



Waverly Community Schools

Regular Meeting

Monday, October 13, 2008 7:30 PM

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 13, 2008, beginning at 7:30 PM in the Board Room, 515 Snow Road, Lansing, MI.

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 John Broughton
 - A. Pledge - Waverly Middle School Students

- II. Special Presentations
 - A. Kudos - Jacklin Blodgett
 - B. Report from Vince Perkins - Waverly Middle School
 - C. Presentation of 2007-2008 Annual Report - Dr. Pillar

- III. Correspondence - Secretary Edith Suttles

- IV. Public Comment

- V. Student Representative Report

- VI. Board Member Comment

- VII. Adoption of Meeting Agenda

- VIII. ***Approval of Minutes 4

- IX. Presentation of Reports
 - A. Facilities and Policy
 - 1. For Discussion - Policy (1st Reading) 8
 - B. Finance and Personnel
 - 1. ***Recommendation to approve Report #08-23,
Financial Recommendation 9

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XII.		Other Board Business	
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**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
September 22, 2008**

Opening of Meeting

The regular meeting of the Waverly Community Schools Board of Education was called to order by President John Broughton at 7:30 p.m. in the Board Room of the Administrative Center, 515 Snow Road, Lansing, Michigan.

Members Present:

Mr. John Broughton, President
Mr. Britt Slocum, Vice President
Mrs. Edith Suttles, Secretary
Mr. Calvin Jones, Treasurer
Mrs. Fonda Brewer-Williams, Vice Secretary-Treasurer
Mrs. Mary Ann Martin, Trustee
Mrs. Kim Smith, Trustee

Staff Present:

Dr. Thomas J. Pillar, Superintendent
Mrs. Jacklin Blodgett, Asst. Superintendent for Finance & Personnel
Mr. Bruce Johnson, Director of Operations and Student Services
Mrs. Dorothy Blackwell, Director of Curriculum
Mr. Rob Spagnuolo, Business Manager
Karen Burgess
Gretchen Mikula
Vince Perkins
Margaret Baldwin
Cassandra Hailey
Michelle Frederick
Rebecca Pease

Others Present:

Luke Bunge, Student Representative
Mary Schafer, Plante & Moran, PLLC
Erin Duling, Plante & Moran, PLLC
Freddie Thomas
Montreal Wesley
Tiffany Hammons

Pledge

Member Brewer-Williams led the pledge of allegiance to the flag.

Special Presentation

The first special presentation featured recognition of Cassandra Hailey, summer school coordinator for the high school and grades 6-8. Dorothy Blackwell, Director of Curriculum, asked Cassandra to be the coordinator of these programs after she had applied to teach math in the summer program. Cassandra accepted and did an outstanding job as coordinator, going above and beyond expectations. Freddie Thomas, Montreal Wesley, and Tiffany Hammons, Waverly High School students, provided testimonials about their personal situations, and expressed appreciation to Mrs. Hailey for helping them to get back on track. Mrs. Blackwell presented a crystal block with the inscription "You are making a difference" to Mrs. Hailey.

Mary Schafer and Erin Duling of Plante & Moran, PLLC, presented information to the Board on the district's audit for the 2007-2008 school year. The audit included a management letter and a summary displayed in charts and graphs. The audit will be presented to the Board for approval on October 13, 2008.

Special Presentation (cont.)

Board members expressed appreciation to Mary and Erin for the concise, easy-to-understand presentation of the district's financial status. They also expressed appreciation to Jacklin Blodgett, Rob Spagnuolo, and the business office staff for their hard work in helping to make the district stable.

Correspondence

None

Public Comment

None

Student Representative Report

Student Representative Luke Bunge reported Homecoming plans are underway at the High School, with the court being announced last week. The theme for this year's event is "Blast from the Past". Freshman officers were finally chosen today which helps them to establish themselves in the school.

Board Member Comment

Member Smith reported it was a great week.

Member Jones congratulated Cassandra Hailey.

Member Slocum stated he loves testimonials and thanked Mrs. Hailey for her efforts. He announced he will be gone on Homecoming weekend due to a commitment in New Mexico.

Member Suttles said she is glad to see Luke Bunge at the Board table and looks forward to his reports. She told him to take the opportunity to learn as much as he can from the Board and to ask questions.

Member Brewer-Williams congratulated Mrs. Hailey, noting she is not surprised that she would step up and take on such an assignment.

Member Martin stated she appreciates Mrs. Hailey's stewardship, noting it is time to help our students in this way. She thanked her for taking the time from her summer vacation to help out students.

President Broughton congratulated Mrs. Hailey, saying we are truly blessed with wonderful staff in Waverly and appreciate all that they do.

Adoption of Agenda

A motion was presented by Member Martin and supported by Member Jones. MOTION: The Board of Education adopt the meeting agenda as presented.

Motion carried. VOTE: AYES – 7; NAYS – 0.

******Approval of Minutes***

The minutes of the regular meeting of September 8, 2008 were approved as presented.

Curriculum Advisory Committee Report – For Information

The Curriculum Advisory Committee met at 6:00 p.m. on September 22nd in Conference Room B of the Administrative Center. Committee members attending the meeting were Dorothy Blackwell, John Broughton, and Edith Suttles. Guests attending were Brad Erickson of the Ingham ISD Capital Area Career Center and Deonna Washington, Coordinator of the Ombudsman program. Mr. Erickson addressed the Committee about students enrolled at the Capital Area Career Center being able to fulfill the 4th year

Curriculum Advisory Committee Report (Cont.)

math requirement as if they are at Waverly High School. This is possible through the collaboration of the math teacher and the program teacher.

The Ombudsman Program, under the direction of Deonna Washington, currently has 60 students participating in two sessions, with a wait list of 10. Session 1 runs from 7:30 a.m. to 12 noon and session two runs from 12 noon to 4:30 p.m. There are four certified teachers in the subjects of Math, English, History, and Social Science. Thirty-four students are also taking Waverly High School courses, career placement, or CTE courses. Eighty percent of the work is done online. Twenty percent involves working in groups or pairs, working on social skills and skill building. Member Suttles stated how impressed she was with Ms. Washington's presentation of the program to the committee. She encouraged Board members to visit the program.

Mrs. Blackwell provided information on Summer School 2008 via a PowerPoint presentation.

Facility/Policy Advisory Committee Report – For Information

The Facility/Policy Advisory Committee met at 6:00 p.m. on September 22nd in the Superintendent's Office of the Administrative Center. Committee members attending were Tom Pillar, Bruce Johnson, Mary Ann Martin and Kim Smith. Member Martin reported in the facilities area the committee discussed the status of the permanent Ombudsman site; athletic facilities, the Safe Routes to School Grant fence and sidewalk; projects for 2008-2009; and the Sideliners booster group. In the policy area the committee discussed policies 0142.4 (Oath); 0151/0152 (Organizational Meeting); 3430.01/4430.01 (FMLA); 5460 (Graduation Requirements); 6520 (Payroll Deductions); 8210 (School Calendar); 8900 (Anti-Fraud); 9500 (Relations with Educational Institutions and Organizations); 7250 (Commemoration of School Facilities); 7230 (Gifts, Grants, and Bequests); and 0144.1 (Board Compensation). The policies should be presented to the Board for first reading in October.

Finance/Personnel Advisory Committee Report – For Information

The Finance/Personnel Advisory Committee met at 6:00 p.m. on September 22nd in Conference Room of the Administrative Center. Committee members attending were Jacklin Blodgett, Rob Spagnuolo, Britt Slocum, Calvin Jones, and Fonda Brewer-Williams. Attending as a guest was Vince Perkins, Waverly Middle School principal. Member Slocum reported areas of discussion included the 2007-2008 audit; technology; negotiations; class size; the 2008-2009 budget; and the Safe Routes to School Grant.

Resolution – School Board Commitment to Improve Student Performance – Report #08-22 – For Action

A motion was presented by Member Slocum and supported by Member Smith. MOTION: The Board of Education adopt the resolution demonstrating its support for improved student performance. A copy of the resolution is affixed to the official minutes of this meeting.

Motion carried. VOTE: AYES – 7; NAYS – 0.

Member Slocum suggested this resolution be a page in the Student Code of Conduct.

Superintendent's Report

Dr. Pillar discussed moving advisory committee meetings to the first Monday of the month when there is a second meeting. The meetings would run from 6:00 to 7:00 p.m. followed by the regular action meeting at 7:30 p.m. Reports from the advisory committee meetings would be presented at the second meeting of the month, allowing more time to develop the reports and do any follow-up that needed to be done. Dr. Pillar indicated there would still be the same number of advisory committee meetings.

Dr. Pillar announced that Wednesday, September 24th is the official count day of students. The count obtained on Wednesday will represent 75% of state aid.

Superintendent's Report (cont.)

Dr. Pillar reported the first taping of *Waverly Focus* for the school year was completed today. It features his introductory remarks to staff on opening day and is scheduled to air next week.

Dr. Pillar reported he will be attending the MASA Fall Conference later this week and will be out of the office Wednesday through Friday.

Dr. Pillar announced Homecoming is Friday, October 3rd. The parade will start at 5:00 p.m. followed by the game at 7:00 p.m. The Homecoming dance is on Saturday, October 4th in the High School cafeteria.

Dr. Pillar announced the Ingham School Officers Association (ISOA) is hosting a *Legislative and Congressional Candidates Breakfast Forum* on Wednesday, October 8, 2008 from 7:30 to 9:00 a.m. at the Thorburn Educational Center. He asked Board members to contact Becky if they plan to attend.

Dr. Pillar announced the *Delta Township Community Awards Reception* will also be held on October 8th. This event will be held at the Sheraton Lansing Hotel from 5:30 to 8:00 p.m. Anyone planning to attend should contact Becky.

Dr. Pillar reported Parent-Teacher Conferences will be held for grades K-12 on Wednesday, October 8th and Thursday, October 9th in the afternoon and evening. There will be no school on Friday, October 10th.

Dr. Pillar reported he and Ingham ISD Superintendent Stan Kogut will visit the Ombudsman Program on Thursday, October 9th.

Dr. Pillar announced the first taping of the *Waverly Connection* for the 2008-2009 school year will occur next Monday, featuring Al Momrik, Associate Director of Technology.

Dr. Pillar announced *A Celebration for Public Education* will be held at the Kellogg Center on Wednesday, November 19, 2008 at 6:00 p.m. The speaker will be Phil Power. Waverly will provide some of the entertainment. Dr. Pillar indicated he would like a strong showing from Waverly at the event.

Dr. Pillar reported there have been some glitches in technology. The technology department is working on the problems as quickly as possible. He indicated the faculty has demonstrated great patience.

Public Comment

None

Other Board Business

President Broughton appointed an Ad Hoc Committee to discuss the process and procedure for the upcoming review of the Strategic Plan. Member Suttles will serve as chair, with Members Slocum and Martin as committee members. He asked that the committee meet and report back to the Board at the November 10th meeting.

Member Slocum complimented Dr. Pillar on his leadership.

Adjournment

The meeting adjourned at 9:06 p.m.

Respectfully submitted,

Edith J. Suttles, Secretary
rlp

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
October 13, 2008**

FOR DISCUSSION

Subject: Policy - First Reading

Recommendation:

The Superintendent recommends the Board of Education review the policy updates listed below at first reading.

0142.4 Oath
0151/0152 Organizational Meeting/Officers
3430.01/4430.01 FMLA
5460 Graduation Requirements
6520 Payroll Deductions
7230 Gifts, Grants, Bequests
7250 Commemoration of School Facilities
8210 School Calendar
8900 Anti-Fraud
9500 Relations with Educational Institutions and Organizations

Statement of Purpose/Issue:

These policies revisions and updates are the result of the NEOLA update and a review by the administration and the Board Policy Advisory Committee.

Budget Impact:

None

Background:

NEOLA provides updates to keep our policies current with applicable laws and regulations. The administration also reviews policy periodically and brings changes to the Board Policy Committee for review and consideration.

Options/Alternatives:

The Board can refer policies to the Advisory Committee for further review or allow them to come back to the Board for second reading.

Rationale for Recommendation:

These policies were recommended to us by NEOLA and reviewed and approved by the Policy Advisory Committee.

Strategic Plan:

These policies support the Waverly Community Schools' mission of providing for a safe environment, rigorous curriculum, quality instruction and attention to individual needs.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
October 13, 2008**

Report #08-23

FOR ACTION***

Subject: Financial Recommendation

Recommendation:

It is recommended the following be approved:

Approval of Treasurer's Report:

The General Fund Financial Report dated September 30, 2008 has been reviewed and it is recommended that the Report be approved. The cash balance as of August 31, 2008 was \$4,145,874.52. Receipts during September 2008 consist of current taxes and other revenues in the amount of \$3,727,813.95 less disbursements during September of \$2,672,392.03 left the district with a General Fund cash balance as of September 30, 2008 of \$5,201,296.44.

Waverly Community Schools
 Budget Status Report as of 9/30/08
 General Fund - Revenue Accounts

<u>Account</u>	<u>Description</u>	<u>Budget</u>	<u>Year To Date</u>	<u>Available Balance</u>	<u>Percent Available</u>
MAJOR CLASS 111 TOTALS	Property Tax Levy	9,798,225.00	3,859,496.04	5,938,728.96	60.61
MAJOR CLASS 119 TOTALS	Delinquent Taxes	50,000.00	1,544.30	48,455.70	96.91
MAJOR CLASS 131 TOTALS	Tuition	7,000.00	19,195.00	(12,195.00)	(174.21) %
MAJOR CLASS 151 TOTALS	Interest On Investments	260,000.00	30,601.70	229,398.30	88.23
MAJOR CLASS 191 TOTALS	Rental on Buildings	20,000.00	4,700.90	15,299.10	76.50
MAJOR CLASS 199 TOTALS	Miscellaneous	25,000.00	23,702.41	1,297.59	5.19
MAJOR CLASS 311 TOTALS	State Revenue	18,623,094.00	0.00	18,623,094.00	100.00
MAJOR CLASS 413 TOTALS	Direct Federal Grants	20,769.00	0.00	20,769.00	100.00
MAJOR CLASS 414 TOTALS	Federal Grants	534,238.00	0.00	534,238.00	100.00
MAJOR CLASS 417 TOTALS	Grants Through Intermediates	522,618.00	0.00	522,618.00	100.00
MAJOR CLASS 418 TOTALS	Unrestricted Flow Thru Grants	17,000.00	0.00	17,000.00	100.00
MAJOR CLASS 519 TOTALS	IISD Reimbursements	1,765,000.00	0.00	1,765,000.00	100.00
MAJOR CLASS 592 TOTALS	Proceeds from Long-term Loan	0.00	453,627.00	(453,627.00)	0.00 #
	Total For Revenues	31,642,944.00	4,392,867.35	27,250,076.65	86.12

% - Reflects actual tuition collections to date. Budget increase to this revenue line will be recommended during amendment.

- Reflects proceeds from installment purchase agreement for purchase of 600 student computers. Budget increase to this revenue line will be recommended during amendment.

Waverly Community Schools
Budget Status Report as of 9/30/08
General Fund - Expense Accounts

<u>Account</u>	<u>Description</u>	<u>Budget</u>	<u>Year To Date</u>	<u>Available Balance</u>	<u>Percent Available</u>
FUNCTION 111 TOTALS	Elementary	7,648,936.00	1,018,682.02	6,630,253.98	86.68
FUNCTION 112 TOTALS	Middle School	2,382,404.00	342,870.49	2,039,533.51	85.61
FUNCTION 113 TOTALS	High School	5,610,221.00	711,569.15	4,898,651.85	87.32
FUNCTION 119 TOTALS	Summer School	25,211.00	7,797.32	17,413.68	69.07
FUNCTION 122 TOTALS	Special Education	3,237,303.00	350,051.38	2,887,251.62	89.19
FUNCTION 125 TOTALS	Compensatory Education	399,939.00	39,959.00	359,980.00	90.01
FUNCTION 199 TOTALS	Holding Account for Employee Benefits	23,100.00	0.00	23,100.00	100.00
FUNCTION 212 TOTALS	Guidance Services	593,938.00	76,971.81	516,966.19	87.04
FUNCTION 215 TOTALS	Speech Pathology & Audiology	549,344.00	56,439.09	492,904.91	89.73
FUNCTION 216 TOTALS	Social Work Services	564,060.00	62,924.11	501,135.89	88.84
FUNCTION 218 TOTALS	Teacher Consultant	283,935.00	32,720.22	251,214.78	88.48
FUNCTION 219 TOTALS	Other Pupil Services	50,882.00	9,758.83	41,123.17	80.82
FUNCTION 221 TOTALS	Improvement of Instruction	546,899.00	73,845.85	473,053.15	86.50
FUNCTION 222 TOTALS	Educational Media Services	1,299,438.00	233,171.94	1,066,266.06	82.06
FUNCTION 226 TOTALS	Supervision & Direction	367,100.00	93,573.52	273,526.48	74.51
FUNCTION 231 TOTALS	Board of Education	97,450.00	19,880.54	77,569.46	79.60
FUNCTION 232 TOTALS	Executive Administration	317,654.00	71,684.36	245,969.64	77.43
FUNCTION 241 TOTALS	Office of the Principal	1,879,842.00	420,147.20	1,459,694.80	77.65
FUNCTION 249 TOTALS	Other School Administration	92,443.00	95.88	92,347.12	99.90
FUNCTION 252 TOTALS	Fiscal Services	371,432.00	95,053.75	276,378.25	74.41
FUNCTION 257 TOTALS	Internal Services	60,697.00	14,837.48	45,859.52	75.55
FUNCTION 259 TOTALS	Other Business Services	65,811.00	27,953.04	37,857.96	57.53
FUNCTION 261 TOTALS	Operating Building Services	3,704,031.00	718,279.23	2,985,751.77	80.61
FUNCTION 266 TOTALS	Security Services	83,309.00	5,710.80	77,598.20	93.15
FUNCTION 271 TOTALS	Pupil Transportation Services	859,513.00	108,429.18	751,083.82	87.38
FUNCTION 283 TOTALS	Staff/Personnel Services	203,506.00	46,671.09	156,834.91	77.07
FUNCTION 284 TOTALS	Information Management Services	268,529.00	85,049.66	183,479.34	68.33
FUNCTION 285 TOTALS	Other Central Services	1,000.00	(251.81)	1,251.81	125.18
FUNCTION 299 TOTALS	Other Support Services	46,359.00	5,672.00	40,687.00	87.77
FUNCTION 331 TOTALS	Communication	36,634.00	7,895.27	28,738.73	78.45
FUNCTION 511 TOTALS	Equipment Loan Principal & Interest	0.00	156,435.80	(156,435.80)	0.00 **
FUNCTION 621 TOTALS	Athletic/Activities & Child Care Support	620,027.00	51,690.97	568,336.03	91.66
Total for Expenses		32,290,947.00	4,945,569.17	27,345,377.83	84.68

** - Reflects annual loan payment for 600 student computers. This amount is covered through the technology budget. Budget amendment will be recommended to move technology dollars into this account from other functions.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
October 13, 2008**

Report #08-24

FOR ACTION: Acceptance of 2007-2008 Audit Report

Recommendation:

The Superintendent recommends the Board of Education approve and accept the annual audit report from Plante & Moran, PLLC for the 2007-2008 fiscal year in order to comply with State and Federal regulations.

Budget Impact:

The District pays \$20,950 in fees for the audit to be completed.

Statement of Purpose/Issue:

The District is required to have an annual audit conducted by external auditors. The audit must be accepted by the District and then distributed to various State and Federal agencies.

Options/Alternatives:

The annual audit is required to be conducted.

Strategic Plan:

The annual audit supports Strategy 2, providing financial communication for the district.

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
BOARD OF EDUCATION
REGULAR MEETING
October 13, 2008**

FOR DISCUSSION

Subject: **403(b) Tax Sheltered Plan**

Recommendation:

The Superintendent recommends the Board of Education approve the attached 403(b) resolution which authorizes the Superintendent to oversee the Waverly Community Schools 403(b) Tax Sheltered Annuity plan on behalf of the District and in consortium with the Michigan Retirement Investment Consortium (MRIC).

Statement of Purpose:

The District must adopt a plan document for all employees by January 1, 2009 in order to comply with new 403(b) regulations.

Background Information:

Over 260 school districts in Michigan are considering adopting the MRIC developed Section 403(b) plan and joining a consortium using the same Tax Shelter Annuity (TSA) provider. A copy of the Adoption Agreement is included with the attached resolution.

The Michigan Retirement Investment Consortium 43-page plan is on file and can be shared if anyone would like to review the document.

Budget Impact:

There is no budget impact to the District. The Ingham Intermediate School District has agreed to pay current and future legal expenses in the set up of the 403(b) consortium.

Discussion of Alternatives:

The District could develop and administer its own plan at an expense.

Rationale for Recommendation:

Participation in the MRIC will provide a wider range of investments for employees. Below are the six (6) consortium vendors. The District is allowed to have three (3) "wild card" vendors which will be chosen based on the number of participants, amount of investments, responses to bid documents and in consultation with employee groups.

The six (6) vendors include:

- AIG/Valic (10 fund families)
- MEA/Paradigin/Prudential (5 fund families)
- Plan Member (150 fund families)
- The Legend Group (1 fund family)
- Waddell & Reed (13 fund families)
- Midwest Capital Advisors (491 fund families)

The three (3) "wild card" vendors will be determined after careful consideration.

WAVERLY COMMUNITY SCHOOLS

RESOLUTION OF THE BOARD OF EDUCATION

At a duly called and convened meeting of the Board of Education of the Waverly Community Schools (the "District") where a quorum was present, the following actions were duly moved, seconded and unanimously approved:

WHEREAS, new regulations under Section 403(b) of the Internal Revenue Code require public school districts to adopt a plan document for their 403(b) tax-sheltered annuity program by no later than January 1, 2009.

WHEREAS, Kent Intermediate School District ("KISD") has developed a Section 403(b) tax-sheltered annuity plan which KISD and other public education employers can adopt to provide benefits to participating employees in accordance with the requirements of Section 403(b) of the Internal Revenue Code;

BE IT RESOLVED, that the Michigan Retirement Investment Consortium Section 403(b) Tax-Sheltered Annuity Plan (the "Plan") shall hereby be adopted as of November 10, 2008; and

BE IT FURTHER RESOLVED, that the name of the Plan shall be Waverly Community Schools Section 403(b) Tax Sheltered Annuity Plan; and

BE IT FURTHER RESOLVED, that Superintendent shall be delegated the administrative responsibility to oversee the Plan on behalf of the District; and

BE IT FURTHER RESOLVED, that management is authorized and directed to adopt any amendments that do not materially increase the cost to the District of maintaining the Plan; and

BE IT FURTHER RESOLVED, that management is authorized and directed to adopt any amendments that may be necessary to maintain the status of the Plan as a qualified plan under the Internal Revenue Code, and to take such further steps and to perform such additional acts as may be necessary and proper to effectuate the Plan.

Dated: November 10, 2008

Secretary, Board of Education

**MICHIGAN RETIREMENT INVESTMENT CONSORTIUM
SECTION 403(b) TAX-SHELTERED ANNUITY PLAN**

ADOPTION AGREEMENT

The Employer named below is adopting this Adoption Agreement and the Base Plan Document for the purpose of setting forth the terms and conditions of the tax-sheltered annuity plan the Employer makes available to its Employees under Section 403(b) of the Code.

1. Adopting Employer Information

Name, Address and Telephone _____
Number of the Adopting Employer: _____

(_____) _____

Adopting Employer Contact: _____

Plan Name: _____

2. Effective Date

This Adoption Agreement sets forth the terms of the Plan as of:
(Select and complete either (a) or (b).)

- (a) January 1, 2009.
 (b) _____.

3. Excluded Employees

Shall Employees who normally work less than 20 hours per week be excluded from participation in the Plan? (Select "yes" or "no." If no selection is made, "no" shall apply.)

- Yes No

4. Minimum Deferral Amount

The Plan permits the Employer to establish a minimum amount that may be deferred per pay period. (Select (a) or (b) below to indicate the minimum amount that may be deferred in any pay period. If no selection is made, (a) shall apply.)

- (a) No minimum shall apply.
 (b) The minimum amount that may be deferred per pay period is \$200 divided by the number of pay periods over which Employees in the Employee's

job classification are paid during the calendar year (e.g., \$7.70 per pay period for 26 pays; \$9.53 per pay period for 21 pays).

5. **Roth 403(b) Salary Reduction Contributions** *(Select either (a) or (b). If no selection is made, (a) shall apply.)*

- (a) Roth 403(b) Salary Reduction Contributions shall NOT be permitted.
- (b) Roth 403(b) Salary Reduction Contributions shall be permitted to the extent permitted under the Investment Vehicles in which the Participant's Account is invested.

6. **Amendment of Salary Reduction Agreement**

How frequently may Participants amend their Salary Reduction Agreement? *(Select (a), (b), (c), (d) or (e). If no selection is made, (a) shall apply.)*

- (a) As of the first day of any pay period.
- (b) As of the first day of any pay period, but only one amendment is permitted in any calendar month.
- (c) As of the first day of any pay period, but only one amendment is permitted in each calendar quarter.
- (d) As of the first day of any pay period, but only one amendment is permitted in any calendar year.
- (e) Other: _____

7. **Rules for Unpaid Leave of Absence**

If a Participant is absent from work without Compensation, the following rules apply. *(Select and complete either (a), (b) or (c). If no selection is made, (a) shall apply.)*

- (a) If the Participant is absent from work without Compensation for a period of six months or less, the Participant's Salary Reduction Agreement shall remain in effect. A Participant's Compensation will again be deferred when the Participant returns to work with Compensation, unless the Participant amends or revokes the Salary Reduction Agreement as provided in Section 4.2(c) and (d) of the Base Plan Document.
- (b) If the Participant is absent from work without Compensation for a period of _____ months or less, the Participant's Salary Reduction Agreement shall remain in effect. A Participant's Compensation will again be deferred when the Participant returns to work with Compensation, unless the Participant amends or revokes the Salary Reduction Agreement as provided in Section 4.2(c) and (d) of the Base Plan Document.

- (c) If the Participant is absent from work without Compensation, the Participant's Salary Reduction Agreement shall automatically be revoked. Salary Reduction Contributions will not begin when the Participant returns to work with Compensation unless the Participant completes a new Salary Reduction Agreement as provided in Section 4.2(e) of the Base Plan Document.

8. Special Catch-Up Contributions for Longer-Service Employees

Shall the annual dollar limit on Salary Reduction Contributions be increased for Participants who have completed at least 15 Years of Service with Employer as provided under Section 5.2(b)(2) of the Base Plan Document? *(Select "yes" or "no." If no selection is made, "no" shall apply.)*

Yes No

9. Investment of Accounts – Current Employees

Shall Employer have the authority to select the Investment Provider into which Employer non-elective contributions will be contributed for current Employees? *(Select "yes" or "no." If no selection is made, "no" shall apply.)*

Yes No

If yes, list those groups of Employees for whom Employer has the authority to select the Investment Provider into which Employer non-elective contributions shall be made *(e.g., administrators other than the superintendent)*:

10. Investment of Accounts – Former Employees

Shall Employer have the authority to select the Investment Provider into which Employer non-elective contributions will be contributed for former Employees? *(Select "yes" or "no." If no selection is made, "no" shall apply.)*

Yes No

If yes, list those groups of Employees for whom Employer has the authority to select the Investment Provider into which the Employer non-elective contributions shall be made (e.g., participants in the 2007 voluntary retirement incentive program):

11. In-Service Distributions at Age 59½

Shall Participants who have not had a Severance from Employment be permitted to receive a distribution from the Plan upon attaining age 59½ if otherwise permitted under the Investment Vehicle(s) in which the Participants' Accounts are invested as provided in Section 8.2 of the Base Plan Document? (Select "yes" or "no." If no selection is made, "yes" shall apply.)

Yes No

12. Hardship Withdrawals

Shall Participants who have not had a Severance from Employment be permitted to make a withdrawal in the case of a financial hardship under Section 8.3 of the Base Plan Document if otherwise permitted under the Investment Vehicle(s) in which the Participants' Accounts are invested? (Select "yes" or "no." If no selection is made, "yes" shall apply.)

Yes No

13. Transfers to MPSERS

Shall Participants be permitted to transfer all or a portion of their Accounts to a defined benefit pension plan (i.e., MPSERS) as permitted under Section 8.4 of the Base Plan Document if otherwise permitted under the Investment Vehicles in which the Participants' Accounts are invested? (Select "yes" or "no." If no selection is made, transfers shall be permitted.)

Yes No

14. Participant Loans

Shall Participant loans be permitted as provided in Article 9 of the Base Plan Document to the extent permitted under the Investment Vehicle(s) in which the Participants' Accounts are invested? (Select "yes" or "no." If no selection is made, "yes" shall apply.)

Yes No

If Participant loans are permitted, the number of outstanding loans a Participant may have at any time, including defaulted loans is: (Select (a), (b), (c) or (d). If no selection is made, (a) shall apply.)

- (a) There is no limit.
- (b) One.
- (c) Two.
- (d) _____.

Shall loans issued before December 31, 2008 be included in applying the limit on loans? (Select "yes" or "no." If no selection is made, "no" shall apply.)

- Yes No

Shall Participants be required to repay loans by after-tax payment made directly to the Investment Provider (i.e., repayment by payroll election is not permitted)? (Select "yes" or "no." If no selection is made, "no" shall apply.)

- Yes No

The Adopting Employer understands that its failure to properly complete or timely amend this Adoption Agreement to reflect changes in the operation or design of the Plan may cause the Plan to fail to satisfy the requirements of Section 403(b) of the Code. The Adopting Employer acknowledges that the Adoption Agreement and Base Plan Document are legal documents with significant tax and legal ramifications.

Name of Adopting Employer:

Date: _____

By _____

Its _____

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
October 13, 2008**

FOR INFORMATION

Subject: Personnel Summary

A. Employment – Non Certified

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Nichole Fox	East Child Care Site Supervisor	\$10/Hour	8/25/08
Elizabeth Morgan	Back Up Driver	\$12.80/Hour	8/25/08
Dian Whitford	Elmwood Child Care Instructor	\$8.16/Hour	8/25/08
Ron Barnes	Bus Driver	\$12.80/Hour	8/26/08
Samuel Warren	Back Up Driver	\$12.80/Hour	8/26/08
Jessica Dunn	Colt Bkfst. Food Service Leader	D/\$10.74	9/2/08
Rabiah Eid	Colt Lunch Food Service Leader	D/\$10.74	9/2/08
David Hill	Winans Crossing Guard	\$8.25/Hour	9/2/08
Cosette Daher	Colt Lunch Assistant	G/\$9.18	9/10/08
Janice Huhn	Back Up Driver	\$11/Hour	9/15/08
Marcus Glasscoe	Elmwood Crossing Guard	\$8.25/Hour	9/25/08
Mary Beth Pohl	View Reading Parapro	\$12.50/Hour	9/29/08

B. Resignation – Non Certified

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Kathryne Gunn	Winans Paraprofessional	Personal	8/11/08
Rabiah Eid	Colt Lunch Assistant	Personal	8/27/08
Andrew Alexander	Web Site Co-op	Personal	9/26/08
Beverly Curry	MS Lunch Server	Personal	9/29/08
Helena Glasscoe-Warren	Child Care Instructor	Personal	9/29/08

C. Coaching – High School/Middle School

<u>Name</u>	<u>Assignment</u>	<u>Step</u>	<u>Stipend</u>	<u>Effective</u>
Christopher Huff	Varsity Football Coach	3	\$5,739	Fall Season
Don Dimick	Varsity Assistant Football Coach	3/4 of 3	\$3,003	Fall Season
David Pike	Varsity Assistant Football Coach	3	\$4,004	Fall Season
Todd Simon	Freshman Football Coach	3/4 of 3	\$3,003	Fall Season
James Tolbert	Varsity Assistant Football Coach	1/2 of 3	\$2,002	Fall Season
Michael Wallace	JV Football Coach	3/4 of 3	\$3,003	Fall Season
Anthony Walker	Assistant Football Coach	1/3 of 3	\$1,321.32	Fall Season
Mark Feinauer	Girls Golf Coach	3	\$4,164	Fall Season
Robert Lurie	HS Cross Country Coach	3	\$3,695	Fall Season
Michelle DeBrabander	MS Cross Country Coach	None	\$1,000	Fall Season
Les Midgett	7 th Girls Basketball Coach	3	\$2,731	Fall Season

D. Extra-Curricular Schedule B Stipends

<u>Name</u>	<u>Assignment</u>	<u>Step</u>	<u>Stipend</u>	<u>Effective</u>
Beth Sullivan	HS National Honor Society Co-Advisor	1/2 of 2	\$1,482	2008-09 Sch. Yr.
Kirstina Boomer	HS National Honor Society Co-Advisor	1/2 of 1	\$984.50	2008-09 Sch. Yr.
Benjamin Knapp	HS Vocal Music Director	3	\$4,744	2008-09 Sch. Yr.
Anthony Terranova	HS Student Senate Advisor	2	\$2,964	2008-09 Sch. Yr.

David Larzelere	HS Band Director	3	\$4,982	2008-09 Sch. Yr.
Jennifer Spurbeck	HS Orchestra Director	1	\$2,100	2008-09 Sch. Yr.
Nicole Ohl-Shaw	HS Yearbook Advisor	3	\$3,319	2008-09 Sch. Yr.
Nicole Ohl-Shaw	HS Newspaper Advisor	3	\$1,867	2008-09 Sch. Yr.
Eric Anderson	HS Freshman Class Advisor	3	\$2,000	2008-09 Sch. Yr.
Patricia Rienstra	HS Sophomore Class Advisor	3	\$2,200	2008-09 Sch. Yr.
Anthony Terranova	HS Junior Class Advisor	3	\$2,831	2008-09 Sch. Yr.
Jerry Smith	HS Senior Class Advisor	3	\$2,831	2008-09 Sch. Yr.
Dan Carr	HS Spanish National Honor Society Advisor	2	\$1,648	2008-09 Sch. Yr.
Benjamin Knapp	HS Theater Director	3	\$2,893	Fall Season
David Gorbe	MS Band Director	3	\$2,578	2008-09 Sch. Yr.
Benjamin Knapp	MS Choir Director	3	\$1,539	2008-09 Sch. Yr.
Mi Hye Kang	MS Orchestra Director	1	\$898	2008-09 Sch. Yr.
Yolanda Harris	MS Junior Honor Society Advisor	3	\$1,723	2008-09 Sch. Yr.
Ruth Lamb	MS School Improvement Co-Chair	3	\$308.60	2008-09 Sch. Yr.
Kerry Biladeau	MS School Improvement Co-Chair	3	\$308.60	2008-09 Sch. Yr.
Michelle DeBrabander	MS School Improvement Co-Chair	3	\$308.60	2008-09 Sch. Yr.
Kathy Jenkins	MS School Improvement Co-Chair	3	\$308.60	2008-09 Sch. Yr.
Laurel Trombly	MS School Improvement Co-Chair	3	\$308.60	2008-09 Sch. Yr.
Kathie McDaniel	MS Student Council Advisor	3	\$1,723	2008-09 Sch. Yr.
Michelle DeBrabander	MS Yearbook Co-Advisor	3/4 of 3	\$1,245	2008-09 Sch. Yr.
Michelle Smethurst	MS Yearbook Co-Advisor	1/4 of 3	\$415	2008-09 Sch. Yr.
Nancy Breen	East Yearbook Advisor	3	\$1,660	2008-09 Sch. Yr.
Paula Fedewa	East Student Council Advisor	3	\$1,723	2008-09 Sch. Yr.
Susan Stahly	East School Improvement Co-Chair	1/2 of 3	\$771.50	2008-09 Sch. Yr.
Kate Tonnos	East School Improvement Co-Chair	1/2 of 2	\$716.50	2008-09 Sch. Yr.
Duff Schad	East Future Problem Solving Co-Chair	1/2 of 2	\$244	2008-09 Sch. Yr.
Bernard Schroeter	East Future Problem Solving Co-Chair	1/2 of 1	\$183.50	2008-09 Sch. Yr.
Becky Greisinger	Colt Student Council Co-Advisor	1/2 of 3	\$861.50	2008-09 Sch. Yr.
Kelly Blake	Colt Student Council Co-Advisor	1/2 of 1	\$525.50	2008-09 Sch. Yr.
Karen Burgess	Colt Safety Patrol Co-Chairperson	1/2 of 3	\$831	2008-09 Sch. Yr.
Kathy Breidinger	Colt Safety Patrol Co-Chairperson	1/2 of 3	\$831	2008-09 Sch. Yr.
Jodi Thelen	Colt Resource for Math Chairperson	3	\$771	2008-09 Sch. Yr.
Kelly Blake	Colt Language Arts Chair	3	\$771	2008-09 Sch. Yr.
Gwen Bertram-Huber	Colt Science Chairperson	3	\$771	2008-09 Sch. Yr.
Karen Burgess	Colt Social Studies Chair	2	\$661	2008-09 Sch. Yr.
Amanda Nemeth	Colt School Improvement Math Chairperson	1/3 of 3	\$514.33	2008-09 Sch. Yr.
Kelly Blake	Colt School Improvement Reading Chair	1/3 of 3	\$514.33	2008-09 Sch. Yr.
Jeannine Batterson	Colt School Improvement Writing Chair	1/3 of 2	\$477.66	2008-09 Sch. Yr.
Lynn Moule	Elmwood School Improvement Co-Chair	1/2 of 3	\$771.50	2008-09 Sch. Yr.
Donna Wells	Elmwood School Improvement Co-Chair	1/2 of 3	\$771.50	2008-09 Sch. Yr.
Rhonda Berns	Elmwood Student Council Co-Chairperson	1/2 of 3	\$861.50	2008-09 Sch. Yr.
Steve Wood	Elmwood Student Council Co-Chairperson	1/2 of 1	\$525.50	2008-09 Sch. Yr.
Rhonda Berns	Elmwood Safety Patrol Co-Chairperson	1/2 of 3	\$831	2008-09 Sch. Yr.
Steve Wood	Elmwood Safety Patrol Co-Chairperson	1/2 of 3	\$831	2008-09 Sch. Yr.
Lynn Moule	Elmwood Resource for Social Studies Chair	3	\$771	2008-09 Sch. Yr.
Cathy Mosher	Elmwood Resource for Math Chairperson	3	\$771	2008-09 Sch. Yr.
Lucinda Sartor	Elmwood Resource for Science Chairperson	3	\$771	2008-09 Sch. Yr.
Steve Wood	Elmwood Future Problem Solving chair	1	\$367.40	2008-09 Sch. Yr.
Lisa Hamilton	View Math Resource Chairperson	3	\$771	2008-09 Sch. Yr.
Annita Larson	View Science Resource Chairperson	3	\$771	2008-09 Sch. Yr.
Pam Hawkins	View Language Arts Chair	3	\$771	2008-09 Sch. Yr.
Craig Paksi	View Social Studies Resource Chair	3	\$771	2008-09 Sch. Yr.
Mark Nester	View Safety Patrol Chairperson	1	\$1,103	2008-09 Sch. Yr.
Tamara Pepper	View Student Council Advisor	3	\$1,723	2008-09 Sch. Yr.

Mark Nester	View School Improvement Chairperson	3	\$1,543	2008-09 Sch. Yr.
Mark Nester	View Future Problem Solving Chair	3	\$552.80	2008-09 Sch. Yr.
Barb Knighton	Winans Student Council Advisor	3	\$1,723	2008-09 Sch. Yr.
Carmon McClure-Mobley	Winans Safety Patrol Co-Advisor	1	\$551.50	2008-09 Sch. Yr.
Rebecca Parker	Winans Safety Patrol Co-Advisor	1	\$551.50	2008-09 Sch. Yr.
Barb Knighton	Winans Resource for Social Studies Chair	3	\$771	2008-09 Sch. Yr.
Michelle Ellegood	Winans Resource for Math Chairperson	3	\$771	2008-09 Sch. Yr.
Allison Orwat	Winans Resource for Language Arts Chair	3	\$771	2008-09 Sch. Yr.
Karen Berry	Winans Resource for Science Chair	3	\$771	2008-09 Sch. Yr.
Allison Orwat	Winans School Improvement Chair	3	\$1,543	2008-09 Sch. Yr.

E. Extra-Curricular HS Musical

<u>Name</u>	<u>Assignment</u>	<u>Stipend</u>	<u>Effective</u>
Sarah Wallace	Choreographer/Co-Director	\$2,300	Fall Season
James Geer	Vocal Director/Accompanist	\$1,500	Fall Season
Rita Deibler	Technical Director/Set Design	\$1,500	Fall Season
Ellen Jackson	Costume Designer	\$500	Fall Season
Jenna Erbele	Promotions	\$600	Fall Season
David Larzelere	Pit Band Director	\$1,000	Fall Season
Katie Ranaldi Smith	Music Director	\$250	Fall Season

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
October 13, 2008**

REPORT #08-25

FOR ACTION

Subject: Rescheduling Board Advisory Committee Meetings

Recommendation:

The Superintendent recommends the Board of Education reschedule Board Advisory Committee meetings at 6:00 p.m. prior to the first meeting of the month when there is a second meeting of the month, with committee reports being presented at the second meeting of the month.

Statement of Purpose:

The proposed change should facilitate a more comprehensive meeting and report.

Budget Impact:

None

Background Information:

Currently the Board Advisory Committee meetings are held at 6:00 p.m. prior to the second meeting of the month, with committee reports presented at that night's Board meeting. The proposal moves the committee meetings prior to the first meeting of the month, with reporting to the full Board still being done at the second meeting. The number of advisory committee meetings does not change and will be held during the same months as currently scheduled. The new committee structure would be as follows:

November 10, 2008	Advisory Committee meetings held at 6:00 p.m.
November 24, 2008	Committee reports presented at regular meeting
February 9, 2009	Advisory Committee meetings held at 6:00 p.m.
February 23, 2009	Committee reports presented at regular meeting
May 11, 2009	Advisory Committee meetings held at 6:00 p.m.
May 26, 2009	Committee reports presented at regular meeting
June 8, 2009	Advisory Committee meetings held at 6:00 p.m.
June 22, 2009	Committee reports presented at regular meeting

Discussion of Alternatives:

The Board can decide to retain the current advisory committee schedule.

Rationale for Recommendation:

Moving the Advisory Committee meetings to the first meeting of the month will allow time to develop reports and do any necessary follow-up.