



Waverly Community Schools

Regular Meeting

Monday, March 11, 2013 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 March 11, 2013, 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. Instructional Report - Elmwood Elementary School
 - B. Instructional Report - Waverly Middle School
 - C. Strategic Plan
- 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. Facilities/Policy
 - 1. Facilities/Policy Advisory Committee Report
 - 2. For Discussion - Policy (First Reading) 9
 - B. Finance/Personnel
 - 1. ***Recommendation to approve Report #12-59, Financial Recommendation 10
 - 2. Recommendation to approve Report #12-60, Personnel Recommendations 12
 - 3. Recommendation to approve Report #12-61, Authorization of Notification of Layoff 13
 - C. Other
 - 1. Recommendation to approve Report #12-62, Alternative Education for grades 9-12 14
 - 2. For Information - High School Seven-Hour Day

- X. Superintendent's Report
- XI. Public Comment
- XII. Other Board Business
- XIII. Closed Session
- XIV. Adjournment
- XV. ***Consent Agenda

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
February 25, 2013**

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, Michigan.

Members Present:

Mr. Britt Slocum, President
Mrs. Mary Ann Martin, Secretary
Mr. Calvin Jones, Treasurer
Mrs. Melissa Sherry, Vice Secretary/Treasurer
Mr. Alan Wright, Trustee
Mr. William Altimore, Trustee

Member Absent:

Mrs. Angela Witwer, Vice President

Staff Present:

Terry Urquhart, Superintendent
Dorothy Blackwell, Chief Academic Officer
Evan Nuffer, Director of Finance
Vincent C. Perkins, Director of Human Services
Gloria Gonzalez, Student Services Administrator
Gretchen Mikula
Troy Lindley
Tracy Thomas
Ruth Lamb
Helene McNeilly
Liesa Rocco
Michelle Frederick
Jamie Holland
Rebecca Pease

Others Present:

Kyle Ranieri
Mary Jo White
Mimi Patterson
Nora Pentecost
Rob Huntoon
Frank Cugini

Pledge

Kyle Ranieri led the pledge of allegiance.

Special Presentations

On October 8, 2012, Colt Principal Shawn Talifarro and Reading Teacher Jamie Holland presented information detailing fall assessments, baseline data for Kindergarten and first grade students, progress monitoring, and intervention strategies for increasing test scores. Tonight Talifarro and Holland returned to provide the Board with data showing growth mid-year in math (oral counting measurement, number identification measure, quantity discrimination measure, and missing number measure) for kindergarten and first grade students. Also included was data showing growth in reading (first sound fluency, phonemic segmentation fluency and nonsense word fluency) for kindergarten students, and nonsense word fluency and reading curriculum base measure for first grade students.

On October 8, 2012, High School Principal Troy Lindley, Thom Glasovatz (Science), Ruth Lamb (Counseling), Liesa Rocco (Special Education), and Tracy Thomas (Deputy Principal) presented a plan based on using pre-reading strategies to help improve reading comprehension and vocabulary across the curriculum. The goals were to raise

Special Presentations (cont.)

reading comprehension level and vocabulary for all students in all subject areas and raise academic achievement and scores on state assessments. The students were tested in September in the areas of reading comprehension and reading vocabulary. Tonight the team presented results for Freshmen in the area of reading comprehension, showing students as a group went from 49% at grade level or above to 62% at grade level or above, an increase of 13% after pre-reading strategies were applied. In reading vocabulary, the Freshmen, as a group, went from 49% at grade level or above to 58% at grade level or above when retested, a 9% increase.

One-hundred-two Freshmen raised their reading comprehension level more than the four-month growth; 41 maintained at level 13 (highest level); 20% were at the post high school level; and growth plus post high school equaled 143 (71%). Fifty-eight did not hit the targeted growth rate; however, there was personal growth for many.

Seventy-eight of the Freshmen raised their reading vocabulary level more than the four month growth. Forty-nine stayed at level 13 (highest level); 24 % were at the post high school level; and growth plus post high school equaled 127 (63%). Seventy-four did not hit the growth rate.

Correspondence

None

Public Comment

Addressing the Board during Public Comment were Michelle Frederick, Nora Pentecost, Rob Huntoon, and Frank Cugini.

Student Representative Report

Student Representative Kyle Ranieri reported it is the week before the Michigan Merit Exam (MME), with testing dates being March 5, 6, and 7. These exams include the ACT, WorkKeys, and the MME itself. This past Saturday the school held an ACT/WorkKeys jam session with around 100 students in attendance. It was very effective and all topics were covered ranging from ACT mathematics to WorkKeys reading for information. ACT and WorkKeys curriculum has also been integrated into the core curriculum of most classes with many teachers assigning homework or having daily bell work.

The Waverly Interact Club will be hosting its annual Rock-a-thon fundraiser this Thursday at the boys' basketball team's last home game at 7:00 p.m. Each year a number of students commit to raising money for a chosen cause and in return they pledge to sit in rocking chairs and rock for the entire day until the end of the basketball game. This year all the proceeds are going to Waverly's own Life Skills program directed by Mr. Roberts so assistive technologies can be purchased for his class.

A large number of extra-curricular clubs at Waverly have made their names known lately with various fundraisers and activities planned. The Black Student Union is hosting its annual Taste of Soul luncheon this Wednesday (12:00 p.m.) for only \$2. All of the proceeds will go to the Denzel Moss Memorial. The Waverly Quizbowl Team is finishing its winter season this week against some of the state's top teams and is currently ranked #3 in the entire league. The Gay-Straight Alliance is currently selling t-shirts for \$20 to anyone in the community with an interest in supporting a bully-free school. The Waverly Band and Orchestra are going to the MSBOA Festival on Thursday and Friday where they will be rated and compared to other schools in the area.

Board Member Comment

Member Altimore stated he enjoyed the 7th and 8th grade play, *Bye Bye Birdie*, presented at the Middle School this past weekend, noting it was quite an undertaking.

Member Wright reported the Middle School Little Theatre was sold out both nights *Bye Bye Birdie* was presented. He said he attended pre-festival concerts and is looking for great things this weekend and next.

Board Member Comment (cont.)

Member Martin thanked Colt and the High School for their presentations, noting it is wonderful to see progress being made. She stated she has a friend who is retired from law enforcement who had dialogue with the Eaton County Sheriff who indicated not all Waverly staff members are wearing ID badges around their necks. She stated it is a safety measure for all staff to wear a lanyard all the time with their ID properly displayed.

Member Jones thanked staff members for reporting to the Board this evening, and stated it is good to see results coming back and trending in the right direction. He said we need to do a good job of letting the community know we're going in the right direction. Member Jones reported legislators are back to work. Teresa Abed, newly elected Representative for Eaton County, has been assigned to the education committee. Member Jones suggested we need to invite our Senator and Representatives to a meeting because decisions are being made that we need to be a part of.

President Slocum indicated Representative Andy Schor and Representative Teresa Abed are scheduled to come to the Board's June 10th Board meeting. He suggested a 90 minute early bird meeting prior to that Board meeting. President Slocum thanked Bill and Patty Altimore for the Board member ID badges.

Adoption of Agenda

Superintendent Urquhart requested the Board enter into closed session prior to adjournment to discuss negotiations and personnel matters. No action will be taken during or after the closed session.

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

An amended motion was presented by Member Wright and supported by Member Jones. MOTION: The Board of Education enters into closed session following Other Board Business to discussion negotiations and personnel matters, with no further action being taken.

Motion on amended motion carried. VOTE: AYES – 6; NAYS – 0 (Member Witwer absent).

Motion on original motion carried. VOTE: AYES – 6; NAYS – 0. (Member Witwer absent)

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

The minutes of the meeting of February 11, 2013 were approved as presented.

Curriculum Advisory Committee Report

Dorothy Blackwell reported the Curriculum Advisory Committee discussed the Program of Studies at its meeting prior to the regular Board meeting.

High School Program of Studies 2013-2014 – Report #12-55 – For Action

A motion was presented by Member Martin and supported by Member Sherry. MOTION: The Board of Education approves the changes to Waverly's High School Program of Studies for the 2013-2014 school year.

Dorothy Blackwell, Chief Academic Officer, and Troy Lindley, Waverly High School Principal, presented the proposed High School Program of Studies for 2013-2014 as revised since the February 11, 2013 Board meeting. The Program of Studies was defined as being more robust, offering more enhancement and enrichment.

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

Alternative Education for Grades 9-12 – For Discussion

Vincent Perkins, Gloria Gonzalez and Dorothy Blackwell presented a recommendation that the Board of Education pursues other options regarding Alternative Education for Waverly High School students. The administrators visited five different schools in the area to aid them in making a recommendation to the Board. This recommendation is a result of the District's efforts to develop a balanced budget for the 2013-2014 school year, educate students who

Alternative Education for Grades 9-12 (cont.)

need an alternative setting, and give these students an opportunity to transfer back into Waverly High School in a more timely manner. Items addressed were cost of the program, staffing, location, seat time waivers, and additional support for special education students. The recommendation will be presented to the Board for action on February 25.

Facility/Policy Advisory Committee Report

This report will be presented on March 11 when policy recommendations go to the Board for first reading.

Storm Water Management Program Plan – Report 12-56 – For Action

A motion was presented by Member Wright and supported by Member Martin. MOTION: The Board of Education approves the resolution to approve the Storm Water Management Plan.

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

Finance/Personnel Advisory Committee Report

Evan Nuffer reported the first committee meeting of the newly formed Finance/Personnel Advisory Committee was held prior to the regular Board meeting. The committee consists of Calvin Jones (chair), Britt Slocum, and Mary Ann Martin, with administrators Evan Nuffer and Vincent Perkins. The committee approved distribution of a RFP for the purchase of a maintenance van; discussed the Energy Conservation Improvement Bond, the Technology Bond, and an easement along the Lansing River Trail (Windermere View property). The committee received an update on negotiations and the Governor's budget.

Special School Election on Tuesday, May 7, 2013 – Report #12-57 – For Action

A motion was presented by Member Sherry and supported by Member Jones. MOTION: The Board of Education approves the resolution to call for a special election for the purpose of submitting a ballot proposition to the voters of the District.

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

2013 School Facility Improvement Bonds – Report #12-58 – For Action

A motion was presented by Member Jones and supported by Member Altimore. MOTION: The Board of Education approves the resolution to approve the sale of One Million, One Hundred Seventy Thousand Dollars (\$1,170,000) of bonds to the lowest interest cost bidder for the purpose of acquiring, constructing and installing energy conservation improvements pursuant to the Revised School Code of 1976, Act 451 as amended.

Member Jones stated this is not a Board of Water & Light program, and he stands to make no money from the project.

Evan Nuffer, Director of Finance, stated the District went out for an RFP, with five banks replying with bids which were due today at 11:00 a.m. Isabella Bank submitted the lowest bid, but did not conform to specifications. The bid was awarded to PNC Bank at a rate of 2%.

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

Superintendent's Report

Superintendent Urquhart said it is great news that the Board called for the technology election as we owe it to our students and community.

Superintendent Urquhart extended congratulations to the Top Ten high school students who will be honored on Wednesday morning at a breakfast at the High School. He wished the girls' basketball team good luck in its first District Tournament game. Superintendent Urquhart reported the District will qualify for additional rebates on the energy bond, which will help us save money. He wished the band and orchestra students good luck in their

Superintendent's Report (cont.)

competition this week and informed the Board we should have a rendition of a newly designed Warrior later this week.

Public Comment

None.

Other Board Business

None

Closed Session

A motion was presented by Member Martin and supported by Member Wright. MOTION: The Board enters into closed session for the purpose of discussing negotiations and personnel matters.

A roll call vote was taken with all members present voting aye. (Member Slocum, Martin, Jones, Sherry, Wright, and Altimore). (Member Witwer absent).

The Board went into closed session at 8:45 p.m.

Adjournment

The Board returned to open session at 9:50 p.m., and adjourned immediately thereafter.

Respectfully submitted,

Mary Ann Martin, Secretary

***Consent Agenda

rlp

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
March 11, 2013**

FOR DISCUSSION

Subject: Policy - First Reading

Recommendation:

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

Bylaw 0171.5	Vice Secretary/Treasurer	New
Policy 2271	Postsecondary (DUAL) Enrollment Option Program	Revised
Policy 2280	Physical Education	New
Policy 2370.01	On-Line/Blended Learning Program	New
Policy 2417	Comprehensive School Health Education	New
Policy 2623	Student Assessment	Revised
Policy 5460	Graduation Requirements	Revised
Policy 7460	Conservation of Natural and Material Resources	Revised

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
March 11, 2013**

Report #12-59

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 January 31, 2013 was \$1,821,430.10. Receipts during February, consisting of property taxes, state aid and other revenues in the amount of \$2,237,458.50*, minus disbursements during February of \$2,267,519.36, left the district with a General Fund cash balance, net of related short term debt, as of January 31, 2013, of \$1,791,369.24.

*The second of five installments payments on the State Aid Note was deducted from February's receipt of State Aid.

**Waverly Community Schools
Budgetary Comparison Schedule
For the Month Ended February 28, 2013**

	Revised Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	8,619,899	5,698,151	(2,921,749)	33.9%
State sources	15,651,414	7,088,398	(8,563,016)	54.7%
Federal sources	2,105,641	801,388	(1,304,253)	61.9%
Intergovernmental	1,969,813	967,964	(1,001,849)	50.9%
Transfers In	87,215	-	(87,215)	100.0%
Total revenue	28,433,982	14,555,900	(13,878,082)	48.8%
Expenditures				
Current:				
Instruction:				
Basic program	14,541,570	7,698,714	(6,842,856)	47.1%
Added needs	3,361,254	1,778,283	(1,582,970)	47.1%
Total instruction	17,902,824	9,476,997	(8,425,827)	47.1%
Support Services:				
Pupil	1,827,209	989,879	(837,330)	45.8%
Instructional staff	1,664,724	942,603	(722,121)	43.4%
General administration	396,017	247,202	(148,815)	37.6%
School administration	1,847,393	1,118,699	(728,694)	39.4%
Business	424,857	304,990	(119,866)	28.2%
Operations and maintenance	3,129,986	1,893,422	(1,236,564)	39.5%
Pupil transportation services	957,308	518,107	(439,201)	45.9%
Central	632,092	428,044	(204,047)	32.3%
Other	117,850	27,481	(90,369)	76.7%
Total support services	10,997,435	6,470,428	(4,527,008)	41.2%
Athletics	395,960	258,074	(137,886)	34.8%
Community services	5,925	5,184	(741)	12.5%
Community services	2,618	438	(2,180)	83.3%
Debt service:				
Principal	-	-	-	0.0%
Interest	-	-	-	0.0%
Capital outlay	378,951	302,679	(76,272)	20.1%
Payments to other public schools	280,884	135,976	(144,908)	51.6%
Total expenditures	29,964,597	16,649,776	(13,314,822)	44.4%
Excess of Revenue (Under)Over Expenditures	(1,530,615)	(2,093,876)	(563,261)	
Transfers Out	878	-	(878)	100.0%
Net Change in Fund Balance	(1,531,493)	(2,093,876)	(562,383)	
Fund Balance - Beginning of year	4,066,016	4,066,016		
Fund Balance - End of year	2,534,523	1,972,140	(562,383)	
	8.5%			

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
March 11, 2013**

Report #12-60

FOR ACTION

Subject: Personnel Recommendations

A. Retirement – Certified

<u>Name</u>	<u>Position</u>	<u>Years</u>	<u>Effective</u>
Susan Ellsworth	East 6 th Grade Teacher	22 Years	6/7/13

B. Resignation – Non Certified

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Ian Walker	Middle School Technician	Personal	2/6/13
Michelle Weinfeld	Middle School Library Clerk	Personal	3/8/13

C. Employment – Non Certified

<u>Name</u>	<u>Position</u>	<u>Class/Salary</u>	<u>Effective</u>
Brenda Lusk	East Lunch Assistant	Class G/\$9.57	3/6/13

**BOARD OF EDUCATION
REGULAR MEETING
March 12, 2013**

Report #12-61

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 \$1.5 million deficit for the 2013-2014 school year as a result of an anticipated enrollment decline and a carry forward of the current year deficit. In order to significantly reduce the anticipated deficit for the 2013-2014 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.
- 2013-2014 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 Meeting
March 11, 2013**

Report #12-62

FOR ACTION

Subject:

Alternative Education for grades 9-12

Recommendation:

The Superintendent recommends the Board of Education not renew the contract with Ombudsman and provide Alternative Education for high school students by using Waverly Community Schools' facilities and personnel.

Statement of Purpose:

While trying to find a way to develop a balanced budget for the 2013-2014 school year, the District needs to look at other cost saving opportunities to educate our high school students who need an alternative setting and give them an opportunity to transfer back into Waverly High School in a more timely manner.

Background Information:

The District has contracted with Ombudsman since 2009-2010. Before that, the District was in a consortium with Potterville as part of Northeast Eaton Consortium (NEC). Originally, the Ombudsman program housed approximately 25 students, and is now housing 65 students.

Budget Impact:

The cost of the Ombudsman program for the 2012-2013 school year to the District is \$422,500. The projected cost for the 2013-2014 school year would be approximately \$455,000. The projected cost of housing Waverly Community Schools' own alternative setting would be approximately \$250,000.

Discussion of Options:

The Board may entertain a motion to approve the recommendation, or deny the recommendation and continue contracting with Ombudsman through the ISD

Strategic Plan Reference:

Strategy #3: Instruction

We will enhance the quality of classroom instruction.