing	2024 Taxable Value for ALL Properties in the Unit as of 5-28-2024. 2,764,061
Local Government Unit Requesting Millage Levy Waverly Community Schools	For LOCAL School Districts: 2024 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. "Not yet known"

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2024 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election, Charter, etc.	(5)** 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2024 Current Year "Headlee" Millage Reduction Fraction	(7) 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Extra Voted	Operating NON-HOME	08/2022	18.4946	18.4946	1.0000	18.4946	1.0000	18.0000	8.1316		12/2032
Hold Harmless Extra Voted	Operating ALL	08/2022	9.3000	9.3000	1.0000	9.3000	1.0000	9.3000	0.8684		12/2032
											58
Extra Voted	2022 Debt DEBT-ALL	05/2021	2.3500	N/A	1.0000	N/A	1.0000	2.3500	1.1750		12/2051
Extra Voted	2024 Debt DEBT-ALL	05/2021	4.0500	N/A	1.0000	N/A	1.0000	4.0500	2.0250		12/2053
Extra Voted	Sinking Fund ALL	03/2016	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	0.5000		12/2025

Prepared by Andrew Dravland	Telephone Number (517) 244-4515	Title of Preparer Director, Business Operations, Ingham ISD	Date 05/29/2024
---------------------------------------	---	---	---------------------------

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

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

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

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

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2024 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate ***
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	0.8684
For Commercial Personal	3.8684
For all Other	9.0000

***** FOR JULY 1 LEVY**

2024 Tax Rate Request (This form must be completed and submitted on or before September 30, 2024)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

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

County(ies) Where the Local Government Unit Levies Taxes Eaton County - Delta Township	2024 Taxable Value for ALL Properties in the Unit as of 5-28-2024. 746,404,586
Local Government Unit Requesting Millage Levy Waverly Community Schools	For LOCAL School Districts: 2024 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. "Not yet known"

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2024 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election, Charter, etc.	(5)** 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2024 Current Year "Headlee" Millage Reduction Fraction	(7) 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Extra Voted	Operating NON-HOME	08/2022	18.4946	18.4946	1.0000	18.4946	1.0000	18.0000	8.1316		12/2032
Hold Harmless Extra Voted	Operating ALL	08/2022	9.3000	9.3000	1.0000	9.3000	1.0000	9.3000	0.8684		12/2032
											59
Extra Voted	2022 Debt DEBT-ALL	05/2021	2.3500	N/A	1.0000	N/A	1.0000	2.3500	1.1750		12/2051
Extra Voted	2024 Debt DEBT-ALL	05/2021	4.0500	N/A	1.0000	N/A	1.0000	4.0500	2.0250		12/2053
Extra Voted	Sinking Fund ALL	03/2016	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	0.5000		12/2025

Prepared by Andrew Dravland	Telephone Number (517) 244-4515	Title of Preparer Director, Business Operations, Ingham ISD	Date 05/29/2024
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CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
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* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

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

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2024 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate ***
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	0.8684
For Commercial Personal	3.8684
For all Other	9.0000

***** FOR JULY 1 LEVY**

2024 SUMMARY OF SINKING FUND LEVY *

WAVERLY COMMUNITY SCHOOLS

		<u>WAVERLY SINKING FUND LEVY</u> (One-half year rate)
<u>Assessing Unit</u>	<u>2024 Total Taxable Valuation</u>	<u>March 2016</u> <u>0.5000</u>
Lansing Township	155,835,273	\$77,917.64
City of Lansing - Ingham	2,764,061	\$1,382.03
Delta Township	746,404,586	\$373,202.29
TOTAL SUMMER SINKING FUND LEVY	<u>905,003,920</u>	<u>\$452,501.96</u>

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

2024 SUMMARY OF ESTIMATED SUMMER DEBT LEVY *

WAVERLY COMMUNITY SCHOOLS

Assessing Unit	WAVERLY DEBT LEVY (One-half year rate)			
	2024 Total Taxable Valuation	2022 Debt (B&S) (2021) 1.1750	2024 Debt (B&S) (2021) 2.0250	Total Summer Debt 3.2000
Lansing Township	155,835,273	\$183,106.45	\$315,566.43	\$498,672.88
City of Lansing - Ingham	2,764,061	\$3,247.77	\$5,597.22	\$8,844.99
Delta Township	746,404,586	\$877,025.39	\$1,511,469.29	\$2,388,494.68 ¹
TOTAL SUMMER DEBT	905,003,920	\$1,063,379.61	\$1,832,632.94	\$2,896,012.55

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

**INGHAM INTERMEDIATE SCHOOL DISTRICT
TAXABLE VALUATIONS**

Please Note:

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

DISTRICT: WAVERLY SCHOOLS

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

<u>ASSESSMENT UNIT</u>	<u>2023 TAXABLE</u>	<u>2023 LOSSES</u>	<u>2024 ADDITIONS</u>	<u>TOTAL 2024 TAXABLE</u>
Lansing Township	147,902,857	1,732,549	2,165,769	155,835,273
Non-Homestead	72,057,330	1,038,951	1,350,300	75,284,090
Lansing City-Ingham	2,696,652	101,013	12,000	2,764,061
Non-Homestead	148,235	96,600	0	50,509
Watertown Township	80,841,128	372,568	2,750,100	87,165,214
Non-Homestead	54,386,432	0	1,844,150	56,266,300
Eaton County Total	747,742,090	16,010,489	30,134,434	789,925,275
Non-Homestead	327,960,445	1,091,700	12,939,600	352,312,825
Delta Township	711,770,126	15,824,730	24,160,199	746,404,586
Non-Homestead	303,229,732	1,047,000	7,361,000	320,908,330
Windsor Township	35,971,964	185,759	5,974,235	43,520,689
Non-Homestead	24,730,713	44,700	5,578,600	31,404,495
TOTAL All Property	979,182,727	18,216,619	35,062,303	1,035,689,823
Total Non-Homestead	454,552,442	2,227,251	16,134,050	483,913,724

	<u>All Property</u>		<u>Non-Homestead Property</u>	
Percentage of Overall Increase	5.7708%		6.4594%	
Increase on Existing	4.1272%		3.4167%	
2024 Base Tax Rate Fraction	0.9604	Truth in Taxation	0.9670	Truth in Taxation
2024 Millage Reduction Fraction	1.0093	Headlee	1.0163	Headlee
		(Cap = 1.0000)		(Cap = 1.0000)

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
JUNE 10, 2024**

Report #23-77

FOR ACTION

Subject:

Ratification of Master Agreement – Teamsters Local Union No. 243

Recommendation:

The Superintendent recommends the Board approve the tentative agreement as negotiated between the Teamsters Local Union No. 243 (“Bargaining Unit”) and the Board of Education as presented.

Statement of Purpose:

The Board of Education and the Bargaining Unit must both ratify the agreement in order for it to take effect as of the dates prescribed in the agreement.

Background Information:

The Board representatives and Bargaining Unit representatives reached a tentative agreement for a three year contract on May 16, 2024. The agreement includes language changes reflected throughout the contract, including the addition of the previously prohibited subject of bargaining, dues deductions.

The economic proposal of the tentative agreement includes changes to salaries and benefits, including Holidays, Uniforms, Vacation Days and Personal Days.

Budget Impact:

The estimated cost to the District in the first year will be approximately \$136,000. The total cost of the contract for three years is estimated at \$575,000.

Discussion of Options:

The Board may entertain a motion to ratify the contract as presented or reject the contract as presented and continue negotiations with the bargaining unit.

Rationale for Recommendation:

The bargaining unit did not have an opportunity to have a ratification meeting prior to the Board meeting and will take action to ratify the agreement pending the outcome of the Board action. The administrative team assigned to negotiate the contract believe this is a fair contract negotiated in good faith between both parties.

MASTER AGREEMENT
BETWEEN
TEAMSTER LOCAL UNION NO. 243
AND
BOARD OF EDUCATION
OF THE
WAVERLY COMMUNITY SCHOOLS

EFFECTIVE JULY 1, 2024

TO AND INCLUDING

JUNE 30, 2027

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THIS AGREEMENT, made and entered into this 16th day of May, 2024 by and between the Board of Education, Waverly Community Schools of Eaton, Ingham, and Clinton Counties: party of the first part (“District” or “Employer”) and Teamsters Local Union 243 Affiliated with the International Brotherhood of Teamsters located at 39420 Schoolcraft Rd., Plymouth Township, Michigan 48170, party of the second part, (the “Union”).

WHEREAS: The District is required by law to negotiate with the Union on wages, hours, and the terms and conditions of employment of all regularly scheduled full-time and part-time maintenance and custodial employees, grounds employees, delivery employees, stockroom employees, mechanics, head custodians, laundry and the energy conservation/ safety specialist, but excluding all other employees, guards and supervisors to the extent required by Act 379 of the Public Acts of 1965 and the parties, through negotiations in good faith have reached an agreement on all such matters and desire to execute this Agreement.

ARTICLE I - RECOGNITION

Section 1.1

The District recognizes the Union as the sole and exclusive representative in collective bargaining as defined in Section 11 of the Public Employment Relations Act for all full time and regular part-time employees, maintenance employees, custodial employees, grounds employees, stockroom employees, mechanics, and head custodians, but excluding all other employees, guards and supervisors to the extent required by the Public Employment Relations Act and for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment and other conditions of employment.

ARTICLE II - RATES OF PAY, WAGES AND FRINGE BENEFITS

Section 2.1 - Wages

Attached hereto and marked Schedule “A” is a schedule showing the classification and wage rates of the employees covered by this agreement. It is mutually agreed that said Schedule “A” and the contents thereof shall constitute a part of this agreement.

Section 2.2 – Insurance

- A. Bargaining members shall have the option of Medical Benefit Plan Coverage through one of the following MESSA Plan Options:
 - Essentials by MESSA
 - MESSA Choices
 - MESSA ABC Plan (1)
 - MESSA ABC Plan (2)

- B. The District agrees to remit the full insurance premiums and Medical Benefit Plan Costs for all eligible employees having more than thirty (30) calendar days of service with the District commencing with the contribution week in which the thirty first (31st) day of service falls. Eligible employees shall be those who meet the definition of "full-time" as determined by the PPACA (currently working an average of 30 hours or more per week).

- C. This Medical Benefit Plan Coverage must be compliant with the Patient Protection and Affordable Care Act and the IRS Code, including all requirements necessary to avoid penalties, taxes, or fines attributable to the District. Should the plan fail to comply with the PPACA or the IRS Code, the Parties will meet immediately to choose compliant Medical Benefit Plan Coverage. If a plan has not been chosen within 10 days, the District may choose a compliant plan.
- D. Upon ratification, the District's monthly insurance premium/Medical Benefit Plan cost contribution to eligible employees shall be the applicable Public Act 152 of 2012 hardcap, expressed as a monthly amount (the current years' statutory hardcap divided by 12 months). If there are any legislative changes to Public Act 152 of 2012, the parties will meet and negotiate over the changes. Employees working less than thirty (30) hours per week shall not receive any District contributions.

Bargaining unit members enrolling in health insurance shall pay any additional Medical Benefit Plan costs which exceed the District's contribution (as indicated above) through payroll deduction, or by cash or check if the individual's payroll is not large enough for payroll deduction. If paid by cash or check, the bargaining unit member's payment is due on the 1st of the month in which coverage is being purchased. The bargaining unit member's payment amount shall be the difference between the actual Medical Benefit Plan cost and the District's contribution amount (as indicated above). These payments will be spread over the number of months containing pay periods for the fiscal year, in twice monthly installments; however, in no instance shall the District provide any employee pre-payment (a loan of money) to cover the individual's portion of Medical Benefit Plan costs.

E. Cash-in-Lieu Option

For eligible full-time employees who do not enroll in health insurance, the employer will provide a cash option in lieu of health benefits. All employees as a condition to receiving cash in lieu must first provide documentation that they otherwise receive health insurance that meets the value and coverage requirements of the Affordable Care Act. The cash option shall be Two Hundred Dollars (\$200) per month.

F. Dental Insurance (100/85/85/85 Plan)

The Board will provide full premiums toward the purchase of a dental insurance plan. The plan will provide the following benefits.

- One hundred percent (100%) benefit for routine, diagnostic and preventative services and Eighty-five percent (85%) benefit for x-rays, restorative, oral surgery, endodontic, periodontic, and prosthodontic services with no less than Two Thousand Dollar (\$2,000) maximum benefit per individual per contract year.
- Eighty-five percent (85%) benefit for orthodontic services with no less than a lifetime maximum of Three Thousand Five Hundred Dollars (\$3,500) per patient.
- Dental benefits shall be without deductible
- The dental program meeting the above specifications shall be provided through MESSA PAK.

G. Vision Insurance

The Board will provide full premiums toward the purchase of a vision insurance plan. Vision benefits shall be VSP 3 Plus P 250CL as provided through MESSA PAK

H. Life Insurance

The Board will provide full premiums toward the purchase of life insurance. Fifty Thousand Dollars (\$50,000) in term life insurance with AD&D shall be provided through MESSA PAK

I. Short-Term Disability

The Board will provide full premiums toward the purchase of a Short-Term Disability plan. The plan will provide the following benefits:

- \$120 weekly benefit payment
- 0/7 day elimination period (injury/sickness)
- Short-Term Disability shall be provided through MESSA PAK

J. Long-Term Disability

The Board will provide full premiums toward the purchase of a Long-Term Disability plan. The plan will provide the following benefits:

- \$2,500 maximum monthly benefit payment
- 60 day calendar day waiting period with modified fill
- 66 2/3% of salary
- LTD shall be provided through MESSA PAK

K. The District agrees to make insurance contributions, for no more than one month, if the Employee is absent from the job due to off the job illness or injury and unable to qualify for FMLA. This shall not apply for a bargaining unit member who has exhausted their eligible leave consistent with FMLA.

L. The District agrees to make insurance contributions, for no more than four (4) months, if the Employee is absent from the job due to on the job illness or injury. Insurance contributions made under this article shall be concurrent with any contributions made due to leave consistent with FMLA .

M. Employees in service in the uniformed services of the United States, as defined by the provisions of the Uniform Services Employment and Re-employment Rights Act (USERRA), 38, USC-Section 4301 and following, shall be granted all rights and privileges provided by USERRA and/or other applicable state and federal laws. This shall include continuation of employees currently elected health coverage (up to and including family coverage) as provided by USERRA, and pension contributions for the employee's period of service, as provided by USERRA. Employees shall be subject to all obligations contained in USERRA which must be satisfied for the employees to be covered by the statute. The Employer, in its discretion, may make additional payments or award additional benefits to employees on leave for service in the uniformed services in excess of the requirements outlined in the USERRA.

N. Benefit coverage shall not be altered except by birth, death, divorce, social security eligibility or other factors affecting the employee's dependents.

- O. In the event of voluntary employee separation, the District contribution toward the eligible employee's insurance shall be discontinued as of the last day of the month of the effective date of separation. In the event of involuntary employee termination, the District contribution toward the eligible employee's insurance shall be discontinued as of the effective date of termination.
- P. Changes in family status shall be reported by the employee to the personnel office within thirty (30) days of such change. The employee shall be responsible for any overpayment of contributions made by the District on his/her behalf for failure to comply with this paragraph. The District shall report such changes immediately thereafter to the Plan Carrier(s).

Section 2.3 – Worker's Compensation

Employees are covered by Worker's Compensation. In the event an employee is unable to work because of a disability determined to be compensable under the Michigan Worker's Disability Compensation Act, the District agrees to provide the employee the option of being paid the difference between their salary, determined as of the date of disability, and the Worker's Compensation payment. The total amount of such payments shall not exceed the monetary value of the employee's accumulated sick leave, determined as of the date of disability. Accumulated sick leave shall be reduced in accordance with any such District payments. Employees are required to report injuries on district forms to the Human Resources department in a timely manner. An employee who does not elect to be paid the difference between his/her salary and Worker's Compensation will retain accrued sick leave upon return to work. Additional sick leave will not accrue during a disability period.

Should this supplemental payment be found to be subject to the coordination requirements of workers' compensation, such that the amount of the worker's compensation benefit is reduced, the employee shall not be allowed the use of sick leave and shall receive only the worker's compensation benefits provided by that statute.

Section 2.4

Upon an employee's termination, (Retirement or Severance) a terminal leave pay of one hundred (\$100.00) dollars per year will be paid after meeting the qualifications listed below:

1. Employees shall have seven (7) continuous years of employment in the district or totally disabled at any year.
2. Such payments shall not be made to employees terminated for just cause.

Section 2.5

When a regular pay day occurs within a school vacation period during the school year, when employees are not scheduled to work, that day shall be advanced to the last working day prior to the beginning of said vacation period, provided that not more than one pay period shall be advanced with respect to any vacation period. Such pay shall be dated as of such regular pay day.

Section 2.6

All employees covered by this Agreement shall be paid in full every two weeks. Not more than fourteen (14) calendar days of submitted timesheets shall be held from an employee. If the regularly scheduled payday falls on a holiday, payment shall be made on the preceding day. All employees covered by this Agreement shall be required to participate in direct deposit. A direct deposit

statement of earnings and deductions will be emailed to each employee every two weeks. The District agrees to provide support and assistance, including computer access, to assist employees with viewing their statements.

Section 2.7

Supervisors and other exempt employees excluding Supervisor of Maintenance and Operations will not perform the work normally and customarily performed by bargaining unit employees during any period in which an employee capable of doing the work is laid off if the effect of performing such work is to deprive the laid off employee of a full eight (8) hour working day.

Section 2.8 – Mileage

The District shall reimburse employees for mileage accrued when their personal vehicle is used to travel on a scheduled regular basis between work locations. The employee shall be reimbursed at the current IRS rate.

Section 2.9

Employees shall give a two (2) week notice for resignation or retirement.

Section 2.10 – Dues Deduction

Upon annual written request by the Union, the Board shall deduct Union dues from a bargaining unit employee's wages if the bargaining unit employee submits a full, free written consent to the deduction of Union dues from the employee's wages consistent with the Payment of Wages and Fringe Benefits Act. The District may immediately cease Union dues deduction for a bargaining unit employee if the bargaining unit employee provides written notice to the Superintendent or their designee that the employee is withdrawing consent for the Union dues deductions. Deductions will be made over twenty-six (26) weeks in substantially equal amounts from the employee's paycheck(s) commencing the first pay that is feasible following the receipt of

- (1) the Union's request for dues deduction, listing members and current years dues balance to be spread in substantially equal amounts through the last pay period in June of each school year, and
- (2) the voluntary written authorization from the bargaining unit employee.

Unless the Superintendent or designee receives a written request from the bargaining unit employee to discontinue the dues deductions, the District will transfer all monies deducted under this section to Local No. 243 by the fifteenth (15th) day of the month following the month when the deductions are made. Dues deductions shall continue through the last pay period in June of each school year. The Board shall not process monies for Political Action Committee donations associated with the dues structure.

The Union shall indemnify, defend, and save the Board (which includes its agents, employees, officers, and individual school board members) harmless against any and all claims, demands, cost, suits, or other forms of liability including back pay and all court or administrative agency costs that may arise out of or by reason of action by the Board for the purpose of complying with this agreement.

Further, the Board shall be held harmless for the assessment and collection of union dues and the imposition of any penalties related to an employee's non-payment of union dues.

ARTICLE III - HOURS OF EMPLOYMENT

Section 3.1

The normal work week of full-time employees covered by this agreement shall be forty (40) hours at five (5) days per week, eight (8) hours per day. The work week will include shift beginning Monday through Friday. If the District decides to establish a shift that involves regular work day on Saturday or Sunday in any building, the parties shall negotiate the terms of such schedule, it being agreed that Section 3.3 below does not apply. Teamsters Local 243 agrees to the implementation of one Tuesday through Saturday shift at the High School.

Upon ratification of the contract, it is the intent of the District to maintain full-time employment for current employees.

Section 3.2

Eight (8) hours shall constitute a day's work and forty (40) hours shall constitute a week's work. Time and one-half (1-1/2) shall be paid for all overtime in excess of forty (40) hours per week,. Overtime shall be computed at the end of workweek. Sick leave will not count as hours worked for the purpose of overtime. Vacation leave shall not be counted toward the calculation of overtime pay, except in cases of snow removal.

Section 3.3

Double the regular hourly rate shall be paid for all work performed on Sunday and holidays (12:01AM – 11:59 PM).

Section 3.4

Opportunities for additional work for all buildings and in each building, shall be distributed on a fair and equitable rotation among all the employees including regular part-time employees within the building. Unit employees from the master seniority list will be assigned after regular employees in the building have waived the opportunity to work additional time.

Additional work outside the building will be equalized from the master seniority list beginning with the senior employee through the seniority list thereafter assigning the employee with the least amount of overtime qualified to perform the work required.

In the event the Employer is unable to obtain volunteers to work additional time in accordance with the above procedure, the Employer reserves the right to assign employees who have indicated a desire to work additional time on a rotating basis. Such assignments shall be made in inverse order of seniority within the affected building(s), then by inverse order of seniority outside the building.

Unit employees who are on the rotation schedule will be offered additional time when the District determines that extra work is required for community services activities as well as other activities that result from the filing of a building use permit.

Additional time may also be offered on at least a shorter shift basis for one (1) day due to absences for illness, personal leave and vacation.

Section 3.5

Unit employees shall indicate to the supervisor in writing whether or not they are interested in working additional time, and if so, at what times; and additional work assignments shall be made on the basis of such information. If a unit employee indicates they are interested in working overtime and refuses said overtime five (5) consecutive times, they will be placed on the unavailable list for the remainder of the school year. In the event this happens the unit employee can request a review with the supervisor and potentially be placed back on the eligible list. However, it is understood that in times of emergency or when no unit employee is voluntarily available for overtime work, each unit employee may be required to perform his/her share of overtime work in the building where such overtime is required.

Section 3.6

Where an employee is temporarily transferred to another job classification they shall receive the rate for such classification, after three (3) consecutive days on the job, or their own rate, whichever is higher, unless the transfer was to avoid layoff, in which event they shall receive the rate for the job classification in which the work is performed. Temporary reclassification shall only occur when the District has presented written notice to the employee of the expectation that they shall perform the supervisory and/or special skill duties of the higher classification. It is specifically noted that absence of the higher classified employees shall not necessarily require the performance of their supervisory and/or special skill duties by another employee. Pay for the higher classification will begin after three (3) consecutive days on the job, provided the replacement assumes the added duties and responsibilities. An employee who assumes duties of the higher classification, on a temporary basis, shall not be removed from the higher classification without mutual consent between the employee and the District or until the temporary assignment has completed.

Section 3.7 – Emergency Closing of School

When emergency conditions dictate that the Superintendent shall close schools, employees shall be expected to report to work. An employee unable to report to work due to emergency or local weather conditions may charge the day of absence to sick leave, vacation leave or personal leave. This option will not be available to an employee having previously exhausted earned or accumulated paid leave days. If the superintendent feels weather conditions are sufficiently severe, an announcement will be made on the air that employees are not to report for work. In this case, all employees will be paid their regular daily rate of pay when not reporting. Those employees working on snow days, while other shifts are off, shall be entitled to a day off at a later date at a time to be mutually selected by both parties.

Section 3.8

An employee who is recalled to work within a ten (10) hour period from the time their last shift ended, and works more than four (4) hours shall, if the next day is a regularly scheduled workday, be given a choice of taking such day off without pay or working.

Section 3.9

Lunch period shall be unpaid and thirty (30) minutes in length, except when an hour is provided in other areas. Employees required to stay in the building shall be provided with an uninterrupted lunch break of thirty (30) minutes per day. In the event emergency work does not permit a thirty (30) minute lunch, the employee will be paid for all time worked.

Section 3.10

Two (2) fifteen (15) minutes paid break periods are permitted in each full shift.

Section 3.11

If a scheduled event creates additional workload as determined by the building supervisor, a custodian will be called in for necessary cleanup work. If an unscheduled event creates additional workload as determined by the supervisor, the custodian affected will be paid for one (1) additional hour at straight time hourly rate.

Section 3.12

In case an employee is called in other than their regular shift they shall be paid a minimum of two (2) hours.

Section 3.13

In the event that an employee is required to be on standby, they shall be paid four (4) hours pay at regular time rate in addition to any call-in pay as required in Section 3.12.

Section 3.14

It is understood that an employee may request a review of their current workload. This request will be made in writing to the supervisor with a copy to the Director of Human Resources. Within ten (10) days the supervisor will meet with the employee to discuss the workload. If the employee is not satisfied with the results, they may refer the issue to the Director of Human Resources within five (5) days.

Section 3.15

When the District determines the need to create and fill a position on a temporary basis of four (4) months or more, unit employees who are qualified may be considered in filling the positions without losing their rights to their current positions when the temporary position is ended.

Section 3.16

Head Groundsperson Hours

- A. Hours for Head Groundsperson will be 4:00 AM to 12:30 PM Monday-Friday approximately November 1 through first week in March.
- B. The 3rd shift premium one-dollar (\$1.00) will be paid to the Head Groundsperson for 3.5 hours of the 8-hour shift (4am – 7:30am)
- C. After an 8 hour shift that individual will clock out unless they have been notified directly by their supervisor otherwise
- D. Head Groundsperson must notify supervisor at least 2 hours prior to report time if going to be absent.

- E. The Assistant Groundsperson will have report hours of 6:00 a.m.-2:30p.m. permanently.
- F. During snow events, overtime opportunities may be offered on an equal basis for the Head Groundsperson, Assistant Groundsperson and Maintenance staff when they are required to modify the shift start and/or end times, however, shift-premium shall not apply beyond those hours identified in #2 above. The Supervisor of Maintenance and Grounds shall determine when modification to the shift start and/or end times will be necessary.
- G. The Supervisor of Maintenance and Grounds shall determine the method and processes of work material (i.e. salt) to be used by employees in administering their duties (Article XII, Section 12.1 Sub C). The employee shall exercise reasonable judgement in administering their duties to avoid serious accident of another person.

ARTICLE IV - LEAVE OF ABSENCE

Section 4.1 – Conferences

Two thousand dollars (\$2,000.00) will be appropriated annually for the development of a conference bank. A committee, with representation from the bargaining unit and Administration will design its implementation.

Section 4.2 – Employee Sick Leave With Pay

Employee sick leave with pay is earned and credited at the rate of one (1) day per calendar month with unlimited accumulation. Sick leave with pay may be used by the employee for personal illness or injury subjected to the following conditions:

- A. The employee shall, except in case of justifiable emergency, report illness or injury to the supervisor by 6:00 a.m. for the first shift; by 12:00 noon for the second shift; by 8:00 p.m. for the third shift.
- B. In the event the employee leaves the job because of illness or injury, they shall, except in the case of justifiable emergency, report their departure, their departure time and the nature of their illness or injury to either their immediate supervisor or the supervisor prior to departure.
- C. The illness shall be attested to by the employee upon return through the completion of a sick leave form furnished by the District.
- D. An employee absent from work for five (5) consecutive workdays may be required to provide written verification of illness from the attending physician.
- E. Where there is cause for the Employer to suspect abuse, an employee may be required to provide written verification of illness from an attending physician. Examinations required by the District shall be paid by the District.
- F. A written verification of illness from the attending physician shall be mandatory on the sixth (6th) consecutive working day of absence, or in all cases covered by Worker's Compensation regardless of the length of absence.
- G. Any employee who resigns after five (5) years or more and has thirty (30) days or more of accumulated sick leave, will be paid fifty percent (50%) of the value of their accumulated sick leave up to a maximum of five hundred dollars (\$500.00). Any employee who resigns after ten (10) or more years as a District employee will be paid

fifty percent (50%) of the value of their accumulated sick leave up to a maximum of two thousand dollars (\$2,000.00). Any employee who qualifies for and has filed for retirement under the Michigan Public Employees Retirement Act will be paid fifty percent (50%) of the value of their accumulated sick leave up to a maximum of three thousand dollars (\$3,000.00) at the time of retirement.

- H. Employees will receive a sick leave bonus of Five hundred dollars (\$500.00) if less than thirty-three (33) hours are used for the school year.
- I. In accordance with the Michigan Paid Medical Leave Act, an eligible non-exempt bargaining unit member may use sick leave for any of the reasons and persons allowed by that statute.

Section 4.3 – Leave Chargeable to Sick Leave

- A. Death in the immediate family:
Seven (7) days per year for death in the immediate family may be charged to sick leave. Immediate family is defined as mother, father, spouse, parent of spouse, brother, sister, child, grandparent, grandchild, or in-law, step-child, step-parent, step-brother, step-sister, son-in-law, daughter-in-law, or a dependent who lives in the immediate household.
- B. Illness in the employee's immediate family:
An employee's immediate family is defined as mother, father, spouse, parent of spouse, child, step-children, step-parents, or a dependent who lives in the immediate household. Ten (10) days per year shall be granted. Otherwise the school does not assume responsibility for family illness. The school reserves the right to require a certified report by the doctor in attendance.

Section 4.4 – Extended Illness Leave

- A. Leave for illness or injury to an employee covered by this agreement extending beyond the period compensated under sick leave shall be provided, without pay, up to a period not to exceed one (1) year but in all cases will conform with the Family and Medical Leave Act.
- B. Proof of recovery may be required at the employee's expense prior to the return from extended illness leave. Such proof may be verified by a District named physician at District expense.
- C. Upon return from leave, the employee shall be assigned to the same position, if the position is available. If the same position is not available, the employee shall be placed in a substantially equivalent position. Failure to accept a substantially equivalent position shall be considered voluntary resignation.
- D. Maternity leave shall be considered as extended illness and shall be provided in accordance with the provisions of this section, with the exception that maternity leave may, at the option of the employee, begin prior to exhausting paid sick leave. In such an instance, accumulated sick leave shall carry over to the return from leave.

Section 4.5 – Child Care Leave

An employee, upon request, shall be entitled to a child care leave of absence for a period of time not to exceed one school year or the remainder of the school year in which the leave is granted: whichever shall occur first. Upon return from a child care leave, the employee shall be entitled to return to the same or similar position. Child care leaves shall be without pay and without benefits but will comply with the Family and Medical Leave Act. Seniority shall not accrue during this leave. The employee shall notify the District in writing of their desire to take such leave and their intent to return and shall give such notice no less than thirty (30) days prior to the date on which their leave is to begin. The written notice shall indicate the expected date of the start of the leave and shall state the anticipated date of return. The thirty (30) day limit for prior notification may be waived by the District.

Section 4.6 – Personal Leave

Three (3) days' leave of absence per year not chargeable against the employee's contracted salary or sick leave allowance shall be granted for personal business. Approval to be obtained through the administration and arrangements made a week in advance or sufficient time to obtain a substitute in case of emergency. Unused personal business leave shall accumulate and be accrued as sick leave each year on July 1. Use of personal leave days shall require the prior approval of the supervisor and the Director of Human Resources. A personal business day is not to be taken the last workday preceding a holiday nor the first workday immediately following a holiday.

Section 4.7 – Military Leave

- A. A leave of absence shall be granted an employee who is inducted or enlists for one period of enlistment in any branch of the Armed Forces of the United States. Reinstatement upon completion of such service shall be in accordance with the requirements of the applicable laws of the United States. Regular salary increments and seniority shall accrue.
- B. An employee will be granted a leave without pay for a period of minimum enlistment for full-time overseas duty in the Peace Corps. Further extensions shall be granted at the will of the District. The salary increment shall accrue.
- C. Reservists and members of the National Guard will be paid the difference between military pay and their regular earnings for the period of annual training up to ten (10) days per calendar year.

Section 4.8 – Extended Leave of Absence

An employee may be granted a leave of absence for up to one (1) year with the approval of the District. The employee shall notify the District not later than three (3) months before the expiration of this leave whether active re-employment is desired. If so, the employee shall be assigned to a position in the school system.

Unless otherwise indicated, the following conditions shall apply to extended leaves of absence:

- A. Requests for leaves shall be in writing.
- B. Eligibility shall be based on a minimum of two (2) year continuous employment in the District.
- C. All extended leaves shall be limited to one year. Further extensions shall be at the will of the District.

- D. While on extended leave of absence, except for military leave, an employee's seniority is maintained but does not accrue.
- E. Shall be re-employed in line with their seniority at then current rate.
- F. Sick leave days shall not accrue but unused sick leave days held at the start of the leave shall be reinstated.
- G. Written notice of intention to either return or resign shall be given the Assistant Superintendent at least three (3) months before leave expires.
- H. Any extended leaves granted under this section shall be without pay.

Section 4.9 - Family Medical Leave Act (FMLA)

FMLA leave shall be available to bargaining unit members who are eligible for the leave consistent with the FMLA, for qualifying events cited by the FMLA. FMLA leave is unpaid unless the bargaining unit member has applicable paid leave (including workers compensation leave), which will run concurrently with the FMLA leave. Eligible employees may take FMLA leave intermittently or on a reduced schedule when leave is taken for a family member with a serious health condition, or for the bargaining unit members own serious health condition, because of a qualifying exigency, or to care for a covered service member or veteran. The FMLA leave year will be calculated on a rolling backward basis, except for military care-giving which must be calculated on a rolling forward basis by law.

ARTICLE V - VACATIONS

Section 5.1

Vacation shall be credited at the beginning of each fiscal year, on July 1. Employees will be credited according to the following schedule:

Upon completion of the probationary period through completion of the fifth (5th) year
Fifteen(15) days

- Beginning of the 6th year or more Twenty(20) days
- A. The anniversary date of each custodian will be the July 1 preceding the date of hire. From the date of hire to July 1 during the first year of employment vacation days will be prorated.
- B. Unused vacation days will be rolled over into the next fiscal year. Vacation accumulation shall not exceed two (2) years accrued time.
- C. Vacation may be taken at any time during the year, but must be taken in blocks of not less than one half (1/2) day or not more than ten (10) days, unless approved by the Director of Human Resources.
- D. Unit employees who are ill may use their accumulated vacation time as an extension of sick leave, after all regular sick leave benefits have been used during time covered under the Family & Medical Leave Act.
- E. Any unused vacation pay from prior years shall be paid upon termination. Any accrued vacation pay from the current year shall be paid upon termination on a prorated basis. If a bargaining unit member has used more vacation than earned, the

member will have the wages from the overused time deducted from their last paycheck.

- F. Vacation time shall be counted as actual scheduled working days on the custodial calendar and they shall receive their regular hourly rate. Should a holiday occur during an employee's vacation period, it shall not count as a vacation day.
- G. Requests for vacation shall be submitted in writing to the supervisor at least ten (10) working days in advance. Vacations shall require prior approval of the Supervisor. The following factors shall be considered prior to approval.
 - 1. The availability of a substitute
 - 2. The absence of previously scheduled school activities for which the presence of the employee is required.
- H. Should more requests for vacation within a given period be received than can be honored, approval will be granted according to date of receipt by the District.
- I. To be eligible for full vacation pay, an employee must have worked sixteen-hundred (1,600) hours or more during the past twelve (12) month period. Eligible employees who fail to meet this requirement shall receive a prorated vacation benefit based upon the number of days actually worked.

ARTICLE VI - HOLIDAYS

Section 6.1

The following holidays shall not be regular unit employees' workdays on the calendar but shall be paid at the employee's regular rate of pay provided the employee has worked scheduled hours the entire day on the last day scheduled for their classification prior to the holiday and the first day scheduled for their classification after the holiday, unless such failure was excused by the Supervisor and Human Resources or unless the holiday fell during the employee's scheduled vacation period.

Specific dates listed on attached Schedule B.

- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day
- Martin Luther King Jr Day*
- Presidents Day
- Memorial Day
- Juneteenth – if the date falls on a scheduled workday*

In addition, Good Friday, all day if school is not in session. If school is in session, custodians will work and take one (1) day at another time to be agreed upon by the District, when school is not in session, when agreed upon by the District.

*If school or school events are scheduled on MLK Jr, Day or Juneteenth, adequate staffing will be required. Employees that are scheduled to work will be given a trade day off for working MLK Jr Day or Juneteenth.

Section 6.2

Regular part-time employees working twenty (20) or more hours per week shall be entitled to receive a prorated share of all fringe benefits herein provided except where otherwise excluded.

Section 6.3

Probationary employees, as defined in Section 9.1, shall not be eligible for holiday pay.

ARTICLE VII - OTHER CONDITIONS OF EMPLOYMENT

Section 7.1

The Union shall have the right, upon request, to use school building facilities as follows:

- A. The use of school mail boxes for official Union business of the organization.
- B. A bulletin board in the staff room for Union use.
- C. The only person who can authorize a notice to be posted on the Union bulletin boards and on Union letterhead shall be the Business Representative of the Local Union or the Union Steward when authorized by the Union. The District reserves the right to remove any notice that in any way is not concerned with Union business. The bulletin board shall not be used for political announcements for public office.
- D. Requests for use of other school equipment shall be made of the building principal in advance of the utilization.
- E. All bargaining unit job openings or vacancies within the District will be posted on the custodians' bulletin board.
- F. A list of overtime worked and the employees who work the overtime will be provided to the steward on a bi-weekly basis.
- G. A copy of the minutes of the school board meetings will be provided to the steward.

Section 7.2

The District agrees that it will allow the proper accredited representatives of the Union access to the building at any time during working hours for the purpose of policing the terms and conditions of this agreement.

The Union shall have the right to examine payroll records pertaining to the computation of compensation of any employee whose pay is in dispute or any other records of the District pertaining to a specific grievance provided the employee involved shall give their consent in writing to the Union for opening of their confidential file.

Section 7.3

Employees who will experience a change of assignment shall be notified by the District. Such change will be mutually agreeable to the employee and the Union except that the District shall, if necessary, make the final decision. An employee promoted to a higher classification position (other than on a temporary basis under Section 3.6 of the Agreement) shall be subject to a trial period of thirty (30) calendar days in the new position, during which time they may be returned to their

previous classification without recourse to the grievance procedure. The employee's seniority continues to accrue during the trial period.

Section 7.4

Employees shall submit request to the supervisor for supplies and equipment, on forms provided by the District. The Superintendent shall make the final decision in the purchase of supplies and equipment, and on whether to contract for maintenance services on an emergency or project-by-project basis.

Section 7.5

Employees who wish to be considered for changes of assignment shall notify the supervisor in writing. The District recognizes the principle of promotion from within the school system and will consider any applicant who meets the minimum essential requirements as determined by the job description. Additional qualification factors will include, attendance record, discipline record and evaluations. If all qualification factors are equal, seniority will be the determining factor in comparing the two most qualified internal candidates.

The District reserves the right to fill the position within the bargaining unit by hiring a new employee if the District determines that none of the internal applicants possess the minimum essential requirements of the position.

In case of an open position in the bargaining unit in the school system, if the District intends to keep the position filled, it shall be posted immediately including an anticipated date the job will be filled.

Should new bargaining unit positions be created, the duties and responsibilities of which are similar to existing job classifications, the parties agree to reopen negotiations for the purpose of establishing a classification level for the new position. If the parties cannot agree on a rate, the District shall have the right to set a rate and the Union reserves the right to file a grievance over such rate.

Section 7.6

Should any employee be required to post bond as a condition of their employment, the premium shall be paid by the District.

Section 7.7

Employees shall report promptly to the building principal or supervisor, as appropriate, the presence of unscheduled groups or unsupervised students in the building outside of their regular school hours. A schedule of after school activities shall be maintained in each building and a copy provided for the unit employees' information. Should unscheduled groups request admission, and it is not possible for the employee to contact the principal or supervisor for their approval, the employee shall exercise good judgment in deciding whether to admit the group. An employee shall not be responsible for student groups without adult supervision admitted to the building by authority of an administrative supervisor or who gains access into the building through no negligence on the part of the employee.

Section 7.8

Employees shall report promptly to the building principal or supervisor as appropriate, any occurrence of disrespectful treatment from students, fellow employees or the public.

ARTICLE VIII - GRIEVANCE PROCEDURE

Section 8.1

Any employee, group of employees, or the Union may file a grievance. A grievance is defined as a claim of a violation, misinterpretation or misapplication of a specific provision of this agreement. Individual employees may present a grievance and have it adjusted with or without the intervention of the Union, if the adjustment is not inconsistent with the terms of this agreement. However, the Union shall be given opportunity to be present at the adjustment.

Section 8.2 – Informal Procedure

The following steps shall be oral and within the time specified:

- A. Any employee or group of employees believing there to be a violation as stated above shall discuss same with the Supervisor within ten (10) days from the alleged violation.
- B. If the decision of the Supervisor is not satisfactory the employee or group of employees may file a written grievance within ten (10) days under the formal grievance procedure.
Failure to institute a formal grievance procedure shall be deemed acceptance of the decision at that level.

Section 8.3 – Formal Grievance Procedure

In the event that a bargaining unit member believes there is a grievance they shall file with the Supervisor a written grievance within ten (10) days of the alleged violation or the decision at the informal level. The grievance shall contain the following information.

- A. A complete statement of facts alleging the violation.
- B. The specific section of this agreement alleged to have been violated.
- C. A remedy requested.
- D. The name or names of all of the grieving parties.

Steps to be followed:

1. Within five (5) days of receipt of the grievance, the Supervisor shall meet with the bargaining unit member in an effort to resolve the grievance. The manager shall indicate, in writing, his/her disposition of the grievance within five (5) days of such meeting, and furnish a copy to the Union, steward, the grieving employee(s) and file a copy in a permanent file in the Human Resources office.
2. If the decision of the Supervisor is unsatisfactory to the grieving employee(s) or the Union, and further hearing is desired, they shall escalate the written grievance within five (5) days to the Director of Human Resources. Within ten (10) days of receipt of a grievance, the Director of Human Resources shall schedule a hearing. Within seven (7) days of the hearing on the grievance, the District shall render a decision in writing, transmitting a copy to the Union and to the grieving employee(s) and file a copy in a permanent file in the Human Resources office.
3. If the decision of the District is unsatisfactory to the Union, the Union shall within fifteen (15) days of the date of said decision may, by written notice to the District, request voluntary mediation from the Michigan Employment Relations Commission or may elect to submit a grievance to arbitration. The

President and/or Executive Board of the Local Union shall have the right to determine whether or not the grievance is qualified to be submitted for arbitration by the Union. The Mediator or Arbitrator shall be mutually agreed to by the parties, or if they cannot agree, the arbitrator shall be selected through the Michigan Employment Relations Commission in accordance with the Commission's respective rules.

The arbitrator shall give both parties full opportunity to present evidence and argue the grievance orally, or in writing, and shall be bound by the transcript of the testimony and exhibits. In the event of a refusal by either party to submit to or appear at the arbitration hearing, the arbitrator shall have jurisdiction to proceed ex parte and make an award. In any event they shall make a written decision, and his/her award shall be binding upon the District, the Union, and the aggrieved. The arbitrator shall not alter, add to or subtract from the Agreement. The cost of arbitration shall be divided equally between the District and the Union, except that each shall pay the cost of its own representative.

4. Failure to institute a grievance or appeal a decision within the time specified shall be deemed acceptance of the decision at that level. Should an employee or group of employees or the Union withdraw a grievance at any level, or should an employee or group of employees leave the employ of the District, all further proceedings on said grievance shall be barred.

Section 8.4

The term "day" or "days" used throughout the entire Article VIII shall mean Monday through Friday, not including holidays when the central administrative offices are closed.

ARTICLE IX - SENIORITY

Section 9.1

The first sixty (60) calendar days of employment shall be regarded as a probationary period of employment and employees shall not have recourse to the terms of this Agreement. A thirty (30) calendar day extension may be extended upon notification by the District to the Union.

Section 9.2

Seniority shall be accrued and effective on the first working day of employment after the termination of the probationary period, retroactive to the last day of hire.

Section 9.3

Seniority prevails in the layoff, recall and earning opportunities of employees provided that skill and ability to do scheduled work are reasonably equal.

In reducing the work force because of legitimate cause, the last employee laid off shall be the first employee re-employed. In the laying off and the re-employment of laid off personnel, the particular work performed as defined by job description is an important factor.

It is understood that layoffs shall be by job classification and that an employee being laid off may displace an employee in the same classification or in another job classification having the least District seniority, provided they have the skill and ability to do the work.

Section 9.4

The District shall maintain a master seniority list, listing all eligible employees in order of seniority without regard to salary or job classification. The District shall furnish revised copies to the Union and employees as changes occur.

Section 9.5

Seniority shall be lost only by discharge, voluntary resignation, or layoff for a period of more than three (3) years, or failure to report to work for three (3) consecutive working days and failure to notify the employer by the end of the third day.

Section 9.6

In the event of a layoff, an employee so laid off shall be give two (2) weeks notice of recall to work, mailed to their last known address. In the event the employee fails to make themselves available for work at the end of said two (2) weeks, they shall lose all seniority rights under this agreement. However, the two (2) week time limit may be extended by mutual agreement between the District and the employee.

Section 9.7

Stewards shall be granted super seniority for layoff and rehire if such is required by the Union. However, only one (1) steward shall have super seniority for such purposes. The Union shall designate the steward to receive super seniority to the District in writing.

Section 9.8

Any employee employed in a classification covered by this Agreement, who is or has been transferred to a non-unit position while working under this contract shall not accumulate seniority while they work in the non-union position. If the employee is returned to a bargaining unit classification within one (1) year they shall commence work in a job generally similar to the one they had at the time of their transfer and he/she shall maintain the seniority they had at the time of their transfer out of the unit.

ARTICLE X - DISCIPLINE OR DISCHARGE

Section 10.1

The District recognizes the concept of progressive discipline when disciplining employees who have completed their probationary period. The District agrees not to discharge or suspend any employee who has completed their probationary period without just cause. In respect to discharge or suspension, the District shall give at least one (1) written warning notice to any employee who has completed their probationary period mailed to their home address, with a copy to the Union so that the employee may have an opportunity to make suitable corrections prior to further discipline or

discharge, except that no warning notice need be given to an employee who has completed their probationary period before they are discharged if the cause of such discharge, is, by way of illustration and not by way of limitation, (a) dishonesty, (b) drunkenness, (c) recklessness resulting in a serious accident, (d) conviction of a felony, (e) indecent proposals or any other offense involving moral turpitude, (f) falsification or their application for employment, (g) sabotage of school property, (h) assault, (i) insubordination.

Section 10.2

The warning notice as herein provided shall not remain in effect for a period of more than two (2) years from the date of said warning notice. It is expressly understood that a warning notice given to a probationary employee shall be considered in full force and effect for two (2) years from the date of said warning notice regardless of the fact that the probationary employee may achieve seniority status as described in Article IV, Section I hereof in the interim.

Section 10.3

Discharge shall be in writing, a copy of which shall be given to the Union steward and to the Union. Any employee who has completed the probationary period may request investigation of their suspension or discharge within ten (10) days, as defined in Section 8.4, of the date thereof.

ARTICLE XI - STEWARDS

Section 11.1

The District recognizes the right of the Union to designate a steward and committee person from among the employees. One (1) steward and one (1) committee person shall be designated. The Union shall inform the District in writing as to which employees have been designated as steward, and/or committee persons. In the absence of the steward from work the committee person shall exercise their functions. When all employees are working the day shift, the day shift steward or the committee person has sole authority.

Section 11.2

The authority of the stewards and committee persons so designated by the Union shall be limited to, and shall not exceed, the following activities:

- A. The investigation and presentation of grievances to the District or designated District representative in accordance with the provisions of this Master Agreement.
- B. The transmission of such messages and information as shall originate with, and are authorized by, the Local Union or its officers, provided such messages and information have been reduced to writing.

Section 11.3

The steward or committee person in the absence of the steward, shall be permitted time, not to exceed six (6) hours in total per month, to investigate, present and process grievances without loss of time, or pay, from their regular work hours. The steward or committee person may leave the school premises to conduct such business as outlined above only upon receiving prior approval in advance from the supervisor or the Director of Human Resources.

ARTICLE XII - BOARD RIGHTS

Section 12.1

The Board of Education, on its own behalf and on behalf of the electors of the school district, hereby retains and reserves unto itself all powers, rights, authority, and duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan and of the United States, including, but without limiting the generality of the foregoing, the right:

- A. To the executive management and administrative control of the school system and its employees, properties and facilities.
- B. Except as specifically and explicitly limited in this Agreement, the right to hire, transfer, and promote employees, to lay off employees for lack of work, to reprimand, suspend, discipline, and discharge employees for just cause, to establish reasonable rules and to maintain discipline of employees.
- C. In addition to the above, the Union recognizes there are rights and responsibilities which belong solely and exclusively to the District such as, but not limited to, the decisions on: all matters involving the type of work to be done, the locations of the operations, the means, methods and processes of work materials to be used, the right to introduce new and/or improved methods and facilities.
- D. The exercise of the foregoing powers, rights, authorities, duties and responsibilities by the District, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of good judgment the discretion in connection therewith shall be limited by the specific and express terms of this Agreement and then only to the extent such specific and express terms of this Agreement hereof are in conformance with the Constitution and laws of the State of Michigan and the Constitution and laws of the United States.

ARTICLE XIII - NEGOTIATION PROCEDURES

Section 13.1

Neither party shall have any control over the selection of the negotiation representatives of the other and each may select its own representatives. No final agreement between the parties may be executed without ratification by the District and by the members of the Union, but both parties agree that representatives selected by each shall be empowered with the authority to make proposals in the course of negotiations subject only to such ultimate ratification.

Section 13.2

An emergency manager appointed under the Financial Stability and Choice Act is authorized to reject, modify or terminate this Agreement as provided in the Local Financial Stability and Choice Act , 2012 Public Act 436.

ARTICLE XIV - SEPARABILITY AND SAVINGS CLAUSE

Section 14.1

If any Article or Section of this Agreement or of any riders thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained pending a final determination as to its validity, the remainder of this Agreement and of any rider hereto, or the application of such Article or Section to persons or circumstances other than those as to which it has been held invalid or as to which compliance with or enforcement of has been restrained, shall not be affected thereby.

ARTICLE XV - NEGLIGENCE

Section 15.1

Employees shall not be charged for loss or damage unless clear proof of negligence is shown.

ARTICLE XVI - UNIFORMS

Section 16.1

Each year covering the period of July 1 – June 30, employees will be reimbursed up to three hundred dollars (\$300.00) for the purchase of uniforms. Uniforms will be considered as shirts, pants, jackets, coveralls, belts, or shoes. A committee will be established to determine guidelines. Consistency in shirt styles will be implemented. Shirt style and purchase location will be collaboratively agreed upon between the Union and Administration. In addition, two (2) sets of coveralls will be furnished all full-time maintenance and grounds personnel and head custodians.

1. Each employee shall be responsible to clean and maintain the uniforms furnished to him/her/them and shall wear the uniform properly while on duty. Athletic shorts, sweatpants, sweat suits, leggings or yoga pants are not to be worn while on duty.
2. All Maintenance and Grounds employees will be required to wear safety shoes while on duty.
3. No open-toed shoes, sandals, flip flops, or crocs are allowed for any employees covered by this agreement.

Employees working less than full-time shall receive one hundred fifty dollars (\$150.00) upon presentation of evidence of purchase of uniforms.

The District will reimburse employees required to do snow/ice removal for the purchase of winter apparel once every five (5) years, or more frequently with prior approval from the Supervisor, with the cost not to exceed one hundred fifty dollars (\$150.00).

All reimbursement for uniforms will be prorated based on amount of time worked from July 1 to June 30.

ARTICLE XVII - JURY DUTY

Section 17.1

An employee who serves on Jury Duty will be paid the difference between their pay for that duty and their regular pay provided proof of service and pay is submitted. Jury services will not be charged to sick leave or vacation time.

ARTICLE XVIII - SCOPE OF THIS AGREEMENT

Section 18.1

The parties acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the District and the Union, for the life of this Agreement each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

Section 18.2

This Agreement constitutes the sole and entire existing Agreement between the parties and supersedes all prior practices, whether oral or written, and expresses all obligation of, and restrictions imposed upon, the District and the Union. This Agreement is subject to amendment, alteration or additions, only by a subsequent written agreement between, and executed by, the District and the Union. The waiver of any breach, term or condition of the Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and conditions.

ARTICLE XIX - COURT APPEARANCE

Section 19.1

If an employee appears in court or the police department at District request on behalf of the employer or is subpoenaed to appear in court to testify concerning the Waverly Community Schools, they shall receive their basic straight time rate of pay for all time spent in making such appearance. Such court appearance time shall not be charged to personal leave, sick leave or vacation time, nor shall the employee be required to make up the lost time.

ARTICLE XX - EQUIPMENT, ACCIDENT AND REPORTS

Section 20.1

Employees shall operate only vehicles or equipment that is in safe operating condition or equipped with the safety appliance prescribed by law. It shall not be a violation of this Agreement when employees refuse to operate defective equipment unless such refusal is unjustified.

Employees shall immediately report all defects of equipment to their immediate supervisor. Such reports shall be made on a suitable form furnished by the District and shall be made in multiple copies, one copy to be retained by the employee.

Employees will not undertake to perform any activities involving dangerous conditions of work or danger to a person or property or in violation of an applicable statute, court order or governmental regulations relating to safety of person or equipment. If they do so, such employee will be subject to disciplinary action.

ARTICLE XXI - ANNOUNCEMENT

Section 21.1

Union announcements will be permitted after custodial staff meetings are completed.

ARTICLE XXII - STRIKE OR LOCKOUT

Section 22.1

The Union and the District agree that there will be no strike or lockout during the course of this Agreement.

ARTICLE XXIII - HEALTH EXAMINATION

Section 23.1

Employees shall possess and maintain sufficient good health, both physical and mental, to adequately perform their respective duties. The District may require a physical or psychological examination by a District-named physician at District expense. Tuberculosis tests are required if required by law.

ARTICLE XXIV - NON-DISCRIMINATION

Section 24.1

The parties shall not discriminate against any employee because of age, gender, race, color, national origin, religious affiliation, disability, sexual orientation, gender identity or other criteria as provided for by applicable law.

ARTICLE XXV - TERMINATION OF AGREEMENT

Section 25.1

This Agreement shall be in full force and effect July 1, 2024 to and including June 30, 2027, and shall continue in full force and effect from year to year thereafter unless written notice of desire to cancel or terminate this Agreement is serviced by either party upon the other at least sixty (60) days prior to date of expiration.

Section 25.2

It is further agreed by the parties hereto that upon receiving proper cancellation notice or amendment notice to this Agreement the parties agree to start negotiations at least forty-five (45) days before the expiration or amendment date of this Agreement.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals this

_____ day of _____ 2024, A.D.

NEGOTIATING COMMITTEE

EMPLOYER

Micky Savage – Committee Member
Evan Nuffer – Committee Member
Kyle Scriptor – Committee Member
Clint Balzer – Committee Member

UNION

Corey Smith – Chairperson
Lynne Meade – Co-Chairperson
Steven Buck – Steward
Scott Lee – Committee Person

EMPLOYER

WAVERLY COMMUNITY SCHOOLS

UNION

LOCAL UNION NO. 243 AFFILIATED
WITH THE INTERNATIONAL BROTHERHOOD
OF TEAMSTERS

President, Board of Education

Scott Quenneville (Pres)

Secretary, Board of Education

Phil Turner (Sec-Tres)

Corey Smith (Business Rep.)

Lynne Meade (Business Rep.)

Rich Branch (Business Rep.)

SCHEDULE A - WAGES

Salary Schedule for Employees hired prior to June 30, 2011

Classification	Job Description(s)	2024-2025	2025-2026	2026-2027
AAA*	-Bus Mechanic	\$25.56	\$26.07	\$26.59
AA**	-Skilled Maintenance -Maintenance Personnel -Head Groundsperson	\$23.70	\$24.17	\$24.65
A	-Secondary Head Custodian -Groundsperson -Utility	\$21.81	\$22.25	\$22.70
BB	-Elementary Head Custodian -Courier	\$20.61	\$21.02	\$21.44
B	-Secondary Assistant Head Custodian -Groundsperson -Groundsperson (Temporary)	\$19.94	\$20.34	\$20.75
C	-General Custodian	\$19.18	\$19.56	\$19.95

Salary Schedule for Employees hired on/after July 1, 2011

Classification	Job Description(s)	2024-2025	2025-2026	2026-2027
AAA*	-Bus Mechanic	\$23.58	\$24.52	\$25.50
AA**	-Skilled Maintenance -Maintenance Personnel -Head Groundsperson	\$21.74	\$22.61	\$23.51
A	-Secondary Head Custodian -Groundsperson -Utility	\$19.83	\$20.62	\$21.44
BB	-Elementary Head Custodian -Courier	\$18.40	\$19.14	\$19.91
B	-Secondary Assistant Head Custodian -Groundsperson -Groundsperson (Temporary)	\$17.97	\$18.69	\$19.44
C	-General Custodian	\$16.60	\$17.26	\$17.95

*Must be a certified Master Mechanic

** Proficient in general maintenance; use of tools; and knowledge of electricity, plumbing, boilers, carpentry, and general contracting practices.

Longevity

Employees shall earn longevity pay according to the following schedule according to anniversary date of employment. Longevity pay earned shall be payable the payday before December 1. Longevity will be prorated for anyone who retires before December 1 of each year. Employees hired after May 26, 1993 are not eligible for longevity.

15 years and over of service \$900.00

Premium for Night Work

Premium for night work shall only apply for employees regularly scheduled to work during shift classifications as identified below:

\$0.40 per hour premium HS afternoon shift only (approximately 10:00 a.m. – 6:30 p.m.)

\$0.50 per hour premium 2nd shift (approximately 3:00 p.m. to 11:30 p.m.)

\$0.75 per hour premium HS evening shift only (approximately 4:30 p.m. – 1:00 a.m.)

\$1.00 per hour premium 3rd shift (approximately 11:00 p.m. to 7:30 a.m.)

Maintenance, mechanics and groundspersons may be required to substitute for custodians in cases of emergency or if their regular duties cannot be completed, as determined by the supervisor.

Employees shall not be required to act as “Policemen” or “Crossing Guards” except in cases of emergency.

SCHEDULE B - HOLIDAY DATES

	2024-2025	2025-2026	2026-2027
Independence Day	July 4	July 4	July 4
Labor Day	Sept. 2	Sept. 1	Sept. 7
Thanksgiving Day	Nov. 28	Nov. 27	Nov. 26
Day after Thanksgiving	Nov. 29	Nov. 28	Nov. 27
Christmas Eve	Dec. 24	Dec. 24	Dec. 24
Christmas Day	Dec. 25	Dec. 25	Dec. 25
New Years Eve	Dec. 31	Dec. 31	Dec. 31
New Years Day	Jan. 1	Jan 1	Jan. 1
Martin Luther King Jr. Day*	Jan 20	Jan. 19	Jan 18
Presidents Day	Feb. 17	Feb.16	Feb.15
Good Friday	April 18	Apr. 03	Mar. 26
Memorial Day	May 26	May 25	May 31
Juneteenth*	June 19	June 19	N/A

The holidays shall not be less than twelve. The traditional Christmas Eve Day and New Years Eve Day off will be taken at a time designated by the District when school is not in session.

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**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
June 10, 2024**

SUBJECT: POLICY – First Reading

RECOMMENDATION:

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

Volume 38, No. 2

Policy 143.1	Public Expression of Board Member
Revised Policy – 1240	Evaluation of the Superintendent
Rescinded Policy – 2410	Prohibition of Referral or Assistance
Revised Policy – 2414	Reproductive Health and Family Planning
Revised Policy – 2418	Sex Education
Technical Correction Revised Policy – 3220	Professional Staff Evaluation
Technical Correction Revised Policy – 6320	Purchasing
Technical Correction Revised Policy – 6321	New School Construction, Renovation
Technical Correction Revised Policy – 6325	Procurement Federal Grants/Funds
New Policy – 6350	Prevailing Wage
Revised Policy – 6520	Payroll Deductions
Technical Correction Revised Policy – 8390	Animals on District Property
Revised Policy – 8800	Religious/Patriotic Ceremonies and Observances



Book	Policy Manual
Section	Board Review Spring 2024 (38.2)
Title	Copy of PUBLIC EXPRESSION OF BOARD MEMBERS
Code	po0143.1
Status	
Adopted	June 14, 2004
Last Revised	February 25, 2019

0143.1 - **PUBLIC EXPRESSION OF BOARD MEMBERS**

The Board President functions as the official spokesperson for the Board.

From time-to-time, however, individual Board members will make public statements on school matters:

If the statements imply, or if the readers (listeners) could infer that the opinions expressed or statements made are the official positions of the Board, the Board members shall, when writing or speaking on school matters, make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board.

A. This bylaw shall apply to all statements and/or writings by individual Board members not explicitly sanctioned by a majority of its members, except as follows:

1. correspondence, such as legislative proposals, when the Board member has received official guidance from the Board on the matters discussed in the letter
2. routine, not for publication, correspondence of the Superintendent and other Board employees
3. routine "thank you" letters of the Board
4. statements by Board members on nonschool matters (providing the statements do not identify the author as a member of the Board)
5. personal statements not intended for publication

~~B. Copies of this bylaw shall be sent annually to local media by the Board President.~~

A Board member's personal or private use of social media may have unintended, negative consequences to the Board member and/or the District, including possible violations of the Open Meetings Act and issues relating to creation of a public record. Postings to social media should be done in a manner sensitive to the Board member's responsibilities, applicable District policies, and legal obligations.

Revised 7/16/18

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Book	Policy Manual
Section	Board Review Spring 2024 (38.2)
Title	Vol. 38, No. 2 - February 2024 Revised EVALUATION OF THE SUPERINTENDENT
Code	po1240
Status	
Adopted	June 14, 2004
Last Revised	June 20, 2016

Revised Policy - Vol. 38, No. 2

1240 - EVALUATION OF THE SUPERINTENDENT

The Board of Education believes it is essential that it evaluate the Superintendent's performance periodically in order to assist both the Board and the Superintendent in the proper discharge of their responsibilities and to enable the Board to provide the District with the best possible leadership. To carry out this responsibility, the Board will evaluate the Superintendent utilizing a rigorous, transparent, and fair performance evaluation system that does all of the following:

- A. Evaluates the Superintendent's job performance at least annually in a year-end evaluation, while providing timely and constructive feedback.

A Superintendent rated highly effective **prior to July 1, 2024 and/or effective after July 1, 2024** on three (3) consecutive year-end evaluations may be evaluated every other year, at the District's discretion.

- B. Establishes clear approaches to measuring student growth and provides the Superintendent with relevant data on student growth.

- C. Evaluates the Superintendent's job performance **prior to July, 2024** as highly effective, effective, minimally effective, or ineffective, **and after July 1, 2024 as effective, developing, or needing support** ~~using multiple rating categories that take into account student growth and assessment data. Before the 2024-2025 school year, For the 2015-2016, 2016-2017, and 2017-2018 school years, twenty five percent (25%) of the annual year-end evaluation shall be based on student growth and assessment data. Beginning with the 2018-2019 school year, forty percent (40%) of the annual year-end evaluation shall be based on student growth and assessment data. Beginning with the 2024-2025 school year, twenty percent (20%) of the year-end evaluation shall be based on student growth or student learning objectives.~~

For the Superintendent, the pertinent data is that of the entire School District.

- D. Uses the evaluations, at a minimum, to inform decisions regarding all of the following:

1. The effectiveness of the Superintendent, so that **the Superintendents/he** is given ample opportunities for improvement.
2. Retention and development of the Superintendent, including providing relevant coaching, instruction support, or professional development.

3. Removing an ineffective Superintendent after ~~the Superintendents/he~~ has had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures.
 4. ~~(-) Whether to grant full certification to the Superintendent using rigorous standards and streamlined, transparent, and fair procedures.~~
- E. ~~Prior to July 1, 2024, the~~The portion of the annual year-end evaluation that is not based on student growth and assessment data shall be based on at least the following for the entire District:
1. The Superintendent's training and proficiency in conducting teacher performance evaluations if ~~the Superintendents/he~~ does so or ~~the his/her~~ designee's proficiency and training if the Superintendent designates such duties.
 2. The progress made by the school or District in meeting the goals established in the school/District improvement plan.
 3. Student attendance.
 4. Student, parent, and teacher feedback and other information considered pertinent by the Board.
 5. **Beginning July 1, 2024, the portion of the evaluation that is not based on student growth or student learning objectives must be based on objective criteria.**
- F. For the purposes of conducting annual year-end evaluations under the performance evaluation system, ~~by the beginning of the 2016-2017 school year,~~ the District shall adopt and implement one (1) or more of the evaluation tools for teachers, or administrators if available, that are included on the list established and maintained by the Michigan Department of Education ("MDE"). However, if the District has one (1) or more local evaluation tools for administrators or modifications of an evaluation tool on the list, and the District complies with G. below, the District may conduct annual year-end evaluations for administrators using one (1) or more local evaluation tools or modifications.
- G. ~~The Beginning with the 2016-2017 school year,~~ the District shall post on its public website all of the following information about the measures it uses for its performance evaluation system for school administrators:
1. The research base for the evaluation framework, instrument, and process or, if the District adapts or modifies an evaluation tool from the MDE list, the research base for the listed evaluation tool and an assurance that the adaptations or modifications do not compromise the validity of that research base.
 2. The identity and qualifications of the author or authors or, if the District adapts or modifies an evaluation tool from the MDE list, the identity and qualifications of a person with expertise in teacher evaluations who has reviewed the adapted or modified evaluation tool.
 3. Either evidence of reliability, validity, and efficacy or a plan for developing that evidence or, if the District adapts or modifies an evaluation tool from the MDE list, an assurance that the adaptations or modifications do not compromise the reliability, validity, or efficacy of the evaluation tool or the evaluation process.
 4. The evaluation frameworks and rubrics with detailed descriptors for each performance level on key summative indicators.
 5. A description of the processes for conducting classroom observations, collecting evidence, conducting evaluation conferences, developing performance ratings, and developing performance improvement plans.
 6. A description of the plan for providing evaluators and observers with training.
- H. **The District shall** ~~Beginning with the 2016-2017 school year:~~
1. ~~The District shall~~ provide training to the Superintendent on the measures used by the District in its performance evaluation system and on how each of the measures is used. This training may be provided by a district or ~~by a~~ consortium consisting of two (2) or more districts, the intermediate school district, or a public school academy.

2. ~~The District shall~~ ensure that training is provided to all evaluators and observers. The training shall be provided by an individual who has expertise in the evaluation tool or tools used by the District, which may include either a consultant on that evaluation tool or framework or an individual who has been trained to train others in the use of the evaluation tool or tools. The District may provide ~~the~~ training in the use of the evaluation tool or tools if the trainer has expertise in the evaluation tool or tools.

[OPTIONAL]

The Board's evaluation shall also include an assessment of the:

- A. progress toward the educational goals of the District;
- B. working relationship between the Board and the Superintendent;
- C. Board's own effectiveness in providing direction to the Superintendent.

Such assessments will be based on defined quality expectations developed by the Board for each criteria being assessed.

[END OF OPTIONAL LANGUAGE]

Beginning July 1, 2024, the evaluation system must include a mid-year progress report for the Superintendent in each year that they are evaluated. This mid-year progress report shall comply with M.C.L. 380.1249b and may not replace the annual evaluation.

The evaluation system shall ensure that if the Superintendent is rated as minimally effective or ineffective prior to July 1, 2024 or needing support or developing after July 1, 2024, the person(s) conducting the evaluation shall develop and require the Superintendent to implement an improvement plan to correct the deficiencies. The improvement plan shall recommend professional development opportunities and other measures designed to improve the rating of the Superintendent on the Superintendent's his/her next annual year-end evaluation. A Superintendent rated as ineffective prior to July 1, 2024 and/or needing support after July 1, 2024 "ineffective" on three (3) consecutive year-end evaluations must be dismissed from employment with the District.

The evaluation program shall aim at the early identification of specific areas in which the Superintendent needs help so that appropriate assistance may be provided or arranged for. The Board shall not release the Superintendent from the responsibility to improve. If the Superintendent, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal, dismissal, or non-renewal procedures may be invoked. In such an instance, all relevant evaluation documents may be used in the proceedings.

Evaluations shall be conducted of each administrator as stipulated in the revised School Code, the employment contract, the Superintendent's administrative guidelines, and as directed by the Michigan Department of Education. An administrator shall be given a copy of any documents relating to the administrator's his/her performance which are to be placed in the personnel file.

All contracts governing the employment of the Superintendent entered into, extended, renewed, or modified on or after July 1, 2024 must include an appeal process concerning the evaluation process and rating received.

This policy shall not deprive an administrator of any rights provided by State law or any contractual rights consistent with State law.

As an outcome of the evaluation of the Superintendent's performance, the Board should be prepared to judge the advisability of retention of the Superintendent and be prepared better to:

- A. determine the Superintendent's salary;
- B. identify strengths and weaknesses in the operation of the District and determine means by which weaknesses can be reduced and strengths are maintained;
- C. establish specific objectives, the achievement of which will advance the District toward its goals;
- D. improve its own performance as the public body ultimately charged with the educational responsibility of this District.

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M.C.L. 380.1249b

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Book	Policy Manual
Section	Board Review Spring 2024 (38.2)
Title	Vol. 38, No. 2 - February 2024 Rescind PROHIBITION OF REFERRAL OR ASSISTANCE
Code	po2410
Status	
Adopted	May 21, 2018
Last Revised	December 16, 2019

Rescind Policy - Vol. 38, No. 2

~~2410 — PROHIBITION OF REFERRAL OR ASSISTANCE~~

~~In accordance with Michigan statute, any school official, member of the Board of Education, or employee of the Board who is not the parent or the legal guardian of the student involved is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion. Any school official, member of the Board, or employee of the Board who violates this policy is subject to disciplinary action.~~

~~Any alleged violation of this policy shall be reported to the Superintendent, who shall follow the procedures set out in Policy 1439, Policy 3139, Policy 4139, or the current negotiated bargaining agreement, whichever is applicable, to investigate the allegation. If the allegation relates to a school official, member of the Board, or employee of the Board to whom Policy 1439, Policy 3139, Policy 4139, or a current negotiated bargaining agreement does not apply, the Superintendent shall conduct an investigation, as appropriate to the situation, including providing the person with reasonable notice and the opportunity to respond. All disciplinary measures available under Board Policy 1439, Policy 3139, or Policy 4139 may be utilized, as appropriate, if the Superintendent determines that a violation of this policy occurred.~~

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Legal M.C.L. 388.1766

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Book	Policy Manual
Section	Board Review Spring 2024 (38.2)
Title	Vol. 38, No. 2 - February 2024 Revised REPRODUCTIVE HEALTH AND FAMILY PLANNING
Code	po2414
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Revised Policy - Vol. 38, No. 2

2414 - REPRODUCTIVE HEALTH AND FAMILY PLANNING

The Board of Education directs that instruction be provided on the principal modes by which dangerous communicable diseases, including HIV and AIDS, are spread and the best methods for the restriction and prevention of these diseases. The instruction shall stress that abstinence from sex is the only protection that is 100% effective against unplanned pregnancy and sexually transmitted diseases, including HIV and AIDS, and that abstinence is a positive lifestyle for unmarried young people.

No person shall dispense or otherwise distribute in a District school or on District school property a family-planning drug or device. ~~Additionally, any school official, member of the Board, or employee of the Board who is not the parent or the legal guardian of the student involved is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion.~~

Each person who teaches K to twelve (12) students about human immunodeficiency virus infection and acquired immunodeficiency syndrome shall have training in human immunodeficiency virus infection and acquired immunodeficiency syndrome education for young people. Licensed health care professionals who have received training on human immunodeficiency virus infection and acquired immunodeficiency syndrome are exempt from this requirement.

~~For a class in which the subjects of family planning or reproductive health are discussed, the District shall notify the parents of the fact that the student will be enrolled in the course and notify the parents about the content of the instruction. Parents shall be given prior opportunity to review the materials to be used (other than tests) and shall be advised in advance of the parents' right to have their child excused from the instruction. The District shall notify the parents, in advance of the instruction and about the content of the instruction, to give the parents an opportunity, prior to instruction, to review the materials to be used (other than tests), as well as the opportunity to observe the instruction and advise the parents of their right to have their child excused from the instruction.~~

Before any revisions to the curriculum on the subjects taught pursuant to M.C.L. 380.1169 are implemented, the Board shall hold at least two (2) public hearings on the proposed revisions. The hearings shall be held at least one (1) week apart and public notice of the hearings shall be given in the manner required for Board meetings. A public hearing held pursuant to this section may be held in conjunction with a public hearing held pursuant to M.C.L. 380.1507.

A.C. Rule 388.273 et seq.
M.C.L. 380.1169, **380.1506**, 380.1507, ~~388.1766~~

Legal

A.C. Rule 388.273 et seq.

M.C.L. 380.1169, 380.1506, 380.1507

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Book	Policy Manual
Section	Board Review Spring 2024 (38.2)
Title	Vol. 38, No. 2 - February 2024 Revised SEX EDUCATION
Code	po2418
Status	
Adopted	May 21, 2018
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Revised Policy - Vol. 38, No. 2

2418 - SEX EDUCATION

In accordance with Michigan statute, the Board of Education authorizes instruction in sex education. Such instruction may include family planning, human sexuality, and the emotional, physical, psychological, hygienic, economic, and social aspects of family life. Instruction may also include the subjects of reproductive health and the recognition, prevention, and treatment of sexually transmitted diseases.

The instruction described in this policy shall stress that abstinence from sex is a responsible and effective method of preventing unplanned or out-of-wedlock pregnancy and sexually transmitted diseases and is a positive lifestyle for unmarried young people.

Such instruction shall be elective and not a requirement for graduation.

A student shall not be enrolled in a class in which the subjects of family planning or reproductive health are discussed unless the student's parent or guardian is notified in advance of the course and the content of the course, is given a prior opportunity to review the materials to be used in the course and is notified in advance of **the parent's/guardian's** ~~his or her~~ right to have the student excused from the class. The Michigan Board of Education shall determine the form and content of the notice required in this policy.

Upon the written request of a student or the student's parent or legal guardian, the student shall be excused, without penalty or loss of academic credit, from attending a class described in this policy. If a parent or guardian submits a continuing written notice, the student will not be enrolled in a class described in this policy unless the parent or guardian submits a written authorization for that enrollment.

The District shall provide the instruction by teachers qualified to teach health education. **Material and instruction in a sex education curriculum shall be age-appropriate, not medically inaccurate, and shall comply with the statutory requirements of M.C.L. 380.1507b.**

The Board shall establish a sex education advisory board and shall determine terms of service for the sex education advisory board, the number of members to serve on the advisory board, and a membership selection process that reasonably reflects the District's population. The Board shall appoint two (2) co-chairs for the advisory board, at least one (1) of whom is a parent of a child attending a District school. At least one-half (1/2) of the members of the sex education advisory board shall be parents who have a child attending a District school, and a majority of these parent members shall be individuals who are not employed by a District. The sex education advisory board shall include students of the District, educators, local clergy, and community health professionals. Written or electronic notice of a sex education advisory board meeting shall be sent to each member at least two (2) weeks ~~105~~ before the date of the meeting.

The sex education advisory board shall:

- A. Establish program goals and objectives for student knowledge and skills that are likely to reduce the rates of sex, pregnancy, and sexually transmitted diseases. Additional program goals and objectives may be established by the sex education advisory board that are not contrary to Michigan law.
- B. Review the materials and methods of instruction used and make recommendations to the Board for implementation. The advisory board shall take into consideration the District's needs, demographics, and trends including, but not limited to, teenage pregnancy rates, sexually transmitted disease rates, and incidents of student sexual violence and harassment.
- C. At least once every two (2) years, evaluate, measure, and report the attainment of program goals and objectives established by the advisory board. The Board shall make the resulting report available to parents in the District.

Before adopting any revisions in the materials or methods used in instruction under this policy including, but not limited to, revisions to provide for the teaching of abstinence from sex as a method of preventing unplanned or out-of-wedlock pregnancy and sexually transmitted disease, the Board shall hold at least two (2) public hearings on the proposed revisions. The hearings shall be held at least one (1) week apart and public notice of the hearings shall be given in the manner required for Board meetings. A public hearing held pursuant to this section may be held in conjunction with a public hearing held pursuant to M.C.L. 380.1169.

Each person who provides instruction to K to twelve (12) students in accordance with this policy shall receive training based on District-approved standards and in accordance with training requirements of the Michigan Department of Education (MDE) and Michigan Department of Health and Human Services (MDHHS).

No person shall dispense or otherwise distribute, in a District school or on District school property, a family planning drug or device. ~~Additionally, any school official, member of the Board, or employee of the Board who is not the parent or legal guardian of the student involved is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion.~~

For purposes of this policy, "family planning" means the use of a range of methods of fertility regulation to help individuals or couples avoid unplanned pregnancies; bring about wanted births; regulate the intervals between pregnancies; and plan the time at which births occur in relation to the age of parents. It may include the study of fetology. It may include marital and genetic information. Clinical abortion shall not be considered a method of family planning, nor shall abortion be taught as a method of reproductive health.

M.C.L. 380.1507, **380.1507b**, 380.1169, ~~388.1766~~

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Legal M.C.L. 380.1507, 380.1507b, 380.1169

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Book	Policy Manual
Section	Board Review Spring 2024 (38.2)
Title	Copy of PROFESSIONAL STAFF EVALUATION
Code	po3220
Status	
Adopted	June 14, 2004
Last Revised	February 12, 2024

3220 - **PROFESSIONAL STAFF EVALUATION**

The Board of Education, through the powers derived from the School Code and other relevant statutes, is responsible for the employment and discharge of all personnel. To carry out this responsibility, with involvement of professional staff, the Board delegates to the Superintendent the function of establishing and implementing a rigorous, transparent, and fair performance evaluation system that does at least all of the following:

- A. evaluates the employee's job performance in a year-end evaluation, while providing timely and constructive feedback

Teachers rated highly effective or, as of July 1, 2024, effective on the three (3) most recent consecutive year-end evaluations may be evaluated every other year or, as of July 1, 2024, every third year, at the District's discretion.

- B. establishes clear approaches to measuring student growth and provides professional staff with relevant data on student growth
- C. evaluates an employee's job performance, using rating categories of highly effective, effective, minimally effective, and ineffective prior to July 1, 2024 and using rating categories of effective, developing, and needing support as of July 1, 2024, which take into account student growth and assessment data or student learning objectives

Before the 2024-2025 school year, forty percent (40%) of the annual year-end evaluation shall be based on student growth and assessment data. Beginning in the 2024-2025 school year, twenty percent (20%) of the year-end evaluation must be based on student growth and assessment data or student learning objectives metrics.

Evaluations must also comply with the following:

1. The portion of a teacher's year-end evaluation that is not based on student growth and assessment data or student learning objective metrics shall be based primarily on a teacher's performance as measured by the District.
2. Prior to July 1, 2024, for core content areas in grades and subjects in which state assessments are administered, fifty percent (50%) of student growth must be measured using the state assessments, and the portion of student growth not measured using state assessments must be measured using multiple research-based growth measures or alternative assessments that are rigorous and comparable across schools within the District. Student growth also may be measured by student learning objectives or nationally normed or locally adopted assessments that are aligned to state standards, or based on achievement of individualized education program goals.

3. Prior to July 1, 2024, the portion of a teacher's evaluation that is not measured using student growth and assessment data or using the evaluation tool developed or adopted by the District shall incorporate criteria enumerated in section M.C.L. 380.1248(1)(b)(i) to (iii) that are not otherwise evaluated under the tool. (See Policy 3131) After July 1, 2024, the portion of a teacher's evaluation that is not measured using student growth and assessment data or student learning objectives metrics, or using the evaluation tool developed or adopted by the District, must be based on objective criteria.
4. Prior to July 1, 2024, if there are student growth and assessment data available for a teacher for at least three (3) school years, the annual year-end evaluation shall be based on the student growth and assessment data for the most recent three (3) consecutive-school-year period. If there are ~~not~~ student growth and assessment data available for a teacher for at least three (3) school years, the annual year-end evaluation shall be based on all student growth and assessment data that are available for the teacher.
5. As of July 1, 2024, the following apply: Evaluations and feedback concerning the evaluation must be provided in writing to the teacher; if a written evaluation is not provided, the teacher is deemed effective; if required by circumstances described in M.C.L. 380.1249, a teacher must be designated as unevaluated; and if a teacher receives an unevaluated designation, the teacher's rating from the immediately prior school year must be used.

D. uses the evaluations, at a minimum, to inform decisions regarding all of the following:

1. the effectiveness of employees, so that they are given ample opportunities for improvement
2. prior to July 1, 2024, promotion, retention, and development of employees, including providing relevant coaching, instruction support, or professional development, and after July 1, 2024, development of employees, including providing relevant coaching, instruction support, or professional development
3. prior to July 1, 2024, whether to grant tenure or full certification, or both, to employees, using rigorous standards and streamlined, transparent, and fair procedures
4. prior to July 1, 2024, removing ineffective tenured and untenured employees after they have had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures

E. provides a mid-year progress report for every teacher who is in the first year of probation or has received a rating of minimally effective or ineffective or, after July 1, 2024, needing support or developing on the most recent year-end evaluation

This mid-year report shall supplement and not replace the year-end evaluation. The mid-year report shall:

1. prior to July 1, 2024, be based, at least in part, on student achievement;
2. be aligned with the teacher's individualized development plan;
3. include specific performance goals and any recommended training for the remainder of the school year, as well as written improvement plan developed in consultation with the teacher that incorporates the goals and training.

F. includes classroom observations in accordance with the following:

1. must include review of the lesson plan, State curriculum standards being taught, and student engagement in the lesson and, as of July 1, 2024, the items described in this paragraph must be discussed during a post-observation meeting between the observer and the teacher
2. must include multiple observations unless the teacher has received an effective or higher rating on the last two (2) year-end evaluations
3. observations need not be for an entire class period but, as of July 1, 2024 must not be less than fifteen (15) minutes
4. one (1) observation may be unscheduled
5. the school administrator responsible for the teacher's performance evaluation shall conduct at least one (1) of the observations

Other observations may be conducted by other observers who are trained in the use of the evaluation tool as described below. These other observers may be teacher leaders.

6. the District shall ensure that, within thirty (30) calendar days after each observation, the teacher is provided with written feedback from the observation
- G. for the purposes of conducting annual year-end evaluations under the performance evaluation system, the District will adopt and implement one (1) or more of the evaluation tools for teachers that are included on the list established and maintained by the Michigan Department of Education ("MDE")

The evaluation tool(s) shall be used consistently among the schools operated by the District so that all similarly situated teachers are evaluated using the same evaluation tool.

- H. the District will post on its public website all of the following information about the measures it uses for its performance evaluation system for teachers:
1. The research base for the evaluation framework, instrument, and process or, if the District adapts or modifies an evaluation tool from the MDE list, the research base for the listed evaluation tool and an assurance that the adaptations or modifications do not compromise the validity of that research base.
 2. The identity and qualifications of the author or authors or, if the District adapts or modifies an evaluation tool from the MDE list, the identity and qualifications of a person with expertise in teacher evaluations who has reviewed the adapted or modified evaluation tool.
 3. Either evidence of reliability, validity, and efficacy or a plan for developing that evidence or, if the District adapts or modifies an evaluation tool from the MDE list, an assurance that the adaptations or modifications do not compromise the reliability, validity, or efficacy of the evaluation tool or the evaluation process.
 4. The evaluation frameworks and rubrics with detailed descriptors for each performance level on key summative indicators.
 5. A description of the processes for conducting classroom observations, collecting evidence, conducting evaluation conferences, developing performance ratings, and developing performance improvement plans.
 6. A description of the plan for providing evaluators and observers with training.

I. the District shall also:

1. provide training to teachers on the evaluation tool(s) used by the District in its performance evaluation system and how each evaluation tool is used

This training may be provided by a district or by a consortium consisting of the District, the intermediate school district, or a public school academy.

2. ensure that training is provided to all evaluators and observers

The training shall be provided by an individual who has expertise in the evaluation tool or tools used by the District, which may include either a consultant on that evaluation tool or framework or an individual who has been trained to train others in the use of the evaluation tool or tools. The District may provide the training in the use of the evaluation tool or tools if the trainer has expertise in the evaluation tool or tools.

3. by not later than September 1, 2024, and every three (3) years thereafter, each individual who conducts an evaluation shall complete rater reliability training provided by the District that complies with M.C.L. 380.1249

The staff evaluation program shall aim at the early identification of specific areas in which the individual professional staff member needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to a professional staff member shall not release that professional staff member from the responsibility to improve. If a professional staff member, after receiving a reasonable degree of assistance, fails to perform assigned responsibilities in a satisfactory manner, dismissal or non-renewal procedures may be invoked. A teacher rated as ineffective or, as of July 1, 2024, needing support on three (3) consecutive year-end evaluations must be dismissed from employment as a teacher with the District. In such an instance, all relevant evaluation documents may be used in the proceedings.

Prior to July 1, 2024, if a non-probationary teacher is rated as ineffective on an annual year-end evaluation, the teacher may request a review of the evaluation and the rating by the Superintendent. The request for a review must be submitted in writing within twenty (20) days after the teacher is informed of the rating. Upon receipt of the request, the Superintendent shall review the evaluation and rating and may make any modifications as appropriate based on review. However, the performance evaluation system shall not allow for a review as described in this subdivision more than twice in a three (3) school-year period.

After July 1, 2024, if a teacher is rated as needing support, the teacher must be provided with the options related to review of the evaluation, including a written response, the ability to request mediation, and when appropriate, utilization of the grievance process or binding arbitration as set out in M.C.L. 380.1248.

The District shall not assign a student to be taught in the same subject area for two (2) consecutive years by a teacher who has been rated as ineffective or, after July 1, 2024, as needing support on the teacher's two (2) most recent annual year-end evaluations. If the District is unable to comply with this and plans to assign a student to be taught in the same subject area for two (2) consecutive years by a teacher who has been rated as ineffective or, after July 1, 2024, as needing support on the teacher's two (2) most recent annual year-end evaluations, the Board will notify the student's parent or legal guardian in writing not later than July 15 immediately preceding the beginning of the school year for which the student is assigned to the teacher, that the District is unable to comply and that the student has been assigned to be taught in the same subject area for a second consecutive year by a teacher who has been rated as ineffective or, as of July 1, 2024, as needing support on the teacher's two (2) most recent annual year-end evaluations. The notification shall include an explanation of why the Board is unable to comply. After July 1, 2024, if a teacher requests a review of the teacher's evaluation under the amendments to the statute, the Board must not issue the notification until the review process is complete.

Evaluations shall be conducted of each professional staff member as stipulated in the Teacher Tenure Act, the revised School Code, a negotiated agreement or contract, the Superintendent's administrative guidelines, and as directed by the Michigan Department of Education. A professional staff member shall be given a copy of any documents relating to the staff member's performance which are to be placed in the personnel file.

This policy shall not deprive a professional staff member of any rights provided by State law or contractual rights consistent with State law.

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Revised 6/13/11
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Revised 6/15/15
Revised 6/20/16
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Book	Policy Manual
Section	Board Review Spring 2024 (38.2)
Title	Copy of PURCHASING
Code	po6320
Status	
Adopted	June 14, 2004
Last Revised	November 16, 2015

6320 - **PURCHASING**

Procurement of all supplies, materials, equipment, and services paid for from District funds shall be made in accordance with all applicable Federal and State statutes, Board policies, and administrative procedures. Standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts are established in Policy 1130, Policy 3110, and Policy 4110 – Conflict of Interest.

All procurement transactions shall be conducted in a manner that encourages full and open competition and in accordance with good administrative practice and sound business judgement.

Each year the State of Michigan informs the School of the legal amount for purchases which require a formal bidding process of a single item.

It is the policy of the Board that the Superintendent adhere to the following:

- A. Seek informal price quotations on purchases in excess of \$2,500/\$5,000.
- B. When the purchase of, and contract for, single items of supplies, materials, or equipment is less than the amount allowed by State statute, but exceeds \$7,500 the Superintendent shall whenever possible, require three (3) competitive price quotations.

Purchases in a single transaction that are in excess of the dollar amount permitted by State statute shall require competitive bids and, whenever possible, have at least three (3) such bids for substantiation of purchase and shall require approval of the Board prior to purchase.

Competitive Bids

Competitive bids are not required for items purchased through the cooperative bulk purchasing program operated by the Michigan Department of Management and Budget pursuant to M.C.L. 18.1263.

Competitive bids are not required for food purchases, unless food purchased in a single transaction costs \$100,000 or more.

Bids shall be sealed and shall be opened by the Superintendent in the presence of at least one (1) witness. All orders or contracts should be awarded to the lowest responsible bidder; however, consideration can be given to:

- A. the quality of the item(s) to be supplied;
- B. its conformity with specifications;
- C. suitability to the requirements of the school;

- D. delivery terms;
- E. past performance of vendor.

In addition to the factors above, the Board may consider and provide a preference to bidders which use a Michigan-based business as the primary contractor and/or which use one (1) or more Michigan-based business as subcontractors.

For purposes of this preference a Michigan-based business means a business that would qualify for a Michigan preference for procurement contracts under M.C.L. 18.1268, which requires that the businesses certify that since inception or during the last twelve (12) months it has done one of the following:

- A. have filed a Michigan business tax return showing an allocation of income tax base to Michigan
- B. have filed a Michigan income tax return showing income generated in or attributed to Michigan
- C. withheld Michigan income tax from compensation paid to the bidder's owners and remitted the tax to the Michigan Department of Treasury

This preference shall not apply to any procurement or project using Federal funds, nor shall it be used if it would violate any Federal law or requirements.

The Board reserves the right to reject any and all bids.

The Board shall be informed of the terms and conditions of all competitive bids and shall award contracts as a consequence of such bids.

Bid Protest

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

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

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

General Provisions

The Superintendent is authorized to purchase all items within budget allocations.

The Superintendent is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the school in operation. Such purchases shall be brought to the Board's attention at the next regular meeting.

In order to promote efficiency and economy in the operation of the school, the Board requires that the Superintendent periodically estimate requirements for standard items or classes of items and make quantity purchases on a bid basis to procure the lowest cost consistent with good quality.

Whenever storage facilities or other conditions make it impractical to receive total delivery at any one time, the total quantity to be shipped but with staggered delivery dates, shall be made a part of the bid specifications.

Before placing a purchase order, the Superintendent shall check as to whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the school. All purchase orders shall be numbered consecutively.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that where the requisitioner has recommended a supplier, the Superintendent may make alternate suggestions to the requisitioner if, in his/her judgment, better service, delivery, economy, or utility can be achieved by changing the proposed order.

The Superintendent shall determine the amount of purchase which shall be allowed without a properly signed purchase order. Employees may be held personally responsible for anything purchased without a properly signed purchase order or authorization.

The Board may acquire office equipment as defined in law by lease, by installment payments, by entering into lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the terms of such a purchase.

Procurement – Federal Grants

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (34 C.F.R. 80.36) for the administration and management of Federal grants and federally-funded programs. The District shall maintain a compliance system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of this policy and administrative guidelines (AG 6320A).

[Cross References:

po6350]

Revised 1/5/05

Revised 12/10/12

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Legal M.C.L. 380.1267, 380.1274 et seq.

Last Modified by Pat Kreger on March 22, 2024



Book	Policy Manual
Section	Board Review Spring 2024 (38.2)
Title	Copy of NEW SCHOOL CONSTRUCTION, RENOVATION
Code	po6321
Status	
Adopted	May 22, 2006
Last Revised	August 19, 2019

6321 - **NEW SCHOOL CONSTRUCTION, RENOVATION**

Before commencing construction of any new school building or the major renovation of an existing school building, the Board shall consult on the plans for construction or major renovation regarding school safety issues with the law enforcement agency that is the first responder for the school building at issue. For purposes of this paragraph, school building means any building intended to be used to provide instruction to students and any recreational or athletic structure or field intended to be used by students.

Before beginning construction of a new school building, or an addition, repair or renovation of an existing school building, except emergency repairs, the Board of Education, shall obtain competitive bids on all the material and labor required for the complete construction of a proposed new building or addition to or repair or renovation of an existing school building which exceeds the State statutory limit (\$20,959 for 2009).

This policy does not apply to buildings, renovations, or repairs costing less than the statutory limit or to repair work normally performed by District employees.

The Board shall advertise for the bids required under subsection:

- A. By placing an advertisement for bids at least once in a newspaper of general circulation in the area where the building or addition is to be constructed or where the repair or renovation of an existing building is to take place and by posting an advertisement for bids for at least two (2) weeks on the Department of Management and Budget website on a page on the website maintained for this purpose or on a website maintained by a school organization and designated by the Department of Management and Budget for this purpose.
- B. By submitting the request for bids for placement on the Michigan Department of Management and Budget's website for school organizations, including a link to the District's website.
- C. The advertisement for bids shall do all of the following:
 1. specify the date and time by which all bids must be received by the Board at a designated location;
 2. state that the Board will not consider or accept a bid received after the date and time specified for bid submission;
 3. identify the time, date, and place of a public meeting at which the Board or its designee will open and read aloud each bid received by the Board by the date and time specified in advertisement;

4. state that the bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Board or the Superintendent of the District. A Board shall not accept a bid that does not include this sworn and notarized disclosure statement.
- D. The Board shall require each bidder for a contract under this policy, to file with the Board security in an amount not less than 1/20 of the amount of the bid conditioned to secure the District from loss or damage by reason of the withdrawal of the bid or by the failure of the bidder to enter a contract for performance, if the bid is accepted by the Board.
- E. The Board shall not open, consider, or accept a bid that the Board receives after the date and time specified for bid submission in the advertisement for bids as described in subsection C of this policy.
- F. At a public meeting identified in the advertisement for bids described in subsection C of this policy, the Board or its designee shall open and read aloud each bid that the Board received at or before the time and date for bid submission specified in the advertisement for bids. The Board may reject any or all bids, and if all bids are rejected, shall readvertise in the manner required by this policy.
For purposes of this preference a Michigan-based business means a business that would qualify for a Michigan preference for procurement contracts under M.C.L. 18.1268, which requires that the businesses certify that since inception or during the last twelve (12) months it has done one of the following:
1. have filed a Michigan business tax return showing an allocation of income tax base to Michigan
 2. have filed a Michigan income tax return showing income generated in or attributed to Michigan
 3. withheld Michigan income tax from compensation paid to the bidder's owners and remitted the tax to the Michigan Department of Treasury
- This preference shall not apply to any procurement or project using Federal funds, nor shall it be used if it would violate any Federal law or requirements.
- G. The competitive bid threshold amount specified in this policy (\$20,959 for 2009) is adjusted each year by multiplying the amount for the immediately preceding year by the percentage by which the average consumer price index for all items for the twelve (12) months ending August 31st of the year in which the adjustment is made differs from that index's average for the twelve (12) months ending on August 31st of the immediately preceding year and adding that product to the maximum amount that applied in the immediately preceding year, rounding to the nearest whole dollar. The current exempt amount must be confirmed with the Michigan Department of Education prior to issuing contracts for construction, renovation, or repair which exceed the amount listed in this policy.

[Cross References:

po6350]

Revised 1/11/10

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Legal M.C.L. 380.1267
M.C.L. 380.1264

Last Modified by Pat Kreger on March 22, 2024



Book	Policy Manual
Section	Board Review Spring 2024 (38.2)
Title	Copy of PROCUREMENT - FEDERAL GRANTS/FUNDS
Code	po6325
Status	
Adopted	June 20, 2016
Last Revised	August 21, 2023

6325 - **PROCUREMENT – FEDERAL GRANTS/FUNDS**

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

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

When required by Federal program legislation, all Federally-funded contracts in excess of \$2,000 related to construction, alteration, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.

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

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

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

Competition

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

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

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

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

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

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

Solicitation Language (Purchasing Procedures)

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

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

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

Procurement Methods

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

A. Informal Procurement Methods

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

1. Micro-purchases

Procurement by micropurchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$10,000. To the maximum extent practicable, the District should distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive

quotations if Superintendent considers the price to be reasonable based on research, experience, purchase history or other relevant information, and documents are filed accordingly. The District shall maintain evidence of this reasonableness in the records of all purchases made by this method.

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

2. Small Purchases

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

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

B. Formal Procurement Methods

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

1. Sealed Bids

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

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

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

When sealed bids are used, the following requirements apply:

- a. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
- b. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
- c. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.

- d. A firm fixed-price contract award will be made in writing to the lowest responsible bidder. Where specified in bidding documents, factors such as discounts, transportation costs, and life cycle costs shall be considered in determining which bid is the lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
- e. The Board reserves the right to reject any or all bids for sound documented reasons.

2. Proposals

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

If this method is used, the following requirements apply:

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

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

3. Procurement Noncompetitive

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

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

Domestic Preference for Procurement

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

Contract/Price Analysis

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

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

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

Time and Materials Contracts

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

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

Suspension and Debarment

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

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

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

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

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

Bid Protest

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

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

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

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



Book Policy Manual
 Section Board Review Spring 2024 (38.2)
 Title Vol. 38, No. 2 - February 2024 New PREVAILING WAGE
 Code po6350
 Status

New Policy - Vol. 38, No. 2

6350 - **PREVAILING WAGE**

] The Superintendent shall designate a Prevailing Wage Coordinator for the District who shall be tasked with ensuring compliance with State and Federal regulations concerning prevailing wage rate. **[END OF OPTION]**

[DRAFTING NOTE: If a District selects the above option, the District should also select "Prevailing Wage Coordinator" in the two (2) options below. If the District did not select the above option, select "Superintendent" in the two (2) options below. As a reminder, Superintendent includes the Superintendent's designee by definition. See po0100.]

The ~~() Superintendent~~ Prevailing Wage Coordinator **[END OF OPTION]** shall oversee the District's obligations under M.C.L. 480.1101, et seq. including, but not limited to, ensuring the following:

- A. A contract for a State Project, entered into pursuant to advertisement and invitation to bid, which requires or involves the employment of Construction Mechanics shall not be approved unless the wage and fringe benefits rate in the contract are not less than the prevailing rates in the Locality in which the work is to be performed.
- B. Before advertising for bids on a State Project, the ~~() Superintendent~~ Prevailing Wage Coordinator **[END OF OPTION]** shall ask the Commissioner to determine the prevailing rates of wages and fringe benefits for all classes of Construction Mechanics called for in the contract.
- C. A schedule of these rates shall be made part of the specifications for the work to be performed and shall be printed on the bidding forms.
- D. If a contract is not awarded or construction is not undertaken within ninety (90) days of the date of the Commissioner's determination of prevailing rates, the Commissioner must make a redetermination before the contract is awarded.
- E. Every contractor and subcontractor must fulfill its obligations under the statute relating to prevailing wages on State Projects.
- F. Every contract for a State Project must contain the statutory language providing that Construction Mechanics are intended beneficiaries of the contractual prevailing wage, fringe benefit, and non-discrimination, non-retaliation requirements, and provide that any Construction Mechanic aggrieved by the failure of a contractor or subcontractor to pay prevailing wages or benefits as specified in the contract or retaliation associated therewith, may bring an action in a court of competent jurisdiction against the contractor or subcontractor for damages or injunctive relief along with other remedies prescribed by statute.
- G. The District shall maintain certified payroll records and other records required by law for a minimum of three (3) years.

Contracts on State Projects which contain provisions regarding payment of prevailing wages as determined by the United States Secretary of Labor or which contain minimum wage schedules which are the same as prevailing wages in the Locality as determined by collective bargaining agreements or understandings between bona fide organizations of Construction Mechanics and their employers are exempt from the above requirements.

Additionally, the above requirements do not apply to a State Project if it was paid for, in whole or in part, from revenues from a millage that was authorized under the revised school code, if the millage was authorized before February 13, 2024.

Definitions

Commissioner means the Department of Labor and Economic Opportunity.

Construction Mechanic means a skilled or unskilled mechanic, laborer, worker, helper, assistant, or apprentice working on a State Project but shall not include executive, administrative, professional, office, or custodial employees.

Locality means the county, city, village, township, or school district in which the physical work on a State Project is to be performed.

State Project means new construction, alteration, repair, installation, painting, decorating, completion, demolition, conditioning, reconditioning, or improvement of public buildings, schools, works, bridges, highways, or roads authorized by a contracting agent.

M.C.L. 480.1101, et seq.

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Legal M.C.L. 480.1101, et seq.

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Book	Policy Manual
Section	Board Review Spring 2024 (38.2)
Title	Copy of PAYROLL DEDUCTIONS
Code	po6520
Status	
Adopted	June 14, 2004
Last Revised	December 15, 2014

6520 - **PAYROLL DEDUCTIONS**

The Board authorizes in accordance with the provisions of law or upon proper authorization on the appropriate form that deductions be made from an employee's paycheck form for the following purposes:

- A. Federal and State income tax
- B. Social Security
- C. Municipal income tax
- D. Public School Employees Retirement System
- E. Michigan Public School Employment Retirement System (MPSERS) Tax Deferred Payment (TDP) plan
- F. **other legally permissible deductions established through an applicable collective bargaining agreement**
- G. Section 125 deductions (cafeteria plans)
- H. U.S. Savings Bonds
- I. direct deposit in a chartered credit union and/or bank
- J. contributions to charitable corporations, not-for-profit, and community fund organizations
- K. payment of group insurance premiums for a plan in which at least ten percent (10%) of the District employees participate
- L. payment for benefits of part-time employees who elect to participate in benefits provided to full-time staff
- M. court ordered judgments

~~Deductions are not allowed for dues or service fees for a labor organization or for contributions to political action committees.~~

To the extent permitted by law and in accordance with the procedures set forth below, the Board of Education declares its willingness to enter into an agreement with any of its employees whereby the employee agrees to take a reduction in salary with respect to amounts earned after the effective date of such agreement in return for the Board's agreement to use a corresponding amount to purchase an annuity for such employee (or group of employees desiring the same annuity

company) from any company authorized to transact the business as specified in law in accordance with Section 403(b) of the Internal Revenue Code, and in accordance with the District's administrative guidelines. However, it shall be clearly understood that the Board's only function shall be the deduction and remittance of employee funds.

In any case where the employee designates the agent, broker or company through whom the Board shall arrange for the placement or purchase of the tax-sheltered annuity, the agent, broker or company must execute a reasonable service agreement, an information sharing agreement, and/or other similar agreements as determined at the discretion of the District. The service agreement shall include a provision that protects, indemnifies, and holds the District harmless from any liability attendant to procuring the annuity in accordance with provisions of the Internal Revenue Code and other applicable Federal or State law.

The Board may limit the number of participating providers and select approved providers.

The Board, by providing employees with payroll deduction services for annuities, is not providing any financial advice to employees, and is not vouching for the suitability of any investment or any annuity provider. The District assumes no responsibility or liability for any investment decisions or losses with respect to employee annuity purchases.

Said agreement shall comply with all of the provisions of law and may be terminated as said law provides upon notice in writing by either party. Employees shall notify the Superintendent's Office in writing if they wish to participate in such a program.

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Revised 11/10/08

Revised 6/13/11

Revised 11/11/13

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Legal

M.C.L. 380.1224, 408.477; 423.210 (2012 P.A. 53)

M.E.A. v. Secretary of State, (on rehearing) 489 Mich. 104 (2011)

Mich. OAG 7187 (2006)

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Book	Policy Manual
Section	Board Review Spring 2024 (38.2)
Title	Copy of ANIMALS ON DISTRICT PROPERTY
Code	po8390
Status	
Adopted	November 11, 2013
Last Revised	August 21, 2023

8390 - ANIMALS ON DISTRICT PROPERTY

Introduction

The Board of Education recognizes that there are many occasions when animals are present on District property and many reasons for those animals' presence. Animals are commonly utilized by teachers during classroom presentations and are often housed in classrooms and other locations on campus. Additionally, employees, students, parents, vendors, and other members of the public may be accompanied at school by a service or therapy animal in accordance with Federal and State law and this policy.

This policy applies to all animals on District property, including service animals.

Definitions

- A. **"Animal"**: Includes any living creature that is not a human being.
- B. **"Service animal"**: Pursuant to 28 C.F.R. Section 36.104, "means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition."

The Americans with Disabilities Act (ADA) also defines a miniature horse as an animal that can serve as a service animal, so long as the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. To better determine whether the Board must allow for the use of a miniature horse or make modifications to buildings, the Board should refer to Section 35.136 (c) through (i) of the ADA.

- C. **"Emotional Support Animal"**: Emotional support animals provide comfort to individuals but are not trained to perform a specific job or tasks. This definition does not include psychiatric service animals who are properly trained and certified as a "service animal". See 28 C.F.R 36.104.

D. **"Therapy Dog"**: Therapy dogs are dogs who go with their owners to volunteer in settings such as schools, hospitals, and nursing homes for the purpose of providing affection and comfort to aid in a particular purpose, such as healing or learning. A therapy dog in a school setting ~~services~~ serves the function of assisting students in the learning process while providing comfort and affection to specific students or to a group of students. Therapy dogs are not service dogs and do not have the same special access as service dogs (source: American Kennel Club/AKC).

Vaccination, Licensing, and/or Veterinary Requirements

Animals housed on or brought on to District property for any school purpose, such as to conduct random searches for illegal substances or to support classroom activities, or brought on to District property on a regular basis for any purpose, including service animals, must meet every veterinary requirement set forth in State law and County regulation/ordinance including, but not limited to, rabies vaccination or other inoculations required to be properly licensed.

Service Animals for Students

A service animal is permitted to accompany a student with a disability to whom the animal is assigned anywhere on the school campus where students are permitted to be.

A service animal is the personal property of the student and/or parents. The Board does not assume responsibility for training, daily care, or healthcare, or supervision, of service animals. The Board does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on District property or at District-sponsored events.

A service animal that meets the definitions set forth in the ADA and this policy shall be under the control of the student with a disability, or a separate handler if the student is unable to control the animal. A service animal shall have a harness, leash, or other tether, unless either the student with a disability is unable because of a disability to use a harness, leash, or other tether or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the student's control (e.g., voice control, signals, or other effective means) or under the control of a handler other than the student.

If the student with a disability is unable to control the service animal and another person serves as the animal's handler, that individual shall be treated as a volunteer and, as such, will be subject to Policy 4120.09.

Removing and/or Excluding a Student's Service Animal

If a service animal demonstrates that it is not under the control of the student or its handler, the Principal is responsible for documenting such behavior and for determining if and when the service animal is to be removed and/or excluded from school property.

Similarly, in instances when the service animal demonstrates that it is not housebroken, the Principal shall document such behavior and determine whether the service animal is to be removed and/or excluded from school property.

The Principal shall notify the Superintendent when a service animal is removed and/or excluded and, immediately subsequent to such notification, document the reasons for the removal and/or exclusion.

The Principal's decision to remove and/or exclude a service animal from school property may be appealed in accordance with the complaint procedure set forth in Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

The procedures set forth in Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity do not interfere with the rights of a student and their parents or an eligible student to pursue a complaint with the United States Department of Education's Office for Civil Rights or the Department of Justice.

Eligibility of a Student's Service Animal for Transportation

A student with a disability shall be permitted to access School District transportation with their service animal. There may also be a need for the service animal's handler, if the handler is someone other than the student, to also access School District transportation.

When a service animal is going to ride on a school bus or other Board-owned or leased vehicle, the student and their parents, or eligible student, and the handler, if the handler is someone other than the student, shall meet with the Transportation Supervisor to discuss critical commands needed for daily interaction and emergency/evacuation, and to determine whether the service animal should be secured on bus/vehicle with a tether or harness.

At the discretion of the Transportation Supervisor an orientation will take place for students and staff who will be riding the bus/vehicle with the service animal regarding the animal's functions and how students should interact with the animal.

The service animal shall board the bus by the steps with the student, not a lift, unless the student uses the lift to enter and exit the bus. The service animal must participate in bus evacuation drills with the student.

While the bus/vehicle is in motion, the service animal shall remain positioned on the floor, at the student's feet.

Situations that would cause cessation of transportation privileges for the service animal include:

- A. the student, or handler, is unable to control the service animal's behavior, which poses a threat to the health or safety of others; or
- B. the service animal urinates or defecates on the bus.

The student and their parents shall be informed of behaviors that could result in cessation of transportation privileges for the service animal, in writing, prior to the first day of transportation.

If it is necessary to suspend transportation privileges for the service animal for any of the above reasons, the decision may be appealed to the Principal.

Although transportation may be suspended for the service animal, it remains the District's responsibility to transport the student. Furthermore, unless the behavior that resulted in the service animal's removal from the bus is also documented during the school day, the service animal may still accompany the student in school.

Service Animals for Employees

In accordance with Policy 1623, Policy 3123, and Policy 4123 - Section 504/ADA Prohibition Against Disability Discrimination in Employment, the Board provides qualified individuals with disabilities with reasonable accommodation(s). An employee with a disability may request authorization to use a service animal while on duty as such an accommodation. The request will be handled in accordance with the ADA-mandated interactive process.

Service Animals for Parents, Vendors, Visitors, and Others

Individuals with disabilities who are accompanied by their service animals are permitted access to all areas of the District's facilities where members of the public, as participants in services, programs, or activities, as vendors, or as invitees, are permitted to go. Individuals who will access any area of the District's facilities with their service animals should notify the Principal that their service animal will accompany them during their visit.

An individual with a disability who attends a school event will be permitted to be accompanied by their service animal in accordance with Policy 9160 - Public Attendance at School Events.

Non-Service Animals in Schools and Elsewhere on District Property

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), or those that serve as service animals as required by Federal and State law.

Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the Principal may permit non-service animals to be present in classrooms to support curriculum-related projects and activities only under the following conditions:

- A. the staff member seeking approval to have a non-service animal in their classroom shall:
 1. provide a current satisfactory health certificate or report of examination from a veterinarian for the animal;
 2. take precautions deemed necessary to protect the health and safety of students and other staff;
 3. provide that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained; and
 4. keep the surrounding areas in a clean and sanitary condition at all times;

- B. other staff members and parents of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health-related or other concerns.

Except where required by law, the presence of a non-service animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.

Emotional Support Animals for Students

An emotional support animal is not granted the same access to school buildings and classrooms as service animals. Unless required by a student's IEP or Section 504 Plan, the District is not required to grant a student's request that the student be permitted to bring an emotional support animal to classes or on school grounds for any purpose.

Consistent with State and Federal law, authorization for an emotional support animal to be on District grounds may be suspended if the animal is the source of an allergic reaction, causes discomfort or distress to a student or staff member, shows aggression or disruptive behavior, relieves itself inappropriately, or otherwise interferes with the learning environment. Reinstatement of authorization for the animal to be on District grounds requires approval by the Superintendent. Authorization for an emotional support animal to be on District grounds may be withdrawn at any time by the Superintendent.

Therapy Dogs

Therapy dogs are the personal property of the handler and are specially trained to help students in the assigned classroom, program, or school. Authorization for a therapy dog to be on District grounds may be granted by the Superintendent provided the following conditions are met each year:

- A. Documentation of certification as a therapy dog from the AKC, Intermountain Therapy Animals (R.E.A.D.), Alliance of Therapy Dogs, Bright and Beautiful Therapy Dogs, Love on a Leash, Pet Partners, Therapy Dogs International, or another certification program recognized by the AKC.
- B. Documentation of an educational purpose for the therapy dog and a regular appraisal period for continuation.
- C. Documentation that the therapy dog is not younger than one (1) year old and is properly licensed according to local requirements.
- D. Documentation from a licensed veterinarian that the therapy dog is current on its vaccinations and immunizations, is free of fleas and ticks, is in good health, is housebroken, and does not pose a danger to the well-being of students or staff.
- E. Documentation of an insurance policy that provides liability insurance for the therapy dog while on District grounds.
- F. Documentation that the handler has completed a background check consistent with Board policy and is prepared to be solely responsible for the therapy dog and the therapy dog's care, cleaning, feeding, and cleanup while on District grounds.
- G. Agreement that the therapy dog and handler will abide by school rules and any specific rules for the therapy dog's presence on District grounds.

Authorization for a therapy dog to be on District grounds will be suspended if the therapy dog is the source of an allergic reaction, causes discomfort or distress to a student or staff member, shows aggression or disruptive behavior, relieves itself inappropriately, or otherwise interferes with the learning environment. Reinstatement of authorization for the therapy dog to be on District grounds requires approval by the Superintendent. Authorization for a therapy dog to be on District grounds may be withdrawn at any time by the Superintendent.

Revised 6/15/15

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Legal

28 C.F.R. 36.104

Section 504 of the Rehabilitation Act of 1973, as amended (Section 504)

The Americans with Disabilities Act, as amended (ADA)

The Individuals with Disabilities Education Improvement Act (IDEIA)

Last Modified by Pat Kreger on March 22, 2024



Book	Policy Manual
Section	Board Review Spring 2024 (38.2)
Title	Vol. 38, No. 2 - February 2024 Revised RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES
Code	po8800
Status	
Adopted	June 14, 2004
Last Revised	May 28, 2013

Revised Policy - Vol. 38, No. 2

8800 - RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES

RELIGIOUS CEREMONIES AND OBSERVANCES

The Board of Education acknowledges that the U.S. Constitution prohibits it from adopting any policy or rule promoting or establishing a religion or any policy that unlawfully restricts any person's free exercise of the individual right to free exercise of religion enjoyed by all persons. Within the confines of this legal framework, the Board adopts the following policy to address the scope of these rights and the District's authority within its own facilities or during events. Decisions of the United States Supreme Court have made it clear that it is not the province of a public school to advance or inhibit religious beliefs or practices. Under the First and Fourteenth Amendments to the Constitution, this remains the inviolate province of the individual and the church of his/her choice. The rights of any minority, no matter how small, must be protected. No matter how well intended, either official or unofficial sponsorship of religiously oriented activities by the school are offensive to some and tend to supplant activities which should be the exclusive province of individual religious groups, churches, private organizations, or the family.

As public employees, while on duty and acting within the scope of employment or pursuant to official duties, District staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration. Staff are expected to avoid circumstances where the staff member's expression of religious views could be reasonably construed as an endorsement or approval of the message by the school or District. Nothing in this policy or its application shall serve to prohibit or interfere with any staff member's free exercise of their religious views in circumstances not covered by this policy. The District shall not function as a disseminating agent for any person or outside agency for any religious or anti-religious document, book, or article. Distribution of such materials on District property by any party shall be in accordance with Policy 7510 - Use of School Facilities and AG 7510A - Use of District Facilities and Policy 9700 - Relations with Special Interest Groups.

Nothing in this policy prohibits teaching about various religions and religious practices in a manner consistent with any adopted District course curriculum. This instruction may include discussion of religious holidays and customs in a manner related to the curriculum that does not give the appearance of an endorsement of one religion over other religions or favoring either a system or religious beliefs or of other beliefs, such as atheism or agnosticism. Observance of religious holidays through devotional exercises or acts of worship is also prohibited.

Distribution of any outside organization's materials, including a request by any person wishing to facilitate dissemination of materials on District property, may make a request in accordance with Policy 7510 and AG 7510A - Use of District Facilities and Policy 9700 - Relations with Non-School Affiliated Groups and AG 9700A - Distribution of Materials to Students.

~~Students are not prohibited by this~~The Board acknowledges that it is prohibited from adopting any policy or any guideline promulgated pursuant to this policy, from engaging in rule respecting or promoting an establishment of religion or prohibiting any person from the free, individual, and voluntary exercise or expression of the individual's/person's religious beliefs. However, such exercise or expression may be limited to lunch periods or other non-instructional time periods when individuals are free to associate, or on an individual basis in a manner that does not disrupt the educational process.

~~Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Acknowledgement of, explanation of, and teaching about religious holidays of various religions is encouraged.~~Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program.

~~✚~~The Board shall not conduct or sanction a baccalaureate service in conjunction with graduation ceremonies.

~~✚~~The Board shall not include religious invocations, benedictions, or formal prayer at any school-sponsored event.

~~PATRIOTIC ACTIVITIES AND OBSERVANCES~~The United States Flag and Pledge of Allegiance

The flag of the United States shall be raised above each public school building operated by the District at all times during school hours, weather permitting. This flag shall measure at least four (4) feet two (2) inches by eight (8) feet. A United States flag shall also be displayed in every classroom or other instructional site in which students recite the Pledge of Allegiance.

All students in attendance at school will be provided an opportunity to recite the Pledge each day that school is in session. However, no student shall be compelled to recite the Pledge of Allegiance. No student shall be penalized for failure to participate in the Pledge and the professional staff shall protect any such students from bullying as a result of their not participating in the Pledge.

The building principal or administrator shall be responsible for determining the appropriate time and manner for reciting the Pledge, with due regard to the need to protect the rights and the privacy of a nonparticipating student.

~~x]~~ The District may offer students and staff a Moment of Silence to commemorate a significant event that has a significant impact on the community. The decision to offer a moment of silence shall be the building principal's and/or the Superintendent's decision. No moment of silence shall be described by school officials with reference to religious symbolism or activity. **[END OF OPTION]**

M.C.L. 2.91, 380.1347, 380.1347a, 380.1565
20 U.S.C. 4071 et seq.
29 C.F.R. 1910.1030
Gregoire vs. Centennial School District 907 F2d 1366, (3rd Circuit, 1990)
Lee vs. Weisman, 112 S. Ct 2649, 120 L. Ed. 2d 467 (1992)

[Cross Reference po8805]

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Legal M.C.L. 2.91, 380.1347, 380.1347a, 380.1565
20 U.S.C. 4071 et seq.
29 C.F.R. 1910.1030
Gregoire vs. Centennial School District 907 F2d 1366, (3rd Circuit, 1990)
Lee vs. Weisman, 112 S. Ct 2649, 120 L. Ed. 2d 467 (1992)

Cross References po8805 - FLAGS AND DISPLAYS

Last Modified by Pat Kreger on March 22, 2024

**WAVERLY COMMUNITY SCHOOLS
REGULAR BOARD MEETING
REGULAR MEETING
June 10, 2024**

Report #23-78

FOR ACTION

Subject: Waverly Community Schools AP Psychology Curriculum Adoption

Recommendation:

The Superintendent recommends the Board of Education approves *Myer's Psychology for the AP Course* for the Advanced Placement Psychology class offered at Waverly High School.

Statement of Purpose:

The College Board, which administers the Advanced Placement test, recently revised their AP Psychology standards. This text meets those requirements.

Budget Impact:

\$7312.52

Discussion of Options:

The Board may adopt the recommendation as presented or reject the recommendation. This report will be presented to the Board of Education for action on June 10, 2024 to allow obtainment of materials before the 2024-2025 School Year

Strategic Plan Reference:

Goal 1: We will create safe, predictable, consistent, and equitable learning environments in which all students thrive academically, socially, and emotionally.

Objective 3: Adapt instructions and curriculum to ensure that the needs of all students are met

**WAVERLY COMMUNITY SCHOOLS
REGULAR BOARD MEETING
REGULAR MEETING
June 10, 2024**

Report #23-79

FOR ACTION

Subject: Waverly Community Schools K-12 Math Curriculum Adoption

Recommendation:

The Superintendent recommends the Board of Education approves the Envision Math curriculum and resources for grades K-8 and the Reveal Math curriculum and resources for grades 9-12.

Statement of Purpose:

The District's current K-12 math curriculum, Go Math, will no longer be published after 2025. A Curriculum Adoption team representative of all grade levels, all buildings, classroom teachers, interventionists, instructional coaches, and special education teachers underwent a rigorous curriculum review process analyzing several potential resources. The highest rated product among the Elementary, Intermediate, and Middle School reviews was enVision Math. The highest rated product among the High School reviewers was Reveal math.

Budget Impact:

\$542,641.98

Discussion of Options:

The Board may adopt the recommendation as presented or reject the recommendation. This report will be presented to the Board of Education for action on June 10, 2024 to allow obtainment of materials before the 2024-2025 School Year

Strategic Plan Reference:

Goal 1: We will create safe, predictable, consistent, and equitable learning environments in which all students thrive academically, socially, and emotionally.

Objective 3: Adapt instructions and curriculum to ensure that the needs of all students are met

**WAVERLY COMMUNITY SCHOOLS
REGULAR BOARD MEETING
REGULAR MEETING
June 10, 2024**

Report #23-80

FOR ACTION

Subject: Waverly Community Schools Reproductive Health Curriculum Adoption

Recommendation:

The Superintendent recommends the Board of Education approves the Rights, Respect, Responsibility (3r's) Curricula as the lessons to be taught during sexual health units of Health classes beginning in 4th grade.

Statement of Purpose:

The Waverly Community Schools Sex Education Advisory Board (SEAB) recommends the 3r's curricula after reviewing the current curriculum (Puberty: The Wonder Years and the Michigan Model for Health) and deeming them outdated, not inclusive enough, and a lack of focus on communication skills. The SEAB is comprised of a majority parents and community members and found that the 3r's curricula met state law requirements, incorporated best practices and state standards, aligned to the community survey results from March of 2023, and meets the needs of students as indicated by the Michigan Profile for Health Youth (MIPHY) survey. The curricula is free and fully available online for parents to review.

Budget Impact:

None

Discussion of Options:

The Board may adopt the recommendation as presented or reject the recommendation. This report will be presented to the Board of Education for action on June 10, 2024 to allow for training of instructors for the 2024-2025 School Year

Strategic Plan Reference:

Goal 1: We will create safe, predictable, consistent, and equitable learning environments in which all students thrive academically, socially, and emotionally.

Objective 3: Adapt instructions and curriculum to ensure that the needs of all students are met

**WAVERLY COMMUNITY SCHOOLS
REGULAR BOARD MEETING
REGULAR MEETING
June 10, 2024**

Report #23-80

FOR ACTION

Subject: Waverly Community Schools Reproductive Health Curriculum Adoption

Recommendation:

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Statement of Purpose:

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Budget Impact:

None

Discussion of Options:

The Board may adopt the recommendation as presented or reject the recommendation. This report will be presented to the Board of Education for action on June 10, 2024 to allow for training of instructors for the 2024-2025 School Year

Strategic Plan Reference:

Goal 1: We will create safe, predictable, consistent, and equitable learning environments in which all students thrive academically, socially, and emotionally.

Objective 3: Adapt instructions and curriculum to ensure that the needs of all students are met

WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING

June 10,2024

Report #23-81

FOR ACTION ***

Subject: Membership Resolution – Michigan High School Athletic Association

Recommendation:

The Superintendent recommends the Waverly Community School District continues its membership and relationship with the Michigan High School Athletic Association and that the following membership resolution, provided by the Michigan High School Athletic Association, be adopted for the year August 1, 2024 through July 31, 2025.

The secondary schools in the Waverly Community School District, City of Lansing, County of Eaton, State of Michigan are hereby:

A. Enrolled as members of the Michigan High School Athletic Association, Inc., a nonprofit association, and

B. Are further enrolled to participate in the approved inter-school athletic activities sponsored by said association.

The Board of Education hereby delegates to the Superintendent or his designee(s) the responsibility for the supervision and control of said activities, and hereby accepts the Constitution and Bylaws of said association and adopts as its own the rules, regulations, and interpretations (as minimum standards), as published in the current Handbook and qualifications as published in the Bulletin as the governing code under which the said schools shall conduct their program of interscholastic activities and agrees to primary enforcement of said rules, regulations, interpretations, and qualifications. In addition, it is hereby agreed that schools which host or participate in the association's meets and tournaments shall follow and enforce all tournament policies, procedures and schedules.

This authorization shall be effective from August 1, 2024 and shall remain effective until July 31, 2025, during which time the authorization may not be revoked.

Background Information:

Through Policy 2431 "the Board further adopts those eligibility standard set by the Constitution of the Michigan High School Athletic Association (MHSAA) and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this Board."

Rational for Recommendation:

Action is necessary to prevent a lapse in membership and enable the district to participate in league activities.



2024-25

1661 Ramblewood Drive
East Lansing, MI 48823
(517) 332-5046

The Michigan High School Athletic Association is a voluntary, nonprofit corporation comprised of public, private and parochial junior high/ middle and senior high schools whose Boards of Education/Governing Bodies have voluntarily applied for and received membership for and on behalf of their secondary schools. The association sponsors statewide tournaments and makes eligibility rules with respect to participation in such Michigan High School Athletic Association sponsored tournaments in the various sports. Each Board of Education/Governing Body that wishes to host or participate in such meets and tournaments must join the MHSAA and agree to abide by and enforce the MHSAA rules, regulations and qualifications concerning eligibility, game rules and tournament policies, procedures and schedules. **It is a condition for participation in any MHSAA postseason tournaments that high schools adhere to at least the minimum standards of Regulation I and the maximum limitations of Regulation II in ALL MHSAA Tournament sports.**

Michigan High School Athletic Association tournaments are the collective property of the MHSAA and not of any individual member school. The MHSAA reserves the right to promote and advance the membership's interests with publication information; exclusive arrangements to create recognition and exposure for school-sponsored activities; restrictive policies prohibiting exploitation and commercialization of MHSAA-sponsored tournaments; appropriate proprietary interests, and the use of images or transmissions identifying contest officials, spectators and member schools' students, personnel and marks.

To obtain membership, it is necessary for the Board of Education/Governing Body to adopt the following resolution for its junior high/middle and senior high schools. This resolution must be formally ratified by your Board of Education/Governing Body and properly signed. Please return one signed copy for our files and retain one copy for your files. Resolutions that are modified in any way or are supplemented with letters placing additional conditions on MHSAA membership or tournament participation shall be rejected.

MEMBERSHIP RESOLUTION

For the year August 1, 2024 — through July 31, 2025

LIST ON BACK

_____ the School(s) which are under the direction of this Board of Education/Governing Body.

(Junior high/middle and senior high schools of your school system which are to be listed as MHSAA members and receive MHSAA mailings during 2024-25 must be listed on the back of this form)

_____ City/Township of _____

County of _____, of State of Michigan, are hereby:

- (A) enrolled as members of the Michigan High School Athletic Association, Inc., a nonprofit association, and
- (B) are further enrolled to participate in the approved interschool athletic activities sponsored by said association.

The Board of Education/Governing Body hereby delegates to the Superintendent or his/her designee(s) the responsibility for the supervision and control of said activities, and hereby accepts the Constitution and By-Laws of said association and adopts as its own the rules, regulations and interpretations (as minimum standards), as published in the current HANDBOOK as the governing code under which the said school(s) shall conduct its program of interscholastic athletics and agrees to primary enforcement of said rules, regulations, interpretations and qualifications. In addition, it is hereby agreed that schools which host or participate in the association's meets and tournaments shall follow and enforce all tournament policies, procedures and schedules.

This authorization shall be effective from August 1, 2024 and shall remain effective until July 31, 2025, during which the authorization may not be revoked.

RECORD OF ADOPTION

The above resolution was adopted by the Board of Education/Governing Body of the

_____ School(s), on the _____ day of _____, 2024, and is so recorded in the minutes of the meeting of the said Board/Governing Body.

(Governing Body Name)

(Address)

(City & Zip Code)

(Contact E-mail)

Board Secretary Signature
or Designee

Check if Designee

Schools Which Are To Be MHSAA Members During 2024-25

NOTE: Pursuant to the MHSAA Constitution, all high schools, junior high/middle schools, or other schools of Michigan doing a grade of work corresponding to such schools, may become members of this organization provided (a) the school building has enrollment and onsite attendance of at least 15 students, whether for grades **6 through 8 or 9, grades 7 through 8 or 9, or grades 9 or 10 through 12**; and (b) if a nonpublic school, the school qualifies for federal income tax exemption as a not-for-profit organization. To reach the 15-student minimum for middle school membership, schools may join the MHSAA at the 6th-grade level whether or not 6th-grade students participate in athletics.

- A. This Section does not require school districts to become member schools at the junior high/middle school level and does not require school districts to sponsor any interscholastic athletics for 6th-grade students.
- B. If a school district's MHSAA Membership Resolution lists a junior high/middle school as an MHSAA member school, and if the school sponsors a 6th-grade team in any sport or permits a 6th-grade student to participate with 7th- and/or 8th-grade students in any sport, then all of Regulations III and IV apply to all 6th-graders in all sports involving 6th-graders on teams sponsored by that school. If the school does not allow any 6th-graders to participate in a sport, MHSAA rules do not apply in that sport.

Name the Member High School(s)

List separately from JH/MS even if all grades are housed in the same building.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

If necessary, list additional schools
for either column on a separate sheet.

Name the Member Junior High /Middle School(s)

(member 6th, 7th and 8th-grade buildings)

List separately from HS even if all grades are housed in the same building.

1. _____

Name of Member School

 Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): _____
 Provide anticipated 2024-25 7th and 8th-grade enrollment _____
 Provide anticipated 2024-25 6th-grade enrollment _____
 Grade levels for membership: 6 7 8

 Yes **No** 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.

2. _____

Name of Member School

 Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): _____
 Provide anticipated 2024-25 7th and 8th-grade enrollment _____
 Provide anticipated 2024-25 6th-grade enrollment _____
 Grade levels for membership: 6 7 8

 Yes **No** 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.

3. _____

Name of Member School

 Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): _____
 Provide anticipated 2024-25 7th and 8th-grade enrollment _____
 Provide anticipated 2024-25 6th-grade enrollment _____
 Grade levels for membership: 6 7 8

 Yes **No** 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
JUNE 10, 2024**

Report #23-82

FOR ACTION

Subject:

2022 Building and Site, Series I Equipment Purchase Recommendation

Recommendation:

The Superintendent recommends the Board of Education approve the purchase of a TinyLineMarker Pro X from TinyMobileRobots, as per the attached quote and in accordance with Board Policy 6320 (Purchasing).

Statement of Purpose:

The purpose of this recommendation is to purchase an athletic field painter to reduce the cost and save time striping our athletic fields.

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.

Two bids were received for robotic field painters. One from TinyMobileRobots and the other from Turf Tank. Based on the pricing for each, a reference from Delta Township and participation in a demo of the TinyMobileRobot, we are recommending the TinyLineMarker Pro X. TinyMobileRobot is the sole source provide of the TinyLineMarker Pro X.

Budget Impact:

The total cost of this recommendation is not to exceed Forty-One Thousand Six Hundred Ninety and 00/100 Dollars (\$41,690.00). This purchase will be funded entirely by the proceeds from the 2022 Building and Site, Series I bonds. This recommendation is within the amount budgeted for this equipment.

The TinyLineMarker Pro X is expected to save approximately \$2,000 - \$4,000 of paint supplies annually in addition to approximately 250 labor hours annually for an estimated labor savings of approximately \$9,500. Based on the total savings of approximately \$12,000 annually, the return on this investment is expected to take 3.5 years.

Discussion of Options:

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

- 1) Accept the purchase recommendation, as presented
- 2) Reject the purchase recommendation, and issue an Invitation to Bid
- 3) Table the recommendation for further discussion

TinyMobileRobots US LLC
1634 Cobb International Blvd NW
Kennesaw, GA 30152
United States

Quotation Date:

03/26/24

Quotation Number:

RichardJones-35048

Valid Until:

06/24/24

Sales Manager:

Richard Jones
rj@tinymobilerobots.com

Customer:

United States

Example Quote

All Inclusive

An All Inclusive plan pays for the robot, installation fee, extended warranty, additional options, and 6 years of annual fees up front.

***\$6,000 discount

Comments:

All Tiny Mobile Robots come with a 1 year warranty. Warranties can be extended for an additional 1-5 years at a cost of \$995 per added year.

Additional options:

Custom logo tool: \$1,400

Extra battery: \$1,900

Extra paint container: \$69

PLEASE NOTE: Sales tax may apply. If sales tax applies, payment of the total sales tax will be due at the time of the down payment. If Sales tax exempt, please provide a copy of the sales tax exemption certificate.

TinyLineMarker Pro X All Inclusive

Description	Quantity	Unit Price (USD)	Amount (USD)
All Inclusive	1	35,250	35,250
Cash Discount	1	-6,000	-6,000
Installation Fee	1	1,700	1,700
Annual Fee	6	1,790	10,740
Total			41,690

Payment Plan

Year	Amount (USD)
1	41,690
Total	41,690

TinyMobileRobots

TinyMobileRobots
1634 Cobb International Blvd
Kennesaw, GA 30144

May 13, 2024

To whom it may concern,

Please accept this letter as our assurance and validation:

Sole Source Statement:

TinyMobileRobots US LLC is the exclusive and sole distributor in North America for the TinyLineMarker Sport (TLM Sport) & TinyLineMarker Pro (TLM Pro X) manufactured by TinyMobileRobots ApS.

This product is considered a “sole source” provided product in that only the TLM Sport & TLM Pro X utilize 3rd party RTK network providers to operate or can use an on-site reference station for this purpose.

Additionally, this product is designed as a 3-wheeled autonomous GPS robot, providing the highest level of stability across a range of surfaces for maximum accuracy.

TinyMobileRobots is the sole source of providing the warranty, service, support and upgrades which is built into the Customer Care Plan that is billed annually to the customer.

Sincerely,



Gary E. Garrison
Executive Vice President, US & Canada
TinyMobileRobots US LLC
gg@tinymobilerobots.com

TinyMobileRobots US LLC– EIN #36-4995457 888.811.8444.
www.TinyMobileRobots.us

TURF TANK TWO



	Plus	Pro
Turf Tank Two Purchase Price	\$51,000	\$61,000
Annual Care Plan	\$4,000 / year	\$5,000 / year
Year One Implementation Cost	\$1,700	\$1,700
# of Sport Type Field Layouts	Unlimited	Unlimited
Turf Tank Two Robot + GPS Package	✓	✓
5.5 Gallon Paint Jugs Included	✓	✓
Continuous Software Improvements	✓	✓
Free Form Text Creation	✓	✓
Customized Logo Included	✗	✓
Geometry Package	✓	✓
Training & Online Resources	✓	✓
Support Hours	Normal business hours	24/7
Warranty Type	Limited	Extended
Annual Paint Allotment included	\$2,000	\$3,000
Battery Supply	2x battery	2x battery
Courtesy Robot	✗	✓
On-Site Maintenance Visits	Additional cost	2x visits / year
Custom Turf Tank Wrapping	✗	✓
Turf Tank Service Kit Incl. Pump, Solenoid & Suction Rod w/ hoses	✗	1x / year
Upgrade Kit 1x Suction Rod, 3x Ground Spikes	✓	✓
Premium Upgrade Kit 4x LP-E6 Base Station batteries, 1x Solenoid, 1x Pump Incl. Fittings, 1x Spray Kit - Flat Nozzles, 1x Spray Kit - Cone Nozzles, 7x Ground Spikes	✗	✓