



Waverly Community Schools

Regular Meeting

Monday, September 24, 2012 6:30 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 September 24, 2012, beginning at 6:30 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. Oath of Office - Alan Wright
- III. Correspondence - Secretary Mary Ann Martin
- IV. Public Comment
- V. Student Representative Report
- VI. Board Member Comment
- VII. Adoption of Meeting Agenda
- VIII. ***Approval of Minutes 3
- IX. Presentation of Reports
 - A. Curriculum
 - 1. Curriculum Advisory Committee Report
 - B. Facility/Policy
 - 1. Facility/Policy Advisory Committee Report
 - 2. For Discussion, Policy (1st Reading) 9
 - C. Finance & Personnel
 - 1. Finance & Personnel Advisory Committee Report
 - 2. Recommendation to approve Report #12-24, Personnel Recommendations 10
- X. Superintendent's Report
- XI. Public Comment
- XII. Other Board Business
- XIII. Adjournment
- XIV. ***Consent Agenda

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
September 10, 2012**

Opening of Meeting

The regular meeting of the Waverly Community Schools Board of Education was called to order by President Britt Slocum at 6:30 p.m. in the Board Room of the Waverly Community Schools Administrative Office, 515 Snow Road, Lansing, Michigan.

Members Present:

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

Members Absent:

Mrs. Mary Ann Martin, Secretary
Mrs. Melissa Sherry, Treasurer

Staff Present:

Terry Urquhart, Superintendent
Dorothy Blackwell, Chief Academic Officer
Evan Nuffer, Director of Finance
Vincent Perkins, Director of Human Resources
Gloria Gonzalez, Student Services Administrator
Matt Oppenheim
Patty Little
Beth D'Mello
Gretchen Mikula
Rebecca Pease

Others Present:

Mimi Patterson
Kyle Ranieri
John Muenzer

Pledge

Matt Oppenheim led the pledge of allegiance. Following the pledge, President Slocum asked for a moment of silence for Member Martin and her family who lost their son over the weekend. He announced visitation would be held on Wednesday, September 12 from 2-4 p.m. and 6-8 p.m. The memorial service will be at 11:00 a.m. on Thursday, September 13. President Slocum stated we have lost a Warrior who fought a long, courageous battle with cancer. President Slocum also asked those in attendance to keep Member Sherry in their thoughts as her mother is having health issues.

Special Presentations

None

Correspondence

None

Public Comment

None

Student Representative Report

Student Representative Kyle Ranieri reported on student schedules and advanced placement classes, freshman orientation, testing out of classes, and the Senior Challenge.

Board Member Comment

Member Smith stated she feels heart-heavy for Member Martin.

Member Witwer congratulated the football team. She stated she is saddened for both Member Sherry and Member Martin.

Member Jones welcomed back staff and students to the 2012-13 school year. He stated he looks forward to exciting results and accomplishments during the school year. Member Jones thanked Eldon McGraw and everyone involved with the refreshed, interactive website, noting it looks awesome. He thanked Principal Talifarro and the entire Colt staff for allowing him to be part of the welcome group for the students' return to school. Member Jones congratulated the Colt Leadership Team that participated in the Lansing Board of Water & Light (BWL) 5K Walk/Run. The event raised over \$6,000 for the BWL Pennies for Power Program. He stated his prayers go out to the Martin family in the loss of their son.

President Slocum reported there was quite an eventful opening day at Waverly Middle School. He said his heart is heavy for the loss of Oliver Martin.

Adoption of Agenda

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

Motion carried. VOTE: AYES – 4; NAYS – 0 (Members Martin and Sherry absent).

******Financial Recommendation – Report#12-17 – For Action***

The treasurer's report was approved as presented.

******Certification of Winter Tax Levy – Report #12-18 – For Action***

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

Reinstatement of District Funding for Athletic Programs – Report #12-19 – For Action

A motion was presented by Member Smith and supported by Member Witwer. MOTION: The Board of Education approves funding for the following athletic programs: Boys and Girls Cross Country, Boys and Girls Tennis, Boys and Girls Soccer, Boys and Girls Swimming, and Boys and Girls Golf.

Motion carried. VOTE: AYES – 4; NAYS 0 (Members Martin and Sherry absent).

Personnel Recommendations – Report #12-20 – For Action

A motion was presented by Member Jones and supported by Member Smith. MOTION: The Board of Education approves the employment of Stacy Heaton (Colt 1st grade); Liesa Rocco (.6 HS Special Education teacher); Michael Shupter (.8 HS English teacher); and Lauren Wilcox (MS Spanish teacher); the retirement of Jon Morse (MS 2nd shift custodian effective 11/30/12); the employment of Andy Meija (HS 2nd shift custodian) and Denise Rodgers (East lunch assistant); the resignation of Elizabeth Myer (East Lunch Assistant); the transfer of Walter Kirk Flintz (from HS 2nd shift custodian to Winans Head Custodian); Thomas Gregory (from East 2nd Shift custodian to Elmwood Head Custodian); and Jon Morse (from MS 2nd Shift Custodian to East 2nd Shift Custodian); and coaching assignments of James Tolbert (JV Football) and Michael Wallace Freshman Football).\

Member Jones congratulated Jon Morse for his 36 years of service to the District.

Motion carried. VOTE: AYES – 4; NAYS – 0 (Members Martin and Sherry absent).

Release of Pupil Membership – Report #12-21 – For Action

A motion was presented by Member Witwer and supported by Member Jones. MOTION: The Board of Education approves the resolution to authorize the Superintendent to deny any application for a resident pupil to be counted in the pupil membership of another District.

Motion carried. AYES – 4; NAYS – 0 (Members Martin and Sherry absent).

Reinstatement of Expelled Student – Report #12-22 – For Action

A motion was presented by Member Smith and supported by Member Witwer. Motion: The Board of Education reinstates Student A to the Waverly Community Schools, with conditions that were agreed to and set by a committee composed of two Board members, one parent, one teacher, and one principal.

Motion carried. AYES – 4; NAYS – 0 (Members Martin and Sherry absent).

Reinstatement of Expelled Student – Report #12-23 – For Action

A motion was presented by Member Smith and supported by Member Witwer. Motion: The Board of Education reinstates Student B to the Waverly Community Schools, with conditions that were agreed to and set by a committee composed of two Board members, one parent, one teacher, and one principal.

Motion carried. AYES – 4; NAYS – 0 (Members Martin and Sherry absent).

Superintendent's Report

Mr. Urquhart reported he welcomed the entire staff back to school on Tuesday, August 28 in a general assembly in the Waverly High School Auditorium. He stated opening day for students on September 4 was successful, despite the weather, power failures and flooding. He was able to meet a lot of students. Mr. Urquhart reported there are currently two candidates who have submitted letters of intent for the open Board position. He suggested adding the interviews to the meeting of September 24 if there are no more than two candidates. Mr. Urquhart reported an enrollment count of 2,794. Mr. Urquhart announced he is changing the way instructional highlights are presented at Board meetings. Beginning in October, representatives from two buildings will present reports on how they plan to attack student achievement. Colt and the High School will make their presentations in October, followed by Elmwood and the Middle School the first meeting of November, and Winans and East the second meeting in November. Representatives from each building will return to Board meetings, starting in February, to share the results of their efforts. Mr. Urquhart reported the new email system is up and running. He also reported that this is the beginning of a new time for Waverly Community Schools. We are also exploring in great depth how we can enhance the District with a new website, mottos, Hall of Fame, and upgraded mascot.

Public Comment

Addressing the Board during Public Comment was Matt Oppenheim.

Other Board Business

None

Request for Closed Session

There was a request for closed session to discuss a personnel issue. A motion was presented by Member Jones and supported by Member Witwer. MOTION: The Board of Education enters into closed session for the purpose of discussing a personnel issue.

Roll call vote was taken with all members present voting aye (Member Jones, Slocum, Witwer, and Smith). Motion carried 4-0 (Members Martin and Sherry absent). The Board entered into closed session at 7:03 p.m.

Return to Open Session/Adjournment

The Board returned to open session and the meeting adjourned at 7:50 p.m.

Respectfully submitted,

Kimberly Smith, Vice Secretary/Treasurer

rlp

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
September 20, 2012**

Opening of Meeting

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

Members Present:

Mr. Britt Slocum, President
Mrs. Mary Ann Martin, Secretary
Mrs. Melissa Sherry, Treasurer
Mrs. Kimberly Smith, Vice Secretary/Treasurer
Mr. Calvin Jones, Trustee

Member Absent:

Mrs. Angela Witwer, Vice President

Staff Present:

Terry Urquhart, Superintendent
Rebecca Pease

Others Present:

Mary Jo White
Alan Wright
Jacquelynne Borden-Conyers
Margie Aimery
Mark Wehner
James Child

Pledge

Rebecca Pease led the pledge of allegiance.

Purpose

The purpose of the meeting was to interview candidates for the Board seat vacated by David Percival.

Process

President Slocum announced the process to be used for filling this vacant position. Following interviews, each Board member will individually list all the candidates who are acceptable and meet the qualifications. Following discussion, each Board member lists a first choice and a second choice for appointment. The president tallies the results, giving two points for each first choice and one point for each second choice. The choices for each Board member must be publicly announced and recorded in the minutes of the meeting. The Board president then recommends for appointment the candidate with the most points.

Interviews

The following individuals were interviewed for the position of school board member, with each one being asked the same seven questions by the Board:

Alan Wright
Jacquelynne Borden-Conyers
Margie Aimery
Mark Wehner
James Child

Interviews (Cont.)

Following the interviews, Board members entered into discussion about each candidate. Board members individually determined which candidates were acceptable/qualified for the position and ranked their first and second choice.

Board member choices were tallied by President Slocum and the results are as follows:

Member Smith:	Alan Wright (1 st) Jacquelynn Borden-Conyers (2 nd)
Member Martin:	Alan Wright (1 st)
Member Jones:	Jacquelynn Borden-Conyers (1 st) Margie Aimery (2 nd)
Member Sherry:	Alan Wright (1 st) Jacquelynn Borden-Conyers (2 nd)
President Slocum:	Alan Wright (1 st) Jacquelynn Borden-Conyers (2 nd)

Alan Wright received eight (8) points; Jacquelynn Borden-Conyers received five (5) points; and Margie Aimery received one (1) point.

A motion was presented by Member Martin and supported by Member Smith. MOTION: The Board of Education approves Alan Wright to fill the vacant Board position through December 31, 2014.

Motion carried. VOTE: AYES – 5; NAYS – 0 (Member Witwer absent).

Member Jones stated he hopes others will continue to seek School Board service. The 2014 ballot will have four current Board members up for reelection. President Slocum thanked everyone who applied and interviewed for the open seat, also encouraging them to stay involved in the community and school district.

Public Comment

None

Adjournment

The meeting adjourned at 8:25 p.m.

Respectfully submitted,

Mary Ann Martin, Secretary

rlp

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
September 24, 2012**

FOR DISCUSSION

Subject: Policy - First Reading

Recommendation:

The Superintendent recommends the Board of Education reviews the policy updates listed below at first reading:

Bylaw 0121	Authority	Revised
Bylaw 0122	Board Powers	Revised
Policy 3142	Probationary Teachers	Revised
Bylaw 0142.1	Electoral Process	Revised
Bylaw 0142.3	Term	Revised
Bylaw 0142.4	Oath	Revised
Policy 1220	Employment of the Superintendent	Revised
Policy 1241	Non-reemployment of the Superintendent	Revised
Policy 1443	Non-Renewal of Administrative Contracts	Replacement
Policy 3139	Staff Discipline	Omit
Policy 3140	Termination and Resignation	Revised
Policy 3142	Probationary Teachers	Omit
Policy 5510	Students – Sex Offender Registry; Criminal Convictions	Renumbered/Revised
Policy 7530.01V1	Wireless Communication Allowance and Staff Use of Wireless Communication Devices	Revised
Policy 7530.01V2	Staff Use of Wireless Communication Devices (Version 2)	Revised
Policy 7540.03	Student Network and Internet Acceptable Use & Safety	Revised
Policy 7540.04	Staff Network and Internet Acceptable Use & Safety	Revised
Policy 8330	Student Records	Revised
Policy 8470	Students – Sex Offender Registry; Criminal Convictions	Delete
Policy 9700	Relations with Special Interest Groups	Revised
Policy 9700.01	Advertising and Commercial Activities	New

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.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
September 24, 2012**

Report #12-24

FOR ACTION

Subject: Personnel Recommendations

A. FTE Change to Solve HS Overages – Certified

<u>Name</u>	<u>Position</u>	<u>Action</u>	<u>Effective</u>
Liesa Rocco	HS Special Education Teacher	From: .6 to .8 FTE	9/19/12
Michael Shuptar	HS English Teacher	From: .8 to 1.0 FTE	9/19/12

B. Employment – Non Certified

<u>Name</u>	<u>Position</u>	<u>Action</u>	<u>Effective</u>
Shelia Conrad	Student Services Secretary	Extend position to 52 weeks	7/1/12

C. Employment – Non Certified

<u>Name</u>	<u>Position</u>	<u>Class/Salary</u>	<u>Effective</u>
Dawn Smith	Colt Lunch Assistant	Class G/\$9.57	8/24/12
Nan Slocum	.5 Colt Special Education Parapro	Class II/\$13.96	9/4/12
Ryan Holmes	.5 Colt Title 1 Parapro	Class II/\$13.96	9/4/12
Elise Wile	.5 Colt Title I Parapro	Class II/\$13.96	9/4/12
Nina Jones	East Lunch Cashier	Class D/\$11.17	9/13/12
Bridget Kelly	.5 Winans Title 1 Parapro	Class II/\$13.96	9/17/12
Ashleigh Winkelmann	.5 Elmwood Title 1 Parapro	Class II/\$13.96	9/17/12

D. Employment – Non Certified Recall

<u>Name</u>	<u>Position</u>	<u>Class/Salary</u>	<u>Effective</u>
Rachel Stanton	.5 Winans Title 1 Parapro	Class II/\$16.12	9/10/12

E. Transfer –Non Certified

<u>Name</u>	<u>Position</u>	<u>Class/Pay</u>	<u>Effective</u>
Michael Smith	From: MS Head Custodian To: MS 2 nd Shift Custodian	Class B/ 15.51	9/4/12
Ricardo Martinez	From: MS Class C Custodian To: MS Class A Head Custodian	Class A/\$16.73	9/11/12

F. Extra-Curricular Schedule B Stipends

<u>Name</u>	<u>Assignment</u>	<u>Step</u>	<u>Stipend</u>	<u>Effective</u>
Becky Miller-Hager	Winans Student Council Advisor	1	\$1,723	2012-13 Sch. Yr.
Amanda Hill	Winans Resource for Math Chair	3	\$771	2012-13 Sch. Yr.
Allison Orwat	Winans Resource for Language Arts Chair	3	\$771	2012-13 Sch. Yr.
Rhonda Berns	Winans Resource for Science Chair	2	\$661	2012-13 Sch. Yr.
Kristin Kochheiser	Winans Resource for Social Studies Chair	2	\$661	2012-13 Sch. Yr.
Allison Orwat	Winans School Improvement Chair	3	\$1,543	2012-13 Sch. Yr.