

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 July 14, 2025, 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

- II. Superintendent Candidate Interview
 - A. Hal Heard III - Exec. Director HS Education, Plymouth-Canton Comm. Schools
 - B. Dr. Karl Nelson, Retired Exec. Dir. PreK-12 Instruction Leadership, Grand Rapids PS

- 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 July 14, 2025 agenda as presented and accept all reports into discussion.

VII. Approval of Consent Agenda

4

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.

Special Meeting Minutes - 6-3-2025
Special Meeting Closed Session Minutes - 6-3-2025
Public Budget Hearing Meeting Minutes - 6-16-2025
Regular Meeting Minutes - 6-16-2025
Regular Meeting Closed Session Minutes - 6-16-2025
Special Meeting Minutes - 6-25-2025
Special Meeting Closes Session Minutes - 6-25-2025
Report #25-1, HR Personnel Recommendations
Report #25-2, 2025-26 Board of Education Meeting Dates
Report #25-3, Designation of Person to Post BOE Meeting
Report #25-4, Designation of School Depositories
Report #25-5, Designation of Professional Service Consultants
Report #25-6, Designation of Audit Firm
Report #25-7, Designation of Authorized Signatories
Report #25-8, Designation of Electronic Transfer Officer
Report #25-9, Lodging, Deals and Travel Reimbursement Rates
Report #25-10, Designation of Chairtable Giving Fiscal Agent

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

VIII. Committee Meetings:

25

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

Even Months - October, December, February, April, June
Advocacy & Outreach
Special Education - **Report at July 2025 Meeting**

IX. Presentation of Reports

NONE

X. Superintendent's Report

XI. Public Comment for District 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. Adjournment

Minutes of Special Meeting – Interim Superintendent

The Board of Trustees Waverly Community Schools

Opening of Meeting

A Special session of the Waverly Community Schools Board of Education was held Thursday, June 3, 2025. President Guevara called the meeting to order at 5:00 pm

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

Members Absent: Andrea Torres
 Emily Lenneman

Staff Present: Micky Savage, Director of Human Resources

President Guevara stated the purpose of the meeting was to interview and discuss the appointment of an interim superintendent. The board interviewed the perspective candidate.

A motion was presented by Member Perkins and supported by Member Lopez to enter into closed session to discuss an Interim Superintendent appointment.

Roll Call Vote: Member Pike – yes Member Liggons - yes
 Member Lopez – yes Member Guevara- yes
 Member Perkins – yes

Motion PASSED - 5 - Yes, 0 – Nay, 2 – Absent (Torres & Lenneman)

The Board adjourned to closed session at 5:30 pm.
The Board returned to open session at 6:00 pm.

A motion was presented by Member Perkins and supported by Member Lopez to appoint Richard Dunham as Waverly Interim Superintendent effective July 1, 2025 and until a permanent superintendent is hired.

Motion PASSED
Vote: Ayes – 5 ; Nays – 0; Absent – 2 (Torres & Lenneman)

The board adjourned the meeting at 6:05 pm.

Respectfully submitted,

Vince Perkins, Secretary

Minutes of Special Meeting – Public Budget Hearing

The Board of Trustees Waverly Community Schools

Opening of Meeting

A Special meeting – 2025-26 Public Budget Hearing - of the Waverly Community Schools Board of Education was held Monday, June 16, 2025. President Guevara called the meeting to order at 5:30 pm.

Members Present: Alicia Guevara
 Debbie Lopez
 Vince Perkins
 Cathy Pike
 Ty Liggons
 Emily Lenneman
 Andrea Torres

Members Absent: None

Staff Present: Kelly Blake, Superintendent
 Evan Nuffer, Director of Finance & Operations

Director of Finance & Operations, Evan Nuffer, presented the 2025-26 budget and proposed tax millage rate.

Questions by the board were answered by Mr. Nuffer

Public Comment – None

The board adjourned the meeting at 5:59 pm.

Respectfully submitted,

Vince 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, June 16, 2025 in the Waverly Board of Education Meeting Room, located at 515 Snow Rd., Lansing, MI 48917. President Guevara called the meeting to order at 6:01 PM. The pledge to the flag was led by Superintendent Kelly Blake.

Members Present: Alicia Guevara
 Deborah Lopez
 Vince Perkins
 Cathy Pike
 Ty Liggons
 Emily Lenneman
 Andrea Torres

Members Absent: None

Staff Present: Kelly Blake, Superintendent
 Evan Nuffer, Director of Finance & Facilities
 Micky Savage, Director of Human Resources
 Shawn Lewis, Director of School Culture
 Chris Huff, Director of Teaching & Learning
 Jon Harpst, Director of Technology
 Tiffany Wright, Director of Student Services
 Various WCS Staff Members

Special Presentation:

In honor of Superintendent Blakes retirement, a video created by staff and students was played to thank her for her 36 years of dedicated and loyal service to Waverly Community Schools, of which the last 8 as Superintendent.

Correspondence:

None

Public Comment for Agenda Items:

None

Board Member Comment:

Member Lenneman

- Congratulations to Kelly Blake on her retirement.

Member Liggons:

- Congratulation to Kelly Blake on her retirement.
- Shared results of the Ingham ISD Board of Education Candidate Election.

Member Perkins:

- Congratulations to Kelly Blake on her retirement.
- Graduation went well.

Member Pike:

- Congratulations to Kelly Blake on her retirement.

Member Lopez:

- Congratulations to Kelly Blake on her retirement.
- Was honored to take part in the graduation ceremony.
- The MASB Summer Institute is August 15-16, 2025

Member Guevara:

- Congratulations to Kelly Blake on her retirement, and thanked her for her 36 years of loyalty to Waverly Community Schools.
- Graduation was very nice and glad to be part of it.

Approval Agenda and Accept all Reports into Discussion

A motion was presented by Member Perkins and supported by Member Pike to amend the agenda to add a closed session at the end of the meeting for the purpose of discussing personnel issues.

Motion PASSED

Vote: Ayes – 7 ; Nays – 0; Absent – 0

A motion was presented by Member Torres and supported by Member Perkins to approve the agenda as presented, with the addition of a closed session.

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

Committee Meetings

Finance & Facilities Committee

Member Cathy Pike reviewed the May Finance and Facilities Committee Meeting:

- Budget Updates
- Construction updates
- Technology infrastructure updates
- Activity accounts

Teaching & Learning Committee

Member Cathy Pike reviewed the May Teaching and Learning Committee Meeting:

- 9-12 EIA curriculum adoption process and extensive review before a recommendation was made
- Social Studies curriculum adoption

Advocacy & Outreach Committee

Member Ty Liggons reviewed the June Advocacy & Outreach Committee Meeting:

- Would like representatives from Waverly Community Schools to meet with State Representatives regarding the state budget and impacts to our district.
- Member Liggons will provide meeting dates for any who would like to attend.
- Will table any action regarding Federal DEI
- Will table superintendent monthly meeting with the community until a new superintendent is selected as well as table live streaming the board meetings.

For Action – Report #24-66, 2025-2026 Budget Resolutions

A motion was presented by Member Liggons and supported by Member Lenneman, to approve the 2025-26 General Fund Resolution, the 2025-26 debt Retirement Fund Resolution, the 2025-26 Special Revenue Funds Resolution and the 2025-26 Sinking Fund Resolution as presented.

Motion PASSED

Vote: Ayes – 7 ; Nays – 0; Absent – 0

For Action – Report #24-67, Certification of Summer Tax Levy

A motion was presented by Member Lenneman and supported by Member Liggons, to adopt the proposed summer tax levy for the City of Lansing, Delta Township, and Lansing Township.

Motion PASSED

Vote: Ayes – 7 ; Nays – 0; Absent – 0

For Action – Report #24-68, Personnel & Policy – Second Reading – Spring 2025 Updates – Volume 39.2

A motion was presented by Member Liggons and supported by Member Perkins, to adopt the proposed NEOLA policy updates of Volume 39.2 as presented.

Motion PASSED

Vote: Ayes – 7 ; Nays – 0; Absent – 0

For Action – Report #24-69, Acceptance of Cash Donation

A motion was presented by Member Lopez and supported by Member Lenneman, to accept the cash donation from the Gregory Hugh Montgomery Jr. Foundation to be use by Winans Elementary for the equipping of the Junior Warriors Calming Room, as presented.

Motion PASSED

Vote: Ayes – 7 ; Nays – 0; Absent – 0

For Action – Report #24-70, Special Election Resolution

A motion was presented by Member Liggons and supported by Member Perkins, to approve the Resolution to call for a special election to be held on November 4, 2025 to renew the existing sinking fund for construction or repair of school buildings and all other purposes authorized by law, as presented.

Motion PASSED

Vote: Ayes – 7 ; Nays – 0; Absent – 0

For Action – Report #24-71, Ratification of Master Agreement Teamsters Local 214 (Bus Drivers)

A motion was presented by Member Perkins and supported by Member Lenneman, to approve tentative agreement between the Teamsters Local Union 214 and the Waverly Board of Education, as presented.

Motion PASSED

Vote: Ayes – 7 ; Nays – 0; Absent – 0

For Action – Report #24-72, ELA Curriculum Adoption

A motion was presented by Member Pike and supported by Member Liggons, to approve the ELA Curriculum and resources, as presented.

Motion PASSED

Vote: Ayes – 7 ; Nays – 0; Absent – 0

For Action – Report #24-73, Social Studies Curriculum Adoption

A motion was presented by Member Torres and supported by Member Pike, to approve the Social Studies Curriculum and resources, as presented.

Motion PASSED

Vote: Ayes – 7 ; Nays – 0; Absent – 0

For Action – Report #24-74, 2025-2026 Michigan High School Athletic Association Membership Resolution

A motion was presented by Member Lopez and supported by Member Lenneman, to approve the 2025-26 MHSAA Membership Resolution, as presented.

Motion PASSED

Vote: Ayes – 7 ; Nays – 0; Absent – 0

Superintendent’s Report:

Superintendent Blake reported:

- Construction is on schedule/ahead of schedule.
- After discussion with Jazmine Miles’ mother, the Jazmine Miles Memorial will be relocated to preserve the memorial and foundation.
- Thank you to everyone for tenure at Waverly. It has been a wonderful experience.

Public Comment – Open Comment for District Issues

None

Other Board Business

- Waverly Education Foundation Chair, Calvin Jones, gave a tribute to Superintendent Blake and thanked her for excellent service and loyalty to Waverly Community Service. The WEF presented Superintendent Blake with a gift of appreciation.

A motion was presented by Member Perkins and supported by Member Lopez to enter into closed session under the Open Meetings Act Section 81H to discuss personnel issues and to receive Attorney/Client Privileged Communication.

Roll Call Vote: Member Torres – yes
 Member Lenneman – yes
 Member Pike – yes
 Member Lopez - yes
 Member Perkins – yes
 Member Liggons - yes
 Member Guevara - yes

Motion PASSED - 7 - Yes, 0 - Nay

The Board adjourned to closed session at 6:51 pm.
The Board returned to open session at 8:52 pm.

The meeting adjourned at 8:52 pm.

Respectfully submitted,

Vince Perkins, Secretary
aml

Minutes of Special Meeting – Superintendent Candidate Interview Selection

The Board of Trustees Waverly Community Schools

Opening of Meeting

A Special session of the Waverly Community Schools Board of Education was held Wednesday, June 25, 2025. President Guevara called the meeting to order at 6:03 pm. Pledge to the Flag led by President Guevara

Members Present: Alicia Guevara
 Deborah Lopez
 Vince Perkins
 Cathy Pike
 Ty Liggons
 Andrea Torres
 Emily Lenneman

Members Absent: None

Others Present: Tim Stein, Michigan Leadership Institute

A motion was presented by Member Perkins and supported by Member Pike to enter into closed session for the purpose of discussing Superintendent candidates.

| | | |
|-----------------|-----------------------|-----------------------|
| Roll Call Vote: | Member Torres – Yes | Member Liggons – Yes |
| | Member Pike – Yes | Member Lenneman – Yes |
| | Members Perkins – Yes | Member Guevara – Yes |
| | Member Lopez - Yes | |

Motion PASSED

Board entered into closed session at 6:05 pm.
The Board returned to open Session at 8:10 pm.

The Board selected the following candidates to be interviewed:
Glenn Mitchum, Deputy Superintendent, East Lansing Public Schools
Dr. Karl Nelson, Retired Executive Director, Grand Rapids Public Schools
Hal Heard III, Executive Director of High School, Plymouth-Canton Public Schools
Matthew Olsen, Assistant Superintendent Learning and Innovation, Traverse City ISD
Margaret Malone, Superintendent, West Michigan Academy
Christopher Huff, Director of Teaching and Learning, Waverly Community Schools

First round interviews are scheduled for July 14, 15, and 16, 2025. More specific details regarding the interviews will follow as a schedule is finalized with candidates.

A motion was presented by Member Pike and supported by Member Lopez to accept these candidates to be interviewed

Motion PASSED

Vote: Ayes – 7 ; Nays – 0; Absent – 0

Board members chose three (3) questions each for interviews

Other Board Business:

Discussion on changing regular board meeting to July 21. It was decided that the regular board meeting will still occur on July 14. The interviews will be the first two agenda items.

The meeting adjourned at 9:14 pm.

Respectfully submitted,

Vince Perkins, Secretary
aml

WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
July 14, 2025

Report #25-1

Subject: Personnel Report
All individuals listed on this report have completed the required background check

A. Employment – Certified

| <u>Name</u> | <u>Position</u> | <u>Building</u> | <u>Salary</u> | <u>Effective</u> |
|-------------------------|-------------------------------|--------------------|-----------------------|------------------|
| Mian Fisher | English Teacher | Middle School | MA30 Step 13/\$81,886 | 8/18/2025 |
| Mira Wilson | Math Teacher | Middle School | BA Step 4/\$49,687 | 8/18/2025 |
| Lana Magnuson | Science Teacher | Middle School | BA Step 12/\$70,936 | 8/18/2025 |
| Krysten Buckley-Staffan | 1 st Grade Teacher | Winans Elementary | MA Step 13/79,244 | 8/18/2025 |
| Josh Kim | Elementary Teacher | East Intermediate | BA Step 4/\$49,687 | 8/18/2025 |
| Skyelar Grogitsky | SE Teacher | Colt ECEC | BA Step 5/\$51,948 | 8/18/2025 |
| Rachel Bruneau | Elementary Teacher | Winans Elementary | BA Step 6/\$54,312 | 8/18/2025 |
| Joseph Yuncker | Elementary Teacher | Elmwood Elementary | BA Step 3/\$47,525 | 8/18/2025 |
| Amanda Deisch | SE Teacher | Winans Elementary | BA Step 3/\$47,525 | 8/18/2025 |
| Jack Macquaig | Social Studies Teacher | High School | BA Step 4/\$49,687 | 8/18/2025 |
| Dahabo Mkumbukwa | English Teacher | Middle School | BA Step 3/\$47,525 | 8/18/2025 |
| Julie Brilliant | Math Interventionist | Middle School | MA Step 9/\$66,323 | 8/18/2025 |
| Alyssa Sump | Elementary Teacher | Elmwood | BA Step 3/\$47,525 | 8/18/2025 |
| Molly Sargent | Science Teacher | Middle School | BA Step 7/\$56,784 | 8/18/2025 |
| LaToya Benson | Counselor | Middle School | MA Step 3/\$50,782 | 8/18/2025 |
| Alexandria Couey | Elementary Teacher | Winans Elementary | BA Step 4/\$49,687 | 8/18/2025 |
| Sarah Garland | Science Teacher | High School | BA Step 4/\$49,687 | 8/18/2025 |
| Alyssa Van Doornik | Elementary Teacher | Winans Elementary | BA Step 7/\$56,784 | 8/18/2025 |

B. Employment – Non-Certified

| <u>Name</u> | <u>Position</u> | <u>Building</u> | <u>Salary</u> | <u>Effective</u> |
|-------------|-----------------|-----------------|---------------|------------------|
|-------------|-----------------|-----------------|---------------|------------------|

C. Resignation – Certified

| <u>Name</u> | <u>Position</u> | <u>Building</u> | <u>Effective</u> |
|-----------------|------------------------|-------------------|------------------|
| Todd Simon | Social Studies Teacher | High School | 6/11/2025 |
| Lisa Rodriguez | SE Teacher | Winans Elementary | 6/26/2025 |
| Contisha Morgan | English Teacher | Middle School | 6/28/2025 |

D. Resignation – Non-Certified

| <u>Name</u> | <u>Position</u> | <u>Building</u> | <u>Effective</u> |
|-------------|-----------------|-----------------|------------------|
|-------------|-----------------|-----------------|------------------|

E. Staff Transfer

| <u>Name</u> | <u>From Position</u> | <u>To Position</u> | <u>Effective</u> |
|-----------------------------|--------------------------------------|--|------------------|
| Paige Irwin | Instructional Para Educator Colt | GSRP Para Educator Colt | 8/18/2025 |
| Jason Setter | 4 th Grade Teacher Winans | District 504 & CST Coordinator | 8/18/2025 |
| James Tolbert | HS Resource Room Teacher | MS Resource Room Teacher | 8/18/2025 |
| Sarah Macomber | Behavior Para Educator Winans | Second Secretary Winans | 8/11/2025 |
| Sydney Parkinson | SE Para Educator Winans | Behavior Para Educator Winans | 8/18/2025 |
| Kristen Delaney | BRR Teacher Winans | IRR (ASD) Teacher Winans | 8/18/2025 |
| Andrea Dutcher | 1 st Grade Teacher Winans | 14 3 rd Grade Teacher Winans | 8/18/2025 |
| Brenda Hinds | 2 nd Grade Teacher Winans | Intervention Teacher Winans | 8/18/2025 |
| Malissa Rothenhauser-Overly | MS Math Teacher | 6 th Grade Math East Intermediate | 8/18/2025 |

| | | | |
|---------------------|--|---|-----------|
| Lisa Nestor | MS ELA Teacher | 6 th Grade ELA East Intermediate | 8/18/2025 |
| Heather Salais | SE Teacher MS | SE Co-Teacher HS | 8/18/2025 |
| Owen Whetstone | 6 th Grade Teacher East Intermediate | 5 th Grade Teacher East Intermediate | 8/18/2025 |
| Madison Ring | 1 st Grade Teacher Elmwood | ESL Teacher Elmwood | 8/18/2025 |
| Lauren Leffel-Jones | MS Spanish Teacher | HS Spanish Teacher | 8/18/2025 |
| Alexandra Brown | 6 th Grade Science Teacher East Inter | SE RR Teacher East Intermediate | 8/18/2025 |
| Nealie Holmes | Elementary Teacher Winans | Instructional Coach Winans | 8/18/2025 |
| Sara Hill | Kindergarten Teacher Colt ECEC | Kindergarten Teacher Winans | 8/18/2025 |
| Courtney Hale | Kindergarten Teacher Colt ECEC | Kindergarten Teacher Winans | 8/18/2025 |
| Regan LePior | Kindergarten Teacher Colt ECEC | Kindergarten Teacher Winans | 8/18/2025 |
| Dani Gimm-Bergh | Kindergarten Teacher Colt ECEC | Kindergarten Teacher Winans | 8/18/2025 |
| Sara Vogel | Elementary Teacher Elmwood | Instructional Coach Elmwood | 8/18/2025 |

F. Retirement – Administration

| <u>Name</u> | <u>Position</u> | <u>Building</u> | <u>Effective</u> |
|-------------|-----------------|-----------------|------------------|
| Kelly Blake | Superintendent | Administration | 6/30/2025 |

G. Retirement – Certified

| <u>Name</u> | <u>Position</u> | <u>Building</u> | <u>Effective</u> |
|-------------|-----------------|-----------------|------------------|
|-------------|-----------------|-----------------|------------------|

H. Retirement – Non-Certified

| <u>Name</u> | <u>Position</u> | <u>Building</u> | <u>Effective</u> |
|-------------|-----------------|-----------------|------------------|
|-------------|-----------------|-----------------|------------------|

I. Termination - Non-Certified

| <u>Name</u> | <u>Position</u> | <u>Building</u> | <u>Effective</u> |
|-------------|-----------------|-----------------|------------------|
|-------------|-----------------|-----------------|------------------|

Waverly Community Schools
2025-26 Board of Education
Meeting Dates
July 14, 2025
Report #25-2

| <u>2025</u> | <u>2026</u> |
|--------------------|------------------|
| July 14, 2025 | January 12, 2026 |
| August 18, 2025 | February 9, 2026 |
| September 15, 2025 | March 16, 2026 |
| October 20, 2025 | April 20, 2026 |
| November 17, 2025 | May 18, 2026 |
| December 8, 2025 | June 15, 2026 |

All regular meetings will begin at 6:00 pm and will be held in the Administrative Center Board Room.

A regular meeting of the Board of Education for the 2026-2027 will be held on Monday July 13, 2026.

WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION REGULAR MEETING
July 14, 2025

Report #25-3

FOR ACTION

Subject: **Designation of Person to Post Meetings**

Recommendation:

The Superintendent recommends the Recording Secretary to the Board of Education be designated as the person to post meetings of the Board of Education. In her absence, the Superintendent shall appoint a person to post individual meetings as required.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
JULY 14, 2025**

Report #25-4

FOR ACTION***

Subject:

Annual Designation of School Depositories

Recommendation:

The Superintendent recommends the Board of Education designate the following banking and investment institutions for the deposit of all funds over which the Board has direct or supervisory control.

PNC Bank

General Fund – Checking

General Fund – Checking (Payroll)

Student Activities Fund - Checking

Debt Retirement Fund – Money Market

Capital Projects Fund (Sinking Fund) – Money Market

Public Improvement Fund (General Fund Appropriations) – Money Market

COMERICA BANK

Food Service Fund – Checking and Investments

Community Services Fund – Checking and Investments

Trust & Agency Fund – Checking

MICHIGAN SCHOOL DISTRICT LIQUID ASSET FUND

General Fund – Checking and Investments

Capital Projects Fund (2022 Building and Site, Series I)

Capital Projects Fund (2024 Building and Site, Series II)

Statement of Purpose:

Board Bylaw 0154 requires that the Board shall designate depositories for school funds; M.C.L. 380.1221

Background Information:

The District uses PNC Bank for its primary depository institution for all activities related to the General Fund, Debt Service, Student Activities and Capital Projects. Funds for Trust & Agency, Preschool, and Food Services are held with Comerica Bank in segregated accounts so as not to commingle those funds.

Budget Impact:

Not applicable

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
JULY 14, 2025**

Report #25-5

FOR ACTION***

Subject:

Designation of Professional Service Consultants – Attorneys

Recommendation:

The superintendent recommends the Board of Education retain Thrun Law Firm, P.C. to address legal issues of the school district.

Statement of Purpose:

The above recommended law firm has previously served as counsel to the Board with satisfactory performance. Approval of the Board’s legal counsel at this time provides the administration with direction when needing legal advice during the school year.

Background Information:

In the past, the firm of Thrun Law Firm, P.C. has been authorized as professional counsel. The firm has performed legal services including elections, bonding proposals, state aid note preparation, negotiations, personnel matters, and other concerns.

Budget Impact:

The retainer charged in January 2025 by Thrun Law Firm, P.C. was \$2,500. The cost of professional services fees paid to Thrun in 2024-2025 was \$39,000.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
JULY 14, 2025**

Report #25-6

FOR ACTION***

Subject:

Designation of Audit Firm for 2025-26

Recommendation:

The Superintendent recommends the Board of Education designate Plante & Moran, PLLC, Certified Public Accountants, to audit the school district's financial records for the year ended June 30, 2026

Statement of Purpose:

Board Policy 6830 requires that after the close of the fiscal year (June 30th), an audit of all accounts of the District be made annually by an independent, certified public accountant. The audit examination shall be conducted in accordance with generally accepted auditing standards and shall include all funds over which the Board has direct or supervisory control.

Background Information:

Plante & Moran performs audits for many school districts and works closely with the state of Michigan. The firm has audited the school district's financial records for over 20 years in a satisfactory manner.

Budget Impact:

The cost of the professional services fees paid to Plante Moran in 2024-25 was \$47,026

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
JULY 14, 2025**

Report #25-7

FOR ACTION***

Subject:

Annual Designation of Authorized Signatories

Recommendation:

The Superintendent recommends the Board of Education designate the signatories for Waverly Community Schools' banking and investment transactions for the 2025-2026 fiscal year.

All checks drawn against an authorized, demand account in the following funds will be signed by the Board Treasurer and countersigned by the Director, Finance and Operations.

**General Fund
Community Services Fund
Lunch Fund
Student Activities Fund
Debt Fund
Capital Projects Fund(s)
Sinking Fund
Public Improvement Fund
Trust & Agency Fund**

The Director, Finance and Operations will be authorized to invest temporary, excess cash in the name of Waverly Community Schools and to liquidate such investments by deposit in authorized accounts.

The Superintendent recommends the Board of Education authorize the Director, Finance and Operations, or his/her designee, to sign purchase orders for the 2025-2026 fiscal year.

The Superintendent recommends the Board of Education authorize the Superintendent, or his/her designee, to sign contracts and agreements for the 2025-2026 fiscal year.

Statement of Purpose:

Board Bylaw 0154 requires that the Board shall designate those persons authorized to sign checks, contracts, agreements, and purchase orders

Background Information:

It is necessary for the Board of Education to officially designate its authorized signatories at the beginning of each school year.

Budget Impact:

Not applicable

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
JULY 14, 2025**

Report #25-8

FOR ACTION***

Subject:

Designation of Electronic Transfer Officer (ETO)

Recommendation:

The Superintendent recommends the Board of Education designate the Treasurer and the Director, Finance and Operations as the Electronic Transfer Officers (ETO) for the 2025-2026 school year

Statement of Purpose:

Board Bylaw 0154 requires that the Board shall designate the Electronic Transfer Officer (ETO) in accordance with Policy 6144 – Investments, which states, The Board may adopt a resolution at its annual organizational meeting, authorizing electronic transactions and the treasurer or the Electronic Transfer Officer (ETO) as authorized agent(s) to complete such transactions on behalf of the Board

Background Information:

The District executes electronic transfers for the interfund movement of cash for the purposes of making debt retirement payments, tax receipts for debt retirement, food service receipts and trust and agency payments.

Budget Impact:

Not applicable

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
JULY 14, 2025**

Report #25-9

FOR ACTION***

Subject:

Lodging, Meals and Travel Reimbursement

Recommendation:

The Superintendent recommends the Board of Education establish the following reimbursements rates for Lodging, Meals and Travel for the 2025-26 school year:

Breakfast: \$10.00, including reasonable gratuity

Lunch: \$15.00, including reasonable gratuity

Dinner: \$20.00, including reasonable gratuity

*Daily meal reimbursement shall not exceed Forty and 00/100 Dollars (\$45.00)

Lodging: Except as otherwise provided in a collective bargaining agreement, lodging reimbursement shall be based on the least expensive single occupancy room rate, not to exceed Three Hundred and 00/100 Dollars (\$300.00) per night without prior written approval of the Superintendent or his/her designee.

Travel: Except as otherwise provided in a collective bargaining agreement, mileage reimbursement shall be based on the shortest applicable route from the employee's primary work location, or home, to the destination. The Board shall reimburse mileage in accordance with the IRS established rate(s).

Statement of Purpose:

The purpose of the recommendation is to establish reimbursement rates as per Board policy 6550 – Travel Payment & Reimbursement.

Budget Impact:

Rates have increased from the prior year as a result of inflation.

Historical Perspective:

Board policy 6550, revised June 20, 2016 requires the Board to annually approve payment and reimbursement rates for per diem meals, lodging, and mileage.

Rationale for Recommendation:

The purpose of the recommendation is to establish reimbursement rates as per Board policy 6550 – Travel Payment & Reimbursement.

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
BOARD OF EDUCATION SPECIAL MEETING
July 14, 2025

Report #25-10

FOR ACTION

Subject: **Designation of Charitable Giving Fiscal Agent**

Recommendation:

The Superintendent recommends the Waverly Community Schools Board of Education selects the Waverly Education Foundation as its charitable giving campaign fiscal agent for the 2025-2026 school year.

Statement of Purpose/Issue:

This action by the Board of Education establishes the Waverly Education Foundation as the only agency having access to the district's payroll deduction process for the purpose of conducting their charitable giving campaign for the 2025-26 school year.

Background Information/Historical Perspective:

In past years, the Capital Area United Way was named the fiscal agent as an umbrella under which all charities seeking to use the district's payroll deduction process for charitable campaign giving must conform. The Waverly Education Foundation approached administration in 1995 with a plan to enhance its membership through offering a payroll deduction plan for district employees. This will ultimately benefit the district as Foundation monies will eventually filter back to the schools through enhancement of programs.

Rationale for Recommendation:

It is timely that the Board of Education selects its annual charitable workplace giving campaign fiscal agent in preparation for the Capital Area United Way and the Waverly Education Foundation campaigns. Traditionally the United Way campaign is conducted during the months of September and October. The Waverly Education Foundation offers membership to employees through payroll deduction on an ongoing basis.

Special Ed Committee Meeting June 16, 2025

1. The difference between IEP (Individual Education Plan) and 504
 - a. Waverly Numbers:
 - i. IEPs 688 (24%)
 - ii. 504s 133 (4.6%)
 - b. 13 disability areas in Michigan
2. Extended School Year (ESY)
 - a. Students are eligible for ESY due to:
 - i. a serious potential for regression of skills beyond a reasonable period of recoupment
 - ii. the nature or severity of the disability
 - iii. critical stages or areas of learning
3. Certified Staffing
 - a. New Hires
 - i. Social worker (added position due to growing caseloads)
 - ii. Winans K resource (added position due to growing caseloads and moving from Colt to Winans)
 - iii. HS Intensive Resource (added position due to growing caseloads)
 - iv. Colt Early Childhood Teacher (current teacher moving out of state)
 - v. East Resource (retirement)
 - vi. Winans ASD (was vacant 24-25 filled with para who is enrolled in a teaching program)
 - b. Vacancies
 - i. Winans ASD
 - ii. Winans Intensive Resource (teacher transfer)
 - iii. MS Co-Teacher (teacher transfer)
 - iv. Winans Behavior Resource (teacher transfer)
 - v. HS Behavior Resource (teacher transfer)