



Waverly Community Schools

Organizational Meeting Meeting

Monday, July 11, 2011 7:30 PM

Agenda of Organizational Meeting Meeting

The Board of Education Waverly Community Schools

A Organizational Meeting meeting of the Board of Education of Waverly Community Schools will be held July 11, 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.

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Pledge

In support of the Waverly Community Schools' Strategic Plan and with the deepest sense of responsibility and conviction we, the members of the Waverly Community Schools Board of Education, pledge the following:

- To understand our authority exists only when acting collectively with fellow board members.
- That our authority is derived from and obliged to serve the interests of our entire community.
- To exemplify ethical behavior and conduct that is above reproach.
- To engage in an ongoing process of board development and education and continuous improvement.
- To be prepared to participate in open, honest, and civil deliberation with and among my colleagues.
- To vote my conscience for the good of the school district and the community, and to support the decisions and policies we make.
- To honor the division of responsibility between the board, the superintendent and staff.
- To contribute in creating a spirit of true cooperation and mutually supportive relationships within our community.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
June 13, 2011**

Opening of Meeting

The special meeting of the Waverly Community Schools Board of Education was called to order by President John Broughton at 7:07 p.m. in the Waverly Middle School Little Theatre, 620 Snow Road, Lansing, Michigan.

Members Present:

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

Member Absent:

Mrs. Mary Ann Martin, Trustee

Staff Present:

Dr. Debra L. Jones, Superintendent
Mrs. Jacklin Blodgett, Assistant Superintendent
Mrs. Dorothy Blackwell, Chief Academic Officer
Rebecca Pease
Waverly Community Schools' staff

Others Present:

Waverly community members, staff, students, and alumni

Purpose:

The purpose of the meeting was a Public Hearing for the 2011-2012 Budget and Proposed Tax Millage.

Jacklin Blodgett, Assistant Superintendent, presented budget information including General Fund; Community Service - Child Care; Food Service Fund and Debt Fund.

Public Comment

Addressing the Board during Public Comment were: Kevin Barry; James Clyde; Barbara Cook; Rachel Weinfeld; Mary Herrbach; Michelle Weinfeld; Nick Burns; Marie Papciak; Russ Lee; Arnold Weinfeld; and Cam McComb.

Adjournment

The meeting adjourned at 8:28 p.m.

Respectfully submitted,

Fonda Brewer-Williams, Secretary

rlp

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
June 13, 2011**

Opening of Meeting

The regular meeting of the Waverly Community Schools Board of Education was called to order by President John Broughton at 8:40 p.m. in the Waverly Middle School Little Theatre, 620 Snow Road, Lansing, Michigan.

Members Present:

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

Member Absent:

Mrs. Mary Ann Martin, Trustee

Staff Present:

Dr. Debra L. Jones, Superintendent
Mrs. Jacklin Blodgett, Assistant Superintendent
Mrs. Dorothy Blackwell, Chief Academic Officer
Robert Lurie
David Pike
Beth Slusher
David Ames
William Waltz
Karen Burgess
Julie Marrison
Bill Davis
Thom Glasovatz
Colleen Weinfeld
Mary Herrbach
Patty Little
Chris Barrera
Diane Flanagan
Gretchen Mikula
Rhonda Sosnowski
Dean Sunderlin
Rebecca Pease

Others Present:

Russell Lee
Emily Wyble
Belinda Phan
Eileen Timmerman
Kenneth Marrison
Vicky Stickler Gatson
Jessica Brown
Taylor Young
Courtney Young
Angela Hill
Courtney Sims
Elizabeth Gillengerten
Julie Dillon
Danielle Dillon
Barbara J. Cook

Others Present (cont.)

James Clyde
Samantha Byrnes
Moe Branson
Dan Pock
Arnold Weinfeld
Sue Quinn
Laurel Thompson
Diana Thompson
Mimi Patterson
Bob Patterson
Samuel Bennett
Elizabeth Bennett
Le'Andre Bennett
Han Harris
Tom Masseur
Penny Masseur
Michael Flowers
Pamela Flowers
Richard Redman
Bridgette Redman
Carole Harris
Brittani Harris
DeAnna Stickler Gatson
Montel Smith
Lexava Smith
Carole A.C. Harris
Renee Canady
Wesley Canady
Alexander Canady
Nigel Flanagan
James Flanagan
Marilyn Fox Wade
Bruce Wade
Marie Papciak
Jerry Papciak
Jodi South
Tamara Wilson
Chinemelu Okafor
Anthony Okafor
Ifeoma Okafor
Joey South
Aaron Wade
Andrew Marrison
Stasa Wade
Maggie Slocum
Tom Diaz
Rachel Hatt
Tommy Quinn
Mike Sorrell
Tyler Harris
Brandi Thomas

Others Present (cont,)

Brianna Flowers
Taylor McKay
Kelly Mosher
Natalie McComb
Leslie McComb
Miquel Marin
Elijah Melton
James Roath
Andrew Kenger
Mitchell Garrison
Kara Politi
Ciera Strudwick
Rachel Weinfeld
Nick Burns
Kevin Barry

Pledge

Member Slocum led the pledge of allegiance.

Special Presentations

The first special presentation featured recognition of bus driver Bill Waltz. Mr. Waltz has been a bus driver since 1983. He has participated in bus driving championships and is Waverly's driver trainer and has completed the train the trainer course through Iosco RESA. Every day, Mr. Waltz saves the district money by staying out at the Career Center on his down time of about 2 hours. He gets 35 hours a week and tries not to take field trips that would put him into overtime. Mr. Waltz keeps employees at the Service Building laughing with the pranks he plays on people, but yet they all feel very comfortable talking their problems over with him. They can always count on getting some very good advice. He has taken a very out-of-control route and turned it around. When Mr. Waltz had a route that was in the country and the older students went to the elementary school and waited with him, he brought his chess game and would play chess with whoever was willing to take on the champ.

A video highlighting Mr. Waltz' career at Waverly, which included testimonials from staff, was shown. Dr. Jones presented a plaque and certificate to Mr. Waltz. His name will also appear on a plaque which is displayed in the Administrative Center lobby.

Waverly students were featured in the second special presentation. The Waverly High School Destination ImagiNation team consisting of Joey South, Aaron Wade, Andrew Marrison, Stasa Wade, Maggie Slocum and Tom Diaz repeated as a State Champion this year and participated in the Global Finals May 25-28 at the University of Tennessee in Knoxville, for the third time in the last four years. The team is coached by Bruce Wade and Marilyn Fox Wade. The students and coaches received certificates of recognition from Dr. Jones.

Two Waverly High School students, Rachel Hatt and Kristen Patterson, received the Girl Scout Gold Award at a ceremony held May 12 at Holt High School. The girls were honored by Girl Scouts Heart of Michigan for their leadership and dedication to community service. Rachel and Kristen worked together on a "Dress the Baby" project, filling four dressers and six cribs with baby items for needy moms and their children at Pregnancy Services of Greater Lansing. Dr. Jones presented a certificate to Rachel; Kristen was unable to attend the Board meeting.

Student athletes involved in spring sports were the next to be recognized for all conference, all academic, and academic all state accomplishments. The following students were present and received certificates

Special Presentations (cont.)

acknowledging their achievement: **Boys Lacrosse:** Wesley Canady, All Academic; Tommy Quinn, All Academic; **Baseball:** Mike Sorrell, All Conference; Tyler Harris, All Academic; **Softball:** Deanna Stickler Gatson, All Academic/ Academic All State; Courtney Young, All Academic; Brandi Thomas, All Academic/All Conference; Taylor Young, All Academic/All Conference; **Girls' Track:** Le'Andre Bennett, All Conference; Brianna Flowers, All Conference/All State; Taylor McKay, All Conference; Kelly Mosher, All Academic; Natalie McComb, All Academic; Leslie McComb, All Academic; Carole Harris, All Conference/All Academic; **Boys' Track:** Miquel Marin, All Conference; Elijah Melton, All Conference; Nigel Flanagan, All Conference; Montel Smith, All Conference; James Roath, All Conference/All Academic; Andrew Kenger, All Academic; **Golf:** Mitchell Garrison, All Conference; **Girls' Tennis:** Danielle Dillon, All Academic; Chinemelu Okafor, All Conference/All Academic; Kara Politi, All Academic; Ciera Strudwick, All Academic; Diana Thompson, All Academic; Rachel Weinfeld, All Academic.

The following students were unable to attend the meeting: **Girls' Lacrosse:** Tracy Gallihugh, All Conference/All Academic; Danielle Brodberg, All Conference/All Academic; Lily Wyble, All Conference/All Academic; **Baseball:** Devin Hadley, All Conference/All Academic; Justin Wray, All Academic; Ryan Mazurek, All Academic; **Softball:** Katie Blodgett, All Academic/Academic All State; Sandra Simmons, All Academic; Noelle Brown, All Conference; **Girls' Track:** Chante` Roberts, All Conference; Noelle Miles, All Conference; Shelby Clementin, All Conference; Victoria Milton, All Conference; Kelly Patterson, All Conference; Kelly Broessel, All Conference/All Academic; **Boys' Track:** Lajchon Marshall, All Conference; Martin Bennett, All Conference; **Girls Tennis:** Lindsay Barry, All Academic; Crystal Tran, All Academic; Theresa Tran, All Academic; **Girls' Soccer:** Kristen Patterson, All Academic; Giana Gomez-Mayo, All Academic; Katie Hicks, All Academic; Samantha Henderson, All Academic; Jamie Gallup, All Academic; Mryanda Castanon, All Academic; Shyvonne Rusher, All Academic; Rebecca Taylor, All Academic.

Waverly staff members were the next to be recognized. Linton Stalling, Waverly bus driver, was recognized for taking particular care when releasing two students from his bus to a person he had not seen before. A mother wrote "I usually pick my girls up at the bus stop after school. One day I sent my husband to pick them up. He took his car, not mine. Mr. Stalling made sure with my husband who he was, and also quietly with my two daughters to make sure all was safe. The day Mr. Stalling checked before releasing them brought tears to this mother's eyes."

Rhonda Sosnowski was recognized for organizing and hosting the Region 9 Bus Roadeo on May 21, 2011. Also recognized were custodian Dean Sunderlin, Director of Operations Dave Ames, and custodian Bill Davis who all went above and beyond to make the day a success.

Karen Burgess, retiring elementary teacher, was recognized for her parting gift to the District. Ms. Burgess will be paying the \$300 fee for teacher training for the Big History program this year.

President Broughton and Dr. Jones recognized Fonda Brewer-Williams, the Board secretary, who will be leaving the Board at the end of July. They presented a plaque to Member Brewer-Williams, recognizing her service for the past four years.

Correspondence

Secretary Brewer-Williams reported the Board had received one letter related to results of the Ingham ISD school board election. Also received by all Board members were numerous emails from parents, community members, staff, and students.

Public Comment

None

Board Member Comment

Member Jones congratulated all the award winners, noting they are the heart and soul of our diverse community.

Member Brewer-Williams also congratulated the award winners and the Waverly High School graduating class of 2011.

Member Suttles thanked Superintendent Jones for the advertisements of the District's School of Choice program in the *Delta-Waverly Community News* and *Lansing State Journal*. Member Suttles thought we needed to do this a long time ago. Member Suttles suggested with the restructuring of buildings in the District, that we have orientations similar to the one held at the Middle School for students to come in to become familiar with their new surroundings. Member Suttles asked the Superintendent for a follow-up to the letter sent to St. Gerard regarding transportation. Dr. Jones responded the same schedule would be maintained. St. Gerard is not going to have a need for morning transportation and will only use our afternoon buses to take their students home. Member Suttles referred to the press release regarding restructuring of the elementary Parent-Teacher Organizations. She questioned if this was initiated by the Administration or the PTO. Member Suttles congratulated the High School Administration for successful end-of-the-year ceremonies, including Underclassmen Awards, Senior Honors Night, and 2011 Commencement. She congratulated all students and their families. She also commended the band, orchestra, and choirs for their final concerts. Member Suttles congratulated students who are making the transition from fourth grade, sixth grade, and eighth grade to the next level of education. Member Suttles thanked the staff for their professionalism and putting kids first, and told them to enjoy the summer and come back ready for a new school year.

Member Slocum thanked Member Brewer-Williams for her time on the Board, noting it has been an absolute pleasure working with her for the past four years. He stated the commencement ceremony was excellent (except for all the air horns). Member Slocum commended the students honored for their academic and athletic achievements. He thanked Dr. Jones for placing the advertisements in the newspaper regarding School of Choice.

President Broughton congratulated the student athletes and members of Destination ImagiNation, and also thanked the students' parents who give above and beyond to help them advance. He noted he was especially pleased with the academic awards. President Broughton also congratulated Bill Waltz.

Adoption of Agenda

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

Motion carried. VOTE: AYES – 6; NAYS – 0 (Member Martin absent).

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

The minutes of the regular meeting of May 23, 2011; the special meeting of June 6, 2011; and two special meetings of June 7, 2011 were approved as presented.

Policy – 2nd Reading – Report #10-64 – For Action

Dr. Jones stated she does not recommend the adoption of Policy 167.1.

A motion was presented by Member Suttles and supported by Member Brewer-Williams. MOTION: The Board of Education approve at second reading all policies listed in Report #10-64 as presented, with the exception of Policy 0167.1.

Member Suttles indicated the Policy Committee met prior to the budget hearing this evening to review several questions presented by Member Martin.

Policy – 2nd Reading – Report #10-64 – For Action

Motion carried. VOTE: AYES – 6; NAYS – 0 (Member Martin absent).

******Financial Recommendation – Report #10-65 – For Action***

The treasurer's report was approved as presented.

******Certification of Summer Tax Levy – City of Lansing, Delta and Lansing Townships – Report #10-66 – For Action***

The Board of Education adopted the proposed summer tax levy for the City of Lansing, Delta and Lansing Townships. A certified copy is affixed to the official minutes of this meeting.

2011-12 Budget and Proposed Tax Millage Rate – Report #10-67 – For Action

A motion was presented by Member Suttles and supported by Member Smith. MOTION: The Board of Education adopt the proposed budgets and millage rates as presented.

Motion carried. VOTE: AYES 0 6; NAYS – 0 (Member Martin absent).

Personnel Recommendation – Report #10-68 – For Action

A motion was presented by Member Suttles and supported by Member Slocum. MOTION: The Board of Education approve the resignation of Mi Hye Kang (.4 MS Orchestra Teacher).

Motion carried. VOTE: AYES – 6; NAYS – 0 (Member Martin absent).

Master Agreement Ratification – Waverly Administrators Education Association – Report #10-69 – For Action

A motion was presented by Member Slocum and supported by Member Suttles. MOTION The Board of Education approve the tentative agreement as negotiated between the Waverly Administrators Education Association and the Board of Education.

Motion carried. VOTE: AYES – 6. NAYS – 0 (Member Martin absent).

Periodic Review Committee's Recommendation for Strategic Plan 2011-2016 – Report #10-70 – For Action

A motion was presented by Member Jones and supported by Member Smith. MOTION: The Board of Education approve the Periodic Review Committee's recommendation for Strategic Plan 2011-2016, including all revisions of the beliefs, objectives, parameters, strategies, and requests the formation of five new strategy committees.

Member Suttles asked if there will be an opportunity for the Board to ask questions of the new strategy teams, as she wants all Board members to hear why they made the decisions they did. President Broughton said that we can make that happen, possibly at the work session in August.

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

Superintendent's Report

Dr. Jones reported this is the last meeting of the 2010-11 school year. We will start the 2011-2012 year schedule with an organizational meeting on Monday, July 11 at 6:00 p.m. in the Board Room.

Dr. Jones reported WEA negotiations will continue on Wednesday, June 15.

Dr. Jones announced the deadline for School of Choice applications is Wednesday, June 15 at 4:00 p.m.

Superintendent's Report (cont.)

Dr. Jones announced she has met with all PTO presidents over the course of the year. Principals and all PTO officers met and came up with the idea that they would like to have one elementary PTO and asked Dr. Jones to have a round-up. There will be a PTO Round-up on Wednesday, June 15 in the High School cafeteria starting at 6:30 p.m. Co-officers for each office will be elected on June 15, as will chairmen for several committees. Contact information of all interested parents/guardians who wish to be a part of the organization will be gathered.

Dr. Jones announced there will be a Waverly Schools Garage Sale on July 15 with proceeds being shared by the Waverly Elementary PTO, the East PTO, and the Middle School PTO. This event will be held in the High School Cafeteria. Donations of garage sale items will be accepted.

Dr. Jones reported legislation has passed which will fund only full-day kindergarten in 2012-2013.

Dr. Jones reported she has reached out to Delta Township Parks and Recreation Department to sponsor Middle School sports. She does not yet have a definitive answer.

Dr. Jones indicated she will be taking some time off and will be out of the office from June 17 through July 4.

Public Comment

None

Other Board Business

Member Jones thanked Member Brewer-Williams for her tenure on the Board noting she was an outstanding Board member. He wished her good luck and success.

President Broughton said he valued Member Brewer-Williams' service on the Board and wished her well in her future endeavors.

Adjournment

The meeting adjourned at 10:20 p.m.

Respectfully submitted,

Fonda Brewer-Williams, Secretary

***Consent Agenda

rlp

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 11, 2011**

Report #11-01

FOR ACTION

Subject: Designation of Date, Time, and Location of School Board Meetings

Recommendation:

In accordance with Public Act No. 267 of the Michigan Public Acts of 1976, the Superintendent recommends the Board of Education meeting calendar be established as follows:

<u>2011</u>	<u>2012</u>
August 8*	January 9*
September 12+	February 13+
September 26	February 27
October 10*	March 12*
November 14+	April 16*
November 28	May 14+
December 12*	May 29 (Tuesday)
	June 11+
	June 25

All regular meetings will begin at 7:30 P.M. and will be held in the Administrative Center's Board Room. Meetings held on the second Monday of the month, when there are two meetings that month, will be preceded by Advisory Committee meetings beginning at 6:00 p.m.

* denotes one meeting per month

+ denotes meeting preceded at 6:00 p.m. by Advisory Committee meetings

^ denotes Tuesday night meeting due to the Memorial Day holiday

A special organizational meeting of the Board of Education for the 2012-2013 school year will be held on Monday, July 9, 2012 at 6:00 p.m.

Board work/study sessions will be held on August 22, October 24, January 23, and March 26 at a site to be determined.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 11, 2011**

Report #11-02

FOR ACTION

Subject: Annual Designation of School Depositories

Recommendation:

The Superintendent recommends the Board of Education designate the depositories for Waverly Community Schools' monies and banking transactions for the 2011-2012 fiscal year, as follows:

PNC Bank

**General Fund – Checking
General Fund – Savings
General Fund – Payroll/Checking**

COMERICA BANK

**Lunch – Checking
Waverly Athletics & Activities – Checking
Waverly Preschool – Checking
General Fund – Checking
Debt Funds – Checking and Investments
Trust & Agency Fund – Checking**

MICHIGAN SCHOOL DISTRICT LIQUID ASSET FUND

**General Fund – Checking
General Fund – Savings
General Fund – Investments**

Background Information/Historical Perspective:

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

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 11, 2011**

Report #11-03

FOR ACTION

Subject: Designation of Professional Service Consultants – Attorneys

Recommendation:

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

Statement of Purpose/Issue:

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

Background Information/Historical Perspective:

In the past, the firm of Thrun Law Firm, P.C. has been authorized as professional counsel. The firm has performed legal services including elections, personnel matters, and other concerns. The retainer charged in 2010-2011 by Thrun Law Firm, P.C. was \$1,250.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 11, 2011**

Report #11-04

FOR ACTION

Subject: **Designation of Audit Firm for 2011-2012**

Recommendation:

The Superintendent recommends the Board of Education designate Plante & Moran, PLLC, Certified Public Accountants, to audit the school district's financial records for the first year of a three (3)-year proposal at a cost of \$20,000.

Background Information/Historical Perspective:

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

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 11, 2011**

Report #11-05

FOR ACTION***

Subject: Annual Designation of Authorized Signatories

Recommendation:

The Superintendent recommends the Board of Education designate the signatories for Waverly Community Schools' banking and investment transactions for the 2011-2012 fiscal year.

All checks drawn against an authorized, demand account in the following funds will be signed by the Board treasurer and countersigned by the Superintendent.

**General Fund
Trust & Agency Fund
Waverly Athletics & Activities
Waverly Preschool Fund
Lunch Fund
Debt Funds**

The Assistant Superintendent for Finance & Personnel and the Director of Business & Operations will be authorized to transfer funds from the authorized trust and savings accounts to authorized checking accounts in the following funds:

**General Fund
Trust & Agency Fund
Waverly Athletics & Activities
Waverly Preschool Fund
Lunch Fund
Debt Funds**

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

Background Information/Historical Perspective:

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

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 11, 2011**

Report #11-06

FOR ACTION***

Subject: Designation of Person to Post Meetings

Recommendation:

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

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 11, 2011**

Report #11-07

FOR ACTION***

Subject: Designation of Charitable Giving Fiscal Agents

Recommendation:

The Superintendent recommends the Waverly Community Schools Board of Education select the Capital Area United Way and the Waverly Education Foundation as its charitable giving campaign fiscal agents for the 2011-2012 school year.

Statement of Purpose/Issue:

This action by the Board of Education establishes the Capital Area United Way and the Waverly Education Foundation as the only two agencies having access to the district's payroll deduction process for the purpose of conducting their charitable giving campaigns for the 2011-2012 school year.

Background Information/Historical Perspective:

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

Rationale for Recommendation:

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

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 11, 2011**

Report #11-08

FOR ACTION***

Subject: Membership Resolution -- Michigan High School Athletic Association

Recommendation:

The superintendent recommends the Waverly Community School District continue its membership and relationship with the Michigan High School Athletic Association and that the following membership resolution, provided by the Michigan High School Athletic Association, be adopted for the year August 1, 2011 through July 31, 2012.

The secondary schools in the Waverly Community School District, City of Lansing, County of Eaton, State of Michigan, are hereby:

- (A) enrolled as members of the Michigan High School Athletic Association, Inc., a nonprofit association, and
- (B) are further enrolled to participate in the approved inter-school athletic activities sponsored by said association.

The Board of Education hereby delegates to the Superintendent or his designee(s) the responsibility for the supervision and control of said activities, and hereby accepts the Constitution and Bylaws of said association and adopts as its own the rules, regulations, and interpretations (as minimum standards), as published in the current Handbook and qualifications as published in the Bulletin as the governing code under which the said schools shall conduct their program of interscholastic activities and agrees to primary enforcement of said rules, regulations, interpretations, and qualifications. In addition, it is hereby agreed that schools which host or participate in the association's meets and tournaments shall follow and enforce all tournament policies, procedures and schedules.

This authorization shall be effective from August 1, 2011 and shall remain effective until July 31, 2012, during which the authorization may not be revoked.

Background Information/Historical Perspective:

Through Policy 2431 "the Board further adopts those eligibility standard set by the Constitution of the Michigan High School Athletic Association (MHSAA) and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of the Board."

Rationale for Recommendation:

Action is necessary to prevent a lapse in membership, and enable the district to participate in league activities.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 11, 2011**

FOR DISCUSSION

Subject: Policy – First Reading

Recommendation:

The Superintendent recommends the Board of Education review the policy update listed below at first reading:

6800 System of Accounting Revised

Statement of Purpose/Issue:

This policy revision is a result of a special NEOLA update. Adoption is necessary to comply with Statement 54 (“GASB 54”), a new standard for government fund balance reporting and governmental fund type definitions that became effective in government fiscal years starting after June 15, 2010.

Budget Impact:

None

Background:

NEOLA provides updates to keep the District’s policies current with applicable laws and regulations.

Options/Alternatives:

In order to comply with the new standard adopted by the Governmental Accounting Standards Board (GASB), the Board needs to move this policy to second reading.

Rationale for Recommendation:

This policy was recommended to the District by NEOLA . Adoption is necessary in order to be in compliance with a new governmental standard.



REVISED POLICY - SPECIAL UPDATE, MAY 2011

SYSTEM OF ACCOUNTING

It is the policy of the Board of Education that a chart of accounts be established in accordance with the requirements of the State Department of Education for the accounting of all District funds. The Superintendent is responsible for an accounting of all capital assets to protect the financial investment of the District against catastrophic loss. Further, the Superintendent will establish procedures and regulations necessary to properly account for capital assets and comply with generally accepted accounting principles (GAAP) and ensure that the District's capital assets are properly insured.

The District's system of accounting shall comply with all requirements of the Governmental Accounting Standards Board, Statement No. 54 (GASB 54). In accordance with GASB 54, the District will report its fund balances in the following categories:

- *Nonspendable fund balance*—amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund).
- *Restricted fund balance*—amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
- *Committed fund balance*—amounts constrained to specific purposes by the Board; to be reported as committed, amounts cannot be used for any other purpose unless the Board takes action to remove or change the constraint.
- *Assigned fund balance*—amounts the Board intends to use for a specific purpose; intent can be expressed by the Board or by an official or committee to which the Board delegates the authority.
- *Unassigned fund balance*—amounts that are available for any purpose; these amounts are reported only in the general fund.



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The Board authorizes the auditors and directs its administrative staff to take all steps necessary to comply with the requirements of GASB 54. All revenue and funds will be designated to one of the above categories.

The Superintendent shall be responsible for the proper accounting of all District funds. S/He shall ensure that expenditures are budgeted under and charged against those accounts which most accurately describe the purpose for which such monies are to be or have been spent. Wherever appropriate and practicable, salaries of individual employees, expenditures for single pieces of equipment, and the like shall be prorated under the several accounts which most accurately describe the purposes for which such monies are to be or have been spent.

The Superintendent is responsible to implement procedures and practices that will determine: 1) Capitalization policies for District assets (i.e., which assets will be capitalized and depreciated over their estimated useful life versus which assets will be expensed in year of purchase); 2) Methods for calculating annual and accumulated depreciation expense for assets including estimates for asset lives, residual asset values, and depreciation methodology; 3) Procedures for recording gain or loss on sale of capital assets and proceeds from the sale of capital assets in compliance with GAAP Reporting of estimated cash values or replacement values to District insurance providers.

A report of the revenues and expenditures in the ~~General Fund~~ **fund reporting categories established above** shall be made to the Board on a monthly basis by the Superintendent.

The Board's annual financial statements will include information such as: 1) beginning and ending balances of capital assets; 2) beginning and ending balances of accumulated depreciation, 3) total depreciation expense for the fiscal year.



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Such reporting shall include description of significant capital asset activity during the fiscal year including: acquisitions through purchase or donation, sales or dispositions including the proceeds and gains or losses on the sale, changes in methods of calculating depreciation expense or accumulated depreciation, such as, estimates of useful life, residual values, depreciation methodology (e.g. straight line or other method).

Before implementing procedures or changing procedures, the Superintendent will review the proposed procedure with the CPA appointed by the Board of Education to conduct the Board's financial audit. The procedures established shall comply with all statutorily required standards and generally accepted accounting procedures.

M.C.L.A. 41.422 et seq., 141.421 et seq.

A.C. Rule R340.351 et seq.

GASB #34

GASB #54

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
July 11, 2011**

Report #11-09

Subject: Personnel Summary

FOR ACTION

A. Resignation –Certified

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Doug Trickey	Colt Teacher	Personal	6/20/11

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 11, 2011**

Report #11-10

FOR ACTION

Subject: **Master Agreement Ratification – Custodians
Teamsters & Chauffeurs Union No. 580**

Recommendation:

The Superintendent recommends the Board of Education approve the tentative agreement as negotiated between the Teams & Chauffeurs Union No. 580 and the Board of Education. This agreement is a three year agreement with a wage freeze for three years. Employees will pay at least 10% of insurance premium each year.

Statement of Purpose:

To complete the process of entering into an agreement with this union for the 2011-2014 school years.

Budget Impact:

The implications in the budget are an overall decrease of \$16,850 over three years.

Historical Perspective:

The team of Jacklin Blodgett, Shawn Koster, and Dave Ames negotiated the contract on behalf of the Board. The three-year contract is in effect through the end of the 2014 school year.

The agreement is within the Board of Education guidelines. The following language issues were addressed in this bargaining session:

- pay periods
- direct deposit
- resignation notice
- Tuesday through Saturday shift
- Prorated reimbursements

Union members ratified the contract on June 30, 2011.

Discussion of Options:

The Board of Education could:

- Ratify the tentative agreement
- Recommend modifications to the tentative agreement to be bargained
- Reject the tentative agreement

Rationale for Recommendation:

A ratified agreement for three years with the Teamsters will contribute to stabilizing the District's custodial services.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 11, 2011**

Report #11-11

FOR ACTION

Subject: Contracting with Rainbow Childcare Center for Before and After School Childcare

Recommendation:

The Superintendent recommends the Board of Education approve the Rainbow Varsity Club Program to provide before and after school childcare for the Waverly Community Schools.

Statement of Purpose:

The community is in need of before and after school childcare for students in grades K-6.

Budget Impact:

The Rainbow Varsity Club Program will be using space in Colt, Winans, and Elmwood Elementary Schools and East Intermediate School. There will be a minimal lease fee paid to the Waverly Community Schools.

Background Information/Historical Perspective:

The Waverly Community Schools previously provided a general fund-supported childcare program to families in the community. The current economic situation has caused the administrators to look at programming outside the District. Two programs, the YMCA and the Rainbow Varsity Club, made presentations to the Board of Education on May 2, 2011. Representatives of both programs answered a series of questions and provided curriculum and programming materials for review. Both programs were screened and references were checked. We also issued an RFP for before and after programming and a new vendor (East Lansing) submitted a proposal and the YMCA did not submit. The process for reviewing the two RFP proposals began. Each area was reviewed to make sure all criteria were met. After careful review, it was determined the Rainbow Varsity Club Program was the best fit for the Waverly Community Schools.

Strategic Plan Reference:

Curriculum, Instruction & Assessment:

We will continue our efforts to provide instruction and assessment that will prepare our students to meet or exceed state standards on all areas tested and demonstrate Waverly Essential Skills.

Character Development:

We will develop and implement plans that will fully integrate and model our character traits to build caring communities at each school and foster learning.