



# **Waverly Community Schools**

## **Regular Meeting**

**Monday, February 28, 2011 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 February 28, 2011, 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
- II. Special Presentations
  - A. February Staff Spotlight - Allison Orwat
  - B. Student Awards - Dr. Jones
  - C. Staff Awards - Dr. Jones
- III. Correspondence - Secretary Fonda Brewer-Williams
- 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. Curriculum
    - 1. Curriculum Advisory Committee Report
    - 2. For Information - Instructional Report - MSU Partnership with Winans 4th grade
  - B. Facility/Policy
    - 1. Facility/Policy Committee Report
    - 2. For Discussion - Policy - First Reading 13
  - C. Finance & Personnel
    - 1. Finance/Personnel Committee Report
    - 2. Recommendation to approve Report #10-42, Personnel Report 14
  - D. Other

1. For Discussion - Restructuring Process Update

2. For Discussion - Superintendent's Contract

15

X. Superintendent's Report

XI. Public Comment

XII. Other Board Business

XIII. Adjournment

XIV. \*\*\*Consent Agenda

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
February 14, 2011**

***Opening of Meeting***

The regular meeting of the Waverly Community Schools Board of Education was called to order by President John Broughton at **7:32 p.m.** in the Board Room of the Administrative Center, 515 Snow Road, Lansing, Michigan.

***Members Present:***

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

***Member Absent:***

Mrs. Fonda Brewer-Williams, Secretary

***Staff Present:***

Dr. Debra L. Jones, Superintendent  
Mrs. Jacklin Blodgett, Assistant Superintendent  
Mrs. Dorothy Blackwell, Chief Academic Officer  
Vincent Perkins, High School Principal  
Mike Moreno, Middle School Principal  
Charlie Phillips, Interim East Principal  
Shawn Talifarro, Winans Principal  
Vickie Tisdale, Elmwood and View Principal  
Becky McQuillan  
Dave Pike  
Rebecca Pease

***Other:***

Leslie McComb, Student Representative  
Mary Jo White  
Spencer Kippen

***Pledge***

Member Martin led the pledge of allegiance.

***Special Presentation***

Dr. Jones administered the oath of office to Board member Edith Suttles who was recently appointed by the Board to fill a vacancy created by the resignation of Michael Knaggs.

***Correspondence***

None

***Public Comment***

None

***Student Representative Report***

Student Representative Leslie McComb reported Winterfest was this past Friday which was very successful. Spirit week went well with a lot of fun activities to participate in. The pep assembly, led by Student Senate, got the students all very excited for this event. Both the girls' team and boys' team won their game their basketball games against Grand Ledge. During halftime of the girls' game, Anthony McCloud and DeAnna Stickler-Gatson were crowned Prince and Princess of the 2011 Winterfest Court. The dance was fun, with a great turnout.

***Student Representative Report (cont.)***

Leslie reported the choir program recently participated in the Solo and Ensemble festival. The Reflections received a superior rating, and the Reflection Women received an excellent rating, qualifying them for participation in the State Solo and Ensemble Festival. There were also many soloists who qualified for the state competition. Festivals for band, orchestra, and choir will be held on February 25. Band will compete at Grand Ledge High School, orchestra will be at East Lansing High School, and the choir will be at Holt High School.

Upcoming events at the high school include performances of the spring musical, *Willie Wonka*. March 10-12 and 18-20, and World Language Night on March 24.

***Board Member Comment***

Member Slocum congratulated Becky Pease on becoming a Grandma. He reported he recently attended the NSBA Federal Relations Network Conference in Washington, D.C., attending eleven seminars in three days. Member Slocum also stated he lobbied with representatives and senators, noting Michigan had the largest contingency there. He distributed information to Board members and administrators. Member Slocum announced this is his first time in his tenure on the Board that he has served on the Curriculum Advisory and said he thinks it is going to be fun.

Member Suttles thanked Board members for their support and said she looks forward to working with them this year. She noted she has been watching from afar, and now looks forward to the challenges the Board is facing over the next couple of months.

Member Jones welcomed Member Suttles back to the Board table. He thanked Dr. Jones and the Waverly staff for the meeting with Michael Flanagan, Superintendent of Public Instruction. Member Jones stated he wished he would come back more often as it is important for him to see and be a part of the local education of children.

Member Smith welcomed back Member Suttles.

Member Martin also welcomed Member Suttles back to the Board table, and remarked that she will be glad to have her insight with all the important issues that are on the table. Member Martin reported that she spent all afternoon with Superintendent Flanagan, stating it was great to have him here. She said he praised the plan for rescuing the middle school to bring it up to the standards we expect. Member Martin stated Superintendent Flanagan also interfaced with students and staff. She remarked that it was appropriate for him to visit Waverly (he is a resident), and he just wasn't here because of the middle school situation. He regularly visits schools around the state. Member Martin reported she attended the spaghetti dinner put on by the orchestra support group. She said the food was delicious and well prepared, and the dinner was a huge success. Member Martin reported the winter sports teams are all doing very well. She said she is proud of the Solo & Ensemble events as the students' success speaks well for Waverly. Member Martin congratulated Becky Pease on Parker's arrival.

***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 –6; NAYS – 0 (Member Brewer-Williams absent).

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

The minutes of the special meeting of January 10, 2011, the regular meeting of January 11, 2011, the special meeting of January 24, 2011, and the special meeting of January 25, 2011 were approved as presented.

***Resolution – Michigan School Principal’s Week – Report #10-37 - For Action***

A motion was presented by Member Slocum and supported by Member Smith. MOTION: The Board of Education adopt a resolution naming February 14-18, 2011 Michigan School Principal’s Week.

Motion carried. VOTE: AYES – 6; NAYS – 0 (Member Brewer-Williams absent).

Dr. Jones presented a certificate and copy of the resolution to Shawn Talifarro, Winans Elementary School principal; Vickie Tisdale, Elmwood Elementary School and Windemere View Elementary School principal; Charlie Phillips, East Intermediate School Interim Principal; Mike Moreno, Waverly Middle School principal; and Vince Perkins, Waverly High School principal. Unable to attend the meeting was Margaret Baldwin, Colt Elementary School principal.

***High School Program of Studies – Report #10-38 – For Action***

A motion was presented by Member Jones and supported by Member Slocum. Motion: The Board of Education approve the following changes to Waverly High School’s Program of Students for 2011-2012:

**Career and Technical Education:** Change descriptions of Business 101 and Business 201 (p7).

**Math:** Add Honors Geometry. (p12)

**Interdepartmental Courses:** Add ACT Prep Class (p 24). Add Credit Recovery (p 24),

**Additional Language:** Change language in regards to honor roll.  
Add dates to the “Testing Out” Procedure.  
Add flowcharts for all core subjects.  
Change College Prep Biology to Biology.  
Change College Prep Chemistry to Chemistry.

Motion carried. VOTE: AYES – 6; NAYS – 0 (Member Brewer-Williams absent).

***\*\*\*Financial Recommendation – Report #10-39 – For Action***

The treasurer’s report for December 2010 was approved as presented.

***\*\*\*Financial Recommendation – Report #10-40 – For Action***

The treasurer’s report for January 2011 was approved as presented.

***Personnel Report – Report #10-41 – For Action***

A motion was presented by Member Martin and supported by Member Slocum. MOTION: The Board of Education approve the retirement of Ronald Fandrick, High School teacher (31 years); Cheryl Johnson, East teacher (40 years); Karen Burgess, Colt teacher (31 years); and Pam Hawkins, Windemere View teacher (32 years); the employment of Theresa Rowley, Winans lunch assistant and Amy Giles, Middle School secretary; the resignation of Abigail Taylor, High School teacher; and the resignation of Keshia Jamison, Winans Child Care; Nikina Scott, Winans Child Care; and Melana Eagle, Elmwood Child Care.

Member Martin reported there are a combined 134 years of dedication to the Waverly Community Schools with the retirements of the four teachers. She said she knows each of them personally and will miss them. President Broughton stated he shares Member Martin’s sentiments and wishes them well. Member Suttles said she knows all of the retiring teachers, as well, noting what a wealth of knowledge and experience is shared by these four teachers. She stated somewhere along the line we will probably see them back in the district working with our students. Member Slocum noted his family personally had relationships with three of the four retirees. Member Jones wished all the retirees well.

***Personnel Report – Report #10-41 – For Action (Cont.)***

Motion carried. VOTE: AYES – 6; NAYS – 0 (Member Brewer-Williams absent).

***Superintendent’s Report***

Dr. Jones asked Board members for someone to join her at the next Superintendent Coffee at Waverly East Intermediate School on Thursday, February 24 at 7:30 a.m. Member Martin indicated she could attend and Member Broughton stated he could be a substitute.

Dr. Jones reported there are four community forums remaining: Tuesday, February 15 at Elmwood; Thursday, February 17 at Colt; Tuesday, February 22 at Winans; and Wednesday, February 23 at Windemere View. All meetings are at 7:00 p.m. She stated it would be nice to have a Board member present at each forum. Member Slocum indicated he would be able to attend the forum at Colt. Dr. Jones indicated the forums are going well. A video tape of one of the presentations as well as the PowerPoint presentation will be on the website February 24. Dr. Jones stated she will be discussing the recommendations at the February 28 Board meeting.

***Public Comment***

None

***Other Board Business***

Member Martin thanked the principals for their dedication, hours, and service given to Waverly students. She reported the Mid-Michigan Seven County Legislative Breakfast will be held on Friday, March 11 from 7:30-9:30 a.m. at the Radisson Hotel. Board members can RSVP to Brenda Young at Eaton Intermediate School District by calling (517) 541-8713 or emailing [BYOUNG@EATONISD.ORG](mailto:BYOUNG@EATONISD.ORG).

Member Broughton indicated the legislative breakfast is a good forum and recommended Board members attend.

Member Suttles thanked the principals, noting she appreciates all they do. Member Jones concurred.

***Adjournment***

The meeting adjourned at 8:07 p.m.

Respectfully submitted,

Britt Slocum, Vice Secretary-Treasurer

\*\*\*Consent Agenda

rlp

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
SPECIAL MEETING  
February 16, 2011**

***Opening of Meeting***

The first special meeting of the Waverly Community Schools Board of Education was called to order by Vice President Calvin Jones at 6:00 p.m. in the Board Room of the Administrative Center, 515 Snow Road, Lansing, Michigan.

***Members Present:***

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

***Members Absent:***

Mr. John Broughton, President  
Mrs. Mary Ann Martin, Trustee

***Staff Present:***

Dr. Debra L. Jones, Superintendent  
Mrs. Christine Holman, Student Services Administrator  
Mr. Mike Moreno, Middle School Principal  
Mrs. Rebecca McQuillan, Middle School Dean of Students

***Others Present:***

Parents  
Student A

***Purpose***

The purpose of the meeting was a disciplinary hearing for a Waverly Middle School student.

***Closed Meeting***

A closed meeting was requested. A motion was presented by Member Slocum and supported by Member Brewer- Williams. MOTION: The Board of Education enter into closed session to discuss the incident that led to this disciplinary hearing.

Roll call vote was taken, with all members present voting aye.

VOTE: AYES 5 (Members Jones, Brewer-Williams, Smith, Slocum, and Suttles). NAYS – 0 (Members Broughton and Martin absent).

***Discussion***

The Board, administration, student and parents discussed the disciplinary incident involving the student.

***Motion to Suspend***

The Board returned to open session at 6:30 p.m. A motion was presented by Member Slocum and supported by Member Smith. MOTION: The Board of Education suspend Student A, whose identity is known to the Board, for violating the Student Code of Conduct for the remainder of the 2010-2011 school year. The Middle School Administration will see to it that the student is provided essential lessons weekly for the student's core classes so the student may stay current and enter 8<sup>th</sup> grade for the 2011-2012 school year.

Motion carried. VOTE: AYES – 5; NAYS – 0 (Members Broughton and Martin absent).

***Adjournment***

The meeting adjourned at 6:48 p.m.

Respectfully submitted,

Fonda Brewer-Williams, Secretary

rlp

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
SPECIAL MEETING  
February 16, 2011**

***Opening of Meeting***

The second special meeting of the Waverly Community Schools Board of Education was called to order by Vice President Calvin Jones at 6:50 p.m. in the Board Room of the Administrative Center, 515 Snow Road, Lansing, Michigan.

***Members Present:***

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

***Members Absent:***

Mr. John Broughton, President  
Mrs. Mary Ann Martin, Trustee

***Staff Present:***

Dr. Debra L. Jones, Superintendent  
Mrs. Christine Holman, Student Services Administrator  
Mr. Vincent Perkins, High School Principal  
Mr. Tracy Thomas, High School Deputy Principal  
Mr. Tony Terranova, High School Dean of Students

***Others Present:***

Parents  
Student B

***Purpose***

The purpose of the meeting was a disciplinary hearing for a Waverly High School student.

***Closed Meeting***

A closed meeting was requested. A motion was presented by Member Slocum and supported by Member Brewer-Williams. MOTION: The Board of Education enter into closed session to discuss the incident that led to this disciplinary hearing.

Roll call vote was taken, with all members present voting aye.

VOTE: AYES 5 (Members Jones, Brewer-Williams, Smith, Slocum, and Suttles). NAYS – 0 (Members Broughton and Martin absent).

***Discussion***

The Board, administration, student and parents discussed the disciplinary incident involving the student.

***Motion to Expel***

The Board returned to open session at 7:15 p.m. A motion was presented by Member Slocum and supported by Member Smith. MOTION: The Board of Education expel Student B, whose identity is known by the Board, for violating the Student Code of Conduct until the start of the 2011-2012 school year. The High School Administration will set up strict and vigorous guidelines and rules prior to the student's re-admittance to the High School.

Motion carried. VOTE: AYES – 5; NAYS – 0 (Members Broughton and Martin absent).

***Adjournment***

The meeting adjourned at 7:20 p.m.

Respectfully submitted,

Fonda Brewer-Williams, Secretary

rlp

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
SPECIAL MEETING  
February 16, 2011**

***Opening of Meeting***

The third special meeting of the Waverly Community Schools Board of Education was called to order by Vice President Calvin Jones at 7:45 p.m. in the Board Room of the Administrative Center, 515 Snow Road, Lansing, Michigan.

***Members Present:***

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

***Members Absent:***

Mr. John Broughton, President  
Mrs. Mary Ann Martin, Trustee

***Staff Present:***

Dr. Debra L. Jones, Superintendent  
Mrs. Christine Holman, Student Services Administrator  
Mr. Tracy Thomas, High School Deputy Principal  
Mr. Tony Terranova, High School Dean of Students

***Others Present:***

Parent  
Student C

***Purpose***

The purpose of the meeting was a disciplinary hearing for a Waverly High School student.

***Closed Meeting***

The parent declined a closed session.

***Discussion***

The Board, administration, student and parent discussed the disciplinary incident involving the student.

***Motion to Expel***

A motion was presented by Member Slocum and supported by Member Suttles. MOTION: The Board of Education expel Student C, whose identity is known by the Board, for violating the Student Code of Conduct for a period of 180 school days with conditions. The student may enroll in the Ombudsman program for the fall semester. Upon successful completion of the first semester of the 2011-2012 school year, the student may petition to return to Waverly High School.

Motion carried. VOTE: AYES – 5; NAYS – 0 (Members Broughton and Martin absent).

***Adjournment***

The meeting adjourned at 8:10 p.m.

Respectfully submitted,

Fonda Brewer-Williams, Secretary

rlp

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
February 28, 2011**

**FOR DISCUSSION**

**Subject:** Policy - First Reading

**Recommendation:**

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

1420	School Administrator Evaluation
2112	Parent Involvement in the School Program
2260	Non-Discrimination and Access to Equal Educational Opportunity
2260.01	Section 504/ADA Prohibition Against Discrimination Based on Disability
3122	Non-Discrimination and Equal Employment Opportunity
3215	Use of Tobacco by Professional Staff
3220	Professional Staff Evaluation
4122	Non-Discrimination and Equal Employment Opportunity
4215	Use of Tobacco by Support Staff
5111	Eligibility of Resident/Non-Resident Students
5111.01	Homeless Students
5111.02	Educational Opportunity for Military Children
5460	Graduation Requirements
5512	Use of Tobacco by Students
6850	Public Disclosure and Reporting
7434	Use of Tobacco on School Premises
8330	Student Records
8450	Control of Casual-contact Communicable Diseases
9160	Public Attendance at School Events

**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 MEETING  
February 28, 2011**

**Report #10-42**

**Subject:            Personnel Report**

**FOR ACTION**

A.        Transfer – Certified

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Adam Hussain	From: .6 Elementary PE To: 1.0 High School PE	1/24/11

B.        Layoff – Non Certified

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Nick Leiby	Assistant Technician	3/11/11

C.        Employment – Non Certified

<u>Name</u>	<u>Position</u>	<u>Class/Salary</u>	<u>Effective</u>
Sharon McCullem	East Lunch Assistant	Class G/\$9.57	2/23/11

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
February 28, 2011**

**Report #10-**

**FOR DISCUSSION**

**Subject:** Superintendent's Contract

**Recommendation:**

The Board President recommends the Board of Education extend the Superintendent's contract one year through June, 2014, provide five additional days of vacation, decrease the Superintendent's salary by one percent, and make changes in contract language (attached).

**Statement of Purpose/Issue:**

Review of, and possible changes, to the Superintendent's contract is an annual practice.

**Background Information/Historical Perspective:**

The current trend among most Boards of Education is to grant one-year contract extensions upon completion of a successful evaluation. The addition of one year provides a three-year contract for the Superintendent, which was the Board's original intent when the Superintendent was hired in 2010. Dr. Jones has requested the additional vacation days and the contract language changes. She has suggested the decrease in salary.

**Discussion of Options/Alternatives:**

The Board has the option of not accepting the recommendation.

**Rationale for Recommendation:**

The Superintendent has demonstrated, through Board evaluation, successful management of the Waverly Community Schools.

5. In addition to the salary amounts outlined in Section 4 above, the Superintendent shall annually receive as part of her ~~compensation-deferred-compensation~~ *contract, a Board-paid annuity* in the amount of \$6,000 in a lump sum payment on or about June 30, commencing June 30, 2011. Payment will be made directly to the Superintendent's deferred compensation provider.
  
12. The Board shall reimburse the Superintendent her actual costs, not to exceed \$4,000 per fiscal year, for conferences and professional dues and expenses incurred due to her attendance at workshops, seminars, functions of the MASA and MASB, and activities related to her membership in professional organizations. This allowance shall also be used to pay the dues and related expenses for the Superintendent's membership in the service clubs of her choice, which the parties feel is necessary to promote and maintain community presence and relations. The Superintendent shall abide by the Board policy for reimbursement of expenses. **For the 2011-2012 school year, the Superintendent chooses to reduce the \$4,000 professional development to \$2,600. The remaining \$1,400 will be set aside for Board professional development.**