



# **Waverly Community Schools**

## **Regular Meeting**

**Monday, January 14, 2013 6:30 PM**

# Agenda of Regular Meeting

## The Board of Education Waverly Community Schools

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A Regular meeting of the Board of Education of Waverly Community Schools will be held January 14, 2013, beginning at 6:30 PM in the Waverly Middle School Little Theatre, 620 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. School Board Recognition
  - B. Student Recognition
- III. Correspondence
- 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. Curriculum
    - 1. For Discussion - Health Committee - 7th grade HIV/STI Curriculum 10
  - B. Finance/Personnel
    - 1. \*\*\*Recommendation to approve Report #12-45, Financial Recommendation 11
    - 2. Recommendation to approve Report #12-46, Personnel Recommendations 13
  - C. Other
    - 1. Recommendation to approve Report #12-47, Extended Field Trip 14
    - 2. Recommendation to approve Report #12-48, Reinstatement of Expelled Student 15
- X. Superintendent's Report
- XI. Public Comment
- XII. Other Board Business

XIII. Adjournment

XIV. \*\*\*Consent Agenda

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
December 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 6:32 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  
Gloria Gonzalez, Student Services Administrator  
Gretchen Mikula  
Becky McQuillan  
Laura Smith  
Michelle Frederick  
Vickie Tisdale  
Matt Oppenheim  
Rebecca Pease

***Others Present:***

Bill Altimore  
Joe Smith  
Dave Percival  
Richard Redmond

***Pledge***

Richard Redmond led the pledge of allegiance.

***Special Presentation***

Former Board member Dave Percival and outgoing Board member Kimberly Smith were recognized for their service to Waverly Community Schools. President Slocum read tributes to the retiring Board members. Member Percival was a member of the Board from January, 2012 through August, 2012. He served on the Curriculum Advisory Committee and was a delegate to the Michigan Association of School Boards' Legislative Relations Network. During his time on the Board, Member Percival received ten credits through MASB.

Member Smith's term of office was July 2008 through December 2012. During her tenure she served as treasurer and vice secretary-treasurer. She also was a member of the Curriculum, Facilities/Policy, and Finance/Personnel Advisory Committees. Member Smith has served as the MASB Legislative Relations Network alternate and the Ingham School Officers Association alternate. She attained the Level 2 Award of Merit through the Michigan Association of School Boards.

***Correspondence***

None

***Public Comment***

None

***Student Representative Report***

Student Representative Kyle Ranieri reported the High School held its second Senior Challenge of the Year which was a great success. This event is an opportunity for the student body to come together for friendly competition and an opportunity for student athletes to be recognized. He reported Camy Trinh, a Waverly High School freshman, was selected to perform with the Lansing Symphony Orchestra at their Holiday Pops Concert. Both the Band and the Orchestra will have their holiday concerts soon. The band concert is December 20<sup>th</sup> at 6:30 p.m. and the orchestra concert is December 19<sup>th</sup> at 6:30 p.m. Kyle announced the boys and girls basketball teams have kicked off their seasons. Neither team has won a game to date, but they have all been close games and the teams have played extremely well.

***Board Member Comment***

Member Sherry congratulated Member Smith and former Member Percival for their service to the Board, stating it has been a pleasure serving with them. She also thanked Kyle Ranieri, noting she loves his reports.

Member Jones thanked Kim Smith and Dave Percival for their service on the Board of Education. Member Jones also thanked the National Honor Society, High School Chamber Orchestra, Jazz Band, and Reflections for participating in the Waverly Education Foundation's annual Gala, which was held on Monday, December 3, 2012 at the Lexington Lansing Hotel. He also extended his appreciation to Margie Aimery, chairperson of the event, and her committee for all they did to make the event a success. Member Jones reported the state legislature is currently in a lame duck session considering passage of bills which affect all constituents. He specifically referred to House Bill 6004 and Senate Bill 1358. Member Jones noted it is imperative Board members contact legislators Representative Deb Shaughnessy and Senator Rick Jones to keep the pressure on them. Member Jones stated he has also been in contact with Randy Schor, Representative-Elect District 68 and Teresa Abed, Representative-Elect District 71, who both welcome the opportunity to join the Board for future educational dialogue. He mentioned he will be unable to attend the Waverly Staff Breakfast. Member Jones concluded by announcing he and Member Martin completed orientation for new Board member William Altimore on Thursday, December 6.

Member Witwer thanked Kim Smith and Dave Percival for their service. She thanked the Waverly Education Foundation (WEF) for an awesome event, thanking Margie Aimery and Miki Patterson for their leadership in the WEF. Member Witwer reported she will be attending the Staff Breakfast and thanked Kyle Ranieri for his positive report.

Member Martin thanked Dave Percival and Kim Smith for their service on the Board. She congratulated Camy Trihn for being selected to participate in the Lansing Symphony's Holiday Pops Concert as a freshman. Member Martin also congratulated Kyle Ranieri for filling in as the conductor of the Waverly Chamber Orchestra at the Waverly Education Foundation Gala. She reported she attended the National Honor Society Senior Renewal and Induction on November 29, stating she likes the intimacy of that ceremony. Three high school seniors were inducted that day. Member Martin reported she attended a recent high school basketball game and was impressed with the behavior of the student body. Member Martin addressed the legislature's Lame Duck session, noting those people who are not coming back can do whatever they like. She encouraged Board members to contact anyone they can to get their point across. Member Martin stated she sent the letter Superintendent Urquhart composed to many people in the state of Michigan.

Member Smith read a prepared statement, thanking the community for letting her serve the last four years. She encouraged fellow Board members to make decisions that impact the community and the student body, and to keep the students' best interests in mind.

**Board Member Comment (continued)**

Member Wright stated he will miss Member Smith. He reported the Middle School swim season is on, with three meets this week. The team has 17 swimmers, the most in three years. Member Wright stated he enjoyed the Gala and congratulated the theatre program for their outstanding centerpiece which received the highest bid of the evening.

President Slocum thanked Member Smith and former Member Percival for their service to the Board. He thanked Members Jones and Member Martin for providing orientation to William Altimore, incoming Board member. President Slocum concurred with Member Jones and Member Martin about the lame duck legislative session and urged Board members to contact their legislators. He indicated he had attended and spoken at a press conference for the Coalition for Education, noting attendees were wall-to-wall and spilling out into the hallway.

**Adoption of Agenda**

Superintendent Urquhart stated that a Board Member had requested the removal of the Financial Recommendation from the consent agenda.

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

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

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

The minutes of the regular meeting of November 26, 2012 were approved as presented.

**Policy (Second Reading) – Report #12-37 - For Action**

A motion was presented by Member Martin and supported by Member Smith. Motion: The Board of Education adopts 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 ( <b>DUAL</b> ) 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	<del>Federal</del> <b>Grant</b> 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

Superintendent Urquhart indicated since the last meeting NEOLA made changes to Policies 2260, 3122, and 4122. He identified the changes in each policy that needed to be made.

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

***Financial Recommendation – Report #12-38 – For Action***

A motion was presented by Member Wright and supported by Member Martin. MOTION: The Board of Education approves the financial recommendation as presented.

Member Martin asked Evan Nuffer, Director of Finance, to explain “net of related short term debt”. Mr. Nuffer explained the District took out a short-term state aid note payable prior to the end of the fiscal year. Therefore, it increased our total overall cash available; however, it is offset by the liability to pay prior to the end of the school year.

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

***Service Contract Award for 2013 Energy Conservation Improvements – Report 12-39 – For Action***

A motion was presented by Member Sherry and supported by Member Witwer. MOTION: The Board of Education award a service contract to Millenium for the 2012- Energy Conservation Improvements based on the Technical and Energy Assessment of Waverly Community Schools.

Questions were asked by Board members regarding lighting in classrooms, payback for gym lighting, measurement/verification of savings, exclusion of roofs and glass; and exclusion of Windemere View from the project.

Member Jones stated he is an employee of Lansing Board of Water & Light, an energy supplier, and he is not in a position to receive any compensation from this action.

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

***Energy Conservation Improvement Bonds – Report #12-40- For Action***

A motion was presented by Member Sherry and supported by Member Jones. MOTION: The Board of Education approves 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.

Evan Nuffer, Director of Finance, informed the Board the District will issue debt to be paid back by savings on the project. An eight-year project is proposed to be paid off in 2022, not to exceed costs of \$1.3 million.

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

***Personnel Recommendations – Report #12-41 – For Action***

A motion was presented by Member Wright and supported by Member Martin. MOTION: The Board of Education approves the employment of Zachary Gleason (High School Custodian); and the transfer of Bruce MacConnell from Class C Middle School Custodian to Class B East Intermediate Custodian and Lura Waisanen from East Lunch Assistant to Middle School Lunch Assistant.

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

***Superintendent’s Report***

Superintendent Urquhart provided a PowerPoint presentation of the first six months of the 2012-2013 school year. Highlighted as positives were the hiring of a new High School principal; return of funding for all athletics; emphasis on Academic Achievement at the building level; development of long/short term goals for the District; District kick-off; Superintendent/Board of Education Governance; Pride (Christmas breakfast, staff Homecoming BBQ, Bonfire, Powder-puff game, and High School Senior Challenge); Technology Bond proposal; Energy Audit; Energy Conservation Project; Adjustment of Custodial Contract; and Opening of School (assigning administrators to buildings). Superintendent Urquhart stated goals for the year are academic achievement; creating a marketing plan; and creating a sound financial plan. Also included is redesigning the High School curriculum to make it the best it

***Superintendent's Report (cont.)***

can be by matching staff talents with the needs of the students, increasing rigor, and developing a good plan to help low-level learners.

Member Sherry thanked Superintendent Urquhart, noting academics are the number one priority. She said Mr. Urquhart hit a home run hiring Mr. Lindley. She also stated she has heard wonderful things about the Senior Challenges, pride and morale. Member Sherry noted there is a new expectation for open campus – that it is a privilege, not a right, and that staff are at doors welcoming kids and seeing them off as they leave.

***Other Board Business***

None

***Adjournment***

The meeting adjourned at 7:22 p.m.

Respectfully submitted,

Mary Ann Martin, Secretary

\*\*\*Consent Agenda

rlp

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
SPECIAL MEETING  
December 19, 2012**

***Opening of Meeting***

The special meeting of the Waverly Community Schools Board of Education was called to order by President Britt Slocum at 7:03 a.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  
Mr. Calvin Jones, Trustee  
Mr. Alan Wright, Trustee

***Staff Present:***

Terry Urquhart, Superintendent  
Rebecca Pease

***Others Present:***

Matt Oppenheim

***Purpose***

The purpose of the meeting was a personnel issue, approving an addendum to the Superintendent's contract.

***Motion***

A motion was presented by Member Witwer and supported by Member Martin. MOTION: The Board of Education approves Report #12-42, which addresses professional dues/travel expenses; deferred compensation; auto expenses; moving expenses; and vacation days.

President Slocum informed the Board that per Michigan Association of School Boards' counsel, the meeting needs to be an open meeting because it addresses an individual contract. He stated there are items missing from Superintendent Urquhart's contract which were a part of previous Superintendents' contracts. The Board is not looking at raising the salary of Superintendent Urquhart. The moving allowance is a one-time expense.

Being removed from the contract is Section 5, pertaining to incentives related to the Superintendent's performance.

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

***Adjournment***

The meeting adjourned at 7:15 a.m.

Respectfully submitted,

Mary Ann Martin, Secretary

rlp

**Waverly Community Schools  
Board of Education  
Regular Meeting  
January 14, 2013**

**FOR DISCUSSION**

**Subject:** Curriculum approval for “Understanding HIV and other STIs” for grades 7-8.

**Recommendation:**

The District Health Committee recommends that the Board of Education approves the Michigan Health Model curriculum “Understanding HIV and other STIs” for grades 7-8.

**Statement of Purpose/Issue:**

The materials highlighted have been reviewed by instructional staff, through a one-day training at Eaton ISD and by the District Health Committee. The curriculum is found to be an appropriate and valuable resource. The lessons in the curriculum directly correlate with the state objectives, as well as the needs that were presented through the Middle School and High School MIPHY results.

**Budget Impact:**

The District paid for seven Middle School teachers to attend the training, which was \$525.00 (\$75/person). The price included the training and purchase of the curriculum, which includes lessons, assessments, and general information on the program. (The binder will be presented to the Board).

**Historical Perspective:**

The Waverly Board of Education last approved a revision for Human Growth and Development grades 1-6 and HIV grades 4-5 in March of 2010. Middle School Human Growth and HIV have not been updated in many years. The instructional staff went to a training on November 27, 2012. The District Health Committee reviewed the curriculum on November 13, 2012 and December 18, 2012.

**Rationale for Recommendation:**

It is necessary to have an updated and common curriculum at the Middle School that lays the groundwork for High School health classes.

**Strategic Plan:**

*Curriculum, Instruction, and Assessment*

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

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
January 14, 2013**

**Report #12-45**

**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 November 30 was \$1,593,146.82. Receipts during December, consisting of property taxes, state aid and other revenues in the amount of \$1,520,129.15, minus disbursements during December of \$2,645,438.98, left the district with a General Fund cash balance, net of related short term debt, as of December 31, 2012, of \$467,836.99.

**Waverly Community Schools  
Budgetary Comparison Schedule  
For the Month Ended December 31, 2012**

	Revised Budget	Actual	Over (Under) Budget	% Available
<b>Revenue</b>				
Local sources	8,619,899	3,637,378	(4,982,521)	57.8%
State sources	15,651,414	4,325,879	(11,325,536)	72.4%
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%
<b>Total revenue</b>	<b>28,433,982</b>	<b>8,854,835</b>	<b>(19,579,147)</b>	<b>68.9%</b>
<b>Expenditures</b>				
<b>Current:</b>				
<b>Instruction:</b>				
Basic program	14,541,570	5,503,960	(9,037,611)	62.2%
Added needs	3,361,254	1,255,789	(2,105,465)	62.6%
<b>Total instruction</b>	<b>17,902,824</b>	<b>6,759,748</b>	<b>(11,143,076)</b>	<b>62.2%</b>
<b>Support Services:</b>				
Pupil	1,827,209	710,187	(1,117,022)	61.1%
Instructional staff	1,664,724	721,021	(943,703)	56.7%
General administration	396,017	187,332	(208,685)	52.7%
School administration	1,847,393	832,657	(1,014,736)	54.9%
Business	424,857	240,164	(184,693)	43.5%
Operations and maintenance	3,129,986	1,450,497	(1,679,489)	53.7%
Pupil transportation services	957,308	368,605	(588,703)	61.5%
Central	632,092	335,315	(296,777)	47.0%
Other	117,850	22,711	(95,139)	80.7%
<b>Total support services</b>	<b>10,997,435</b>	<b>4,868,488</b>	<b>(6,128,948)</b>	<b>55.7%</b>
Athletics	395,960	211,821	(184,139)	46.5%
Community services	5,925	4,232	(1,693)	28.6%
Community services	2,618	438	(2,180)	83.3%
Debt service:			-	0.0%
Principal	-	-	-	0.0%
Interest	-	-	-	0.0%
Capital outlay	378,951	305,415	(73,536)	19.4%
Payments to other public schools	280,884	82,956	(197,928)	70.5%
<b>Total expenditures</b>	<b>29,964,597</b>	<b>12,233,098</b>	<b>(17,731,499)</b>	<b>59.2%</b>
Excess of Revenue (Under)Over Expenditures	(1,530,615)	(3,378,263)	(1,847,648)	
Transfers Out	878	-	(878)	100.0%
Net Change in Fund Balance	(1,531,493)	(3,378,263)	(1,846,770)	
Fund Balance - Beginning of year	4,066,016	4,066,016		
Fund Balance - End of year	2,534,523	687,753	(1,846,770)	
	8.5%			

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
January 14, 2013**

**Report #12-46**

**FOR ACTION**

**Subject:            Personnel Recommendations**

**A.        Retirement – Certified**

<u>Name</u>	<u>Position</u>	<u>Years</u>	<u>Effective</u>
Lynn Moule	Elmwood 2 <sup>nd</sup> Grade Teacher	29 Years	6/7/13

**B.        Resignation –Non Certified**

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Dawn Smith	Colt School Lunch Assistant	Personal	12/21/12

**C.        Transfer – Non Certified**

<u>Name</u>	<u>Position</u>	<u>Class/Salary</u>	<u>Effective</u>
Todd Stiles	From: Class B HS Custodian To: Class C MS Custodian	Class C/\$14.61	12/3/12

**D.        Coaching – High School/Middle School**

<u>Name</u>	<u>Assignment</u>	<u>Step</u>	<u>Stipend</u>	<u>Effective</u>
Craig Fields	Varsity Boys Basketball Coach	3	\$5,739	Winter Season
Les Midgett	Freshman Girls Basketball Coach	3	\$3,796	Winter Season
Jim York	Varsity Wrestling Coach	3	\$5,072	Winter Season

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
January 14, 2013**

**Report #12-47**

**FOR ACTION**

**Subject:      **Extended Field Trip****

The Superintendent recommends the Board of Education approves an extended field trip submitted by Renee Gutierrez, High School Spanish teacher, for 10<sup>th</sup>-12<sup>th</sup> grade Spanish language students to travel to Madrid and Barcelona, Spain in June of 2014. The trip offers the students an opportunity to gain knowledge and experience other cultures which will contribute to their personal and intellectual development. Because of the timeframe, it is not known how many students will take advantage of this experience. Mrs. Gutierrez has chaperoned two previous student travel trips to Costa Rica and Spain. The estimated cost of the trip is between \$3,000 and \$3,500 which will be paid by the students and their families, with fundraising opportunities available.

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
January 14, 2013**

**Report #12-48**

**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.