



Waverly Community Schools

Regular Meeting

Monday, November 26, 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 November 26, 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. East Instructional Highlight
- 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 4
- IX. Presentation of Reports
 - A. Facility/Policy
 - 1. Facility/Policy Advisory Committee Report
 - 2. For Discussion - Policy (1st Reading) 8
 - B. Finance/Personnel
 - 1. Finance/Personnel Advisory Committee Report
 - 2. For Discussion (with presentation by Vytas Virskus - Millenium Energy) - 9
Service Contract Award for Energy Project Implementation
 - 3. Recommendation to approve Report #12-34, Budget Amendment 2012-2013 10
 - 4. Recommendation to approve Report #12-35, MSBO Bus Purchase Program 14
 - 5. Recommendation to approve Report #12-36, Personnel Recommendations 17
 - 6. For Information - Staffing Report - 2012-2013 18
- X. Superintendent's Report
- XI. Public Comment
- XII. Other Board Business

XIII. Adjournment

XIV. ***Consent Agenda

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

Opening of Meeting

The regular meeting of the Waverly Community Schools Board of Education was called to order by Secretary Mary Ann Martin at 6:32 p.m. in the Gymnasium of Elmwood Elementary School, 1533 Elmwood Road, Lansing, Michigan.

Members Present:

Mrs. Mary Ann Martin, Secretary
Mrs. Melissa Sherry, Treasurer
Mrs. Kimberly Smith, Vice Secretary/Treasurer
Mr. Calvin Jones, Trustee
Mr. Alan Wright, Trustee

Members Absent:

Mr. Britt Slocum, President
Mrs. Angela Witwer, Vice President

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
Shawn Talifarro
Tim Lyman
Peggy Baldwin
Troy Lindley
Mike Moreno
Michelle Frederick
Matt Oppenheim
Ingrid Schwab
Gretchen Mikula
Nate Jarvie
Nate Stevenson
Rebecca Pease

Others Present:

Bill Altimore
Mary Jo White
Lori Hooker
Patrick Hooker

Pledge

Member Wright led the pledge of allegiance.

Secretary Martin stated due to the absence of the Board President and the Board Vice President this evening, the Board needs to designate a member of the Board to preside at the meeting.

A motion was presented by Member Smith and supported by Member Sherry. MOTION: The Board designates Trustee Calvin Jones as Acting President to preside at the November 12, 2012 regular meeting.

VOTE: AYES – 5; NAYS – 0; (Members Slocum and Witwer absent)

Special Presentations

Elmwood Elementary Principal Tim Lyman and Winans Elementary Principal Peggy Baldwin presented a combined Instructional Highlight for students in grades 2-4. The highlight provided the current top-to-bottom ranking of each school, and how each building would improve this rating by increasing student achievement on MEAP Math, Reading, and Writing. Comparison of scores from the 2010 and 2011 MEAP and Aimsweb testing were presented, as well as goals for improving scores in the future.

Mr. Lyman will provide results of Elmwood's efforts at the March 11, 2013 Board meeting, while Dr. Baldwin will provide Winans' results at the April 15, 2013 Board meeting.

A team from Waverly Middle School, including Principal Mike Moreno, RtI Coach Nate Jarvie, Data Coach Nate Stevenson, and Math Coach Dave Pike, presented their Instructional Highlight stressing raising attendance, lowering discipline, and using multi-tiered universal support and data to increase student achievement. They have determined what they need to do and who needs what interventions, and will assess student progress regularly and frequently. The Middle School team will present the results of their efforts on March 11, 2013.

Dorothy Blackwell, Chief Academic Officer, provided an RtI PowerPoint presentation. The presentation showed an increase in scores in Aimsweb information, as well as survey data from the staff showing progress with the implementation of the RtI program.

Correspondence

None

Public Comment

Addressing the Board during Public Comment was Lori Hooker.

Student Representative Report

Student Representative Kyle Ranieri was absent. A copy of his report was provided to Board members.

Board Member Comment

Member Sherry reported she attended the James Clyde Invitational Cross Country meet. She stated she was impressed with the turnout at Parent-Teacher Conferences. Member Sherry thanked Superintendent Urquhart for going to St. Gerard to meet with Principal Shelly Piecuch and Father John Klein.

Member Martin reported she attended the Ingham School Officers Association (ISOA) meeting last Wednesday, and saw presentation on evaluations. She stated she was pleased to see Kelly Patterson is the recipient of the Girl Scouts' Gold Award. Member Martin noted there were several other positive articles in the press regarding Waverly.

Member Smith stated it is good to see happy things going on in Waverly.

Member Wright reported he attend the Great Start Readiness Program (GSRP) Local Advisory Meeting at Colt on Thursday, November 1. He enjoyed seeing the neat and amazing things the preschools are doing, and said he can't wait to see the impact it will have on our students in the future.

Member Jones announced the 28th Annual Silver Bells in the City event is Friday, November 16, with festivities beginning at 5:00 p.m. The Waverly High School Marching Band will be the featured band in front of Santa Claus because they were bestowed the "Best Illuminated Award" in last year's parade. There are a total of twelve bands in the parade this year. Disney star Coco Jones will be performing on the Capitol Steps following the fireworks. The event will be televised this year. Member Jones thanked tonight's speakers for detailing the exciting things happening in the District, noting it is important for the Board to see the great things going on and the progress that is being made.

Adoption of Agenda

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

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

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

The minutes of the regular meeting of October 8, 2012 and the special meeting of October 22, 2012 were approved as presented.

Financial Recommendation – Report #12-30 – For Action

The treasurer's report was approved as presented.

Summer Tax Collection Resolution – Report #12-31 – For Action

The Board of Education adopted the Annual Summer Tax Resolution, invoking for 2013 its previously adopted, ongoing resolution imposing a summer tax levy of one-half (1/2) of school property taxes upon property located within the School District. A copy is affixed to the official minutes of this meeting.

Contract Award for Technology Design Services – Report #12-32 – For Action

A motion was presented by Member Sherry and supported by Member Martin. MOTION: The Board of Education awards a contract to Barton Malow for Technology Design Services.

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

Personnel Recommendations – Report #12-33 – For Action

A motion was presented by Member Martin and supported by Member Smith. MOTION: The Board of Education approves the transfer of John Peterson from 2nd Shift Custodian at Elmwood to 2nd Shift Custodian at Winans; the transfer of Todd Stiles from 3rd Shift Custodian at the High School to 2nd Shift Custodian at East Intermediate; the change in Food Service Contract Hours for Lana Gervasi (HS); Cindy Betts (HS); Dawn Tice (HS); Maria Puro (HS/Winans); Kim Sear (East); Vanessa Clark (Colt); Rabiah Eid (Winans); and Cathy Patino (Elmwood); Extra-Curricular Schedule B Stipends and Extra-Curricular 8.8. Stipends.

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

Superintendent's Report

Superintendent Urquhart provided a PowerPoint presentation describing his goals for the 2012-2013 school year. They are 1) improve academic achievement; 2) develop and design a marketing plan; 3) develop a sound financial plan; and 4) embed effective technology within the instructional process.

Public Comment

Addressing the Board during Public Comment was William Altimore, newly elected Board member.

Other Board Business

None

Adjournment

The meeting adjourned at 7:59 p.m.

Respectfully submitted,

Mary Ann Martin, Secretary

rlp
***Consent Agenda

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
November 26, 2012**

Report #12-

FOR DISCUSSION

Subject: Policy – First Reading

Recommendation:

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

Bylaw 0151	Organizational Meeting	Revised
Policy 1422	Nondiscrimination and Equal Employment Opportunity	New
Policy 2260	Nondiscrimination and Access to Equal Educational Opportunity	Revised
Policy 2271	Postsecondary (DUAL) Enrollment Option Program	Revised
Policy 3122	Nondiscrimination and Equal Employment Opportunity	Revised
Policy 4122	Nondiscrimination and Equal Employment Opportunity	Revised
Policy 5136	Personal Communication Devices	Replacement Policy
Policy 6110	Federal Grant Funds	Revised
Policy 6146	Post-Issuance Compliance For Tax-Exempt and Tax-Advantaged Obligations	New
Policy 6320	Purchasing	Revised
Policy 7530.01V1	Cell Phone Allowance	Replacement Policy
Policy 7530.02	Staff Use of Personal Communication Devices	New
Policy 7542	Access to District Technology Resources from Personal Communication Devices	Replacement Policy Revised
Policy 8321	Criminal Justice Information Security (Non-Criminal Justice Agency)	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 BOARD MEETING
November 26, 2012**

FOR DISCUSSION

Subject:

Service Contract Award for Energy Services

Recommendation:

The Superintendent recommends the Board of Education retain the services of Millenium Energy for the Engineering and Project Management of an Energy Services Project based on the completed Technical and Energy Assessment of Waverly Community Schools.

Statement of Purpose:

The District could reduce current operating costs through the implementation of a comprehensive energy plan to maximize energy efficiency and upgrade systems to the most current technology to reduce overall energy consumption.

Background Information:

A Technical and Energy Assessment has been completed for Waverly Community Schools. The Assessment identified Lighting, Mechanical Equipment and Controls which can be upgraded to produce energy savings. The Assessment also included an analysis of the current cost and energy efficiency of the District. The next phase for the project is the technical design and implementation of the proposed project. This includes preparing bid documents, specifications and architectural and/or engineering plans.

Budget Impact:

The Engineering and Project Management fees for the project are \$186,207. The total project costs, including the engineering and project management fees are estimated at \$1.1 million. These costs would be paid through the sale of Energy Bonds approved by the Board of Education and would be offset by the anticipated savings generated through the implementation of the project.

Discussion of Options:

The Board may entertain a motion to award the service contract, reject the service contract, or table the recommendation for further review.

Strategic Plan Reference:

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

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
November 26, 2012**

Report #12-34

FOR ACTION

Subject:

Budget Amendment 2012-13

Recommendation:

The Superintendent recommends the Board of Education approve the following:

The 2012-2013 General Fund budget as presented, showing revenues of \$28,433,982 and expenditures of \$29,965,475.

The 2012-2013 Food Service Fund budget as presented, showing revenues of \$1,174,000 and expenditures of \$1,174,000.

The 2012-2013 Debt Fund budget as presented, showing revenues of \$4,429,256 and expenditures of \$4,470,750.

Statement of Purpose:

It is anticipated that actual revenues and expenditures will be greater than the current appropriations; therefore, it is necessary to amend the current appropriations for the 2012-13 fiscal year.

Budget Impact:

The projected General Fund balance as of June 30, 2013 will be \$2,534,523 or 8.5% of the current year expenditures. This reduces the current year operating deficit from \$1,756,638 to \$1,531,493.

The projected Food Service Fund balance as of June 30, 2013 will be \$335,790. This represents a balanced budget for Food Service.

The projected Debt Service Fund balance as of June 30, 2013 will be \$237,085. This represents a slight increase to the current year deficit from \$35,447 to \$41,494.

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
Proposed Budget Amendment - General Fund
November 26, 2012

	Original Budget	Proposed Budget	Difference
Revenue			
Local sources	8,823,658	8,619,899	(203,759)
State sources	15,451,576	15,651,414	199,838
Federal sources	2,488,086	2,105,641	(382,445)
Intergovernmental	1,552,140	1,969,813	417,673
Transfers In	87,215	87,215	-
Total revenue	28,402,675	28,433,982	31,307
Expenditures			
Current:			
Instruction:			
Basic program	14,830,677	14,541,570	(289,107)
Added needs	3,467,547	3,361,254	(106,293)
Total instruction	18,298,224	17,902,824	(395,400)
Support Services:			
Pupil	1,815,313	1,827,209	11,896
Instructional staff	1,523,408	1,664,724	141,316
General administration	394,752	396,017	1,265
School administration	1,933,447	1,847,393	(86,053)
Business	467,661	424,857	(42,805)
Operations and maintenance	3,056,361	3,129,986	73,625
Pupil transportation services	963,447	957,308	(6,139)
Central	461,424	632,092	170,668
Other	142,000	117,850	(24,150)
Total support services	10,757,812	10,997,435	239,624
Athletics	393,501	395,960	2,459
Community services	29,040	5,925	(23,115)
Community services	-	2,618	2,618
Debt service:			
Principal	-	-	-
Interest	-	-	-
Capital outlay	395,235	378,951	(16,284)
Payments to other public schools	285,501	280,884	(4,617)
Total expenditures	30,159,313	29,964,597	(194,716)
Excess of Revenue (Under)Over Expenditures	(1,756,638)	(1,530,615)	226,023
Transfers Out	-	878	878
Net Change in Fund Balance	(1,756,638)	(1,531,493)	225,145
Fund Balance - Beginning of year	4,066,016	4,066,016	
Fund Balance - End of year	2,309,378	2,534,523	
	7.7%	8.5%	

Waverly Community Schools
Proposed Budget Amendment - Food Service Fund
November 26, 2012

	Original Budget	Proposed Budget	Difference
Revenue			
Local sources	379,000	379,000	-
State sources	45,000	45,000	-
Federal sources	750,000	750,000	-
Total revenue	1,174,000	1,174,000	-
Expenditures			
Food Service:			
Internal Services	33,285	33,706	421
Operating Building Services	500	500	-
Food Services	1,084,949	1,052,579	(32,370)
Total expenditures	1,118,734	1,086,785	(31,949)
Excess of Revenue (Under)Over Expenditures	55,266	87,215	31,949
Transfers Out	87,215	87,215	-
Net Change in Fund Balance	(31,949)	(0)	31,949
Fund Balance - Beginning of year	335,790	335,790	
Fund Balance - End of year	303,841	335,790	

**Waverly Community Schools
Proposed Budget Amendment - Debt Fund
November 26, 2012**

	Original Budget	Proposed Budget	Difference
Revenue			
Local sources	4,435,303	4,429,256	(6,047)
State sources	-	-	-
Federal sources	-	-	-
Total revenue	4,435,303	4,429,256	(6,047)
Expenditures			
Principal and Interest	4,470,750	4,470,750	-
Total expenditures	4,470,750	4,470,750	-
Excess of Revenue (Under)Over Expenditures	(35,447)	(41,494)	(6,047)
Transfers Out	-	-	-
Net Change in Fund Balance	(35,447)	(41,494)	(6,047)
Fund Balance - Beginning of year	278,577	278,577	
Fund Balance - End of year	243,130	237,083	

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
November 26, 2012**

Report #12-35

FOR ACTION

Subject:

MSBO/MAPT Bus Purchase Program

Recommendation:

The Superintendent recommends the Board of Education approve the resolution for participation in the MSBO/MAPT Bus Purchasing Program to purchase two (2) buses from Capital City Bus Sales

Statement of Purpose:

The purpose is to replace two (2) buses, currently aged beyond the recommended bus replacement schedule, by utilizing grant funds to help offset the purchase price. The Greater Lansing Area Clean Cities was awarded a grant from the US Environmental Protection Agency. The District is a sub recipient and was awarded funding in the amount of \$42,000.

Background Information:

The District has used the MSBO/MAPT Bus Purchasing Program to obtain bids for the two (2) buses. A Bus Purchase Bid Sheet Summary, with bus specifications, is provided in the support materials with the bids from three approved vendors through the MSBO/MAPT Bus Purchasing Program.

Capital City Bus Sales is the lowest bid and is recommended for approval. It is also recommended for approval because the vendor is located in Lansing, MI and all repair/warranty work can be completed locally.

Budget Impact:

Each bus has a cost of \$85,762 for a purchase total of \$171,524 for two (2) buses. The net impact to the budget, including the grant offset, is \$129,524. This was included in the original budget adopted on June 11, 2012.

Discussion of Options:

The Board may entertain a motion to approve the purchase of two buses from Capital City Bus Sales through the MSBO/MAPT Bus Purchasing Program, award the bid to an alternate vendor, table the recommendation until a future date, or deny the request to purchase two buses at this time.

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....

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION RESOLUTION**

2012-2013 MSBO/MAPT Bus Purchasing Program

Ingham, Eaton, and Clinton Counties, Michigan

A regular meeting of the Board of Education of Waverly Community Schools (“WCS”) was held at the Administrative Center Board Room, 515 Snow Road, Lansing, Michigan, in said District, on the 26th day of November 2012, at 6:30 o’clock p.m.

The meeting was called to order by _____.

PRESENT:

ABSENT:

The following preamble and resolution were offered by Member _____ and supported by Member _____.

WHEREAS, WCS desires to participate in the 2012-2013 Michigan School Business Officials (“MSBO”) and the Michigan Association for Pupil Transportation (“MAPT”) Bus Purchasing Program (“Bus Purchasing Program”); and

WHEREAS, the Board of Education has reviewed the Bus Purchasing Program Vendor Invitation to Bid, the Vendors’ Responses to the Invitation to Bid, the Base Bus Specifications, the Bus Specification Options and the School District’s Bid Comparison Spreadsheet (Collectively “Bid Documents”); and

WHEREAS, WCS understands that it is subject to all of the terms and conditions contained in the Bid Documents and any Bus Purchasing Program procedures currently in place, or as may be implemented in the future by the MSBO/MAPT; and

WHEREAS, the Board of Education understands that the sole responsibility of MSBO/MAPT in the Bus Purchasing Program is to solicit bids from Vendors, inform the Districts of the bid results and coordinate the aggregate purchase of buses; and

WHEREAS, the Board of Education understands that the School District must have at least one (1) fully paid membership in either the MSBO and/or MAPT in order to participate in the Bus Purchasing Program; and

WHEREAS, the Board of Education understands that any contracts for the purchase of school buses under the Bus Purchasing Program will be between the School District and the Bus Vendor directly; and

WHEREAS, the Board of Education has determined that it is in the best interest of WCS to participate in the Bus Purchasing Program

NOW THEREFORE, BE IT RESOLVED THAT:

1. WCS is hereby authorized to participate in the 2012-2013 MSBO/MAPT School Bus Purchasing Program and agrees to be bound by all of the terms and conditions contained in the Bid Documents, which Bid Documents are incorporated herein by reference.

2. The President and Secretary of the Board are hereby authorized and directed to execute any and all documents which are necessary for WCS to participate in the Bus Purchasing Program upon the terms and conditions contained in the Bid Documents and any of the Bus Purchasing Program procedures.

Ayes:

Nays:

Absent:

RESOLUTION DECLARED ADOPTED.

**Mary Ann Martin, Secretary
Waverly Community Schools
Board of Education**

The undersigned, duly qualified Secretary of the Board of Education of Waverly Community Schools of Lansing, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Education at a regular meeting held on November 12, 2012, the original of which is part of the Board's official minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, PA 1976, as amended).

**Mary Ann Martin, Secretary
Waverly Community Schools
Board of Education**

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
November 26, 2012**

Report #12-36

FOR ACTION

Subject: Personnel Recommendations

A. Employment – Non Certified

<u>Name</u>	<u>Position</u>	<u>Class/Salary</u>	<u>Effective</u>
Michelle Weinfeld	East/MS/HS Library Clerk	Class 1/\$15.20	11/26/12

B. Resignation –Non Certified

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Terry Sanford	Middle School Lunch Assistant	Personal	11/15/12

C. Transfer – Non Certified

<u>Name</u>	<u>Position</u>	<u>Class/Salary</u>	<u>Effective</u>
William Davis	From: Class C 3 rd Shift HS To: Class B 3 rd Shift High School	Class B/\$15.51	12/3/12

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
November 26, 2012**

FOR INFORMATION

Subject: Staffing 2012-2013

Total Full Time Equivalent (FTE) for certified staff for the 2011-12 school year was 169.95. The total FTE for certified staff for the 2012-13 school year is 168.20.

Student enrollment blended count for the 2011-12 school year was 2,842.14. A total K-12 unaudited count for the 2012-13 school year as of the 4th Wednesday is 2,808.49.