



# **Waverly Community Schools**

## **Regular Meeting**

**Monday, May 11, 2009 7:30 PM**

# Agenda of Regular Meeting

## The Board of Education Waverly Community Schools

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A Regular meeting of the Board of Education of Waverly Community Schools will be held May 11, 2009, 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 - Colt Elementary Students
  
- II. Special Presentations
  - A. Colt Friendship Squad - Dr. Peggy Baldwin, Principal
  - B. Service Building Recognition - Rob Spagnuolo
  - C. NCA QAR Chair - Dorothy Blackwell
  - D. ACT Prep - Matt Oppenheim/Jack Vogel
  
- 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 3
  
- IX. Presentation of Reports
  - A. Finance & Personnel
    - 1. \*\*\*Recommendation to approve Report #08-55,  
Financial Recommendation 8
    - 2. For Discussion - Resolution for Cafeteria Plan 11
    - 3. For Discussion - Budget Amendment 2008-2009 13

B.	Other	
1.	Recommendation to approve Report #08-56, Resolution Designating District's Election Representative and Desired Candidate for the June 1, 2009 IISD Biennial Election	16
2.	For Discussion - Ingham Intermediate School District General Education Fund 2009-2010 Proposed Budget	20
X.	Superintendent's Report	
XI.	Public Comments	
XII.	Other Board Business	
XIII.	Adjournment	
XIV.	***Consent Agenda	

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
SPECIAL MEETING  
April 30, 2009**

***Opening of Meeting***

The special meeting of the Waverly Community Schools Board of Education was called to order by President John Broughton at 7:03 a.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  
Mr. Calvin Jones, Treasurer  
Mrs. Mary Ann Martin, Trustee

***Member Absent:***

Mrs. Edith Suttles, Secretary  
Mrs. Fonda Brewer-Williams, Vice Secretary-Treasurer  
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 & Student Services  
Mr. Rob Spagnuolo, Business Manager  
Ms. Rebecca Pease

***Purpose***

The purpose of the meeting was approving bid recommendations for Waverly High School auditorium electrical upgrade and track repair; appointment of the high school principal; and adoption of the Schools of Choice recommendation for 2009-2010. These issues are all time sensitive.

***Adoption of Agenda***

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

Motion carried. VOTE: AYES – 4; NAYS – 0 (Members Suttles, Brewer-Williams, and Smith absent).

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

The minutes of the regular meeting of April 20, 2009 were approved as presented.

***Electrical & Lighting Upgrade for High School Auditorium Stage Lights – Report #08-52 – For Action***

A motion was presented by Member Slocum and supported by Member Jones. MOTION: The Board of Education approve the electrical and lighting upgrade proposal provided by Delta Electrical Contractors.

Motion carried. VOTE: AYES – 4; NAYS – 0; (Members Suttles, Brewer-Williams, and Smith absent).

***High School Track Repair – Report #08-52 – For Action***

A motion was presented by Member Jones and supported by Member Martin. MOTION: The Board of Education accept the bid of McKearney Asphalt and Sealing, Inc. for repairing the high school track. This bid meets the specifications set forth for this project.

Motion carried. VOTE: AYES – 4; NAYS – 0; (Members Suttles, Brewer-Williams, and Smith absent).

**2009-2010 Schools of Choice Recommendation – Report #08-53 – For Action**

A motion was presented by Member Martin and supported by Member Slocum. MOTION: The Board of Education approve participation in the limited Schools of Choice program [Sections 105 and 105(c)] for the 2009-2010 school year as follows:

Kindergarten	62
First Grade	15
Second Grade	13
Third Grade	11
Fourth Grade	8
Fifth Grade	7
Sixth Grade	15
Grades 7-12	School of Choice is not recommended. Tuition enrollment is available.

Motion carried. VOTE: AYES – 4; NAYS – 0; (Members Suttles, Brewer-Williams, and Smith absent).

**Personnel Recommendation – Report #08-54 – For Action**

A motion was presented by Member Jones and supported by Member Slocum. MOTION: The Board of Education approve the appointment of Christine Holman as Waverly High School principal.

Jacklin Blodgett described the process used to get to this recommendation.

Motion carried. VOTE: AYES – 4; NAYS – 0; (Members Suttles, Brewer-Williams, and Smith absent).

**Board Member Comment**

Member Martin reported she was extremely happy to be at the National Honor Society induction ceremony last night, noting there was a good looking group of inductees and a classy presentation.

**Public Comment**

None

**Other Board Business**

Dr. Pillar reminded the Board of the special meeting on Monday, May 4<sup>th</sup> for the purpose of the presentation of School Improvement reports. The meeting will begin at 5:30 p.m. with a presentation on MEAP results followed by the school improvement reports.

Dr. Pillar also reported there is heightened sensitivity to the swine flu. Student absences are being monitored and information sent to the Ingham ISD on a daily basis. There has been nothing out of the ordinary to report to date. Information for parents has been posted on the website.

**Adjournment**

The meeting adjourned at 8:01 a.m.

Respectfully submitted,

John W. Broughton, President

rlp  
\*\*\*Consent Agenda

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
SPECIAL MEETING  
May 4, 2009**

***Opening of Meeting***

The special meeting of the Waverly Community Schools Board of Education was called to order by President John Broughton at 5:32 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  
Mr. Calvin Jones, Treasurer  
Mrs. Fonda Brewer-Williams, Vice Secretary-Treasurer  
Mrs. Mary Ann Martin, Trustee  
Mrs. Kim Smith, Trustee

***Member Absent:***

Mrs. Edith Suttles, Secretary

***Staff Present:***

Dr. Thomas J. Pillar, Superintendent  
Mrs. Jacklin Blodgett, Asst. Superintendent for Finance & Personnel  
Mr. Bruce Johnson, Director of Operations & Student Services  
Mrs. Dorothy Blackwell, Director of Curriculum  
Dave Percival  
Vince Perkins  
Gloria Gonzalez  
Peggy Baldwin  
Valerie-Hendrickson-Carr  
Shawn Talifarro  
Vickie Tisdale  
Karen Burgess  
Donna Wells  
Amanda Eiken  
Lynn Moule  
Kate Tonnos  
Pam Hawkins  
Lisa Hamilton  
Mark Nester  
Annita Larson  
Chris Barrera  
Brandy Miller  
Thom Glasovatz  
Erin Tembras  
Kathy Bauer  
Susan Stahly  
Michelle Ellegood  
Amber Butler  
Barb Knighton  
Allison Orwat  
Karen Berry  
Ginny Hager  
Rebecca Pease

***Purpose***

The purpose of the meeting was presentation of MEAP results and school improvement reports.

***Adoption of Agenda***

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

Motion carried. VOTE: AYES – 6; NAYS – 0 (Members Suttles absent).

***MEAP Reports – For Information***

Curriculum Director Dorothy Blackwell made a brief presentation on MEAP results and provided Board members with a binder of charts and graphs detailing information for grades 3-9.

***Overview of AdvancEd Process – For Information***

Dorothy Blackwell set the tone for school improvement reports by providing an overview of the AdvancED Accreditation Process. Waverly is currently finishing year one of a five-year cycle. In order to earn and maintain accreditation schools must meet the AdvancED quality standards; engage in continuous improvement; and demonstrate quality assurance through internal and external review. Recommendations made by the Quality Review Team in 2008 that would enhance school effectiveness and improve student learning included: 1) provide sufficient technology for operational and instructional use; 2) increase stakeholder membership on school improvement teams; and 3) develop additional methods of eliciting periodic formal and informal feedback from stakeholders. These recommendations need to be addressed by all schools within two years of the initial visit.

***School Improvement Reports***

Representatives of each of the seven schools presented information to the Board on their school improvement efforts.

President Broughton commented that all presentations were excellent. He stated we are getting more and more focused on helping our students improve. President Broughton noted the reports were concise and there was a lot of good stuff. He concluded by saying he was excited and hopeful.

Mrs. Blackwell stated this was a celebration of our school improvement efforts, as we align as a district with the goal of working together. She stated staff will be back next year to share efforts at the end of year two and invited Board members to be a part of the process.

Dr. Pillar said he saw a lot of examples of good teaching and learning and that the reports provided affirmation. He noted 21 teachers, all seven principals, and all Cabinet members were in attendance at the meeting.

***Board Member Comment***

Member Slocum stated the school improvement reports were impressive and that Waverly is a great place for learning. He said this is the kind of stuff that gets him excited.

Member Martin thanked each and every one for the daily work done with students. She indicated the content of the reports has grown over the years and said it is a great way to share information with Waverly and beyond. Member Martin urged staff members to keep up the good work and hopes we can figure out a way to communicate what the Board heard tonight to our community and the Greater Lansing area.

Member Smith thanked staff for the information, noting it is a lot to soak in. She extended well wishes to teachers during Teacher Appreciation Week.

Member Jones thanked everyone for the excellent presentations and thanked those involved in the Freshman Focus program. He said he is proud to see how far the district has come.

***Public Comment***

Dr. Pillar brought attention to a poster made by senior Dan Pock. The poster is of President Obama, with the following statement he made in a February speech, "Dropping out of school is not only quitting on yourself, it is quitting on your country." The poster will be going out to schools in a few days and hopefully will inspire students.

***Public Comment***

None

***Other Board Business***

None

***Adjournment***

The meeting adjourned at 818 p.m.

Respectfully submitted,

Fonda Brewer-Williams, Vice Secretary-Treasurer

rlp

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
May 11, 2009**

**Report #08-55**

**FOR ACTION\*\*\***

**Subject:           Financial Recommendation**

**Recommendation:**

It is recommended the following be approved:

**Approval of Treasurer's Report:**

The General Fund Financial Report dated April 30, 2009 has been reviewed and it is recommended that the Report be approved. The cash balance as of March 31, 2009 was \$6,112,981.67. Receipts during April 2009 consist of current taxes and other revenues in the amount of \$2,835,061.99 less disbursements during April of \$2,624,534.13 left the district with a General Fund cash balance as of April 30, 2009 of \$6,323,509.53.

Waverly Community Schools  
 Budget Status Report as of 4/30/09  
 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	9,531,746.00	8,897,505.55	634,240.45	6.65
MAJOR CLASS 119 TOTALS	Delinquent Taxes	50,000.00	16,197.28	33,802.72	67.61
MAJOR CLASS 131 TOTALS	Tuition	19,296.00	20,010.00	(714.00)	(3.70)
MAJOR CLASS 151 TOTALS	Interest On Investments	180,000.00	48,731.33	131,268.67	72.93
MAJOR CLASS 191 TOTALS	Rental on Buildings	25,000.00	20,703.40	4,296.60	17.19
MAJOR CLASS 199 TOTALS	Miscellaneous	28,665.00	25,868.65	2,796.35	9.76
MAJOR CLASS 311 TOTALS	State Revenue	18,517,939.00	11,928,644.72	6,589,294.28	35.58
MAJOR CLASS 413 TOTALS	Direct Federal Grants	23,478.00	7,797.32	15,680.68	66.79
MAJOR CLASS 414 TOTALS	Federal Grants	614,264.00	408,811.27	205,452.73	33.45
MAJOR CLASS 417 TOTALS	Grants Through Intermediates	526,734.00	315,221.68	211,512.32	40.16
MAJOR CLASS 418 TOTALS	Unrestricted Flow Thru Grants	17,000.00	14,165.17	2,834.83	16.68
MAJOR CLASS 519 TOTALS	IISD Reimbursements	1,765,300.00	1,687,332.46	77,967.54	4.42
MAJOR CLASS 592 TOTALS	Proceeds from Long-term Loan	453,627.00	453,627.00	0.00	0.00
	Total For Revenues	31,753,049.00	23,844,615.83	7,908,433.17	24.91

Waverly Community Schools  
 Budget Status Report as of 4/30/09  
 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	7,716,433.00	5,233,562.49	2,482,870.51	32.18
FUNCTION 112 TOTALS	Middle School	2,480,228.00	1,715,600.04	764,627.96	30.83
FUNCTION 113 TOTALS	High School	5,606,635.00	3,949,102.72	1,657,532.28	29.56
FUNCTION 119 TOTALS	Summer School	27,478.00	8,107.59	19,370.41	70.49
FUNCTION 122 TOTALS	Special Education	3,244,637.00	2,268,863.49	975,773.51	30.07
FUNCTION 125 TOTALS	Compensatory Education	461,192.00	312,323.08	148,868.92	32.28
FUNCTION 199 TOTALS	Holding Account for Employee Benefits	14,600.00	0.00	14,600.00	100.00
FUNCTION 212 TOTALS	Guidance Services	594,857.00	405,496.89	189,360.11	31.83
FUNCTION 215 TOTALS	Speech Pathology & Audiology	551,239.00	374,121.48	177,117.52	32.13
FUNCTION 216 TOTALS	Social Work Services	570,477.00	385,675.50	184,801.50	32.39
FUNCTION 218 TOTALS	Teacher Consultant	289,583.00	214,082.97	75,500.03	26.07
FUNCTION 219 TOTALS	Other Pupil Services	52,748.00	43,697.38	9,050.62	17.16
FUNCTION 221 TOTALS	Improvement of Instruction	506,485.00	254,674.96	251,810.04	49.72
FUNCTION 222 TOTALS	Educational Media Services	1,282,578.00	935,429.00	347,149.00	27.07
FUNCTION 226 TOTALS	Supervision & Direction	369,095.00	307,821.46	61,273.54	16.60
FUNCTION 231 TOTALS	Board of Education	87,450.00	59,157.14	28,292.86	32.35
FUNCTION 232 TOTALS	Executive Administration	304,093.00	235,248.87	68,844.13	22.64
FUNCTION 241 TOTALS	Office of the Principal	1,889,112.00	1,523,998.57	365,113.43	19.33
FUNCTION 249 TOTALS	Other School Administration	92,457.00	22,000.26	70,456.74	76.20
FUNCTION 252 TOTALS	Fiscal Services	366,676.00	300,036.71	66,639.29	18.17
FUNCTION 257 TOTALS	Internal Services	59,260.00	53,059.37	6,200.63	10.46
FUNCTION 259 TOTALS	Other Business Services	69,788.00	64,581.65	5,206.35	7.46
FUNCTION 261 TOTALS	Operating Building Services	3,784,668.00	2,861,261.35	923,406.65	24.40
FUNCTION 266 TOTALS	Security Services	83,309.00	61,141.02	22,167.98	26.61
FUNCTION 271 TOTALS	Pupil Transportation Services	858,547.00	626,803.85	231,743.15	26.99
FUNCTION 283 TOTALS	Staff/Personnel Services	190,863.00	156,628.25	34,234.75	17.94
FUNCTION 284 TOTALS	Information Management Services	231,006.00	191,715.27	39,290.73	17.01
FUNCTION 285 TOTALS	Other Central Services	1,000.00	(144.40)	1,144.40	114.44
FUNCTION 299 TOTALS	Other Support Services	35,000.00	10,360.00	24,640.00	70.40
FUNCTION 331 TOTALS	Communication	30,446.00	22,409.04	8,036.96	26.40
FUNCTION 511 TOTALS	Equipment Loan Principal & Interest	156,436.00	156,435.80	0.20	0.00
FUNCTION 621 TOTALS	Athletic/Activities & Child Care Support	620,027.00	480,204.82	139,822.18	22.55
Total for Expenses		32,628,403.00	23,233,456.62	9,394,946.38	28.79

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
May 11, 2009**

**FOR DISCUSSION**

**Subject:**           **Resolution for Cafeteria Plan**

**Recommendation:**

The Superintendent recommends the Board approve the resolution bringing the District's cafeteria plan into compliance by increasing the amount employees can contribute under the Health Care Reimbursement plan.

**Statement of Purpose/Issue:**

This resolution and plan document will update the plan.

**Budget Impact:**

The cost of updating the plan is \$0.

**Background Information/Historical Perspective:**

The District approved the last amendment in 2005. At that time, medical reimbursement and child care reimbursement were added to the plan.

**Rationale for Recommendation:**

The plan must meet the IRS requirements. The revised plan will allow employees to increase their contributions to \$2,400 per year.

**RESOLUTION ADOPTED BY BOARD OF EDUCATION  
OF  
WAVERLY COMMUNITY SCHOOLS  
(THE "DISTRICT")**

The following are Resolutions of Board of Education of the District duly adopted and binding on the District and made effective the \_\_\_\_\_ day of \_\_\_\_\_, 2009.

The undersigned Secretary of the Board attests that the entire Board of Education of the District approved the following:

**Resolution Authorizing Adoption of  
an Amendment to the Waverly Community Schools Cafeteria Plan**

**Recitals**

- A. The Board of Education of the District was presented with information regarding an amendment to the Waverly Community Schools Cafeteria Plan to increase the amount that employees may contribute for benefits under the Restated Waverly Community Schools Health Care Reimbursement Plan.
- B. The Board of Education finds that amending the Plan as proposed will help the District to attract and retain qualified employees.

**Resolutions**

Therefore, upon a motion duly made and approved by the Board of Education, the following resolutions were adopted:

- 1. The District hereby approves and adopts the proposed First Amendment to the Restated Waverly Community Schools Health Care Reimbursement Plan, a copy of which is attached to this Resolution and incorporated herein by reference.
- 2. The Superintendent of the District is authorized and empowered for and on behalf of the District to do any and all acts and things and execute any and all additional instruments, papers, or documents that may be or become necessary, desirable, or appropriate to carry out, put into effect, and make operative any portion or portions of these resolutions.

ATTEST:

\_\_\_\_\_  
, Board Secretary

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
May 11, 2009**

**FOR DISCUSSION**

**Subject:** Budget Amendment 2008-2009

**Recommendation:**

The Superintendent recommends the Board of Education approve the amended 2008-2009 budget showing revenues to be \$31,755,507 with expenditures of \$32,628,403.

**Statement of Purpose/Issue:**

To amend the 2008-2009 budget to reflect the expected revenues and expenditures.

**Budget Impact:**

The adjustments changed the expected June 30, 2009 fund balance to \$4,777,463.

**Historical Perspective:**

Board Policy 6231 states any transfer of monies between functions can be done only by formal Board approval.

The adjustments were made for the following:

- Revised State Aid and property tax values
- Updated grant awards
- Updated interest revenue

**Discussions of Options:**

The Board may adopt the resolution as presented or reject the resolution.

**Rational for Proposal:**

The recommendations must be done for accounting purposes in order for the budget-by-function to reflect the actual changes.

Waverly Community Schools  
2008/2009 Budget General Fund  
May 11, 2009

<u>Major Class</u>	<u>Description</u>	<u>Approved 2008/2009 Budget</u>	<u>Proposed 2008/2009 Budget</u>	<u>Difference</u>
111	Property Tax Levy	9,531,746	9,531,746	0
119	Delinquent Taxes	50,000	50,000	0
131	Tuition	19,296	19,296	0
151	Interest On Investments	180,000	70,000	(110,000)
191	Rental on Buildings	25,000	25,000	0
199	Miscellaneous	28,665	28,665	0
311	State Revenue	18,517,939	18,630,397	112,458
413	Direct Federal Grants	23,478	23,478	0
414	Federal Grants	614,264	614,264	0
417	Flow Thru Grants	526,734	16,734	(510,000)
418	Unrestricted Flow Thru Grants	17,000	17,000	0
519	IISD Reimbursements	1,765,300	2,275,300	510,000
592	Proceeds from Long-term Loan	453,627	453,627	0
Total Revenues		31,753,049	31,755,507	2,458

Waverly Community Schools  
2008/2009 Budget General Fund  
May 11, 2009

<u>Function</u>	<u>Description</u>	<u>Approved 2008/2009 Budget</u>	<u>Proposed 2008/2009 Budget</u>	<u>Difference</u>
111	Elementary	7,716,433	7,716,433	0
112	Middle School	2,480,228	2,480,228	0
113	High School	5,606,635	5,606,635	0
119	Summer School	27,478	27,478	0
122	Special Education	3,244,637	3,244,637	0
125	Compensatory Education	461,192	461,192	0
199	Holding Account for Employee Benefits	14,600	14,600	0
212	Guidance Services	594,857	594,857	0
215	Speech Pathology & Audiology	551,239	551,239	0
216	Social Work Services	570,477	570,477	0
218	Teacher Consultant	289,583	289,583	0
219	Other Pupil Services	52,748	52,748	0
221	Improvement of Instruction	506,485	506,485	0
222	Educational Media Services/Library	1,282,578	1,282,578	0
226	Supervision & Direction	369,095	369,095	0
231	Board of Education	87,450	87,450	0
232	Executive Administration	304,093	304,093	0
241	Office of the Principal/School Administration	1,889,112	1,889,112	0
249	Other School Administration/Department Heads	92,457	92,457	0
252	Fiscal Services	366,676	366,676	0
257	Internal Services	59,260	59,260	0
259	Other Business Services	69,788	69,788	0
261	Operating Building Services	3,784,668	3,784,668	0
266	Security Services	83,309	83,309	0
271	Pupil Transportation Services	858,547	858,547	0
283	Staff/Personnel Services	190,863	190,863	0
284	Information Management Services	231,006	231,006	0
285	Other Central Services	1,000	1,000	0
299	Other Support Services	35,000	35,000	0
331	Communication	30,446	30,446	0
511	Equipment Loan Principal & Interest	156,436	156,436	0
621	Athletic/Activities & Child Care Support	620,027	620,027	0
	Total Expenditures	32,628,403	32,628,403	0
	Excess Revenue/(Expenditures)	(875,354)	(872,896)	
	Beginning Fund Balance	5,650,359	5,650,359	
	Projected Fund Balance	4,775,005	4,777,463	
	Percentage of Budget - Fund Balance	14.63%	14.64%	

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
May 11, 2009**

**Report #08-56**

**FOR ACTION**

**Subject: Resolution Designating District's Election Representative and Desired Candidate for the June 1, 2009 IISD Biennial Election**

**Recommendation:**

The Superintendent recommends the Board of Education adopt the resolution to designate Mary Ann Martin as its representative to the electoral body, to elect one (1) candidate to the vacancy on the IISD Board on June 1, 2009, and Kim Smith as an alternate in the event the designated representative is unable to attend. Further, the Board directs the designated representative to cast a vote on the first ballot on behalf of the Board for Nancy Stanley.

**Statement of Purpose:**

This action is necessary to fulfill requirements of Section 614(2) of the Revised School Code pertaining to intermediate school district elections.

**Historical Perspective:**

Revisions to Section 614 of the Revised School Code require constituent districts of an ISD to designate their voting representative, as well as the candidate(s) for whom that representative will vote to fill vacancy(ies) on their ISD's Board of Education.

Ingham ISD will be holding its biennial board member election on Monday, June 1, 2009 in the Thorburn Education Center, Room ABC, beginning at 7:00 p.m. The election is for one (1) six-year term from July 1, 2009 through June 30, 2015.

**Discussion of Options:**

None

**Rationale for Recommendation:**

According to legal counsel, the Board should follow Section 614(2) of the Revised School Code relating to intermediate school district board member elections.



## School Board Candidate Biographical Information

**Name:** Nancy Stanley

**Address:** 1815 S. Onondaga, Mason, MI 48854

**School district where you currently reside:** Mason

**Educational background:** B.S. in Education, Central Michigan University; 44 hours toward a Masters Degree

**Present occupation:** Semi-retired, co-owner of a small employment placement company

**Previous board experience; please include years of services:** No school board experience. Served on the board of the Listening Ear Crisis Center in Mt. Pleasant in the 1970s.

**Other public service or volunteer experience; please include years of service:** 1984-85 parent volunteer – Glencairn Elementary; 1993-1996 band parent organization member, East Lansing High School; current teacher (retired) volunteer – Alaiedon Elementary School, Mason

**Any other information you would like to share with the constituent districts which may assist them in learning more about you, focusing on why you want to serve on the Ingham ISD Board of Education.**

Education has been my life's work having been involved in public education since 1970. I began as a teacher of special education, then became as a legislative policy analyst for the area of education, and finally, until October 2008, served as a lobbyist representing various Michigan education organizations. In all endeavors, my goal has been to make a positive difference in the lives of public school students in Michigan.

Given my broad and varied background, I have seen tremendous changes occur in public education that have created a variety of challenges impacting areas such as funding, pupil retention and accountability, curriculum reform, and school personnel. These challenges have placed ever-increasing pressures on school districts, their administrators, professional personnel and boards. I believe the role of the ISD is to help relieve some of these pressures.

Although now retired, I still desire to make a positive impact on public school students. I have recently started volunteering in a Mason first-grade classroom and this has given me an opportunity to make a positive impact. However, I believe I have more to offer education and can do this by serving on the Ingham Intermediate School District Board.

## **RESOLUTION DESIGNATING DISTRICT'S ELECTION REPRESENTATIVE**

Waverly School District, Lansing, Michigan (the "District")

A regular meeting of the Board of Education of Waverly Community Schools, Lansing, Michigan (the "Board"), was held in the Board Room of the Administrative Center, 515 Snow Road, Lansing, Michigan, in the District, on the 11<sup>th</sup> day of May 2009, at 7:30 o'clock in the evening.

The meeting was called to order by John Broughton, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_ :

### **WHEREAS:**

1. The biennial election of the Board of Ingham Intermediate School District, Michigan (the "ISD Board") will be held on Monday, June 1, 2009; and
2. The members of the ISD Board will be elected by an electoral body composed of one (1) person designated by the board of each of the constituent school districts; and
3. In accordance with Section 614(2) of the Revised School Code [MCL 380.614(2)], this Board designates Mary Ann Martin as this District's proposed representative and directs said representative to vote on behalf of this Board for a specific candidate.

### **NOW, THEREFORE BE IT RESOLVED THAT:**

1. This Board does hereby approve the designation of Mary Ann Martin as the representative of this Board for the electoral body, which body will elect one (1) candidate to the vacancy on the ISD Board on Monday, June 1, 2009 and Kim Smith as an alternate in the event the designated representative is unable to attend.
2. The designated representative is further directed to cast a vote on the first ballot on behalf of this Board for Nancy Stanley.
3. The Secretary of this Board is hereby further directed to file a certified copy of this resolution with the Secretary of the ISD Board.
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Motion declared adopted.

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Secretary, Board of Education

The undersigned duly qualified and acting secretary of the Board of Education of Waverly Community Schools, Lansing, Michigan hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a regular meeting held on May 11, 2009, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

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Secretary, Board of Education

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
May 11, 2009**

**FOR DISCUSSION**

**Subject:**           **Ingham Intermediate School District General Education Fund 2009-2010 Proposed Budget**

**Recommendation:**

The Superintendent recommends the Board of Education support the ISD Budget Resolution as presented in the support material.

**Statement of Issue/Purpose:**

Section 624 of the Revised School Code, as amended, requires the intermediate school district to submit its budget to the local school boards on or before May 1<sup>st</sup> of each year. The local school districts must do the following on or before June 1<sup>st</sup>: 1) review the proposed intermediate school district budget; 2) adopt a resolution expressing the board's support for or disapproval of the proposed budget; and 3) if the Board disapproves of the budget, submit to the intermediate school board any specific objections and proposed changes the constituent board has to the budget.

**Budget Impact:**

None.

**Background Information/Historical Perspective:**

Due to amendments to the school code regarding the general election funds of state Intermediate School Districts, it is necessary for the constituent districts of each ISD to either support or disapprove that ISD's budget. Board members received a packet of information from the Ingham Intermediate School District prior to the May 1<sup>st</sup> deadline pertaining to the ISD's budget.

**Discussion of Options/Alternatives:**

The Board is required by Section 624 of the Revised School Code to take action either supporting or disapproving the proposed budget. The Board may choose to disapprove the proposed budget and submit to the intermediate school board any specific objection and proposed changes it has to the budget.

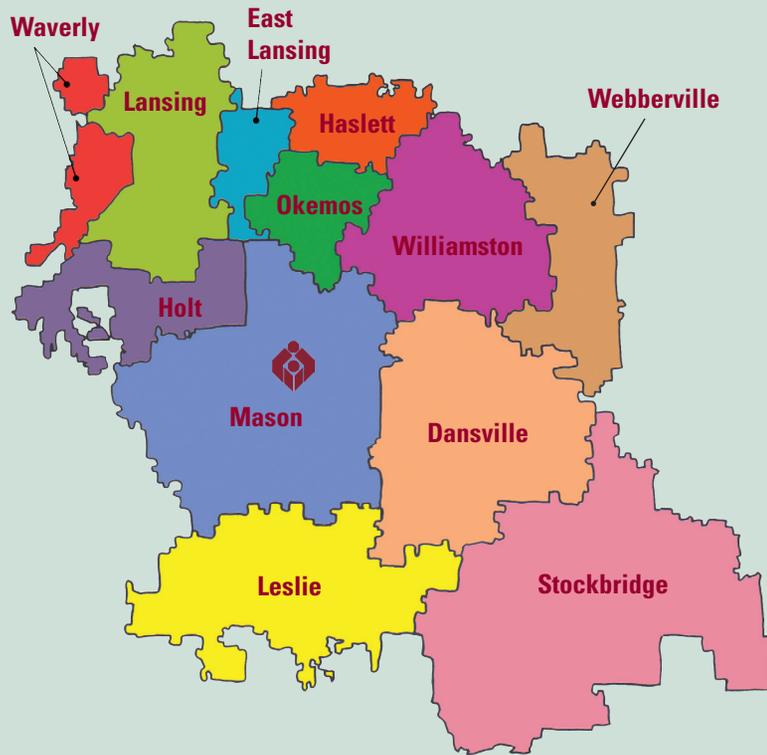
**Rationale for Recommendation:**

Administration feels it is important to support the proposed budget which the ISD has developed for its constituent districts.

# Ingham Intermediate School District

## *Serving the Needs of Local Districts*

### 2009-10 Proposed General Fund Budget



Click on any of the above communities to review the customized programs and services provided by Ingham ISD during 2007-08.

Ingham Intermediate School District has been customizing services in response to the changing needs of the local school districts since 1962. To a great degree, the dollars generated by the General Fund have supported Ingham ISD's ability to remain service-oriented. Today, school leaders are looking for ways to meet rising academic expectations while balancing fiscal realities. Ingham ISD is responding by using these taxpayer dollars to create collaborative programs and services so schools can direct more of their resources into classrooms to increase student achievement. The information in this report details the allocation of General Fund dollars which support collaborative efforts between Ingham ISD and local schools.

Ingham ISD operates three funds: General Education, Special Education and Career Services and Technical Education. The focus of P.A. 234 of 2004 mandates that local district boards of education adopt a resolution either in support or disapproval of the ISD's General Fund Budget. The information in this report is designed to assist you as a board member in this process.

For more information, follow the red highlighted links where indicated throughout this report.



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For more information, follow the **red highlighted links** where indicated throughout this report.

## General Fund 2009-10 Proposed Budget

	2008-09 Revised	2009-10 Proposed	Increase/ (Decrease) \$
<b>Revenue</b>			
Operations	10,489,007	10,612,85	123,878
Grants	2,784,279	2,575,889	(208,390)
	<u>13,273,286</u>	<u>13,188,774</u>	<u>(84,512)</u>
<b>Expense</b>			
Operations	10,994,631	10,600,742	(393,889)
Grants	2,784,279	2,575,889	(208,390)
	<u>13,778,910</u>	<u>13,176,631</u>	<u>(602,279)</u>
Excess Revenue (Expense)	(505,624)	12,143	517,767
Beginning Fund Balance	<u>2,055,254</u>	<u>1,549,630</u>	<u>(505,624)</u>
End Fund Balance	<u>1,549,630</u>	<u>1,561,773</u>	<u>12,143</u>

Revised 2008-09 General Fund Budget

## General Fund Budget Highlights

Ingham ISD's board, administrators and staff strive to create and enhance educational opportunities for learners and serve the needs of local districts with the programs and services funded by our General Fund.

The General Fund Budget represents a diverse collection of instructional programs, support services and outgoing transfers, which are described on the following pages.

The current economic climate has resulted in projected reductions for property taxes, which are a significant source of revenue for our General Fund, as well as for our separate Special and Career Services and Technical Education Funds. Over the past six months the Ingham ISD board and administration completed a comprehensive budget planning process that resulted in a number of difficult reductions which have been incorporated into Ingham ISD's 2009-10 proposed budgets. See the **expenditure** graph and narrative for additional information.

Budgeted 2009-10 expenditures of \$13.2 million have been aligned with the \$13.2 million of budgeted revenues. The ending fund balance is \$1,561,773, which represents 11.9% of expenditures.

For more information, follow the **red highlighted links** where indicated throughout this report.



## General Fund

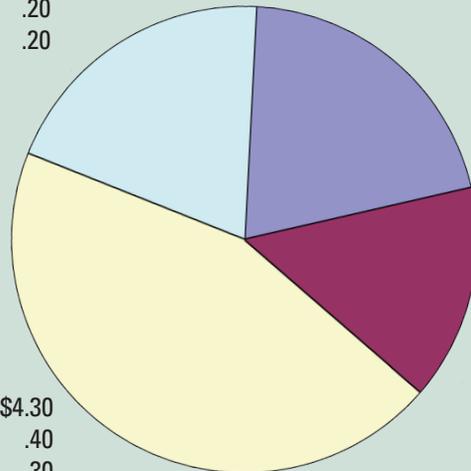
Total Revenue - \$13.2 million

### Grants - \$2.6 million

- Federal E Learning - MVU \$1.00
- Statewide Purchasing Cooperative .70
- Early Childhood .50
- Mid-Michigan Beverage Consortium .20
- Talent Development .20

### Local - \$2.7 million

- Property Taxes \$1.70
- Ingham Academy Tuition .30
- School Development Services .20
- Local District Business Services .20
- Local District Technology Services .10
- Other .20



### Incoming & Other - \$5.9 million

- Central Michigan Substitute System \$4.30
- Ombudsman Program .40
- Regional Educational Media Center .30
- Ingham Academy .30
- HS Diploma Completion Initiative .30
- STARNET .10
- Other .20

### State - \$2.0 million

- State Aid Sec. 81 ISD Operations \$1.90
- Other .10

Please refer to the following pages for program and service descriptions, as well as links to additional information.

## General Fund Revenue Highlights

General Fund revenue sources include property taxes, state aid, fees for programs/services and grants. A significant portion of revenue is restricted due to specific program or grant allocations.

Revenue for 2009-10 is \$13.2 million, down from the 2008-09 revised budget revenue of \$13.3 million.

The largest revenue source is the Central Michigan Substitute System. During 2008-09, the revenue and expense for CMSS increased from \$3.0 million to the current \$4.5 million due to a higher number of participating districts.

Section 81, a state aid categorical for ISD operations, is projected to remain stable at \$1.8 million for 2009-10. It has declined in recent years by 11% and remains vulnerable to future reductions.

Property taxes contribute \$1.7 million and are based on a levy of .19 mills. The 2009-10 budget assumes a 1.3% decrease.

This budget includes alternative instructional programs (Ingham Academy, HSDCI, and Ombudsman) for which \$1.3 million revenue is received.

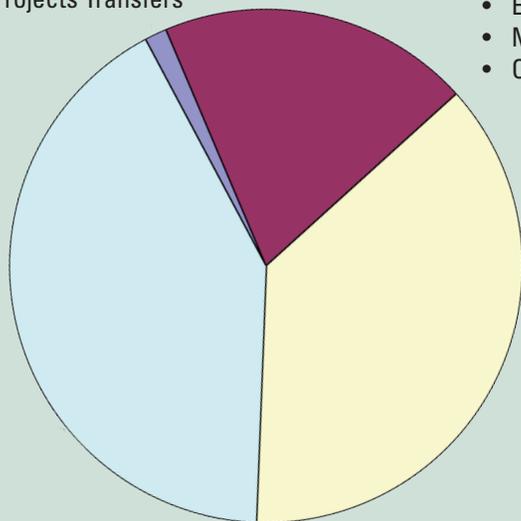
Business and technology services for local districts provide \$300,000 in fees and reflect increases in 2008-09 and 2009-10.

For more information, follow the **red highlighted links** where indicated throughout this report.

## General Fund Total Expense - \$13.2 million

### Outgoing & Other - \$0.2 million

- Central Michigan Substitute System
- Capital Projects Transfers



### Grants - \$2.6 million

- Purchasing Statewide Cooperative
- E-Learning
- Early Childhood
- Mid-Michigan Beverage Consortium
- Other

### Support Services - \$4.9 million

- Curriculum, Instruction & Assessment
- Professional Development
- Failure Is Not An Option
- Literacy
- Early Childhood
- Talent Development
- Planning & Evaluation
- STARNET
- Regional Educational Media Center (REMC)
- Local District Technology Services
- Student Management System Consortium
- Local District Business Services
- Pupil Accounting & Auditing Services
- Other Administrative Services

### Instructional Programs - \$5.5 million

- Central Michigan Substitute System
- Ingham Academy
- High School Diploma Completion Initiative
- Ombudsman Program

Please refer to the following pages for program and service descriptions, as well as links to additional information.

## General Fund Expense Highlights

General Fund expenditures include a variety of programs and services, as noted on this graph. Expenses for 2009-10 are \$13.2 million, down from the 2008-09 revised budget expenses of \$13.8 million.

Changes in 2009-10 expenditures align expenses with available revenues. As a result, budget reductions of \$600,000 in staffing and non-staffing expenditures have been incorporated. The Galileo Early Childhood Center is slated for elimination; Reading Recovery and content curriculum initiatives are being replaced by alternative, more cost-effective services.

The largest total expense budget of this fund (\$4.5 million) is for the Central Michigan Substitute System. School Development Services, encompassing support for curriculum, assessment, professional development, literacy, early childhood and talent development, represents \$2.8 million of total General Fund expenditures.

Alternative instructional programs have expanded to \$1.3 million, as noted on the [revenue highlights](#).

The budget for **STARNET** support, student and finance software, and on-site district technology services has increased in 2008-09 and 2009-10.

For more information, follow the [red highlighted links](#) where indicated throughout this report.

## Programs and Services Supported by Ingham ISD's General Fund

### Instructional Programs

#### Central Michigan Substitute System

Clinton RESA, Eaton and Ingham ISDs developed a streamlined system for substitute teachers, known as Central Michigan Substitute System (CMSS). Ingham ISD coordinates the contracts and billing for schools. [\(Read more\)](#)

#### Ingham Academy

Ingham ISD is partnering with the Ingham County Board of Commissioners and the Circuit Court to provide an alternative day school, offering educational and behavioral support to adjudicated youth. [\(Read more\)](#)

#### High School Diploma Completion Initiative (HSDCI)

Lansing Community College, Ingham ISD and other partners have teamed up to offer students who have dropped out an opportunity to complete their high school diploma and earn college credit concurrently. [\(Read more\)](#)

#### Ombudsman Program

Ombudsman provides high school students with an alternative route to a rigorous, individualized education. This program features low student-teacher ratios, state-of-the-art computers, and individualized work stations. [\(Read more\)](#)

### Support Services

#### Curriculum, Instruction, & Assessment

Ingham ISD's staff provide consultation and plan programs and services in these areas. [\(Read more\)](#)

#### Professional Development

Ingham ISD offers many high quality professional development options to a wide range of constituents. [\(Read more\)](#)

#### Failure Is Not An Option

Since 2005, Ingham ISD has been engaged in learning around the "Failure Is Not An Option" model and the interconnected principles that produce high-performing schools. As a result of this commitment, Ingham ISD has facilitated and supported professional learning communities, the HOPE Courageous Leadership Academy, and multiple learning opportunities, focused on creating strong cultures of collaboration to help all students succeed. [\(Read more\)](#)

#### Literacy

Ingham ISD provides research-based instructional practices for teachers and administrators who work with children of all ages. [\(Read more\)](#)

#### Early Childhood

The Great Parents, Great Start program is a parent involvement and education program for all families with children, birth to kindergarten, in Ingham County. [\(Read more\)](#)

#### Talent Development

Talent Development staff work with local school districts, Michigan State University and Lansing Community College to develop a continuum of services. [\(Read more\)](#)

#### Planning and Evaluation

The Planning and Evaluation Team helps educators collect and use data to improve their programs and services. [\(Read more\)](#)



The General Fund contributes a significant source of funding for the developing wide-area network, STARNET (Sharing Technology and Academic Resources Network), which will link together all of the K-12 schools and the ISD. [\(Read more\)](#)

For more information, follow the [red highlighted links](#) where indicated throughout this report.



## Programs and Services Supported by Ingham ISD's General Fund

### Support Services

#### **Regional Educational Media Center**

REMC 13 is a service of Clinton County RESA, Eaton and Ingham ISDs. REMC provides instructional resources and services to schools within these counties. In addition to participation fees, Ingham ISD's General Fund budget supports the services of REMC 13. [\(Read more\)](#)

#### **Local District Technology Services**

Ingham ISD currently provides on-site and remote technology support services and shared network engineering services to some local districts and is interested in developing further collaborations in this area.

#### **Student Management System Consortium**

Ingham ISD will provide training, help desk and end-user support, and report writing to five local districts that are using PowerSchool software. [\(Read more\)](#)

#### **Local District Business Services**

Ingham ISD provides comprehensive business services including finance, accounting, payroll and benefits, budgeting and reporting services to two local districts and a public school academy.

#### **Pupil Accounting and Auditing Services**

Twice a year, fall and spring, Ingham ISD assists local districts by conducting audits to verify the accuracy of pupil membership counts, which, in turn, determines the amount of state school aid a district receives. [\(Read more\)](#)

#### **Other Administrative Services General Fund (Fully Funded)**

Ingham ISD provides programs and services to improve the effectiveness and efficiency of school operations that are supported by the General Fund. The following programs are made possible through the use of Ingham ISD's General Fund dollars.

- Attendance and Truancy referrals
- Employee retirement investment plan - 403(b) Consortium
- Facilitation of the Superintendent's Round Table
- Facilities planning and consulting
- Finance software support (MUNIS)
- Fingerprinting and criminal history checks
- General Education transportation planning and support
- Human Resources employee applications
- Mid-Michigan Beverage Consortium coordination
- Purchasing cooperatives

#### **General Fund (Partially Funded)**

Ingham ISD's General Fund budget partially funds programs designed to assist local districts including:

- Acquisition of grant funds
- Communication and public information planning
- Facilitation services for board members, curriculum directors, human resources directors, business directors, and technology directors
- Property tax reporting assistance
- SB-CEU administration and teacher certification
- Schools of Choice, data collection and advertising

For more information, follow the [red highlighted links](#) where indicated throughout this report.





## Next Steps and Responsibility

Next Steps	Responsibility
Submit 2009-10 General Fund Budget to Local Districts by May 1.	Ingham ISD
By June 1, adopt a resolution either in support or in disapproval of the General Fund Budget. If disapproved, submit specific objections and proposed changes.  Send resolution to Ingham ISD, c/o Superintendent's Office.	Local Districts
Adopt General Fund Budget by July 1.	Ingham ISD

Ingham ISD creates and enhances educational opportunities for all learners.

If we can provide additional information please call 517.244.1212 or email [pheinzm@inghamisd.org](mailto:pheinzm@inghamisd.org).

For more information, follow the **red highlighted links** where indicated throughout this report.



Support for Budget

## ISD BUDGET RESOLUTION

Waverly Community Schools, Lansing, Michigan (the "District")

A regular meeting of the board of education of the District was held in the Board Room of the Administrative Center in the District, on the 26th day of May 2009, at 7:30 o'clock in the evening.

The meeting was called to order by John W. Broughton, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

### WHEREAS:

1. Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed budget not later than May 1 of each year to the board of each constituent district for review; and
2. Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district budget, shall adopt a board resolution expressing its support or disapproval of the proposed intermediate school district budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

### NOW, THEREFORE BE IT RESOLVED THAT:

1. The board of education has received and reviewed the proposed intermediate school district budget in accordance with Section 624 of the Revised School Code, as amended, and by the adoption of this resolution, expresses its support for the proposed intermediate school district budget.
2. The secretary of the board of education or his/her designee shall forward a copy of this resolution to the intermediate school board or its superintendent no later than June 1, 2009.
3. All resolutions insofar as they conflict with this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

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Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Waverly Community Schools, Lansing, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a regular meeting held on May 26, 2009, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

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Secretary, Board of Education