

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 October 28, 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 - Alicia Guevara Warren

- II. Special Presentations
 - A. 2023-24 Audit Presentation - Plante Moran 4

 - B. E3 Grant Presentation, In-House Mental Health Support Staff

 - C. National Principal's Month

- III. Correspondence

- IV. 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.

- V. Board Member Comment

- VI. Approval of Agenda and Acceptance of all Reports into Discussion

Recommendation: To request a motion to approve the October 28, 2024 agenda as presented and accept all reports into discussion.

- VII. Approval of Consent Agenda Items 17
Items listed below may be approved with one motion unless a board member requests that an item or items be removed for a separate action.

Regular Meeting Minutes - September 16, 2024
Closed Session Meeting Minutes - September 16, 2024
Special Meeting Minutes - Student Discipline Hearing - October 7, 2024
Special Meeting Closed Session Minutes - Student Hearing - October 7, 2024
Special Meeting Minutes - October 7, 2024
Special Meeting Closed Session Minutes - October 7, 2024
Report #24-23, Personnel Recommendations
Report #24-24, Finance Report

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

- VIII. 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

- IX. Presentation of Reports

- A. For Action - Report #24-25, Middle School Overnight Field Trip 37

Recommendation: To approve the Middle School overnight field trip to Chicago, IL in May 2025.

- B. For Action - Report #24-26, High School Out of State Field Trip, May 2025 43

Recommendation: To approve the Waverly High School Senior Trip to Cedar Point in May 2025.

C. Finance and Facilities

D. For Action - Report #24-27, Summer Tax Collection Resolution 52

Recommendation: To adopt the Annual Summer Tax Resolution, invoking for 2025 its previously adopted, ongoing resolution imposing a summer tax levy of one-half (1/2) of school property taxes upon property located within the School District.

E. For Action - Report #24-28, Purchase of 2024 Ford Transit 350 Passenger Van 55

Recommendation: To approve the purchase of a 2024 Transit 350 Passenger Van from Hoekstra Transportation per Board Policy 6320 (Purchasing).

X. Superintendent's Report

XI. 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.

XII. Other Board Business

XIII. Closed Session - Personnel Issue

XIV. Adjournment

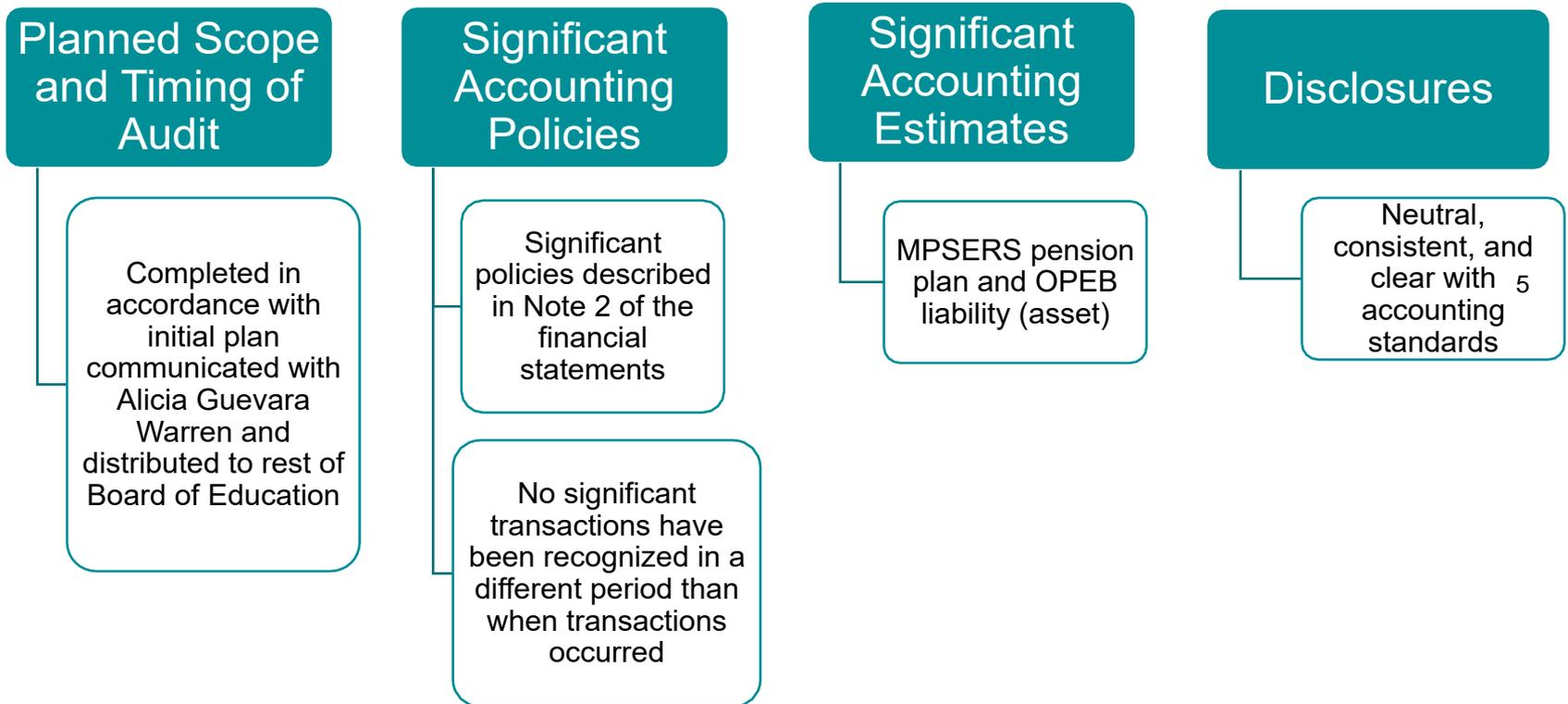


Waverly Community Schools

Board presentation | Year ended June 30, 2024



Required Communications Under AU 260





Required Communications Under AU 260

Other Matters

| | |
|--|---|
| No Difficulties Encountered in Performing the Audit | No Disagreements with Management |
| No Audit Adjustments No Uncorrected Adjustments | No Material Weaknesses in Internal Control |



Required Communications Under AU 260

Other Matters

| | |
|--|--|
| <p>No Significant Findings or Issues</p> | <p>Management Representation Letter Received and Dated September 23, 2024</p> |
| <p>No Management Consultations with Other Independent Accountants</p> | <p>No Fraud or Illegal Acts</p> |



Required Communications Under AU 260

Plante Moran to issue an unmodified “clean” opinion on the audited financial statements

Financial statements are the responsibility of management

Plante Moran is responsible for rendering an opinion on the audited financial statements

Audit completed in accordance with auditing standards generally accepted in the United States of America



Key Highlights

2023-2024 Audit and Federal Compliance Results

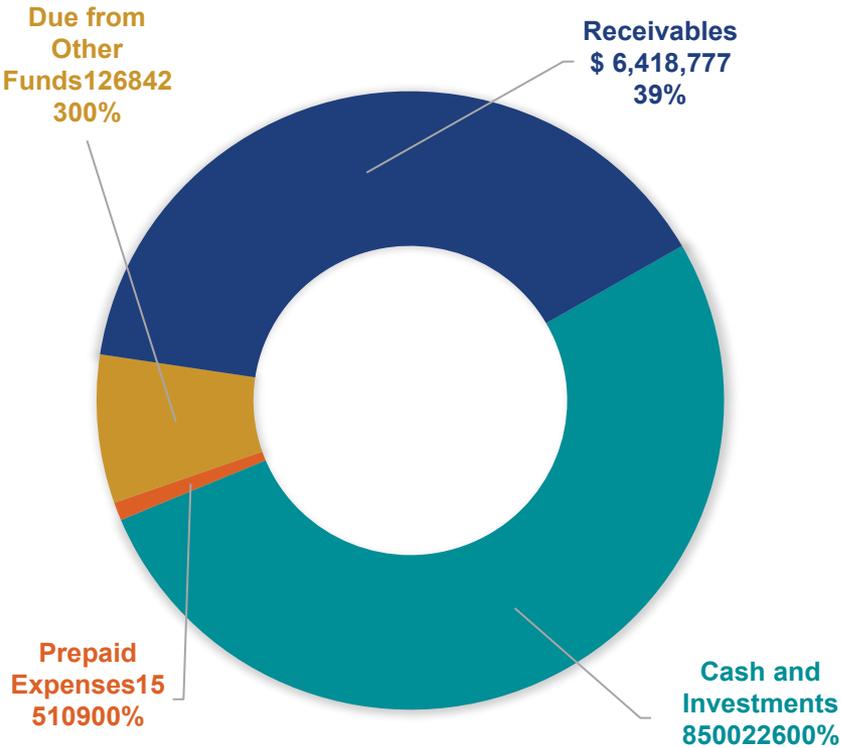
- Basic Audit – Unmodified opinion
- Federal Program – Education Stabilization Fund
- Bond program 1351(a) and Sinking Fund 1212 compliance
- No findings or audit adjustments identified
- One significant General Fund budget to actual variations (Note 3)
- Assigned fund balance of \$1,881,928



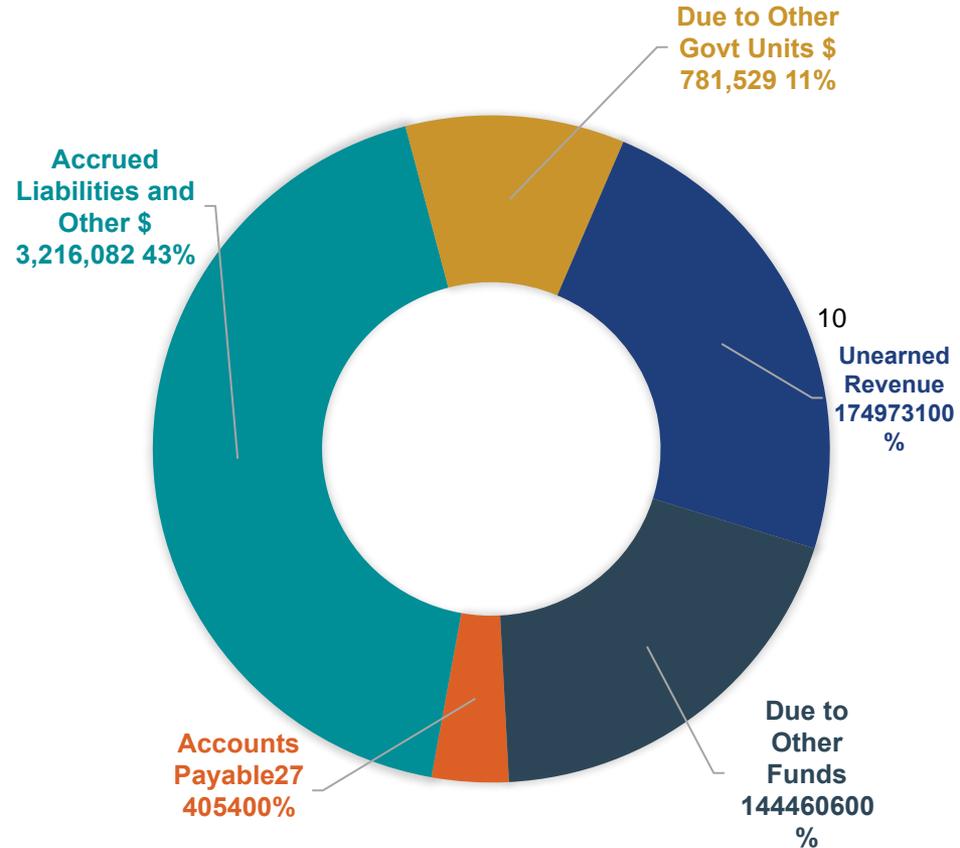
General Fund Assets and Liabilities

June 30, 2024

ASSETS \$16,342,535

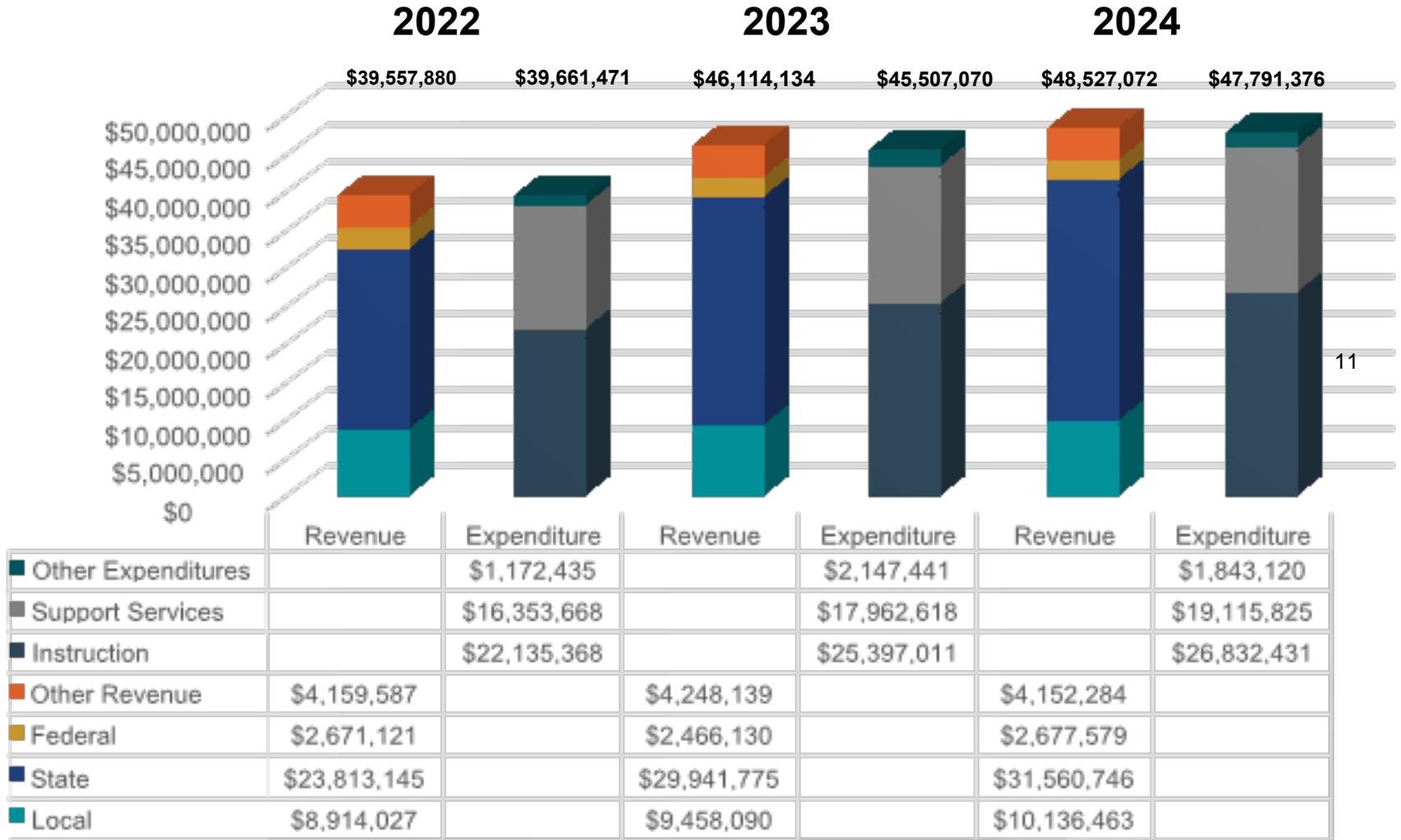


LIABILITIES \$7,466,002





General Fund Revenue and Other Financing Sources/Expenditures and Other Financing Uses
 Actual Results
 Years Ended June 30

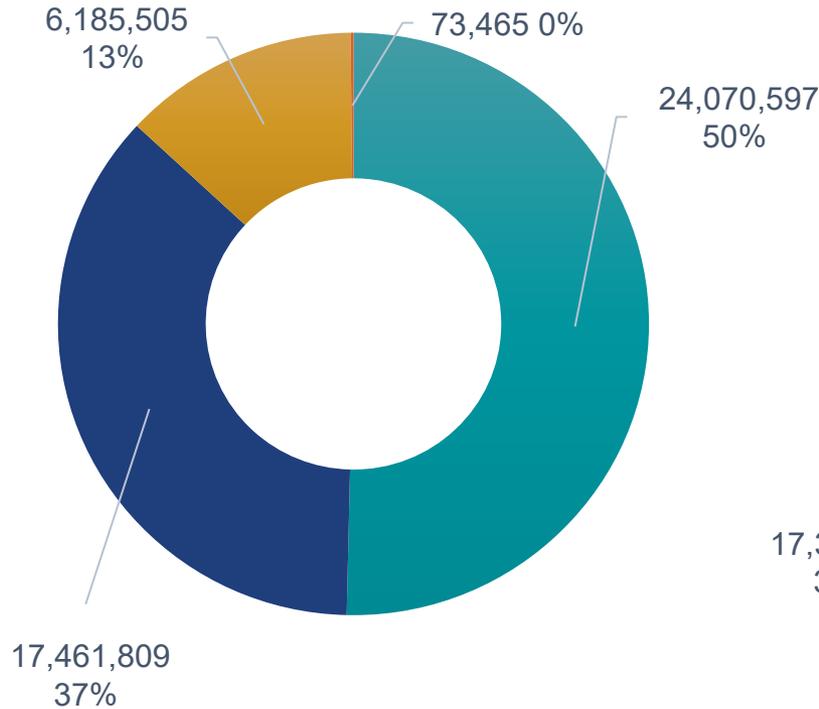




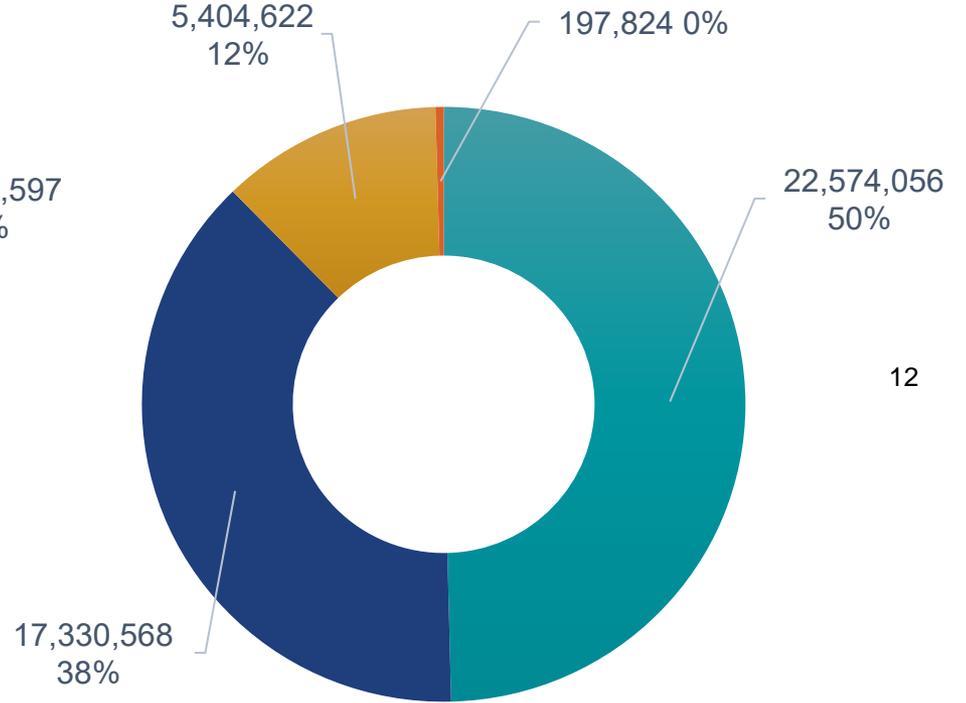
General Fund Expenditures and Other Financing Uses

Year Ended June 30

2024 = \$47,791,376



2023 = \$45,507,070

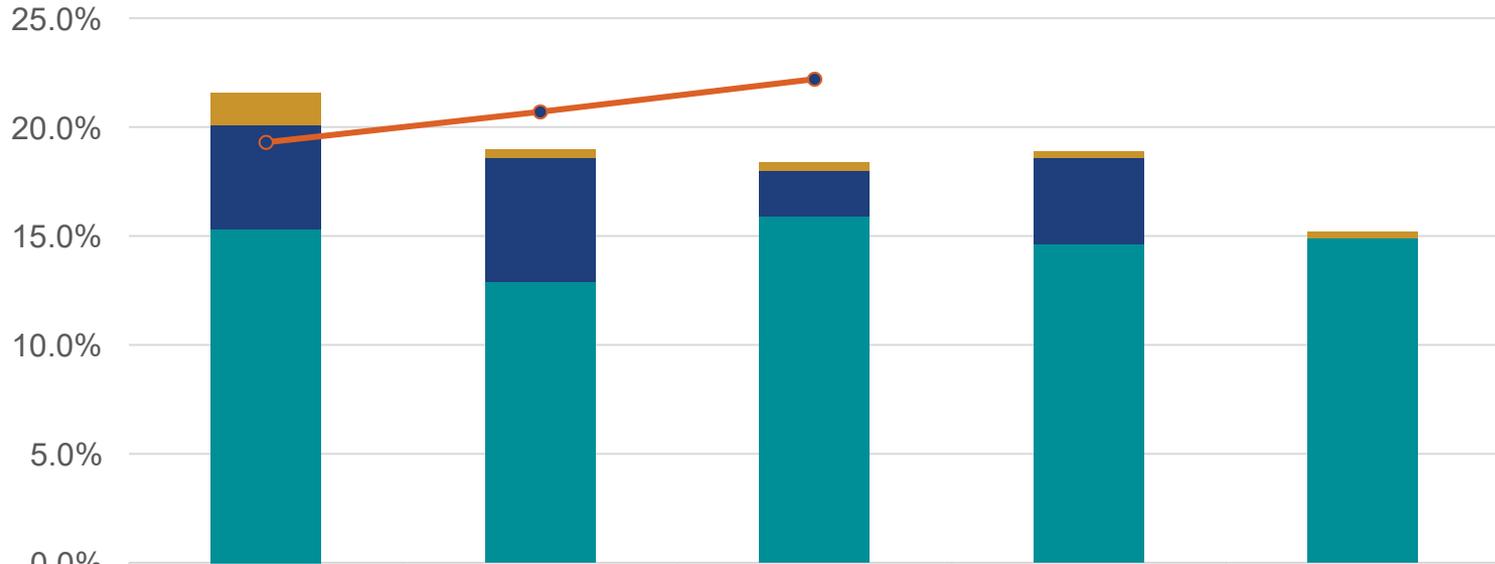


- Salaries
- Fringe Benefits
- Supplies and Other
- Capital Outlay



General Fund – Fund Balance as a Percentage of Total Expenditures (Excluding Other Financing Uses)

Year Ended June 30



13

| | | | | | |
|---------------|-------|-------|-------|-------|-------|
| Nonspendable | 1.5% | 0.4% | 0.4% | 0.3% | 0.3% |
| Assigned | 4.8% | 5.7% | 2.1% | 4.0% | 0.0% |
| Unassigned | 15.3% | 12.9% | 15.9% | 14.6% | 14.9% |
| State Average | 19.3% | | 20.7% | | 22.2% |

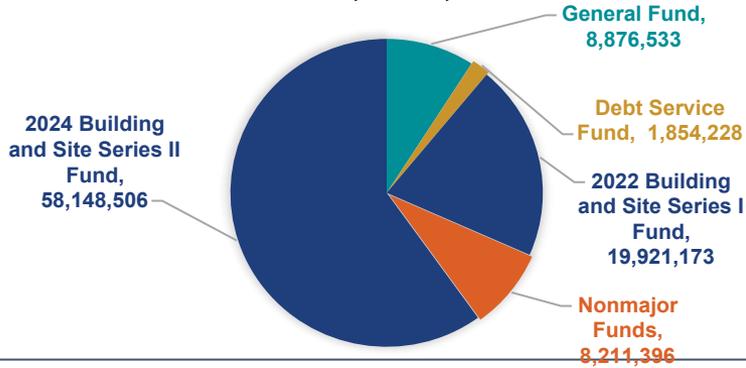
Not Determined Not Determined



Fund Balance to Net Position Reconciliation

June 30, 2024

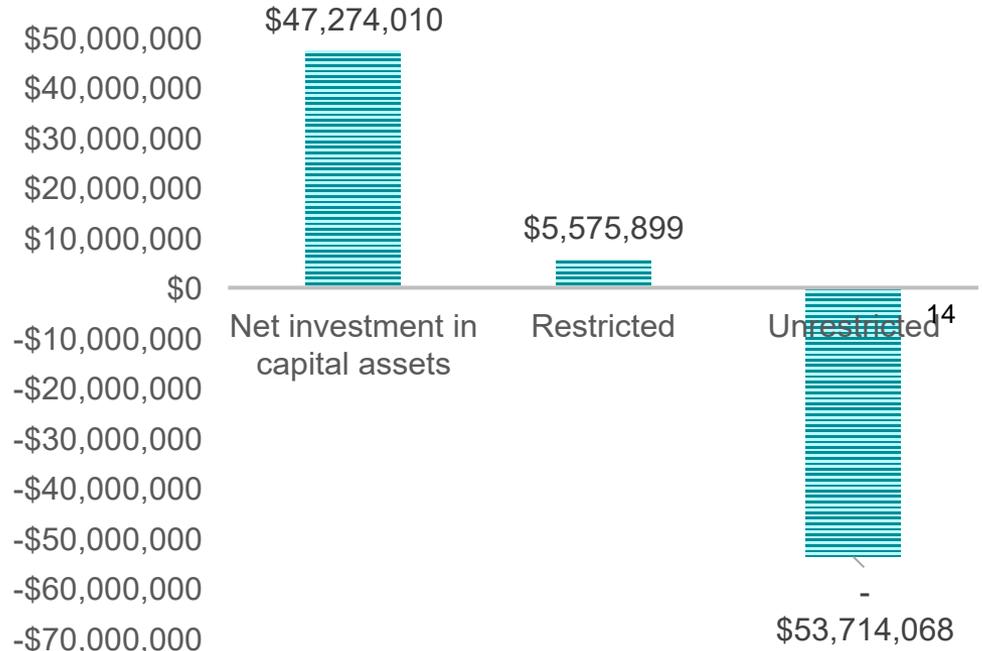
**FUND LEVEL TOTAL =
\$97,011,836**



Reconciliation

| | | |
|------------------------------------|----|---------------|
| Fund Level | \$ | 97,011,836 |
| Add: | | |
| Capital assets | | 85,072,727 |
| Less: | | |
| Bonds payable and related premiums | | (116,287,856) |
| Compensated absences | | (1,095,299) |
| Accrued interest | | (913,125) |
| Net Pension and OPEB Obligations | | (59,954,633) |
| Arbitrage rebate | | (401,333) |
| Government-Wide | \$ | (864,159) |

**GOVERNMENT-WIDE
TOTAL = \$(864,159)**

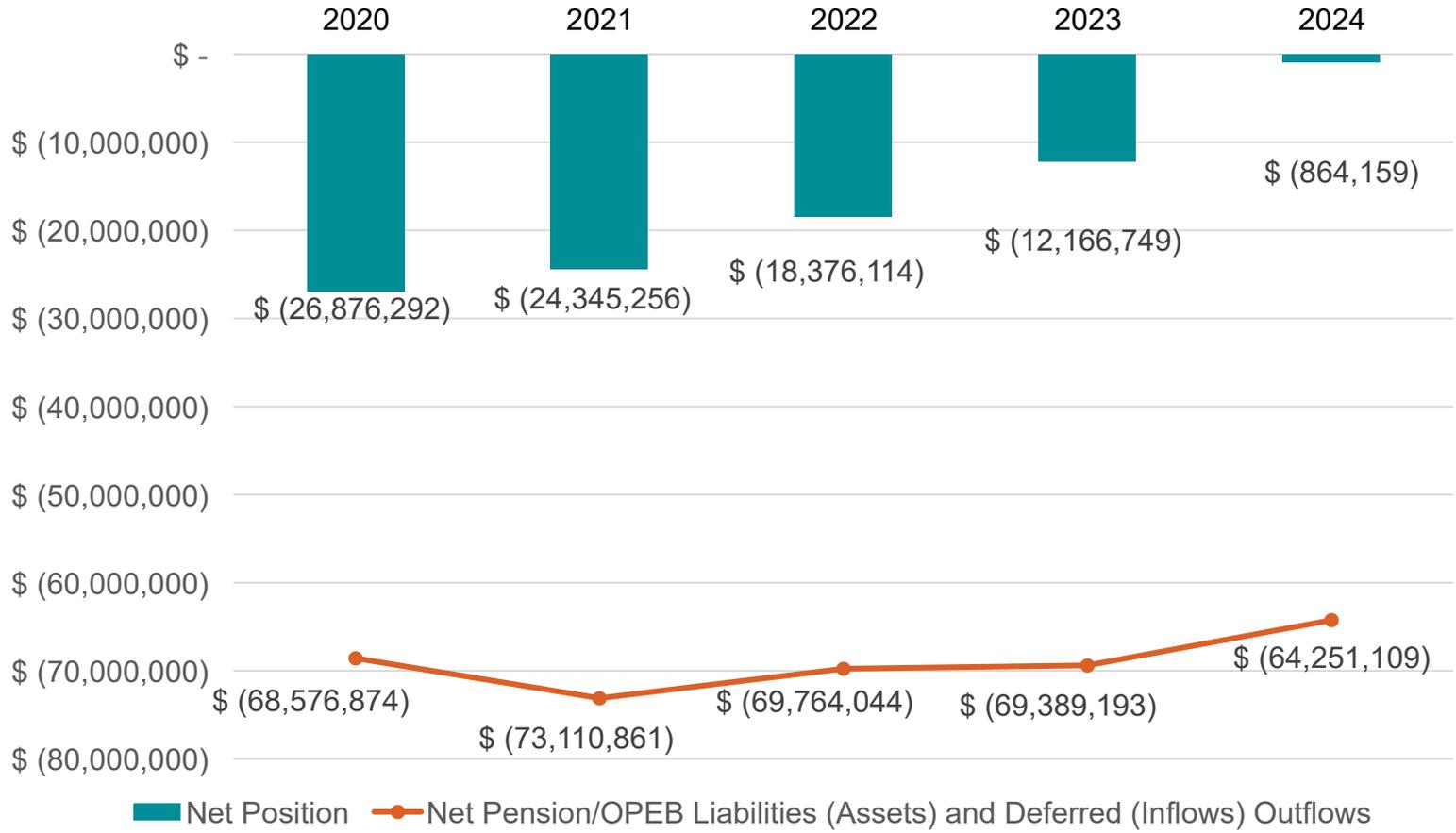




Five Year Historical Net Position

Years Ending June 30

Historical Net Position





Thank you.

For more information contact:

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16

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Senior

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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, September 16, 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 Member Ty Liggons.

Members Present: Alicia Guevara Warren
 Deborah Lopez
 Vince Perkins
 Cathy Pike
 Ty Liggons

Members Absent: Holly Nester

Student Representative: Wallace Malone

Staff Present: Kelly Blake, Superintendent
 Shawn Lewis, Director of School Culture
 Micky Savage, Director of Human Resources
 Jon Harpst, Director of Technology
 Evan Nuffer, Director of Finance & Operations
 Chris Huff, Director of Teaching & Learning
 Anthony Terranova
 Bernard Colton
 Becky Hager
 Chris Smith
 Doreatha Rusher
 Jekeia Murphy
 Ann Marie Lindsay
 Waverly WEA & WESPA Staff
 Waverly Community Members

Correspondence:

Secretary Perkins referenced the emails the Board of Education received.

Public Comment for Agenda Items:

WEA staff member Todd Simon – reviewed current teacher overage in High School classrooms and voiced concern WEA staff is not able to teach effectively and that the special ed population is not receiving the supports as need. The WEA staff are not being supported by the Special Education Department.

Board Member Comment:

Member Liggons:

- Looking forward to homecoming in October and participating in different opportunities with students.

Member Lopez:

- Reminded the Board of Education that MASB is offering a discounted rate for numerous trainings and would like to have the BOE take advantage of the opportunity.
- MASB Leadership Conference will be at the Lansing Center from October 24 – 27, 2024.

Member Perkins:

- Welcomed new Student Representative, Wallace Malone.
- Enjoyed being at Winans on the first day of school to welcome the students back from break and to meet the new staff. Very impressed with the ease of student drop off.

Member Pike:

- Welcomed Wallace Malone, new Student Representative.
- Was at Elmwood on the first day of school and was very enjoyable.
- Continuing to work with the bond committee to ensure the funds are well spent and completed to the highest benefit of the district.

Student Representative Wallace Malone:

- The construction at the High School is progressing, and when completed, will look great.

Member Guevara Warren:

- Welcome to Wallace and glad there will be a student representative to report.
- Attended the High School first day.
- ISOA Legislative Breakfast is October 2nd and all board members are encouraged to attend.
- Will be reaching out to the township to discuss the inaccessibility to Safe Routes to School due to ongoing township construction projects near our buildings.

Approval of Agenda and Acceptance of Reports

President Guevara Warren requested the addition a personnel issue to the closed session.

A motion was presented by Member Liggons and supported by Member Perkins to approve the September 16, 2024 agenda as presented, with the addition requested by President Guevara Warren, and accept all reports into discussion.

Motion PASSED

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

Approval Consent Agenda Items

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

Motion PASSED

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

Committee Meetings

Special Education Committee Meeting:

Member Perkins reviewed the August committee meeting, highlighting:

- Celebrated district-wide events
- Parent forum went well
- Reviewed staffing updates
- Discussed current open positions
- ISD general supervision report
 - initial evaluations all in compliance
 - 23% of students have IEPs which is higher than the 14% state average
 - Suspensions of students with IEPs is below the state guidelines
 - Compliance on most items, and had no state complaints

PRESENTATION OF REPORTS

For Action – Report #24-18, Ratification of Master Agreement – Waverly Education Support Professional Association (WESPA).

HR Director, Micky Savage, highlighted some of the changes to the WESPA contract.

A motion was presented by Member Lopez and supported by Member Perkins to approve the tentative agreement with WESPA as presented.

Motion PASSED

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

For Action – Report #24-19, Insulin Litigation Resolution

A motion was presented by Member Liggins and supported by Member Lopez to approve the resolution to join the Insulin Litigation lawsuit as presented.

Motion PASSED

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

For Action – Report #24-20, Certification of Winter Tax Levy

A motion was presented by Member Perkins and supported by Member Lopez to approve the proposed tax levy for the City of Lansing, Delta Township, Lansing Township and Windsor Township, a presented.

Motion PASSED

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

For Action – Report #24-21, High School Overnight Field Trip

A motion was presented by Member Liggins and supported by Member Perkins to approve the High School overnight field trip to Ebersole Center.

Motion PASSED

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

Superintendent’s Report:

Superintendent Blake reported:

- Fall sports are underway
- Director of School Culture, Shawn Lewis, started a district-wide equity challenge, which is sent weekly to all staff. Highlights are:
 - Different areas of diversity are highlighted, with the hopes of starting dialogue
 - The exercises are small team-based
 - Increase cultural competence
 - Continue to create an environment where our staff and students feel safe.
- Construction punch-list items were created at the High School .
 - Carpet flaws
 - H-Vac system corrections
 - Touch up paint
- Sextortion presentations on October 7, 8 and 9 by the FBI at the High School and Middle School. A parent presentation will be on October 8 at 6:30 pm in the Middle School theater
- Presented historical date on class overages
- The District proposed financial incentives to the WEA, which were not accepted by the WEA.
 - Adjustment to current WEA salary schedule
 - Retention bonuses

Public Comment – Open Comment for District Issues

Public comments were made by:

- High School teacher Tiernan O’Rourke:
 - Students have requested to be removed from his class as it was too loud to hear instruction.
 - Has 34 freshman students in one class, which high quantity of students with IEPs
 - 14 certified open positions, 4 of which are special education teachers, 1 psychologist, 1 social worker and 1 speech & language pathologist. Students are not receiving the special services they need.
 - It is very difficult for certified staff to teach students right now.
 - Did not accept the offer as it was an adjustment to attract new teachers but did not provide for staff who have been at district longer.
- High School Assistant Principal Chris Smith reviewed the Highlands program that will be starting at the Middle School.
- Community Member Lisa Parsons voiced concern regarding the lack of inclusion training Waverly athletic coaches have and would like all to receive.

Other Board Business:

None

A motion was presented by Member Perkins and supported by Member Lopez to enter into closed session for the purpose of a student issue, contract negotiations update and a personnel matter.

Motion PASSED

Roll Call Vote:

Member Pike – Yes

Member Perkins – Yes

Member Lopez – Yes

Member Liggons – Yes

Member Guevara Warren – Yes

Absent – 2; Member Nester and Member Krause

The board exited open session at 6:34 pm.

The board returned to open session at 7:16 pm.

A motion was presented by Member Perkins and supported by Member Pike to approve the early graduation resolution for Student A.

Motion PASSED

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

The meeting adjourned at 7:18 pm.

Respectfully submitted,

Vince Perkins, Board Secretary
aml

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 Monday, October 7, 2024 at the Administration Building, located at 515 Snow Rd., Lansing, MI 48917.

Members Present: Amy Krause
Cathy Pike
Vince Perkins
Deborah Lopez
Ty Loggins

Members Absent: Alicia Guevara Warren
Holly Nester

Staff Present: Kelly Blake, Superintendent
Chris Huff, Director of Teaching & Learning
Shawn Lewis, Director of School Culture
Vickie Tisdale, East Intermediate Principal
Ann Marie Lindsay

Others Present: Student and Guardian

The meeting was called to order at 3:30 pm by Vice President Lopez.

All in attendance introduced themselves.

Vice President Lopez asked if the guardian of Student A wanted a closed or opened session for the purpose of a student discipline hearing. Guardian A requested a closed session.

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 a student disciplinary hearing.

Roll Call Vote: A. Krause – Yes
C. Pike – Yes
V. Perkins – Yes

D. Lopez – Yes
T. Liggons - Yes

Motion PASSED

Vote: Ayes – 5; Nays – 0; Absent – 2 – Members Guevara Warren and Nester

The Board entered into closed session at 3:32 pm.

The Board returned to open session at 4:29 pm.

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

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

Vote: A. Krause – Yes
C. Pike – Yes
V. Perkins – Yes
D. Lopez – Yes
T. Liggons - Yes

Motion PASSED

Vote: Ayes – 5; Nays – 0; Absent – 2 – Members Guevara Warren and Nester

The meeting adjourned 4:36 pm.

Respectfully submitted,

Vincent Perkins, Secretary
aml

Minutes of Special Meeting – Winans Construction Bid, Middle School Field Trip, Personnel Issue

The Board of Trustees Waverly Community Schools

Opening of Meeting

A Special meeting of the Waverly Community Schools Board of Education was held Monday, October 7, 2024. Vice President Deborah Lopez called the meeting to order at 4:37 pm. Treasurer Cathy Pike let the Pledge to the Flag.

Members Present: Amy Krause
Cathy Pike
Deborah Lopez
Vince Perkins
Ty Liggons

Members Absent: Alicia Guevara Warren, Holly Nester

Staff Present: Kelly Blake, Superintendent
Evan Nuffer, Director of Finance & Facilities
Ann Marie Lindsay
Staff from Barton Malow

For Action – Report #24-22, 2022 Building and Site, Series II Construction Award Recommendation – Winans Elementary Renovation Bid Package Award

Director of Finance & Operations, Evan Nuffer, provided an overview of the bid package and reviewed the anticipated construction timeline.

A motion was presented by Member Liggons and supported by Member Pike to approve Report #24-22, Winans Elementary Renovation Bid Package, as presented.

Motion PASSED

Vote: Ayes–5; Nays–0; Absent–2, Member Guevara Warren and Member Nester

For Discussion – Middle School Out of State Field Trip

Superintendent Blake reviewed the proposed Middle School 2025 Chicago field trip and distributed the agenda. This item will be brought for action at the regular October 28, 2024 board of education meeting.

Treasurer Pike requested the board investigate additional professional development from MASB for the board. She will research the available training MASB offers.

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 a personnel issue.

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

Motion PASSED

**Vote: Ayes – 5; Nays – 0; Absent – 2 – Members Guevara Warren
and Nester**

The Board exited to closed session at 4:53 pm.

The Board returned to open session at 5:24 pm.

A motion was presented by Member Perkins and supported by Member Pike to accept the resignation of High School Teacher, Robert Herzing.

Motion PASSED

Vote: Ayes–5; Nays–0; Absent–2, Member Guevara Warren and Member Nester

The meeting adjourned at 5:25 pm.

Respectfully submitted,

Vince Perkins, Secretary
aml

WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION REGULAR MEETING
October 28, 2024

Report #24-23

Subject: Personnel Report

A. Employment – Certified

| <u>Name</u> | <u>Position</u> | <u>Building</u> | <u>Salary</u> | <u>Effective</u> |
|-----------------|----------------------|-----------------|--------------------------|------------------|
| Kristine Kelly | Special Ed Teacher | Middle School | MA/BA36 Step 13/\$79,244 | 9/30/2024 |
| Kassandra Davis | Special Ed Teacher | High School | MA30 Step 13/\$81,886 | 10/3/2024 |
| Timothy Rumler | Science Teacher | Middle School | MA Step13/\$79,244 | 10/14/2024 |
| Megan McPherson | Kindergarten Teacher | Colt ECEC | BA Step 3/\$47,525 | 10/22/2024 |

B. Employment – Non-Certified

| <u>Name</u> | <u>Position</u> | <u>Building</u> | <u>Salary</u> | <u>Effective</u> |
|-----------------|------------------------------------|-------------------|---------------|------------------|
| Tamisha Nelson | FS2 Bakery Lead | High School | \$15.03/hr | 9/16/2024 |
| Brianna Lagunas | GSRP 3 rd Para Educator | Colt ECEC | \$17.02/hr | 9/16/2024 |
| Casey Fowler | GSRP Para Educator | Colt ECEC | \$18.50/hr | 9/23/2024 |
| Howard Shaw | Substitute Custodian | District | \$15.00/hr | 10/7/2024 |
| Kenneth Evans | Behavior Para Educator | High School | \$21.09/hr | 10/03/2024 |
| Ratasha Martin | SE Para Educator | Winans Ele | \$19.25/hr | 10/14/2024 |
| Travis Neller | Behavior Para Educator | East Intermediate | \$21.92/hr | 10/22/2024 |
| Dereck Givens | Behavior Para Educator | Colt ECEC | \$21.92/hr | 10/22/2024 |

C. Resignation – Certified

| <u>Name</u> | <u>Position</u> | <u>Building</u> | <u>Effective</u> |
|---------------------|------------------------|-----------------|------------------|
| James Younger | Special Ed Teacher | Middle School | 9/18/2024 |
| Kelly VanZandt | Kindergarten Teacher | Colt ECEC | 9/27/2024 |
| Nicole Simmonds | Kindergarten Teacher | Colt ECEC | 10/4/2024 |
| Kimberley Pingatore | Social Studies Teacher | Middle School | 10/7/2024 |
| Robert Herzing | English Teacher | High School | 10/8/2024 |
| Tiernan O'Rourke | Social Studies Teacher | High School | 10/11/2024 |

D. Resignation – Non-Certified

| <u>Name</u> | <u>Position</u> | <u>Building</u> | <u>Effective</u> |
|-------------|-----------------|-----------------|------------------|
| Chase Rapin | Para Educator | High School | 10/11/2024 |
| Ayla Owens | FS Lunch Aide | Elmwood Ele | 10/11/2024 |

E. Staff Transfer

| <u>Name</u> | <u>From Position</u> | <u>To Position</u> | <u>Effective</u> |
|--------------------|-----------------------------------|-------------------------------|------------------|
| Vanessa Scruggs | Long Term SE Teacher High School | Spec Ed Teacher High School | 8/19/2024 |
| Sarah Hartley | Long Term SE Teacher Colt ECEC | Spec Ed Teacher Colt ECED | 8/19/2024 |
| Maranda Houston | SE Para Educator East | Behavior Intervention Para HS | 9/16/2024 |
| Elizabeth Brownlee | SE Para Educator Winans | SE Para Educator East | 9/30/2024 |
| Brenda Botello | GSRP Para Educator | Service Building Secretary | 10/14/2024 |
| James Clyde | Ell Para Educator HS/MS | Ell Para Educator MS | 10/7/2024 |
| Morgan Nelson | FS3 Lunch/Playground Aide Elmwood | FS Substitute Elmwood | 10/14/2024 |

F. Retirement– Non-Certified

| <u>Name</u> | <u>Position</u> | <u>Building</u> | <u>Effective</u> |
|--------------------|-----------------|--------------------|------------------|
| William Scott Lee | Head Custodian | East Intermediate | 9/27/2024 |
| Michelle Smethurst | Head Secretary | Elmwood Elementary | 12/20/2024 |

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
OCTOBER 28, 2024**

FOR ACTION***

Subject:

Finance Report

Recommendation:

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

Financial Report:

The cash balance as of August 31, 2024, was \$7,751,775.36. Receipts during September, consisting of property taxes and other revenues/transfers-in in the amount of \$8,017,631.77 minus disbursements during September of \$7,382,312.58, left the district with a General Fund cash balance, as of September 30, 2024, of \$8,387,094.55.

2024-25 General Fund expenditures/transfers-out exceed revenues/transfers-in by \$1,419,502. A summary of year-to-date activity in comparison to the budget is included in the supporting documentation.

2024-25 Student Activity Fund revenues/transfers-in exceed expenditures/transfers-out by \$10,638. A summary of year-to-date activity in comparison to the budget is included in the supporting documentation.

2024-25 Sinking Fund revenues exceed expenditures by \$453,979. A summary of year to date activity in comparison to the budget is included in the supporting documentation.

2024-25 Public Improvement Fund revenues/transfers-in exceed expenditures/transfers-out by \$944,047. A summary of year-to-date activity in comparison to the budget is included in the supporting documentation.

The balance of the 2022 Building and Site, Series I Bonds remaining to be allocated, including \$3,504,751 of accrued interest/change in market value, is \$44,651. A summary of life to date activity is included in the supporting documentation

The balance of the 2024 Building and Site, Series II Bonds remaining to be allocated, including \$1,028,015 of accrued interest/change in market value, is \$24,730,717. A summary of life to date activity is included in the supporting documentation

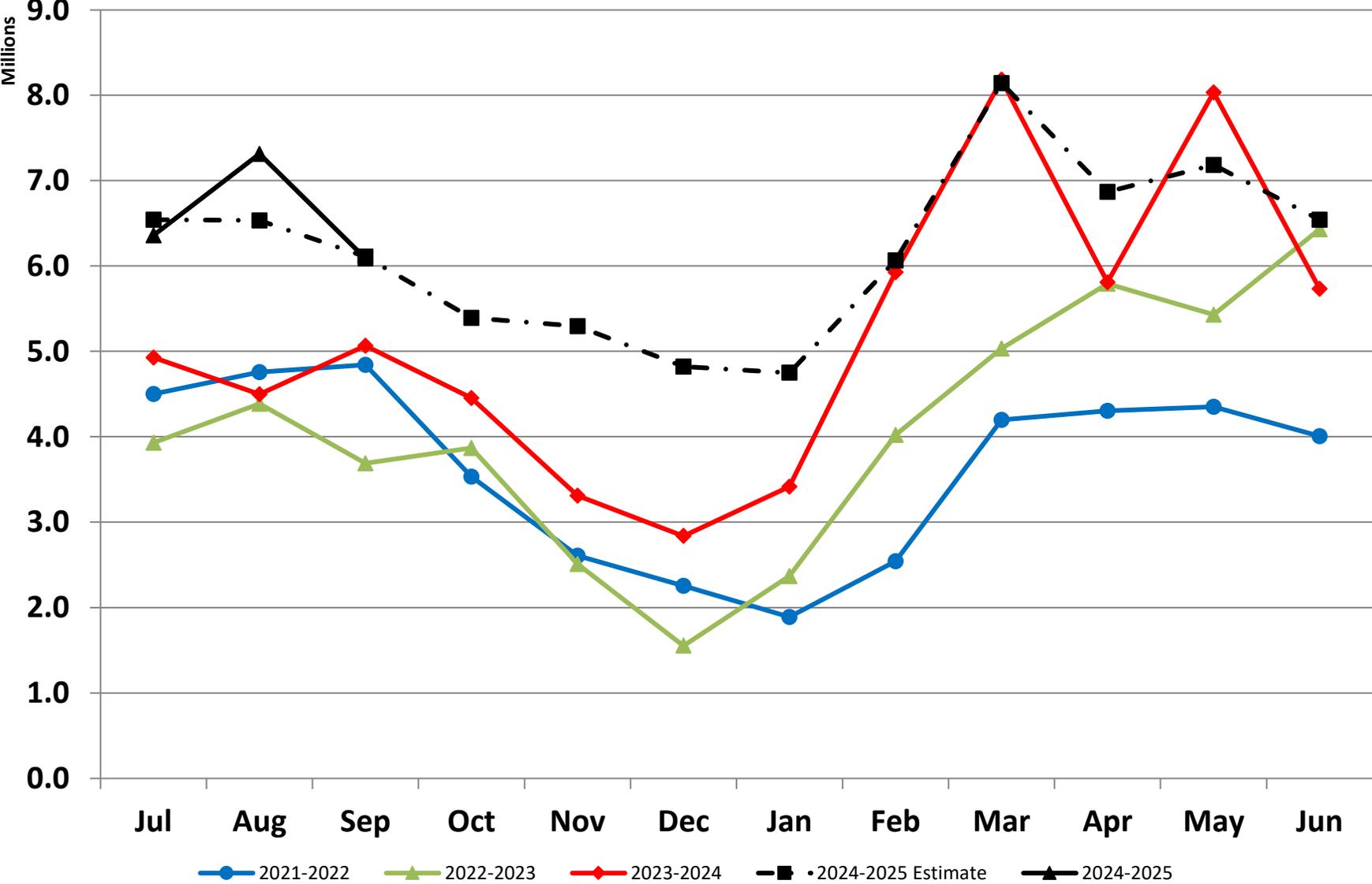
Waverly Community Schools

Finance Committee - Cash Position Report

For the Month Ended September 30, 2024

| | |
|--|----------------------------|
| Balance on Hand August 31, 2024 | 7,751,775.36 |
| Revenues | |
| State Aid | - |
| Taxes | 3,224,970.31 |
| Other Revenue | 254,369.58 |
| Interfund Transfers In | 4,525,246.89 |
| State Aid Note Proceeds | - |
| | <u>8,004,586.78</u> |
| Disbursements | |
| Payroll and Related Liabilities | (2,742,299.04) |
| Other Expenditures | (4,640,013.54) |
| State Aid Repayment | - |
| | <u>(7,382,312.58)</u> |
| Prior Month Adjustments - September 2024 | 13,044.99 |
| Balance on Hand September 30, 2024 | <u><u>8,387,094.55</u></u> |
| | |
| PNC Bank - General | 5,236,838.46 |
| MILAF | 2,930,466.19 |
| PNC Bank - Payroll | 219,789.90 |
| Comerica - Checking | - |
| | <u><u>8,387,094.55</u></u> |
| | |
| Difference | - |

Waverly Community Schools Cash Flow Analysis (Monthly Lows)



Waverly Community Schools
General Fund - Budgetary Comparison Schedule
For the Month Ended September 30, 2024

| | Original Budget | Actual | Over (Under) Budget | % Available |
|--|-------------------|------------------|------------------------|----------------|
| Revenue | | | | |
| Local sources | 10,304,971 | 4,004,909 | (6,300,062) | 61.1% |
| State sources | 30,272,282 | 1,740,056 | (28,532,226) | 94.3% |
| Federal sources | 625,184 | - | (625,184) | 100.0% |
| Intergovernmental | 3,886,251 | - | (3,886,251) | 100.0% |
| Transfers In | 125,000 | - | (125,000) | 100.0% |
| Total revenue | 45,213,688 | 5,744,965 | (39,468,723) | 87.3% |
| Expenditures | | | | |
| Current: | | | | |
| Instruction: | | | | |
| Basic program | 16,455,869 | 2,474,693 | (13,981,176) | 85.0% |
| Added needs | 8,949,651 | 927,655 | (8,021,996) | 89.6% |
| Total instruction | 25,405,520 | 3,402,348 | (22,003,172) | 86.6% |
| Support Services: | | | | |
| Pupil | 3,804,015 | 394,679 | (3,409,336) | 89.6% |
| Instructional staff | 2,930,309 | 492,535 | (2,437,774) | 83.2% |
| General administration | 447,950 | 158,561 | (289,389) | 64.6% |
| School administration | 3,242,559 | 656,067 | (2,586,492) | 79.8% |
| Business | 603,276 | 149,990 | (453,286) | 75.1% |
| Operations and maintenance | 4,514,236 | 1,029,078 | (3,485,158) | 77.2% |
| Pupil transportation services | 1,342,730 | 210,108 | (1,132,622) | 84.4% |
| Central | 1,037,336 | 336,054 | (701,282) | 67.6% |
| Other | 317,422 | 65,299 | (252,123) | 79.4% |
| Total support services | 18,239,833 | 3,492,373 | (14,747,461) | 80.9% |
| Athletics | 713,144 | 105,634 | (607,510) | 85.2% |
| Community services | - | - | - | 0.0% |
| Welfare Activities | - | 8,829 | 8,829 | 0.0% |
| Non Publics | - | - | - | 0.0% |
| Facility Acquisition | - | - | - | 0.0% |
| Debt service: | | | | |
| Principal | - | - | - | 0.0% |
| Interest | - | - | - | 0.0% |
| Capital outlay | 7,500 | 81,801 | 74,301 | -990.7% |
| Payments to other public schools | 1,629,619 | 73,483 | (1,556,136) | 95.5% |
| Total expenditures | 45,995,616 | 7,164,467 | (38,831,149) | 84.4% |
| Excess of Revenue (Under)Over Expenditures | (781,928) | (1,419,502) | (637,574) | |
| Transfers Out | 1,100,000 | - | (1,100,000) | 100.0% |
| Change in Fund Balance | (1,881,928) | (1,419,502) | 462,426 | |
| Favorable Expenditure Variance (1.5%) | 689,934 | | | |
| Projected Change in Fund Balance | (1,191,994) | | | |
| Fund Balance - Beginning of year | 8,876,530 | | | |
| Fund Balance - End of year | 7,684,536 | | | |
| | 16.7% | | | |

Waverly Community Schools
Student Activity Fund - Budgetary Comparison Schedule
For the Month Ended September 30, 2024

| | Original Budget | Actual | Over (Under) Budget | % Available |
|--|-----------------|---------------|------------------------|----------------|
| Revenue | | | | |
| Local sources | 172,456 | 45,171 | (127,285) | 73.8% |
| State sources | - | - | - | 0.0% |
| Federal sources | - | - | - | 0.0% |
| Intergovernmental | - | - | - | 0.0% |
| Transfers In | - | - | - | 0.0% |
| Total revenue | 172,456 | 45,171 | (127,285) | 73.8% |
| Expenditures | | | | |
| Student Activities | 108,104 | 15,935 | (92,169) | 85.3% |
| Athletics | 58,298 | 18,597 | (39,700) | 68.1% |
| Total expenditures | 166,401 | 34,533 | (131,869) | 79.2% |
| Excess of Revenue (Under)Over Expenditures | 6,055 | 10,638 | 4,584 | |
| Transfers Out | - | - | - | 0.0% |
| Change in Fund Balance | 6,055 | 10,638 | 4,584 | |
| | | | | |
| Fund Balance - Beginning of year | 329,114 | | | |
| Fund Balance - End of year | 335,169 | | | |

Waverly Community Schools
Sinking Fund - Budgetary Comparison Schedule
For the Month Ended September 30, 2024

| | Original Budget | Actual | Over (Under) Budget | % Available |
|--|--------------------|----------------|------------------------|----------------|
| Revenue | | | | |
| Local sources | 1,132,179 | 453,979 | (678,200) | 59.9% |
| State sources | - | - | - | 0.0% |
| Federal sources | - | - | - | 0.0% |
| Intergovernmental | - | - | - | 0.0% |
| Transfers In | - | - | - | 0.0% |
| Total revenue | 1,132,179 | 453,979 | (678,200) | 59.9% |
| Expenditures | | | | |
| Current: | | | | |
| Support Services - Business | - | - | - | 0.0% |
| Support Services - Central | - | - | - | 0.0% |
| Facilities Acquisition, Construction and Improvements: | | | | |
| Site Acquisition Services | - | - | - | 0.0% |
| Site Improvement Services | - | - | - | 0.0% |
| Architecture and Engineering Services | - | - | - | 0.0% |
| Building Acquisition and Construction Services | - | - | - | 0.0% |
| Building Improvement Services | - | - | - | 0.0% |
| Other Acquisition and Construction Services | - | - | - | 0.0% |
| Total expenditures | - | - | - | 0.0% |
| Excess of Revenue (Under)Over Expenditures | 1,132,179 | 453,979 | (678,200) | |
| Transfers Out | - | - | - | |
| Net Change in Fund Balance | 1,132,179 | 453,979 | (678,200) | |
| Fund Balance - Beginning of year | 4,221,702 | | | |
| Fund Balance - End of year | 5,353,881 | | | |

Waverly Community Schools
Public Improvement Fund - Budgetary Comparison Schedule
For the Month Ended September 30, 2024

| | Revised Budget | Original Budget | Actual | Over (Under) Budget | % Available |
|--|--------------------|--------------------|------------------|------------------------|----------------|
| Revenue | | | | | |
| Local sources | 50,000 | 50,000 | 26,951 | (23,049) | 46.1% |
| State sources | 1,148,658 | - | 1,148,659 | 1,148,659 | 0.0% |
| Federal sources | - | - | - | - | 0.0% |
| Intergovernmental | - | - | - | - | 0.0% |
| Transfers In | 1,100,000 | 1,100,000 | - | (1,100,000) | 100.0% |
| Total revenue | 2,298,658 | 1,150,000 | 1,175,610 | 25,610 | -2.2% |
| Expenditures | | | | | |
| Current: | | | | | |
| Support Services - Business | - | - | - | - | 0.0% |
| Support Services - Operations and Maintenance | - | - | - | - | 0.0% |
| Support Services - Transportation | - | - | - | - | 0.0% |
| Support Services - Central | - | - | - | - | 0.0% |
| Facilities Acquisition, Construction and Improvements: | | | | | |
| Site Acquisition Services | - | - | - | - | 0.0% |
| Site Improvement Services | - | - | - | - | 0.0% |
| Architecture and Engineering Services | - | - | - | - | 0.0% |
| Building Acquisition and Construction Services | - | - | - | - | 0.0% |
| Building Improvement Services | 4,129,180 | - | 231,563 | 231,563 | 0.0% |
| Other Acquisition and Construction Services | - | - | - | - | 0.0% |
| Total expenditures | 4,129,180 | - | 231,563 | 231,563 | 0.0% |
| Excess of Revenue (Under)Over Expenditures | (1,830,522) | 1,150,000 | 944,047 | (205,953) | |
| Transfers Out | - | - | - | - | |
| Net Change in Fund Balance | (1,830,522) | 1,150,000 | 944,047 | (205,953) | |
| Fund Balance - Beginning of year | 2,879,532 | 2,879,532 | 2,879,532 | | |
| Fund Balance - End of year | 1,049,010 | 4,029,532 | 3,823,579 | | |

Waverly Community Schools
2022 Building and Site Bonds, Series I
Budget Summary
As of September 30, 2024

| | Budget | Actual | Encumbered | Balance Remaining |
|---|-------------------|-------------------|-------------------|--------------------|
| Construction | | | | |
| New Construction | - | - | - | - |
| Remodeling | 40,950,608 | 27,908,337 | 11,910,610 | 1,131,660 |
| Site Improvements | 3,828,197 | 4,846,399 | 2,793,859 | (3,812,061) |
| Construction Base Budget Subtotal | 44,778,805 | 32,754,736 | 14,704,469 | (2,680,401) |
| Instructional Technology | | | | |
| Computers and Mobile Devices | 1,468,271 | 1,578,583 | 28,117 | (138,429) |
| Audio / Visual | 1,834,372 | 744,644 | 902,260 | 187,467 |
| Instructional Technology Subtotal | 3,302,643 | 2,323,228 | 930,377 | 49,038 |
| Loose Furnishings and Equipment | | | | |
| Non-Instructional Computers and Mobile Devices | 73,904 | - | - | 73,904 |
| Non-Instructional Audio / Visual | - | - | - | - |
| Furnishings, Fixtures and Equipment (FF&E) | 4,021,389 | 2,133,610 | 1,011,938 | 875,841 |
| Loose Furnishings and Equipment Subtotal | 4,095,293 | 2,133,610 | 1,011,938 | 949,745 |
| District | | | | |
| Buses | 449,946 | - | - | 449,946 |
| Contingency | 1,355,621 | 38,928 | 2,646,989 | (1,330,295) |
| Election/Issuance Costs | 839,463 | 257,948 | - | 581,515 |
| General Conditions | 994,618 | 909,191 | 537,732 | (452,305) |
| Architect and Engineering Fees | 3,011,715 | 4,552,889 | (1,524,794) | (16,380) |
| A/E Reimbursables | 431,821 | 704,361 | 34,159 | (306,698) |
| Technology Design | 393,305 | 426,085 | (32,780) | - |
| Construction Mgr | 3,050,990 | 3,295,974 | (244,984) | 0 |
| District Subtotal | 10,527,479 | 10,185,376 | 1,416,321 | (1,074,217) |
| Bank Interest/Proceeds | (704,265) | (3,504,751) | - | 2,800,486 |
| Totals | 61,999,956 | 43,892,199 | 18,063,106 | 44,651 |
| Underwriters Discount | 454,800 | 454,800 | - | - |
| Grand Total | 62,454,756 | 44,346,999 | 18,063,106 | 44,651 |

Waverly Community Schools

2022 Building and Site Bonds, Series II

Budget Summary

As of September 30, 2024

| | Budget | Actual | Encumbered | Balance Remaining |
|---|-------------------|------------------|-------------------|----------------------|
| Construction | | | | |
| New Construction | 17,591,703 | - | 2,902,293 | 14,689,410 |
| Remodeling | 21,129,409 | - | 22,782,493 | (1,653,084) |
| Site Improvements | 2,352,092 | - | - | 2,352,092 |
| Construction Base Budget Subtotal | 41,073,204 | - | 25,684,786 | 15,388,418 |
| Instructional Technology | | | | |
| Computers and Mobile Devices | 598,414 | - | - | 598,414 |
| Audio / Visual | 974,132 | - | - | 974,132 |
| Instructional Technology Subtotal | 1,572,546 | - | - | 1,572,546 |
| Loose Furnishings and Equipment | | | | |
| Non-Instructional Computers and Mobile Devices | 272,130 | - | - | 272,130 |
| Non-Instructional Audio / Visual | 290,215 | - | - | 290,215 |
| Furnishings, Fixtures and Equipment (FF&E) | 1,912,269 | - | - | 1,912,269 |
| Loose Furnishings and Equipment Subtotal | 2,474,614 | - | - | 2,474,614 |
| District | | | | |
| Buses | 674,918 | - | - | 674,918 |
| Contingency | 3,874,851 | - | 1,510,038 | 2,364,813 |
| Election/Issuance Costs | 829,463 | 252,097 | - | 577,366 |
| General Conditions | 1,055,897 | - | 515,010 | 540,887 |
| Architect and Engineering Fees | 2,775,410 | - | 2,775,410 | - |
| A/E Reimbursables | 462,568 | - | 69,903 | 392,665 |
| Technology Design | 251,083 | - | 251,083 | - |
| Construction Mgr | 3,238,964 | - | 3,238,964 | - |
| District Subtotal | 13,163,154 | 252,097 | 8,360,408 | 4,550,649 |
| Bank Interest/Proceeds | (283,526) | (1,028,015) | - | 744,489 |
| Totals | 57,999,992 | (775,918) | 34,045,194 | 24,730,717 |
| Underwriters Discount | 1,154,642 | 1,154,642 | - | 1 |
| Grand Total | 59,154,634 | 378,723 | 34,045,194 | 24,730,717 |

Waverly Community Schools
Building and Site Bonds - May 2021 Authorization
Budget Summary - All Series
As of September 30, 2024

| | Budget | Actual | Encumbered | Balance Remaining |
|---|--------------------|-------------------|-------------------|-------------------|
| Construction | | | | |
| New Construction | 17,591,703 | - | 2,902,293 | 14,689,410 |
| Remodeling | 63,620,848 | 27,908,337 | 34,693,103 | 1,019,408 |
| Site Improvements | 6,632,203 | 4,846,399 | 2,793,859 | (1,008,055) |
| Construction Base Budget Subtotal | 87,844,755 | 32,754,736 | 40,389,255 | 14,700,763 |
| Instructional Technology | | | | |
| Computers and Mobile Devices | 3,943,267 | 1,578,583 | 28,117 | 2,336,567 |
| Audio / Visual | 2,808,504 | 744,644 | 902,260 | 1,161,599 |
| Instructional Technology Subtotal | 6,751,771 | 2,323,228 | 930,377 | 3,498,166 |
| Loose Furnishings and Equipment | | | | |
| Non-Instructional Computers and Mobile Devices | 618,614 | - | - | 618,614 |
| Non-Instructional Audio / Visual | 290,215 | - | - | 290,215 |
| Furnishings, Fixtures and Equipment (FF&E) | 6,012,398 | 2,133,610 | 1,011,938 | 2,866,850 |
| Loose Furnishings and Equipment Subtotal | 6,921,227 | 2,133,610 | 1,011,938 | 3,775,679 |
| District | | | | |
| Buses | 1,124,864 | - | - | 1,124,864 |
| Contingency | 5,409,814 | 38,928 | 4,157,027 | 1,213,860 |
| Election/Issuance Costs | 1,787,689 | 510,045 | - | 1,277,644 |
| General Conditions | 2,099,386 | 909,191 | 1,052,742 | 137,453 |
| Architect and Engineering Fees | 5,901,198 | 4,552,889 | 1,364,689 | (16,380) |
| A/E Reimbursables | 913,401 | 704,361 | 105,465 | 103,575 |
| Technology Design | 817,208 | 426,085 | 404,673 | (13,550) |
| Construction Mgr | 6,439,865 | 3,295,974 | 3,077,254 | 66,637 |
| District Subtotal | 24,493,425 | 10,437,473 | 10,161,850 | 3,894,103 |
| Bank Interest/Proceeds | (1,011,178) | (4,532,766) | - | 3,521,588 |
| Totals | 125,000,000 | 43,116,280 | 52,493,420 | 29,390,299 |
| Underwriters Discount | 1,609,442 | 1,609,442 | - | 1 |
| Grand Total | 126,609,442 | 44,725,722 | 52,493,420 | 29,390,300 |

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
October 28, 2024**

Report #24-25

FOR ACTION

Subject:

Student Trip - Middle Overnight Field Trip to Chicago, IL

Recommendation:

Superintendent recommends approval of the overnight field trip to Chicago, IL from either May 15, 2025 to May 16, 2025 or May 22, 2025 to May 23, 2025.

Background Information:

This is an opportunity for students to visit several scientific and historically significant locations. It will contribute to Waverly's mission of creating engaged, global citizens.

Locations to visit include Museum of Science and Industry, Adler Planetarium, Willis Tower, Water Tower, Lincoln Park Zoo, Navy Pier, Shedd Aquarium, and Field Museum.

PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Type of Trip 1 night 8th grade trip to Chicago
Proposed Departure Date May 22 or May 15 Return Date May 23 or May 16
Proposer Lauren Leffel-Jones Position 7/8 teacher
Date by which response is needed 9/27 Proposal Date 9/19

A. Purpose

1. What is the major place to be visited or event to be attended?
Chicago, IL (agenda attached) 38
Locations include Museum of Science and Industry, Adler Planetarium, Willis Tower, Water Tower, Lincoln Park Zoo, Navy Pier, Shedd Aquarium, and Field Museum
2. How is the trip related to the educational program of the District?
The trip has several scientific and historically significant locations. It will contribute to Waverly's mission of creating engaged, global citizens.
3. In what ways will the students benefit?
Students will explore a major, important U.S. city and the various cultural attractions on the itinerary.
4. In what ways will the District benefit?
Positive events, like this trip, can help draw families to Waverly. This trip will increase morale and excitement among students, parents, and staff.
5. How will the trip be evaluated to determine the extent to which these benefits were realized?
Participants will take a survey at the end of the trip to evaluate the benefits and provide feedback for planned future 8th grade trips (hopefully Washington D.C.).

B. Students and Staff

1. Which students, (grade, class, or organization), will be going?
8th grade students - open to all who sign up.

B. Students and Staff (cont'd)

2. How many students in total?
140-240 (estimated, possibly less depending on who signs up)

3. How many students are currently experiencing academic problems?
72

4. Which staff member will be in charge?
Lauren Leffel-Jones, other staff and administrators that volunteer 39

5. What previous experience has the staff member had in conducting overnight or extended field trips?
Several staff members have experience with conducting overnight trips, but most staff have not. One of the goals of this trip is to allow staff to gain such experience on a smaller trip before attempting a longer trip to Washington D.C. in the future.

6. What other staff members will be going?
Several staff members have shown interest. The goal will be to take one staff member for every 10 students.

7. How many chaperones, in addition to staff members, will be going?
For this trip we would like to only have staff members (teachers or paraprofessionals) chaperoning the trip.

8. What are their names and affiliations with the students?
The plan is that all staff chaperones will be middle school teachers or paraprofessionals.

9. How many school days will be missed?
2

10. How will teachers be advised in advance that the students will be out of school?
Teachers have already been made aware of the trip. Once dates are finalized they will be told. Since this is a grade-wide trip it will impact all 8th grade classes equally. A plan will be developed for students who do not attend the trip but are in school during the days of the trip that involves an adjusted schedule with the 8th grade teachers who do not chaperone.

C. School Work

1. How will missed work be made up?
Since the trip is grade-wide there won't be missed work exactly, only alternate assignments for the students that do not go on the trip.

40

2. What special assistance will be provided students with academic problems?
Ideally, students on the trip will not miss regular classwork and we will, instead, develop alternate assignments for the students who do not attend.

D. Itinerary

1. What is the destination?
Chicago, IL
2. What will be the mode of transportation? What liability insurance does the carrier have?
Charter bus booked through WorldStrides Educational Travel & Experiences.
The company is insured.
3. Where will the group be housed and fed?
All meals are included in the WorldStrides price as well as one night lodging in a hotel to be named later (the company has a list of several to choose from).

D. Itinerary (cont'd)

4. What enroute or supplementary activities are planned?

The activities begin once the bus arrives in Chicago.

5. What arrangements have been made for dealing with emergency situations?

The company has a safety and security command center, called WorldAssist, staffed 24/7 to assist with emergencies.

6. If tour guides are involved, what liability insurance do they carry?

WorldStrides has the largest liability insurance policy in the industry.

41

E. Finances

1. What is the estimated total cost and cost per student?

\$749

2. What is the source of funds?

Fundraising and family contributions

3. How will the funds be collected and safeguarded?

An administrator will be in charge of the fundraising and safeguarding of funds.

4. How will any shortfall be made up or excess funds used?

Shortfalls will need to be made up by the families of those attending. Fundraising will lower the cost per non-scholarship student, but may not cover the entire cost for everyone.

5. What provision has been made for students who are financially unable to pay any necessary costs?

A scholarship program will be in place for students who cannot afford the costs. These scholarships will be paid for with the fundraising dollars (all students will benefit from fundraising, but those with financial hardship will be fully paid for through the scholarship program).

F. Communications

1. How will you communicate to parents prior to, during, and after the trip?

As soon as the trip is approved we will get the word out to 8th grade families in a variety of ways, including email, paper flyers sent home, and announcements and advertising within the school.

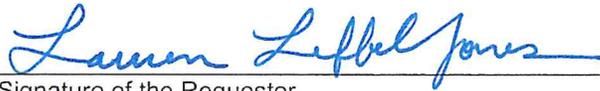
2. List telephone numbers at destination and where group will be housed.

TBD - once approved we will work with WorldStride to determine exactly which hotel we will stay at. WorldStride can be contacted at 800-999-4542

42

3. What information will be provided to the media and the community?

A press release will be sent out.



Signature of the Requestor

9/19/2024

Date

Approved:



Principal

9/20/2024

Date

Date

Board of Education

Date

9/26/11

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
October 28, 2024**

Report #24-26

FOR ACTION

Subject:

Student Trip - Out of State (1 day) Field Trip to Cedar Point in Sandusky, Ohio.

Recommendation:

Superintendent recommends approval of the Senior Student 1-day trip to Cedar Point trip on May 17, 2025.

Background Information:

Waverly seniors will spend a day at Cedar Point.

Waverly Community Schools Administrative Guidelines

2340C – EXTENDED FIELD TRIPS (District-Sponsored)

In compliance with Board of Education Policy 2340, Field and Other District-Sponsored Trips, the following guidelines are to be followed, whenever a staff member seeks approval for a trip on which the students will be away from home for one (1) or more nights.

The Superintendent will not approve an extended field trip request unless a plan based on answers to the questions on the Proposal Form for an Extended Student Trip (Form 2340 F2) has been prepared and approved by the principal(s) of the school(s) which the students attend. In addition, if the trip involves the use of a travel company to arrange for transportation, rooms, or any other aspect of the trip, the staff members submitting the proposal must confirm that the company is:

44

- licensed to operate in this State;
- registered and bonded;
- properly insured for the proposed trip and the policy covers the District, the staff members and chaperones involved in the trip, and all phases of the trip from the point at which the trips begins to the point at which it ends;
- in compliance with Federal laws regarding accessibility for and rights of those with disabilities.

This information must be confirmed, in writing, and attached to the trip proposal. NO trip involving a travel company will be approved without this confirmation.

It is essential that no discussion of a trip with students is to occur until the trip proposal has been submitted and a determination made as to whether it will be sponsored by the District.

All such requests are to be submitted to the Superintendent four (4) weeks prior to the trip for consideration of approval. The professional staff member who will be in charge of the trip is responsible for preparing the proposal, reviewing it with the relevant principals, and obtaining written approval from each.

If approved, the professional staff member in charge will be responsible for conducting the trip as planned (see AG 2340F – Chaperones). If changes in the plan are necessary, such changes are to be submitted to the principal(s) for approval and/or for subsequent approval by the Superintendent or Board.

Each participating student and his/her parent is to sign the Responsibility Contract (Form 2340 F3) and submit it to the trip leader(s) prior to the trip.

PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Type of Trip Senior field trip to Cedar Point
 Proposed Departure Date 5-17-25 Return Date 5-17-25
 Proposer Nicole Ohl-Shaw Position senior class adviser
 Date by which response is needed asap Proposal Date 9-24-24

A. Purpose

45

1. What is the major place to be visited or event to be attended?

Cedar Point (Sandusky, Ohio)

2. How is the trip related to the educational program of the District?

Offer an opportunity for the seniors to celebrate their upcoming graduation

3. In what ways will the students benefit?

An opportunity to spend time together before graduation

4. In what ways will the District benefit?

By offering seniors this opportunity

5. How will the trip be evaluated to determine the extent to which these benefits were realized?

get feedback from participating seniors

B. Students and Staff

1. Which students, (grade, class, or organization), will be going?

Seniors (Class of 2025)

B. Students and Staff (cont'd)

2. How many students in total?

~ 50 (1 bus)

3. How many students are currently experiencing academic problems?

unknown at this time

46

4. Which staff member will be in charge?

nicole Ohl-Shaw

5. What previous experience has the staff member had in conducting overnight or extended field trips?

I have chaperoned three previous Cedar Point trips.

6. What other staff members will be going?
I have chaperoned four overseas trips (2018, 2022, two in 2024)
enough to meet the requirement

7. How many chaperones, in addition to staff members, will be going?

only staff members will attend

8. What are their names and affiliations with the students?

n/a

9. How many school days will be missed?

none

10. How will teachers be advised in advance that the students will be out of school?

n/a

C. School Work

1. How will missed work be made up?

47

n/a

2. What special assistance will be provided students with academic problems?

n/a

D. Itinerary

1. What is the destination?

Cedar Point (Sandusky, Ohio)

2. What will be the mode of transportation? What liability insurance does the carrier have?

Charter buses through Educational Tours, Inc.
\$4,000,000 liability insurance
travel protection

3. Where will the group be housed and fed?

housing is n/a - meal plan included
in ticket price

D. Itinerary (cont'd)

4. What enroute or supplementary activities are planned?

none

5. What arrangements have been made for dealing with emergency situations?

Emergency phone 214713665 (1-800-654-4560) - will have emergency contacts

6. If tour guides are involved, what liability insurance do they carry?

see #2 above

E. Finances

1. What is the estimated total cost and cost per student?

\$200-250

2. What is the source of funds?

students can sign up for payments;
fundraising offered through MSU concessions

3. How will the funds be collected and safeguarded?

Students make payments directly to
the tour company

4. How will any shortfall be made up or excess funds used?

n/a

5. What provision has been made for students who are financially unable to pay any necessary costs?

Opportunity to fundraise through
MSU concessions

RESPONSIBILITY CONTRACT FOR OVERNIGHT TRIPS

It is a privilege for you to participate in the District-sponsored trip to _____.
Because this trip is part of the District's educational program, it is imperative that you adhere to the Code of Conduct for overnight trips as well as the applicable provisions of the general Code of Conduct. You must remember that from the time of departure to your arrival home, you are the responsibility of the District.

I agree to:

- A. refrain at all times from the consumption of alcoholic beverages and/or drugs unless said drugs are prescribed by a physician and dispensed by school personnel or self-medication and/or possession are properly authorized;
- B. sleep in my assigned room and not entertain members of the opposite sex in my room, unless my room door is fully opened, and an adult chaperone is notified;
- C. keep my assigned chaperone advised of my whereabouts at all times;
- D. attend all mandatory activities and meal functions;
- E. adhere to all established curfews;
- F. conduct myself in such a manner as to bring pride to myself, my family, my school, and my community;
- G. adhere to any established dress code;
- H. comply, throughout the trip, with any and all instructions directed to me and/or the group by a chaperone or staff member.

49

If a problem arises that is serious enough in nature to warrant the below-named student's removal from the travel group, we (the student and parent/guardian) agree to bear any additional costs to return the student home. NOTE: This removal decision will be made by the accompanying professional staff member after a student has been provided the opportunity to respond to any allegations. The student may also be subjected to discipline upon return home in accordance with general District policies.

Student

Date

Parent

Date

F. Communications

1. How will you communicate to parents prior to, during, and after the trip?

Emails to senior families;
Google Form to collect information

2. List telephone numbers at destination and where group will be housed.

Emergency phone #/7365
1-800-654-4560; housing n/a

50

3. What information will be provided to the media and the community?

n/a

Michael Olp Graw

Signature of the Requestor

9-24-24

Date

Approved:

Tony Graw

Principal

9-25-24

Date

Date

Board of Education

Date

9/26/11

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
OCTOBER 28, 2024
Report #24-27**

FOR ACTION ***

Subject:

Summer Tax Collection Resolution

Recommendation:

The Superintendent recommends the Board of Education adopt the Annual Summer Tax Resolution, invoking for 2025 its previously adopted, ongoing resolution imposing a summer tax levy of one-half (1/2) of school property taxes upon property located within the School District. A copy will be affixed to the official minutes of this meeting.

Statement of Purpose:

Adoption of the summer tax collection resolution will allow local units of government to collect summer property taxes for the District.

Budget Impact:

If the resolution is not adopted, the district may not be able to collect summer taxes. This would create cash flow problems as well as added expense in interest and legal fees.

Historical Perspective:

By January 1st of each year, the school district is required to notify the various taxing authorities of the intention to request collection of summer taxes.

Through correspondence from the school district's legal counsel, it has been suggested that the district adopt a resolution to meet legal requirements of School Code Section 1613, more particularly, 1982 P.A. 333 (Summer Tax Collection Statute).

A Michigan Court of Appeals decision has been issued "...Where a school board has adopted an ongoing resolution establishing summer tax collection, the board is required each year, before January 1, to take official action invoking the previously adopted resolution to collect the summer tax levy by requesting each township and city to collect. The ongoing resolution eliminates the yearly need to publish notice of a public meeting to institute a summer tax levy...".

Discussion of Options:

The Board may entertain a motion to adopt the resolution as presented or reject the resolution. If the resolution is rejected the District will only levy property taxes for the winter tax levy.

Rationale for Proposal:

It is necessary to adopt this resolution to allow for the collection of summer property taxes, which will aid the District in cash flow.

Strategic Plan Reference:

Strategy #2 – Communication: We will enhance communications within the district and with the community to improve relationships among all key constituent groups to better achieve our mission.

WAVERLY COMMUNITY SCHOOLS
ANNUAL SUMMER TAX RESOLUTION

Ingham, Eaton, and Clinton Counties, Michigan

A regular meeting of the Board of Education of said District was held at the Administrative Center, 515 Snow Road, Lansing, Michigan, in said District, on the 28th day of October 2024, at 6:00 o'clock p.m.

The meeting was called to order by _____.

PRESENT:

ABSENT:

The following preamble and resolution were offered by Member _____ and supported by Member _____.

WHEREAS, this Board of Education by resolution of January 26, 1983, determined to impose a summer property tax levy to collect one-half (1/2) of school property taxes, including debt services, upon property located within the School District, beginning with 1983 and continuing from year to year until specifically revoked by the Board of Education.

NOW THEREFORE, BE IT RESOLVED THAT:

1. This Board of Education, pursuant to 1976 PA 451, as amended, hereby invokes for 2024 its previously adopted ongoing resolution imposing a summer tax levy of one-half (1/2) of school property taxes, including debt service, beginning with 1983, and continuing from year to year until specifically revoked by this Board of Education, and requests each city and/or township in which this District is located to collect those summer taxes.
2. The Superintendent or designee is authorized and directed to forward to the governing body of each city and/or township in which this district is located, a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2025 in the amount specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be sent so that the appropriate governing bodies receive them before January 1, 2025.
3. The Superintendent or designee is authorized and directed to negotiate on behalf of this District, with the governing body of each city and/or township in which the District is located for the reasonable expenses for collection of the District's summer tax levy that the city and/or township may bill under MCLA 380.1611 or MCLA 380.1612. Any such property agreement shall be brought before this Board for its approval or disapproval.
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same are hereby rescinded.

Ayes:

Nays:

Absent:

RESOLUTION DECLARED ADOPTED.

**Vince Perkins, Secretary
Waverly Community Schools
Board of Education**

The undersigned, duly qualified Secretary of the Board of Education of Waverly Community Schools of Lansing, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Education at a regular meeting held on October 28, 2024, the original of which is part of the Board's official minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, PA 1976, as amended).

**Vince Perkins, Secretary
Waverly Community Schools
Board of Education**

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
OCTOBER 28, 2024**

Report #24-28

FOR ACTION

Subject:

Recommendation to approve purchase of 2024 Ford Transit 350 Passenger Van

Recommendation:

The Superintendent recommends the Board of Education approve the purchase of a 2024 Ford Transit 350 Passenger Van to Hoekstra Transportation per Board Policy 6320 (Purchasing)

Statement of Purpose:

The purpose of this recommendation is to add a new vehicle to our transportation fleet for multiple uses, including homeless student transportation, special education student transportation and athletic team transportation (i.e. Golf)

Background Information:

The Pupil Transportation Act defines a school bus as a motor vehicle with a rated seating capacity of 11 or more passengers, including the driver. Ford discontinued the production of 10-passenger vehicles which would not be defined as a school bus under this Act. However, Hoekstra Transportation is a Transit Vehicle Modifier and can modify a 12-passenger vehicle to a 10-passenger vehicle and recertify the vehicle as a 10-passenger vehicle upfitted by a Transit Vehicle Modifier certified through the FTA.

The District currently owns one 10-passenger vehicle which was purchased in 2017-18 for a total cost of \$27,350. Due to the discontinuation of standard 10-passenger vehicles, inflation, and suitable alternatives, the cost for this recommendation is significantly higher than our previous purchase.

Budget Impact:

The total cost of this recommendation is not to exceed Sixty-Nine Thousand Nine Hundred and 00/100 Dollars (\$69,900.00). This purchase will be funded through the Public Improvement Fund.

Rationale for Recommendation:

Waverly Community Schools recognizes the benefit of the safe and efficient transportation of all eligible students. Due to the labor shortage for qualified school bus drivers and the demand for additional transportation services, the District believes this purchase will allow us to expand our transportation capacity by using driver's who are licensed to operate a 10-passenger vehicle, in accordance with Board Policy 8600 – Transportation. The Transportation Supervisor has a process to request use of the vehicle for District related activities.

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



3741 Roger B. Chaffee Blvd.
 Grand Rapids, MI 49548
 Phone: (616) 245-7440



Account Name: Waverly

Created Date: 10/7/24

Expiration Date: 11/7/24

Contact Name: Evan Nuffer

Prepared By: James Murray

Phone: 616-430-3378

Email: jmurray@hoekstrainc.com

| Product Description | Quantity | Sales Price Per Each | Total Price |
|---|----------|----------------------|-------------|
| New Mid Roof Standard Length 10 Passenger Van | 1 | \$69,900 | \$69,900 |

** Delivery/vehicle orientation included*

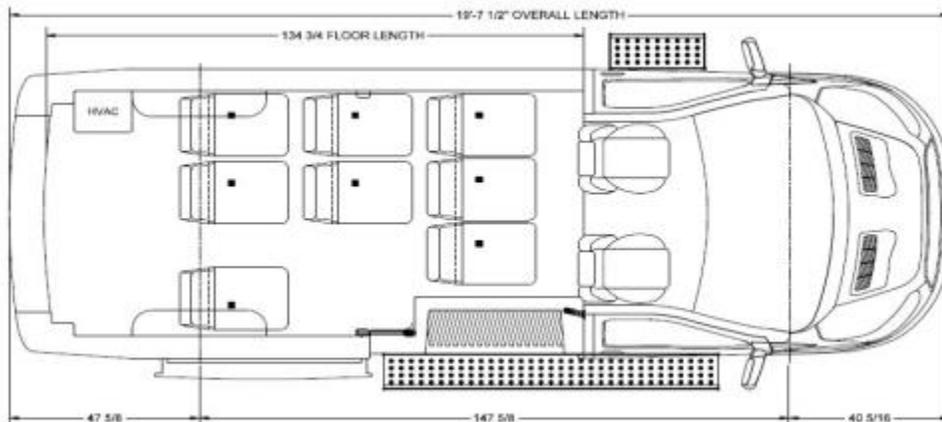
**While supplies lasts*

**Pricing/production subject to change per manufacturer without notice*

**Estimated Lead Time 1-2 Months*

Floorplan

(X2C) Transit 350 Medium Roof Van, 20' Long, 148" WB



Chassis Specs

- X2C T350 Mid Roof XL RWD
- 148" Wheelbase
- Oxford White
- Dark Palazzo Gray Vinyl
- Preferred Equipment Package
- 3.5L PFDI V6 (Gas)
- 10 Speed Transmission
- .235/65R16C BSW All Season Tires
- Cruise Control
- Privacy Glass
- Manual AC
- Radio – SYNC3 4" Screen
- Dual Batteries (70 Amp)

- Flex Fuel Capable

Conversion Specs

- OEM Floor
- (8) OEM Ford Vinyl Black Rear Seats
- Entry Grab Rail on Right Side
- HD Aluminum Full Length Passenger Side Running Board

PLEASE ADVISE THAT:

The vehicle manufacturer's certification label and any information labels shall remain affixed to the vehicle and the alterer shall affix to the vehicle an additional label in the manner and location in a manner that does not obscure any previously applied labels.

The Statement: "This vehicle was altered by (individual or corporate name) in (month and year in which alterations were completed) and as altered it conforms to all applicable Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards affected by the alteration and in effect in (month, year)." Must be clearly visible on the vehicle as a door sticker.

This vehicle must be certified as a 10-passenger vehicle upfitted by a Transit Vehicle Modifier certified through the FTA. There shall be a required tire and loading information sticker that states the total seating capacity.

Attention Used Vehicle Buyers (if applicable) : If you are buying a used vehicle with this contract, federal regulations may require a special buyer's guide to be displayed on the window of the vehicle. THE INFORMATION YOU SEE ON THE WINDOW FORM FOR THIS VEHICLE IS PART OF THIS CONTRACT. INFORMATION ON THE WINDOW FORM OVERRIDES ANY CONTRARY PROVISION IN THE CONTRACT OF SALE.

ALL WARRANTIES, IF ANY, BY A MANUFACTURER OR SUPPLIER OTHER THAN DEALER ARE THEIRS, NOT THE DEALER'S, AND ONLY SUCH MANUFACTURER OR OTHER SUPPLIER SHALL BE LIABLE FOR PERFORMANCE UNDER SUCH WARRANTIES, UNLESS DEALER FURNISHES BUYER WITH A SEPARATE WRITTEN WARRANTY OR SERVICE CONTRACT MADE BY DEALER ON ITS OWN BEHALF, DEALER HEREBY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE: (A) ON ALL GOODS AND SERVICES SOLD BY DEALER, AND (B) ON ALL USED VEHICLES WHICH ARE HEREBY SOLD "AS IS-NOT EXPRESSLY WARRANTED OR GUARANTEED".

The front and back of this Order comprise the entire agreement affecting this purchase and no other agreement or understanding of any nature concerning same has been made or entered into, or will be recognized. I hereby certify that no credit has been extended to me for the purchase of this motor vehicle except as appears in writing on the face of this agreement. I have read the matter printed on the back hereof and agree to it as part of this order the same as if it were printed above my signature. I certify that I am of legal age, and hereby acknowledge receipt of a copy of this order.

Quote Acceptance

Signature:

Printed Name:

Title:

Date:

Additional Terms and Conditions

1. As used in this Order the terms (a) "Dealer" shall mean the authorized Dealer to whom this Order is addressed and who shall become a party hereto by its acceptance hereof, (b) "Purchaser" shall mean the party executing this Order as such on the face hereof, and (c) "Manufacturer" shall mean the Corporation that manufactured the vehicle or chassis, it being understood by the Purchaser and Dealer that Dealer is in no respect the agent of Manufacturer, that Dealer and Purchaser are the sole parties to this Order and that reference to Manufacturer herein is for the purpose of explaining generally certain contractual relationships, existing between Dealer and Manufacturer with respect to new motor vehicles.
2. Manufacturer has reserved the right to change the price to Dealer of new motor vehicles without notice. In the event the price to Dealer of new motor vehicles of the series and body type ordered hereunder is changed by Manufacturer prior to delivery of the new motor vehicle ordered hereunder to Purchaser, Dealer reserves the right to change the cash delivered price of such motor vehicle to Purchaser accordingly. If such cash delivered price is increased by Dealer, Purchaser may, if dissatisfied therewith, cancel this order.
3. If the used motor vehicle which has been traded in as a part of the consideration for the motor vehicle ordered hereunder is not to be delivered to Dealer until delivery to Purchaser of such motor vehicle, the used motor vehicle shall be reappraised at that time and such reappraised value shall determine the allowance made for such used motor vehicle. If such reappraised value is lower than the original allowance therefore shown on the front of this Order, Purchaser may, if dissatisfied therewith, cancel this Order, provided, however, that such right to cancel is exercised prior to the delivery of the motor vehicle ordered hereunder to the Purchaser and surrender of the used motor vehicle to Dealer.
4. Purchaser agrees to deliver to Dealer satisfactory evidence of title to any used motor vehicle traded in as a part of the consideration for the motor vehicle ordered hereunder at the time of delivery of such used motor vehicle to Dealer. Purchaser warrants any such used motor vehicle to be his property free and clear of all liens and encumbrances except as otherwise noted herein.
5. Manufacturer has reserved the right to change the design of any new motor vehicle, chassis accessories or parts thereof at any time without notice and without obligation to make the same or any similar change upon any motor vehicle, chassis, accessories or parts thereof previously purchased by or shipped to Dealer or being manufactured or sold in accordance with Dealer's orders. Correspondingly, in the event of any such change by Manufacturer, Dealer shall have no obligation to Purchaser to make the same or any similar change in any motor vehicle, chassis, accessories or parts thereof covered by this Order either before or subsequent to delivery thereof to Purchaser.

6. Dealer shall not be liable for failure to deliver or delay in delivering the motor vehicle covered by this Order where such failure or delay is due, in whole or in part, to any cause beyond the control or without the fault or negligence of Dealer.

7. The price for the motor vehicle specified on the face of this Order includes reimbursement for Federal Excise taxes, but does not include sales taxes, use taxes or occupational taxes based on sales volume, (Federal, State, or Local) unless expressly so stated. Purchaser assumes and agrees to pay, unless prohibited by law, any such sales, use or occupational taxes imposed on or applicable to the transaction covered by this Order, regardless of which party may have primary tax liability therefore.

8. PURCHASER SHALL NOT BE ENTITLED TO RECOVER FROM DEALER ANY CONSEQUENTIAL DAMAGES, DAMAGES TO PROPERTY, DAMAGES FOR LOSS OF USE, LOSS OF TIME, LOSS OF PROFITS, OR INCOME, OR ANY OTHER INCIDENTAL DAMAGES.

9. The Purchaser, before or at the time of delivery of the motor vehicle covered by this Order will execute such forms of agreement or documents as may be required by the terms and conditions of payment indicated on the front of this Order.