



Waverly Community Schools

Regular Meeting

Monday, March 12, 2012 7:30 PM

Agenda of Regular Meeting

The Board of Education Waverly Community Schools

A Regular meeting of the Board of Education of Waverly Community Schools will be held March 12, 2012, 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 Britt Slocum
- II. Special Presentations
 - A. Above & Beyond Recognition
 - B. World Language Department Documentary
- III. Correspondence - Board Secretary
- IV. Public Comment
- V. Student Representative Report
- VI. Board Member Comment
- VII. Adoption of Meeting Agenda
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- IX. Presentation of Reports
 - A. Curriculum
 - 1. For Information - Extended Field Trip 10
 - B. Facility & Policy
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 - C. Finance & Personnel
 - 1. ***Recommendation to approve Report #11-58, Financial Recommendation 19
 - 2. Recommendation to approve Report #11-59, Budget Amendment 2011-2012 22
 - 3. Recommendation to approve Report #11-60, Personnel Recommendations 25
 - 4. Recommendation to approve Report #11-61, Authorization of Notification of Layoff 26
 - D. Other
 - 1. For Discussion - 2012-2013 Schools of Choice Recommendation 27
 - 2. Recommendation to approve Report #11-62, Reinstatement of Expelled 28

Student

E. MASB to Conduct a Board Workshop

1. Review and Adopt Timeline for Search Process
2. Review Proposed Brochure

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 27, 2012**

Public Hearing

A Public Hearing was opened for the purpose of receiving comments on Policy 5517.01 – Bullying and Other Aggressive Behavior toward Students. Hearing none, the hearing was closed.

Opening of Meeting

The regular meeting of the Waverly Community Schools Board of Education was called to order by President Britt Slocum at 7:31 p.m. in the Board Room of the Administrative Center, 515 Snow Road, Lansing, Michigan.

Members Present:

Mr. Britt Slocum, President
Mrs. Angela Witwer, Vice President
Mrs. Melissa Sherry, Treasurer
Mrs. Kimberly Smith, Vice Secretary/Treasurer
Mr. Calvin Jones, Trustee
Mr. David Percival, Trustee

Member Absent:

Mrs. Mary Ann Martin, Secretary

Staff Present:

Mrs. Dorothy Blackwell, Interim Superintendent
Mrs. Christine Holman, Director of Student Services
Mr. Evan Nuffer, Business Manager
Mr. Eldon McGraw, Director of Communications
Shawn Talifarro
Matt Oppenheim
Jack Vogel
Becky McQuillan
Vince Perkins
Gretchen Mikula
Cathy Mosher
Jennifer Baird
Vickie Tisdale
Margot Bensinger
Rebecca Pease

Others Present:

Amanda Herley, Student Representative
Mary Jo White
Mark Bensinger

Pledge

High School teacher Jack Vogel led the pledge of allegiance.

Special Presentation

The special presentation, the Staff Spotlight, featured recognition of Margot Bensinger, teacher at Colt Early Childhood Education Center. Margot was hired in August of 2000 as a Title I/Class Size Reduction teacher at Windemere View. She is currently a 1st grade teacher at Colt. Margot has also been a PTO Representative, a School Improvement Literacy Co-Chair, and a Language Arts Resource Person. She is very knowledgeable in the area of early childhood education, and has a seemingly unending amount of patience. Margot is highly skilled at providing accommodations to all of her learners and truly cares about each one of them. She creates a positive, loving classroom where each child feels comfortable and valued, and she has excellent classroom management techniques. Margot has a positive relationship with all her

Special Presentation (cont.)

students, and she helps them develop a positive self concept by demonstrating respect and responsibility. A video was shown highlighting Margot's career at Waverly, with testimonials from staff. Mrs. Blackwell presented Margot a certificate and plaque. Her name will also appear on a plaque displayed in the Administrative lobby which has names of other Staff Spotlight employees.

Correspondence

None

Public Comment

Addressing the Board during Public Comment was Clifton Jackson.

Student Representative Report

Student Representative Amanda Herley reported the High School orchestra had its winter concert and will be hosting a spaghetti dinner on March 20th with proceeds to benefit the orchestra program. The High School band will be having its pre-festival concert. Waverly Interact held a fundraising Rock-A Thon for the Women's Center. National Honor Society and Interact continue to collect cans for the food bank and the Spanish Honor Society continue to work toward World Language Night. High School teachers provided a Saturday study jam session preparing for the ACT. DI held an instant challenge night at the High School in preparation for regional competition.

Board Member Comment

Member Witwer congratulated the boys' and girls' basketball teams.

President Slocum reported he took tours of both Colt and Winans. Principal Talifarro provided an hour and 45 minute tour through Colt where he witnessed young children smiling, having fun, and learning. He stated this was a reminder of why he sits on this side of the table. The children's' future is in the Board's hands. President Slocum said his tour of Winans showed the progression from the Early Childhood Center to a 2-4 elementary building. He plans to set up an appointment to tour Elmwood. President Slocum congratulated the boys' and girls' basketball teams for winning conference championships and the boys' bowling team on its tournament championship. He also reported he has received emails from staff, department heads, and principals about what is happening in Waverly.

Adoption of Agenda

A motion was presented by Member Percival and supported by Member Sherry. MOTION: The Board accept 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 February 13, 2012 and five special meetings on February 21, 2012 were approved as presented.

Curriculum Advisory Report

Member Percival reported the Curriculum Advisory Committee met on February 13th. Agenda items included "Reading Street" adoption, full day Kindergarten, and the February 17th Professional Development day for staff. He reported full day Kindergarten was presented for discussion at the February 13th Board meeting. After hearing the presentation, Member Jones moved to have the report go to action for the obvious reason that students get more time. The motion to adopt full day Kindergarten passed. Dorothy Blackwell announced that all "Reading Street" products have been delivered, checked in and sent out to the buildings.

Instructional Report

Jack Vogel and Matt Oppenheim made a presentation to the Board on the ACT Prep class. They developed the curriculum for the class and great strides are being made in student data over the past four years. The class has proven to be a valuable tool. Mrs. Blackwell presented certificates to Mr. Vogel and Mr. Oppenheim for hosting an ACT study jam session on Saturday.

Facility/Policy Advisory Committee

The Facility/Policy Advisory Committee met on February 13. Agenda items included a negotiations update, discussion of the new bullying policy, discussion of a memorial in memory of Trevor Wesley at Waverly Middle School, and summer programming.

Policy – First Reading – For Discussion

Policy 5517.01 – Bullying and Other Aggressive Behavior toward Students was presented at first reading. The policy will come before the Board on March 12 for second reading and action.

Master Agreement Ratification – Waverly Education Association – Report #11-55 – For Action

A motion was presented by Member Jones and supported by Member Smith. MOTION: The Board of Education approve the tentative agreement as negotiated between the Waverly Education Association and the Board of Education, contingent on approval by the Association on Thursday, March 1, 2012.

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

President Slocum and Member Jones congratulated both sides for working collaboratively to make this agreement possible.

Budget Amendment 2011-12 – For Discussion

Evan Nuffer, Business Manager, presented an amended 2011-2012 general fund budget, showing revenues of \$29,456,672 and expenditures of \$30,259,290. This budget amendment is in response to the final allocations of federal grant awards, changes in the administrative staff of the District, and the adoption of the “Reading Street” Core Curriculum. This report will come before the Board on March 12 for action.

Personnel Recommendation – Report #11-56 – For Action

A motion was presented by Member Jones and supported by Member Percival. MOTION: The Board of Education approve the resignation of James Haeck (Service Building Maintenance) and Linda Reed (Bus Driver).

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

Member Jones congratulated Mr. Haeck on his 25 years of service to the District.

Superintendent’s Report

Interim Superintendent Blackwell congratulated both the boys’ and girls’ varsity basketball teams for finishing at the top of their respective conferences. The girls are playing tonight at Everett. If they win, they will play on Wednesday at 7:30 at Everett. The boys drew a bye this week. They will play on Wednesday, March 8th at 7:30 at Everett. If they win that game, they will play on the 9th at 7:00 p.m. at Everett.

The Waverly Boys’ bowling team took first place at the CAAC Baker Championship Bowling Tournament in Owosso. Allison Goodman was first place qualifier in the girls’ region in bowling.

Superintendent's Comments (cont.)

The Grand Ledge-Waverly Hockey team will be playing in the Division I playoffs at Wings Stadium in Kalamazoo tonight against the Holt Rams.

Taking a challenge from Dr. Anthony Muhammad, the guest speaker at our district PD session on February 18th, we have been spreading positive news via our e-mail system. The messages from various staff members have been outstanding, highlighting what goes on in Waverly on a daily basis – teaching and learning, collaboration, and going above and beyond.

The Leadership Team will meet on Thursday. Some of the topics to be discussed will be next year's budget, the millage election, and scheduling.

Colt Early Childhood Education Center is holding Dinner and a Book on Thursday, March 1st with dinner provided by the OUTBACK STEAKHOUSE. If you would like to attend, please call Mary Whittet at Colt by Wednesday. You can then pay at the door. (\$10/adult and \$7.00/child under 12.)

We have been advised by MASB that the Waverly Board of Education has earned the Standard of Excellence Award as a result of every member on our Board achieving the Award of Merit. The Board is also receiving the Honor Board Award since every member of the Board has Level One Certification. We are one of a very limited numbers of Boards in the State to receive these special recognitions. Kathy Hayes, Executive Director of MASB stated "the Board's exemplary commitment to effective service and team development deserves great praise."

We received a letter from John C. Clark, Delta Township Fire Chief, regarding Waverly's response for a call for buses to the scene of an Amtrak train accident. Mr. Clark wrote, "When it became apparent that the investigation and repairs were going to take several hours, I requested your transportation division to respond to the scene to transport 70 of the train's passengers to their destination, the East Lansing Amtrak station. Within an hour, several of your agency's fleet was on the scene and assisting the passengers move themselves and their belongings to your busses, upon which you safely transported them the rest of their journey. I was impressed by your quick response and the professionalism displayed by your personnel. Please accept our sincere thanks and appreciation for the excellent relationship we have with Waverly Community Schools. If we may be of any assistance to you, please do not hesitate to contact us.

Public Comment

Addressing the Board during Public Comment were Shawn Talifarro, Vickie Tisdale, and Matt Oppenheim.

Other Board Business

None

Adjournment

The meeting adjourned at 9:00 p.m.

Respectfully submitted,

Kimberly Smith, Vice Secretary/Treasurer

rlp

***Consent Agenda

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
March 2, 2012**

Opening of Meeting

The special meeting of the Waverly Community Schools Board of Education was called to order by President Britt Slocum at 8:30 a.m. in the Board Room of the Michigan Association of School Boards' office, 1001 Centennial Way, Suite 400, Lansing, Michigan.

Members Present:

Mr. Britt Slocum, President
Mrs. Angela Witwer, Vice President
Mrs. Mary Ann Martin, Secretary (by speaker phone)
Mrs. Melissa Sherry, Treasurer
Mrs. Kim Smith, Vice Secretary/Treasurer
Mr. Calvin L. Jones, Trustee
Mr. Dave Percival, Trustee

Others Present:

Teresa Bingman, Michigan Association of School Boards

Purpose:

The purpose of the meeting was a Board Retreat.

Adjournment

The meeting adjourned at 9:00 a.m.

Respectfully submitted,

Britt Slocum, President

rlp

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
March 6, 2012**

Opening of Meeting

The special meeting of the Waverly Community Schools Board of Education was called to order by President Britt Slocum at 8:35 a.m. in the Board Room of the Administrative Center, 515 Snow Road, Lansing, Michigan.

Members Present:

Mr. Britt Slocum, President
Mrs. Angela Witwer, Vice President
Mrs. Melissa Sherry, Treasurer
Mrs. Kim Smith, Vice Secretary/Treasurer
Mr. Calvin L. Jones, Trustee
Mr. Dave Percival, Trustee

Member Absent:

Mrs. Mary Ann Martin, Secretary

Staff Present:

Ms. Rebecca Pease

Others Present:

Teresa Bingman, Michigan Association of School Boards

Purpose:

The purpose of the meeting was to discuss the Superintendent's search.

Adjournment

The meeting adjourned at 9:20 a.m.

Respectfully submitted,

Kimberly Smith, Vice Secretary-Treasurer

rlp

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
March 12, 2012**

FOR DISCUSSION

Subject: Extended Field Trip

Recommendation:

The Superintendent recommends the Board of Education approve a field trip request from Amy Ranke and Kirstina Boomer for members of the French Club to travel to Paris, France. The trip would take place over Spring Break, 2013. Students would benefit from visiting museums and historic places and experiencing different cultures. Some of the attractions to be visited are the Eiffel Tower, the Arc de Triomphe, the Tomb of the Unknown Soldier, and Notre Dame Cathedral. The students would travel by air, meeting their tour director at the airport in Paris. The tour director will remain with the group throughout the duration of the trip. It is determined approximately 10-15 students will participate in the trip. Amy Ranke, Kirstina Boomer, and Monica Jones would be the staff members accompanying the students, with the possibility of several other adults also traveling with the group. The estimated cost per student is \$2,660 if there are ten to fourteen participants. The cost goes down if there are more than fourteen participants. Students are responsible for their cost of the trip.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
February 27, 2012**

Report #11-57

FOR ACTION

Subject: Policy – Second Reading

Recommendation:

The Superintendent recommends the Board of Education reviews the policy update listed below at second reading:

Policy 5517.01 Bullying and Other Aggressive Behavior toward Students Replacement

Statement of Purpose/Issue:

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

Budget Impact:

None

Historical Perspective/Background:

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

Discussion of Options:

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 the District by NEOLA and were reviewed and approved by the Policy Advisory Committee.

Strategic Plan Reference:

As the heart of the community, our mission is to educate and prepare each student to achieve her or his academic best, develop character, become a lifelong learner, and contribute as a citizen of our global society by committing ourselves to excellence in education characterized by a safe environment, rigorous curriculum, quality instruction, respect for diversity, and attention to individual needs in partnership with the family and our entire community.



NEOLA of MICHIGAN
LOCAL TEMPLATES

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REPLACEMENT POLICY – SPECIAL UPDATE JANUARY 2012

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD
STUDENTS

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.



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Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.



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BOARD OF EDUCATION
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Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit

() and should be completed within three (3) school days

after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.



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Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Prevention/Training [OPTIONAL]

- The Superintendent shall establish
 - a Bullying Prevention Task Force.
 - a program or other initiatives involving school staff, students, clubs or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders, aimed at the prevention of bullying or other aggressive behavior.
- The District shall provide, and all administrators, school employees, contracted employees and volunteers who have significant contact with students shall undertake
 - annual

OR

 - _____ **[insert frequency]**

training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.
- The District shall provide, and all students shall undertake, annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying and other aggressive behavior.



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~~[] The District shall provide and all parents or legal guardians~~

~~() shall~~

~~OR~~

~~() shall be offered the opportunity to~~

~~undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying and other aggressive behavior.~~

~~[END OF OPTIONS]~~

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

Definition changed since 1st Reading

"Aggressive Behavior" is defined as: inappropriate conduct that is serious enough that it impacts a student's physical and/or emotional well being. Types of aggressive behavior include but are not limited to: physical, verbal, social/exclusionary/relational, lies/false rumors, threats/force/coercion, racial, sexual and cyber.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.



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Definition changed since 1st reading

Bullying is defined as: repeated aggressive behavior that occurs over time by one or more persons toward someone who has difficulty defending him/herself.

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical - hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal - taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological - spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

Please Note: Not all aggressive behavior is bullying

Added since 1st reading



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"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5517;

Hazing, see Policy 5516.

MCL 380.1310B (Matt's Safe School Law, PA 241 of 2011)
Policies on Bullying, Michigan State Board of Education
Model Anti-Bullying Policy, Michigan State Board of Education

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**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
March 12, 2012**

Report #11-58

FOR ACTION***

Subject: Financial Recommendation

Recommendation:

It is recommended the following be approved:

Approval of Treasurer's Report:

The General Fund Financial Report dated February 29, 2012 has been reviewed and it is recommended that the Report be approved. The cash balance as of January 31, 2012 was \$2,703,086.17. Receipts during February, consisting of current taxes and other revenues in the amount of \$3,524,326.15, less disbursements during February of \$2,544,163.04, left the district with a General Fund cash balance as of February 29, 2012 of \$3,683,249.28.

Waverly Community Schools
 Budget Status Report as of 02/29/2012
 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	8,797,778	6,354,653	2,443,125	27.77%
MAJOR CLASS 119 TOTALS	Delinquent Taxes	23,550	17,244	6,306	26.78%
MAJOR CLASS 131 TOTALS	Tuition	7,900	7,130	770	9.75%
MAJOR CLASS 151 TOTALS	Interest On Investments	4,000	733	3,267	81.68%
MAJOR CLASS 171 TOTALS	Athletic Revenue	69,420	59,758	9,662	13.92%
MAJOR CLASS 191 TOTALS	Rental on Buildings	30,000	35,583	(5,583)	-18.61%
MAJOR CLASS 199 TOTALS	Miscellaneous	1,000	7,245	(6,245)	-624.48%
MAJOR CLASS 311 TOTALS	State Revenue	16,010,428	7,294,525	8,715,903	54.44%
MAJOR CLASS 317 TOTALS	State Revenue - Flowthru ISD	0	17,726	(17,726)	0.00%
MAJOR CLASS 412 TOTALS	Unrestricted Federal Grants	0	0	0	0.00%
MAJOR CLASS 414 TOTALS	Federal Grants	1,977,273	990,391	986,882	49.91%
MAJOR CLASS 417 TOTALS	Grants Through Intermediates	396,454	179,926	216,528	54.62%
MAJOR CLASS 418 TOTALS	Unrestricted Flow Thru Grants	11,209	5,905	5,304	47.32%
MAJOR CLASS 519 TOTALS	IISD Reimbursements	1,839,749	979,989	859,760	46.73%
	Total Revenues	29,168,761	15,950,806	13,217,955	45.32%

Waverly Community Schools
Budget Status Report as of 02/29/2012
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	6,548,523	3,402,828	3,145,695	48.04%
FUNCTION 112 TOTALS	Middle School	3,111,094	1,532,484	1,578,610	50.74%
FUNCTION 113 TOTALS	High School	4,756,692	2,296,384	2,460,308	51.72%
FUNCTION 118 TOTALS	Pre-Kindergarten	-	15,771	(15,771)	0.00%
FUNCTION 119 TOTALS	Summer School	2,000	1,143	857	42.83%
FUNCTION 122 TOTALS	Special Education	2,962,014	1,520,830	1,441,184	48.66%
FUNCTION 125 TOTALS	Compensatory Education	571,275	245,106	326,169	57.09%
FUNCTION 199 TOTALS	Holding Account for Employee Benefits	10,000	(5,245)	15,245	152.45%
FUNCTION 212 TOTALS	Guidance Services	462,289	256,227	206,062	44.57%
FUNCTION 215 TOTALS	Speech Pathology & Audiology	535,684	277,838	257,846	48.13%
FUNCTION 216 TOTALS	Social Work Services	585,847	306,285	279,562	47.72%
FUNCTION 218 TOTALS	Teacher Consultant	273,036	141,420	131,616	48.20%
FUNCTION 219 TOTALS	Other Pupil Services	51,695	38,736	12,959	25.07%
FUNCTION 221 TOTALS	Improvement of Instruction	503,139	271,991	231,148	45.94%
FUNCTION 222 TOTALS	Educational Media Services	625,166	358,793	266,373	42.61%
FUNCTION 225 TOTALS	Instruction Related Technology	295,437	263,611	31,826	10.77%
FUNCTION 226 TOTALS	Supervision & Direction	444,404	263,314	181,090	40.75%
FUNCTION 231 TOTALS	Board of Education	89,927	101,285	(11,358)	-12.63%
FUNCTION 232 TOTALS	Executive Administration	289,723	317,281	(27,558)	-9.51%
FUNCTION 241 TOTALS	Office of the Principal	1,722,640	1,077,367	645,273	37.46%
FUNCTION 249 TOTALS	Other School Administration	81,838	7,700	74,138	90.59%
FUNCTION 252 TOTALS	Fiscal Services	271,831	183,924	87,907	32.34%
FUNCTION 257 TOTALS	Internal Services	64,243	45,790	18,453	28.72%
FUNCTION 259 TOTALS	Other Business Services	91,249	154,643	(63,394)	-69.47%
FUNCTION 261 TOTALS	Operating Building Services	3,270,112	1,826,332	1,443,780	44.15%
FUNCTION 266 TOTALS	Security Services	65,712	29,597	36,115	54.96%
FUNCTION 271 TOTALS	Pupil Transportation Services	1,016,630	688,309	328,321	32.29%
FUNCTION 283 TOTALS	Staff/Personnel Services	194,817	127,925	66,892	34.34%
FUNCTION 284 TOTALS	Information Management Services	197,088	131,842	65,246	33.11%
FUNCTION 285 TOTALS	Other Central Services	1,100	993	107	9.69%
FUNCTION 293 TOTALS	Athletic Activities	367,145	197,590	169,555	46.18%
FUNCTION 299 TOTALS	Other Support Services	242,000	6,387	235,613	97.36%
FUNCTION 331 TOTALS	Community Activities	34,206	22,050	12,156	35.54%
FUNCTION 623 TOTALS	Transfer to: Child Care Support	119,180	-	119,180	100.00%
Total for Expenses		29,857,736	16,106,531	13,751,205	46.06%

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
March 12, 2012**

Report #11-59

FOR ACTION

Subject:

Budget Amendment 2011-12

Recommendation:

The Superintendent recommends the Board of Education approve the amended 2011-2012 general fund budget as presented, showing revenues of \$29,456,672 and expenditures of \$30,259,290.

Statement of Purpose:

In response to the final allocations of federal grant awards, changes in the administrative staff of the District, and the adoption of the Reading Street Core Curriculum, it is anticipated that actual revenues and expenditures will be greater than the current appropriations; therefore, it is necessary to amend the 2011-12 general fund budget.

Budget Impact:

The projected fund balance as of June 30, 2012 will be \$3,146,463

Historical Perspective:

The budget is amended as needed throughout the year in accordance with the Uniform Budgeting and Accounting Act

Discussion of Options:

The Board may adopt the recommendation as presented, reject the recommendation, or make an alternative recommendation

Rationale for Recommendation:

In accordance with the Uniform Budgeting and Accounting Act, when revenues are going to be less than estimated or expenditures are going to be greater than estimated, the Superintendent is to make a recommendation to reduce expenditures or increase the amount of fund balance available to appropriate for current year expenditures.

Strategic Plan Reference:

As the heart of the community, our mission is to educate and prepare each student to achieve her or his academic best, develop character, become a lifelong learner and contribute as a citizen of our global society.

Waverly Community Schools
2011-12 General Fund Budget
As of March 12, 2012

<u>Account</u>	<u>Description</u>	<u>Approved 2011-12 Budget</u>	<u>Proposed 2011-12 Budget</u>	<u>Difference</u>
Major Class 111 Totals	Property Tax Levy	8,797,778	8,797,778	-
Major Class 119 Totals	Delinquent Taxes	23,550	23,550	-
Major Class 131 Totals	Tuition	7,900	7,900	-
Major Class 151 Totals	Interest On Investments	4,000	4,000	-
Major Class 171 Totals	Athletic Revenue	69,420	69,420	-
Major Class 191 Totals	Rental on Buildings	30,000	30,000	-
Major Class 199 Totals	Miscellaneous	1,000	1,000	-
Major Class 311 Totals	State Revenue	16,010,428	16,064,201	53,773
Major Class 317 Totals	State Revenue - Flowthru ISD	-	37,000	37,000
Major Class 414 Totals	Federal Grants	1,977,273	2,174,411	197,138
Major Class 417 Totals	Grants Through Intermediates	396,454	396,454	-
Major Class 418 Totals	Unrestricted Flow Thru Grants	11,209	11,209	-
Major Class 519 Totals	IISD Reimbursements	1,839,749	1,839,749	-
	Total For Revenues	29,168,761	29,456,672	287,911

Waverly Community Schools
2011-12 General Fund Budget
As of March 12, 2012

<u>Account</u>	<u>Description</u>	<u>Approved 2011-12 Budget</u>	<u>Proposed 2011-12 Budget</u>	<u>Difference</u>
Function 111 Totals	Elementary	6,548,523	6,683,523	135,000
Function 112 Totals	Middle School	3,111,094	3,067,714	(43,380)
Function 113 Totals	High School	4,756,692	4,756,692	-
Function 118 Totals	Preschool	-	33,200	33,200
Function 119 Totals	Summer School	2,000	2,000	-
Function 122 Totals	Special Education	2,962,014	2,962,014	-
Function 125 Totals	Compensatory Education	571,275	534,097	(37,178)
Function 199 Totals	Holding Account for Employee Benefits	10,000	10,000	-
Function 212 Totals	Guidance Services	462,289	462,289	-
Function 215 Totals	Speech Pathology & Audiology	535,684	535,684	-
Function 216 Totals	Social Work Services	585,847	605,847	20,000
Function 218 Totals	Teacher Consultant	273,036	273,036	-
Function 219 Totals	Other Pupil Services	51,695	51,695	-
Function 221 Totals	Improvement of Instruction	503,139	559,723	56,584
Function 222 Totals	Educational Media Services	625,166	625,166	-
Function 225 Totals	Instruction Related Technology	295,437	340,482	45,045
Function 226 Totals	Supervision & Direction	444,404	409,013	(35,391)
Function 231 Totals	Board of Education	89,927	89,927	-
Function 232 Totals	Executive Administration	289,723	420,302	130,579
Function 241 Totals	Office of the Principal	1,722,640	1,725,140	2,500
Function 249 Totals	Other School Administration	81,838	81,838	-
Function 252 Totals	Fiscal Services	271,831	300,922	29,091
Function 257 Totals	Internal Services	64,243	64,243	-
Function 259 Totals	Other Business Services	91,249	167,249	76,000
Function 261 Totals	Operating Building Services	3,270,112	3,270,112	-
Function 266 Totals	Security Services	65,712	65,712	-
Function 271 Totals	Pupil Transportation Services	1,016,630	1,017,630	1,000
Function 283 Totals	Staff/Personnel Services	194,817	174,603	(20,214)
Function 284 Totals	Information Management Services	197,088	197,088	-
Function 285 Totals	Other Central Services	1,100	1,100	-
Function 293 Totals	Athletic Activities	367,145	367,145	-
Function 299 Totals	Other Support Services	242,000	242,000	-
Function 331 Totals	Community Activities	34,206	39,707	5,501
Function 371 Totals	Non-Public School Pupils	-	3,217	3,217
Function 623 Totals	Transfer to: Child Care Support	119,180	119,180	-
Total Expenditures		29,857,736	30,259,290	401,554
Excess Revenue/(Expenditures)		(688,975)	(802,618)	
Beginning Fund Balance		3,949,081	3,949,081	
Projected Ending Fund Balance		3,260,106	3,146,463	
Fund Balance as a % of Total Expenditures		10.92%	10.40%	

**BOARD OF EDUCATION
REGULAR MEETING
March 12, 2012**

Report #11-61

FOR ACTION

Subject: **Authorization of Notification of Layoff**

Recommendation:

The Superintendent recommends the Waverly Community Schools Board of Education authorize the notification of layoff for certified and support staff.

Statement of Purpose/Issue:

The District faces a \$3 million deficit for the 2012-2013 school year as a result of a projected decrease in per pupil state aid and an anticipated enrollment decline. In order to significantly reduce the anticipated deficit for the 2012-2013 school year, employee costs must be reduced through the staff reduction process.

Budget Impact:

Employee costs account for approximately **86%** of the District's budget. The authorization of notification of layoff is necessary to initiate a staff reduction process, if necessary, per collective bargaining agreements.

Background Information/Historical Perspective:

- As a result of Proposal A, the District is unable to seek additional millage for operational purposes.
- There is a decline in state aid anticipated for 2012-2013 and enrollment is expected to decline.

Discussion of Options/Alternatives:

Other options to address the entire anticipated debt include:

- Withdraw needed resources from the District's fund balance to offset the anticipated deficit.
- Reduce opportunities for students (i.e., instructional program, athletics, and activities) rather than reduce staff.

Rationale for Recommendation:

- Employee costs are the bulk of the District's budget.
- To significantly impact the anticipated deficit, employee costs must be reduced.

Strategic Plan:

Strategy #1: Communications

We will enhance communications within the district and with the community to improve relationships among all key constituent groups to better achieve our mission.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
March 12, 2012**

FOR DISCUSSION

Subject: **2012-13 Schools of Choice Recommendation**

Recommendation:

It is recommended that the Waverly Board of Education approve participation in the limited Schools of Choice program [Sections 105 and 105(c)] for the 2012-13 school year as follows:

Kindergarten	65	
First Grade	0	Tuition will be available according to space availability
Second Grade	0	Tuition will be available according to space availability
Third Grade	0	Tuition will be available according to space availability
Fourth Grade	9	
Fifth Grade	14	
Sixth Grade	14	
Grades 7-12		School of Choice is not recommended. Tuition enrollment is available.

Budget Impact:

The Schools of Choice option generates revenue for the district. The Schools of Choice enrollment has grown from approximately 15 students in 1997-98 to 434 students at the beginning of the 2011-12 school year. Participation in the program as recommended would generate additional revenue for the district.

Background Information/Historical Perspective:

The Schools of Choice option was approved by the legislature in an effort to give parents some choice in their child's education and create competition among schools. School of Choice applications are reviewed in regard to state law. A student is accepted unless they have had:

1. a suspension in the previous two years.
2. or an expulsion in the previous two years.

The Waverly Board of Education has taken a thoughtful approach to the Schools of Choice opportunity. The Schools of Choice recommendation is designed to move the enrollments in various grades to the minimum level, while leaving room for students moving into the district.

Based on an agreement of the Ingham Intermediate School District Superintendents, the application timeline for next school year is June 1-15, 2012. The state code stipulates a 15 day application period for limited School of Choice enrollment for districts with School of Choice enrollment.

Discussion of Options/Alternatives:

The Board may approve a reduced Schools of Choice option or not offer this option for the 2012-13 school year. However, all students currently enrolled under the Schools of Choice option may continue their education at Waverly as provided by the State School Aid Act.

Strategic Plan Reference:

Strategy #1: Communications – We will enhance communications within the district and with the community to improve relationships among all key constituent groups to better achieve our mission.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
March 12, 2012**

Report #11-62

FOR ACTION

Subject: Reinstatement of Expelled Student

Recommendation:

A committee composed of two Board members, one parent, one teacher, and one principal recommend the reinstatement of Student A to the Waverly Community Schools, with conditions that were agreed to and set by the committee.