



Waverly Community Schools

Regular Meeting

Monday, December 10, 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 December 10, 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
- II. Special Presentations
 - A. Recognition of David Percival and Kimberly Smith
- 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. Facility/Policy
 - 1. Recommendation to approve Report #12-37, Policy (2nd Reading) 7
 - B. Finance/Personnel
 - 1. ***Recommendation to approve Report #12-38, Financial Recommendation 8
 - 2. Recommendation to approve Report #12-39, Service Contract Award for Energy Conservation Implementation 10
 - 3. Recommendation to approve Report #12-40, 2013 Energy Conservation Improvement Bonds 11
 - 4. Recommendation to approve Report #12-41, Personnel Recommendations 12
- 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 26, 2012**

Opening of Meeting

The regular meeting of the Waverly Community Schools Board of Education was called to order by President Britt Slocum at 6:31 p.m. in the Board Room of the Administrative Center, 515 Snow Road, Lansing, MI.

Members Present:

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

Staff Present:

Terry Urquhart, Superintendent
Evan Nuffer, Director of Finance
Vincent Perkins, Director of Human Resources
Gretchen Mikula
Becky McQuillan
Laura Smith
Helene McNeilly
Vickie Tisdale
Kelly Blake
Michelle Frederick
Troy Lindley
Matt Oppenheim
Rebecca Pease

Others Present:

Bill Altimore
Mary Jo White
Vytas Virskus

Pledge

Mary Jo led the pledge of allegiance.

Special Presentation

East Intermediate School Principal Vickie Tisdale presented the Instructional Highlight for students in grades 5-6.

Correspondence

Secretary Martin reported Board members had received invitations to the National Honor Society Senior Renewal and Induction Ceremony.

Public Comment

None

Student Representative Report

Student Representative Kyle Ranieri reported the Interact Club painted more than 120 pumpkins which were sent to area senior citizens. Interact also partnered with Community Mental Health at Potter Park Zoo reading books to children and conducting tours through the zoo. Waverly students in the Special Education department raised money to purchase six turkeys for the local Volunteers of America. The Girls Basketball season opens with a home game

Student Representative Report (cont.)

on November 20th. The boys' first game is December 7th at Jackson Lumen Christi at 6:00 p.m. The Girls' Golf Team received the Academic All State Award by having a team average GPA of 3.5. Senior Crystal Tran also was awarded the individual Academic All State award. The Waverly High School Marching Band represented the District and the high school student body in the annual Silver Bells in the City parade.

Board Member Comment

Member Sherry stated it was terrific what the students did for the Volunteers of America. She reported she had the opportunity to attend Warrior Madness, noting there was a lot of energy and it was a lot of fun. Member Sherry said the Waverly Band looked great at Silver Bell as the last band in the parade due to an award bestowed on them in last year's parade.

Member Jones thanked Waverly students, staff, and families for their participation in Silver Bells in the City. He announced 130,000 people participated in the event. Member Jones thanked all the sponsors of the event, including Edge Partnerships, co-owned by Member Witwer. He stated the Waverly band performed admirably. St Johns won the "Best Illuminated" award; and the number of bands in the parade has skyrocketed.

Member Witwer thanked Kyle Ranieri for his positive comments, Member Jones for his involvement in Silver Bells in the City, and Mary Jo White for the great news about Waverly she prints in the Delta-Waverly Community News.

Member Martin and Member Smith supported the comments made by other Board members

Member Wright reported he attended the High School play "Something Wicked This Way Comes", noting it had the most impressive scenery and backdrops he has seen in a long time, describing the play as a "fantastic production".

President Slocum reminded Board members the Waverly Education Foundation Gala is Monday, December 3 at the Lexington Lansing Hotel. He stated tickets are still available and can be purchased through Becky Pease. President Slocum stated Board members had received an email regarding the Martin Luther King, Jr. Luncheon and asked Board members to indicate if they plan to attend. President Slocum stated the Silver Bells parade was great and Warrior Madness had high energy, to say the least. He also thanked Kyle for his report.

Adoption of Agenda

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

Motion carried. VOTE: AYES – 7; NAYS – 0.

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

The minutes of the regular meeting of November 12, 2012 were approved as presented.

Facility/Policy Advisory Committee Report

Superintendent Urquhart reported the Facility/Policy Advisory Committee met on Thursday, November 8 to review policies to be presented to the Board for first reading on November 12.

Policy (First Reading) – For Discussion

The Board reviewed 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 (First Reading) continued

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
Policy 8321	Criminal Justice Information Security (Non-Criminal Justice Agency)	Revised
		New

The policies will come back to the Board for second reading on December 10, 2012.

Finance/Personnel Advisory Committee Report

Member Sherry reported the Finance/Personnel Advisory Committee met at 5:00 p.m. on Monday, November 12. Attending the meeting were Evan Nuffer, Vincent Perkins, Melissa Sherry, Calvin Jones, and Mary Ann Martin. Member Sherry reported they discussed meeting dates and times; reviewed reports to be presented to the full Board for approve; received reports to be presented for discussion; and heard an update on the Energy Assessment by Millenium Energy. In the personnel area, information was provided about a part-time librarian position and a staffing situation.

Service Contract Award for Energy Services – For Discussion

Vitau Virskus of Millenium Energy provided information on the energy analysis of the district's mechanical and lighting systems and the strategic planning to summarize energy conservation and a cost reduction plan.

Evan Nuffer, Director of Finance, presented for discussion a report to 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. Mr. Nuffer stated that energy conservation starts with smart choices. The purpose of conducting an energy services project is to put Waverly Community Schools in the best position for reducing operating costs. An authorizing resolution will be presented to the Board on December 10, 2012 for action.

Budget Amendment 2012-13 – Report #12-34 – For Action

A motion was presented by Member Jones and supported by Member Smith. MOTION: The Board of Education approves the following recommendation:

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.

Motion carried: VOTE: AYES – 7; NAYS – 0.

MSBO/MAPT Bus Purchase Program – Report #12-35 – For Action

A motion was presented by Member Sherry and supported by Member Witwer. MOTION: The Board of Education approves the resolution for participation in the MSBO/MAPT Bus Purchasing Program to purchase two (2) buses from Capital City Bus Sales.

Motion carried. VOTE: AYES – 7; NAYS – 0.

Personnel Recommendations – Report #12-36 – For Action

A motion was presented by Member Jones and supported by Member Sherry. MOTION: The Board of Education approves the employment of Michelle Weinfeld (East/MS/HS Library Clerk); the resignation of Terry Sanford (MS Lunch Assistant); and the transfer of William Davis (from Class C 3rd shift HS Custodian to Class B 3rd shift HS Custodian).

Motion carried. VOTE: AYES – 7; NAYS – 0.

Staffing 2012-2013- For Information

Vincent Perkins, Director of Human Services, reported the Total Full Time Equivalent (FTE) for certified staff for the 2012-2013 school year is 168.20. The total K-12 unaudited count for the 2012-2013 school year as of the 4th Wednesday is 2,808.49.

Superintendent's Report

A meeting has been held with Barton Malow regarding the technology bond. The election is tentatively scheduled for May 7, 2012. Superintendent Urquhart provided a timeline of the project, and noted it will be a fast and furious project.

Superintendent Urquhart announced we have completed all the initial instructional highlights. He noted he was pleased with the building-wide projects and looks forward to the results which will be presented starting February 25.

Superintendent Urquhart congratulated the golf team for receiving the Academic All State Award and Crystal Tran for receiving the individual Academic All State Award.

Superintendent Urquhart thanked Principal Tisdale for her presentation to the Board.

Public Comment

None

Other Board Business

President Slocum named Member Jones and Member Martin to an Ad Hoc Committee to provide orientation for new Board member, William Altimore.

Adjournment

The meeting adjourned at 8:36 p.m.

Respectfully submitted,

Mary Ann Martin, Secretary

***Consent Agenda

rlp

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

Report #12-37

FOR Action

Subject: Policy – Second Reading

Recommendation:

The Superintendent recommends the Board of Education adopt the policy updates listed below at second 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
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Policy 7542	Access to District Technology Resources from Personal Communication Devices	Replacement Policy
Policy 8321	Criminal Justice Information Security (Non-Criminal Justice Agency)	Revised
		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
December 10, 2012**

Report #12- 38

FOR ACTION***

Subject:

Financial Recommendation

Recommendation:

It is recommended the following be approved:

Treasurer's Report:

The cash balance, net of related short term debt, as of October 31, 2012 was \$2,034,513.37. Receipts during November, consisting of property taxes, state aid and other revenues in the amount of \$2,194,235.80, minus disbursements during November of \$2,635,602.35, left the district with a General Fund cash balance, net of related short term debt, as of November 30, 2012, of \$1,593,146.82.

**Waverly Community Schools
Budgetary Comparison Schedule
For the Month Ended November 30, 2012**

	Revised Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	8,619,899	3,533,038	(5,086,861)	59.0%
State sources	15,651,414	2,898,763	(12,752,652)	81.5%
Federal sources	2,105,641	592,645	(1,512,996)	71.9%
Intergovernmental	1,969,813	298,934	(1,670,879)	84.8%
Transfers In	87,215	-	(87,215)	100.0%
Total revenue	28,433,982	7,323,379	(21,110,603)	74.2%
Expenditures				
Current:				
Instruction:				
Basic program	14,541,570	4,322,909	(10,218,661)	70.3%
Added needs	3,361,254	992,667	(2,368,586)	70.5%
Total instruction	17,902,824	5,315,576	(12,587,248)	70.3%
Support Services:				
Pupil	1,827,209	578,749	(1,248,460)	68.3%
Instructional staff	1,664,724	592,598	(1,072,126)	64.4%
General administration	396,017	159,548	(236,469)	59.7%
School administration	1,847,393	693,484	(1,153,909)	62.5%
Business	424,857	210,386	(214,471)	50.5%
Operations and maintenance	3,129,986	1,181,799	(1,948,188)	62.2%
Pupil transportation services	957,308	289,890	(667,418)	69.7%
Central	632,092	287,409	(344,682)	54.5%
Other	117,850	22,711	(95,139)	80.7%
Total support services	10,997,435	4,016,574	(6,980,861)	63.5%
Athletics	395,960	167,593	(228,367)	57.7%
Community services	5,925	3,512	(2,413)	40.7%
Community services	2,618	-	(2,618)	100.0%
Debt service:			-	0.0%
Principal	-	-	-	0.0%
Interest	-	-	-	0.0%
Capital outlay	378,951	134,276	(244,675)	64.6%
Payments to other public schools	280,884	54,662	(226,222)	80.5%
Total expenditures	29,964,597	9,692,193	(20,272,404)	67.7%
Excess of Revenue (Under)Over Expenditures	(1,530,615)	(2,368,814)	(838,199)	
Transfers Out	878	-	(878)	100.0%
Net Change in Fund Balance	(1,531,493)	(2,368,814)	(837,321)	
Fund Balance - Beginning of year	4,066,016	4,066,016		
Fund Balance - End of year	2,534,523	1,697,202	(837,321)	
	8.5%			

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

Report #12-39

FOR ACTION

Subject:

Service Contract Award for 2013 Energy Conservation Improvements

Recommendation:

The Superintendent recommends the Board of Education award a service contract to Millenium Energy for the 2013 Energy Conservation Improvements based on the 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 Conservation Improvement 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
December 10, 2012**

Report #12-40

FOR ACTION

Subject:

2013 Energy Conservation Improvement Bonds

Recommendation:

The Superintendent recommends the Board of Education approve the resolution to issue bonds for the purpose of acquiring, constructing and installing energy conservation improvements pursuant to the Revised School Code of 1976, Act 451 as amended

Statement of Purpose:

Based on a technical and energy assessment of the District performed by Millenium Energy Co., it is anticipated the District will need to borrow up to \$1,300,000 to pay for the necessary cost of the energy conservation improvements.

Budget Impact:

The cumulative savings to the General Fund, related to the energy conservation improvements and during the period of repayment of principal and interest for the debt issued to finance the project, is estimated at \$598,827.

Historical Perspective:

Under the terms of Section 1274 of Act 451, the School District is authorized to implement energy conservation improvements paid from the proceeds of bonds or notes issued for energy conservation improvements. The District does not have a voter approved Sinking Fund.

Discussion of Options:

The Board of Education can entertain a motion to adopt the resolution as presented, or reject the resolution.

Rationale for Recommendation:

The purpose of this energy conservation improvement project is to improve efficiency, reduce operating costs to the District and promoting environmental responsibility.

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
BOARD OF EDUCATION
REGULAR MEETING
December 10, 2012**

Report #12-41

FOR ACTION

Subject: Personnel Recommendations

A. Employment – Non Certified

<u>Name</u>	<u>Position</u>	<u>Class/Salary</u>	<u>Effective</u>
Zachary Gleason	HS Custodian	Class D/\$10.50	12/3/12

B. Transfer – Non Certified

<u>Name</u>	<u>Position</u>	<u>Class/Salary</u>	<u>Effective</u>
Bruce MacConnell	From: Class C Middle School To: Class B East Intermediate	Class B/\$15.51	12/3/12
Lura Waisanen	From: East Lunch Assistant To: MS Lunch Assistant	Class G/\$9.57	12/4/12