



# **Waverly Community Schools**

## **Regular Meeting**

**Tuesday, May 28, 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 May 28, 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. Student Representative Recognition - President Slocum
- 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. Curriculum Advisory Committee Report
  - B. Facility/Policy
    - 1. Recommendation to approve Report #12-73, Policy (Second Reading) 10
    - 2. Recommendation to approve Report #12-74, Variable Speed Drive Purchase 11
  - C. Finance/Personnel
    - 1. Finance/Personnel Advisory Committee Report
    - 2. Recommendation to approve Report #12-75, Personnel Recommendations 17
    - 3. Recommendation to approve Report #12-76, 2012-2013 Budget Amendment 18
    - 4. Recommendation to approve Report #12-77, Wage Scale for Tuition Pre-School 20
    - 5. Presentation - 2013-2014 Proposed Budget
  - D. Other
    - 1. Recommendation to approve Report #12-78, Ingham Intermediate School 22

District General Education Fund 2013-14 Proposed Budget

2. For Discussion - Technology Services

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

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
May 13, 2013**

***Opening of Meeting***

The regular meeting of the Waverly Community Schools Board of Education was called to order by President Britt Slocum at 6:35 p.m. in the Administrative Center Board Room, 515 Snow Road, Lansing, Michigan.

***Members Present:***

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

***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  
Al Momrik, Director of Technology  
Troy Lindley  
Gretchen Mikula  
Michelle Frederick  
Matt Oppenheim  
Bill Davis  
Monica Jones  
Rebecca Pease

***Others Present:***

Mary Jo White  
Christiano Ramos  
Brianna Spedoske  
Emily Commarto  
Dallas Burdick  
Marian Feehery  
Carollyne Bohnhoff  
Tansy Carter  
Michael Flowers  
Marie Papciak  
Tommy Moreno  
Elizabeth Hernandez

***Pledge***

The pledge of allegiance was led by Gloria Gonzalez.

***Special Presentations***

The Board of Education recognized former Board member, Marian Elizabeth Feehery. Member Slocum read the following Special Tribute: "LET IT BE KNOWN, that Marian Feehery served with distinction for four years working for the Waverly Community Schools Board of Education. In addition, Marian was a Waverly Community Schools teacher for 22 years, retiring as a Waverly Middle School Special Education teacher.

***Special Presentations (cont.)***

Marian retired her service as Board treasurer. She also was the Union President of the Waverly Teacher's Association and was elected President of the Union on three different occasions. Marian had the great honor of being the first elementary teacher elected as Union President.

IN SPECIAL TRIBUTE, therefore, this document is signed and dedicated to congratulate and thank Marian Feehery for years of hard work and dedication to the Waverly Community Schools. We the undersigned members of the Board of Education, on behalf of the school district, extend our best wishes to Marian.”

The second special presentation featured recognition of Christano Ramos and Brianne Spedoske, Waverly High School students participating in the Board of Water & Light's 1<sup>st</sup> STEP program (School to Training & Employment Program). Dallas Burdick, Manager of Organizational Development & Training, stated 1<sup>st</sup> STEP is a training program for students to learn how to enter the world of work. Fifty-seven students have completed the program over its five years in existence, and \$85,500 in scholarships has been awarded. The program offers students the opportunity to hone interview skills, gain work experience, and discover what the career field entails.

Mr. Burdick introduced Tansay Carter, LBWL Organizational Development & Training Specialist, and Michael Flowers, LWBL Director of Human Resources, and showed a video highlighting the program and students. Mr. Burdick then introduced Waverly's participating students, Christano Ramos and Brianne Spedoske, who were presented certificates of recognition. Superintendent Urquhart presented a certificate to Mr. Burdick recognizing the partnership with the Waverly Community Schools.

***Correspondence***

Secretary Martin reported she had received correspondence inviting Board members to the Senior Honors Assembly on May 30 at the High School Auditorium and to Commencement on June 1 at the Wharton Center. Board members should arrive for Commencement by 5:15 p.m.

***Public Comment***

Addressing the Board during Public Comment were Marie Papciak and Michelle Frederick.

***Student Representative Report***

Student Representative Kyle Ranieri was absent.

***Board Member Comment***

Member Altimore congratulated the Top Ten students of the class of 2013. He stated it was great to read their accomplishments and plans for the future.

Member Wright congratulated those involved in the great senior party. He also congratulated the Destination Imagination teams that went to the state competition, and the one team that is moving on to the World Finals. Member Wright thanked the community for supporting the technology bond campaign, a rousing success.

Member Martin thanked each and every voter who supported the technology bond campaign. She also thanked Board Vice President Angela Witwer and Superintendent Urquhart for their leadership, wonderful ideas, and words, and community members who worked on the campaign. Member Martin congratulated the graduating class of 2013 and the top ten graduates, noting she was pleased to see there are four valedictorians this year. Member Martin thanked everyone who participated in the AdvancEd Accreditation process. She gave a special thank you to Dr. Peggy Baldwin who has been a principal in the Waverly Community Schools for 12 years, and to Anne Mazner, who will retire after 24 years in the Waverly system.

Member Martin applauded Elmwood principal, Tim Lyman, for his plea to parents about bicycle safety and wearing helmets when riding bikes. She encouraged families to ride bicycles with the traffic instead of against it. Member Martin reported she attended the Ingham School Officers Association (ISOA) meeting, noting she is excited to hear

***Board Member Comment (cont.)***

about early college available to all schools in the Ingham Intermediate School District. She stated Waverly has eight (8) spots available, but only two (2) students have applied. Early College allows students to come out of high school with college credits. The Ingham ISD budget for 2013-2014 was also a topic of discussion. Member Martin reported she attended a meeting of the Colt Great Start Readiness Program, and stated we have a great thing going on at Colt in the way of a pre-school program. Member Martin stated she attended the “Musical Mayhem” at East Intermediate on May 3<sup>rd</sup>, and it was absolutely fabulous. Benjamin Knapp, Karen Burm, and Bill Cecil are the three teachers who made this opportunity possible for East students.

Member Witwer echoed Member Martin’s comments about the recent bond election. She personally thanked Terry Urquhart, Eldon McGraw, Lorrie Rishar, Elizabeth Hernandez, Lauren Aitch, Carrie Wheeler, Marie Papciak, Waverly Community Schools’ Cabinet and Leadership Team for their efforts in helping to pass the bond. Member Witwer stated she had the opportunity to be interviewed a lot, but also listened to interviews about other districts cutting the arts. She said Mary Jo White did a great segment on Waverly regarding the teachers’ union working hard to balance the budget. She thanked the teachers, noting their actions made her proud to be a part of the Board, and thanked Mary Jo for the coverage.

Member Jones thanked the bond committee for their efforts. He congratulated Waverly’s Top Ten students and Christano Ramos and Brianne Spedoske for their participation in the Board of Water & Light 1<sup>st</sup> STEP program. Member Jones stated this program has been in effect for five years and it is no accident that Waverly is a part of it. Member Jones said there is a great deal of pride included with working with these young students and it gives others an appreciation of what our teachers go through every day. The students go to work every day, get paid a good salary, and are treated no differently than anyone else.

Member Sherry thanked everyone involved in helping with year-end celebrations at Waverly, noting that the High School Prom was very successful. Member Sherry acknowledged the cast of characters who came together to make the technology bond a success. She stated little efforts of a lot of people, including teachers and parents, were appreciated. Member Sherry noted there will be a Lacrosse tournament and a softball tournament on May 18 and encouraged people to stop by the athletic complex if they get a chance.

President Slocum acknowledged the efforts of many individuals to pass the technology bond, which he called a vote of confidence in the Waverly Community Schools. He congratulated former Board member, Marian Feehery, noting her bucket list included seeing and meeting the Board. President Slocum thanked Board members for going to events on behalf of the Board and thanked Member Jones and the Lansing Board of Water & Light for the 1<sup>st</sup> STEP program and for keeping Waverly involved in the program.

***Adoption of Agenda***

A motion was presented by Member Jones and supported by Member Martin. MOTION: The Board of Education approves the adoption of the agenda with the deletion of Item XIII (Closed Session).

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

***Approval of Minutes***

The minutes of the regular meeting of April 15, 2013 and the special meeting of April 24, 2013 were approved as presented.

***Award of Contract for Gymnasium Lighting – Report #12-66 – For Action***

A motion was presented by Member Martin and supported by Member Altimore. MOTION: The Board of Education approves the replacement lighting installation to Hoekstra Electrical, the lowest cost bidder who meets minimum specifications, per Board Policy 6320 (Purchasing).

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

**Boiler Installation – Report #12-67 – For Action**

A motion was presented by Member Martin and supported by Member Witwer. MOTION: The Board of Education approves the installation of boilers to Pleune, the lowest cost bidder who meets minimum specifications, per Board policy 6320 (Purchasing).

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

**Gift to the District – Memorial Tree - Report #12-68 – For Action**

A motion was presented by Member Martin and supported by Member Witwer. MOTION: The Board of Education accepts the gift to the District, a weeping cherry tree, in memory of Marilyn Wagamon, a former employee.

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

President Slocum stated he would like the Board to consider a memorial garden, where students and staff could be recognized. He suggested one designated area be set aside as it would be easier to maintain. Member Sherry stated staff and students at Windemere View built a garden. She said it would be nice to have things transplanted from that garden to another location.

**Policy (2<sup>nd</sup> Reading) – Report #12-69 – For Action**

A motion was presented by Member Witwer and supported by Member Jones. MOTION: The Board of Education approves a new policy, Post-Issuance Tax Compliance, at second reading.

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

**Policy (1<sup>st</sup> Reading) – For Discussion**

Member Wright, on behalf of the Policy Advisory Committee, explained policies reviewed by the Advisory Committee at its 5:00 p.m. meeting. The following policies were discussed at first reading and will be presented to the Board for approval on May 28, 2013.

Bylaw 0122	Board Powers	Revised
Bylaw 0144.3	Conflict of Interest	Revised
Policy 2270	Religion in the Curriculum	Revised
Policy 2370.01	On-Line/Blended Learning Program	Revised
Policy 4162	<del>Drug</del> <b>Controlled Substance and Alcohol Testing Policy for of Commercial Motor Vehicle (CMV) Drivers CDL License Holders</b>	Revised
Policy 5112	Entrance Age	Revised
Policy 5113.01	Schools of Choice (Intra-District)	Revised
Policy 5340.01	Concussions and Athletic Activities	New
Policy 5515.01	Safe Operation of Motorized Utility Vehicles by Students	New
Policy 5610	Emergency Removal, Suspension, and Expulsion of Nondisabled Students	Revised
Revised 5610.01	<del>Permanent</del> <b>Expulsions/Suspensions – Required by Statute</b>	Revised
Policy 6550	Travel Payment & Reimbursement	New
Policy 7540.07	Personal Internet Account Privacy – Students	New
Policy 7540.08	Personal Internet Account Privacy – Staff	New
Policy 8800	Religious/Patriotic Ceremonies and Observances	Revised

**\*\*\*Financial Recommendation – Report #12-70 – For Action**

The financial report was approved as presented.

***Personnel Recommendations – Report #12-71 – For Action***

A motion was presented by Member Martin and supported by Member Sherry. MOTION: The Board of Education approves the retirement of Margaret Baldwin (Principal, Winans Elementary); the retirement of Anne Mazner (Middle School Special Education teacher); the tenure recommendation of Jenny Spurbeck (East Intermediate); the employment of Joyce Scott (back up driver and Colt Lunch Assistant) and Bessie Daniel (Colt Lunch Assistant); the transfer of Miroslava Cvriljevic from Colt Lunch Assistant to Colt Food Service Leader; the termination of Vanessa Clark (job abandonment); and coaching assignments High School/Middle School – Nathaniel Jarvie (JV Baseball Coach); Robert Lurie (HS Girls Head Track Coach); Amy Parsons (HS JV Girls Tennis Coach); David Pike (HS Boys Head Track Coach); Todd Simon (HS Girls Assistant Track Coach); Jerry Smith (HS Girls Tennis Coach); Mike Wallace (HS Boys Assistant Track Coach); Monica Jones (MS Boys Track Coach); and James Tolbert (MS Girls Track Coach).

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

Member Martin congratulated Dr. Baldwin on her retirement, noting she wishes her well. She also congratulated Anne Mazner, stating with 24 years as a teacher in Special Education, she deserves to retire. Director of Personnel, Vincent Perkins, stated both have done a great job and leave two big holes to fill. Board members also congratulated Jenny Spurbeck on attaining tenure status. President Slocum stated he is going to miss Dr. Baldwin who came on board when his daughter entered 1<sup>st</sup> grade.

Due to the new evaluation system, tenure recommendations will now come before the Board in June.

***Budget Amendment 2012-2013 (2<sup>nd</sup> Revision) – For Discussion***

Discussion was held with regard to the Board approving the following change in the 2012-2013 General Fund budget, showing revenues of \$28,816,110 and expenditures of \$30,359,533. This report will be presented to the Board of action on May 28, 2013.

***Resolution Designating District's Election Representative and Desired Candidates for the June 3, 2013 IISD Biennial Election – Report #12-72 – For Action***

A motion was presented by Member Sherry and supported by Member Altimore. MOTION: The Board of Education adopts the resolution to designate Mary Ann Martin as its representative to the electoral body, and Britt Slocum as an alternate in the event the designated representative is unable to attend, to elect two (2) candidates to the vacancies on the Ingham Intermediate School District Board on June 3, 2013. Further, the Board directs the designated representative to cast a vote on the first ballot on behalf of the Board for Michael Flowers and Erin Shor, the only two candidates to file.

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

***Ingham Intermediate School District General Education Fund 2013-2014 Proposed Budget – For Discussion***

Stan Kogut, Superintendent of the Ingham Intermediate School District, provided a PowerPoint presentation of the proposed budget for the ISD's 2013-2014 school year. The budget focuses on enhancing the achievement and success of all learners; maximizing school and community resources; and increasing community support for public education. The ISD budget will be presented to the Board on May 28 for approval.

***Technology Plan – For Discussion***

Daryl Tilley, Ingham ISD Director of Technology, presented a proposal to the Board for shared technology services.

***Superintendent's Report***

Superintendent Urquhart stated he concurs with everything said about the successful passing of the technology bond. He remarked about the role the media plays in different scenarios regarding school districts in the state. Williamston was unsuccessful for the second time when asking for a sinking fund; Midland voters said no to a technology bond; Grand Rapids is laying off 28 administrators; Lansing is laying off four high-level administrators and 87 teachers

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

could be without work; Mona Shores announced massive layoffs; Pontiac can't meet payroll; and Saginaw Buena Vista shut its buildings down last Wednesday.

In contrast, Mr. Urquhart presented accomplishments made by Waverly this year, including an energy project; agreeable teacher union and settling contracts; AdvancEd Ed accreditation, with leadership stressed; successful technology bond; 24-month deficit reduction plan; every building having an academic plan; best scores ever on the ACT portion of the MME; and a new high school schedule. Mr. Urquhart stated he is thankful for what we have achieved this year.

***Public Comment***

Addressing the Board during Public Comment was Vince Perkins.

***Other Board Business***

Member Jones said he is pleased that the bond passed and pleased with Superintendent Urquhart's remarks. He suggested we take the message our and share it with more than Waverly. The district will have greater success the more we can get our story out and he would like to see us have a plan to promote our story. There are always things to talk about.

Member Martin stated there are "weather" pictures drawn by school children printed in the *Lansing State Journal* daily, but she never sees any from Waverly students. She said she would like to see that happen.

Member Witwer stated she sent out the Superintendent's evaluation document for Board members to complete and said she would like to see the evaluation done at the next Board meeting. Member Witwer also asked Superintendent Urquhart to complete a self-evaluation. Member Witwer thanked Member Jones and the Board of Water & Light for the 1<sup>st</sup> STEP program.

Member Sherry said with all the good things going on in Waverly, the next group we need to interact with are area realtors to see if they know about all the great things happening in Waverly.

***Adjournment***

The meeting adjourned at 8:45 p.m.

Respectfully submitted,

Mary Ann Martin, Secretary

\*\*\*Consent Agenda  
rlp

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
May 28, 2013**

**Report #12-73**

**FOR ACTION**

**Subject:** Policy – Second Reading

**Recommendation:**

The Superintendent recommends the Board of Education approves the policy updates listed below at second reading:

Bylaw 0122	Board Powers	Revised
Bylaw 0144.3	Conflict of Interest	Revised
Policy 2270	Religion in the Curriculum	Revised
Policy 2370.01	On-Line/Blended Learning Program	Revised
Policy 4162	<del>Drug</del> <b>Controlled Substance and Alcohol Testing Policy for of Commercial Motor Vehicle (CMV) Drivers CDL License Holders</b>	Revised
Policy 5112	Entrance Age	Revised
Policy 5113.01	Schools of Choice (Intra-District)	Revised
Policy 5340.01	Concussions and Athletic Activities	New
Policy 5515.01	Safe Operation of Motorized Utility Vehicles by Students	New
Policy 5610	Emergency Removal, Suspension, and Expulsion of Nondisabled Students	Revised
Revised 5610.01	<del>Permanent</del> <b>Expulsions/Suspensions – Required by Statute</b>	Revised
Policy 6550	Travel Payment & Reimbursement	New
Policy 7540.07	Personal Internet Account Privacy – Students	New
Policy 7540.08	Personal Internet Account Privacy – Staff	New
Policy 8800	Religious/Patriotic Ceremonies and Observances	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  
May 28, 2013**

**Report #12-74**

**FOR ACTION**

**Subject:**

Variable Speed Drive Purchase

**Recommendation:**

The Superintendent recommends the Board of Education approve the purchase of Variable Speed Drives to the lowest cost bidder(s), who meet minimum specifications, per Board Policy 6320 (Purchasing)

**Statement of Purpose:**

The purpose of the variable speed drive purchase is to receive favorable pricing by pre-purchasing the variable speed drives to be installed as part of the 2013 School Facility Improvement Project. By bidding the drives separate from the installation, we expect savings on the purchase.

**Background Information:**

The Board of Education authorized a School Facility Improvement project by selling bonds in the amount of \$1.17 million. The purchase of variable speed drives is one activity of the School Facility Improvement Project. The Invitation to Bid (ITB) for the purchase of the drives was distributed on May 2, 2013 with a public opening of the bids on May 9, 2013.

**Budget Impact:**

Only one bidder, Edwards Industrial Sales, Inc., submitted a bid for this project. The base bid of \$51,671.00 was within the budgeted amount for this project.

**Discussion of Options:**

The Board may entertain a motion to take one of the following actions:

- 1) Award the bid for the variable speed drives to Edwards Industrial Sales, Inc. (\$51,671)
- 2) Table the recommendation until a future date
- 3) Reject all the bids, and reissue a new Invitation to Bid

**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

## BID PROPOSAL FORM

**The undersigned certifies that the bid contained meets or exceeds the attached specifications**

To provide labor and materials for the Waverly Community Schools  
 "WCS VARIABLE SPEED DRIVE PURCHASE BID"  
 as specified, including all addenda.

### 1. TOTAL BASE BID FOR PROJECTS

Fifty-one Thousand six Hundred seventy one           Dollars (\$ 51,671.00          ).  
 Said amount constituting base bid (1 - 2)

Note: Base bid does not include alternates.

#### PROJECT BREAKDOWN

VSD HP	208 V Unit Price	460 V Unit Price
3	\$ 702.00	\$ 684.00
5	\$ 702.00	\$ 684.00
7.5	\$ 834.00	\$ 864.00
10	\$ 904.00	\$ 908.00
15	\$	\$ 1,173.00
20	\$	\$ 1,387.00
25	\$ 2,061.00	\$
30	\$ 2,197.00	\$
40	\$ 2,548.00	\$ 2,837.00
50	\$	\$
60	\$	\$
70	\$	\$
80	\$	\$
90	\$	\$
100	\$	\$ 5,648.00

Note: Prices based on horse power and voltage listed.

\* Edwards Industrial Sales received Addendum 1 on 5/8/2013

**WCS VFD Summary**

	VSD HP	3	5	7.5	10	15	20	25	30	40	80	100	208 V Totals	460 V Totals	Total Price
<b>High School</b>	# VSD's ea. 460 V	2	4	1	1	6	2	0	0	1	0			17	\$19,209.00
<b>Alternate 1</b>												1		1	Based on HP \$5,648.00
<b>East Intermed.</b>	# VSD's ea. 460 V	0	9	4	1	0	2	0	0	0		0		16	\$13,294.00
<b>Alternate 2</b>										1				1	Based on HP \$5,648.00
<b>Middle School</b>	# VSD's ea. 460 V	2	6	6	4	0	0	0	0	0	0	0		18	\$14,288.00
<b>Alternate 2</b>															
<b>Winans</b>	# VSD's ea. 208 V	0	0	1	1	0	0	0		0	0	0	2		\$1,738.00
<b>Alternate 2</b>								1					1		Based on HP \$2,301.00
<b>Colt</b>	# VSD's ea. 208 V	0	0	1	1	0	0		0	0	0	0	2		\$1,738.00
<b>Alternate 2</b>							1						1		Based on HP \$2,165.00
<b>Elmwood</b>	# VSD's ea. 208 V	1	1	0	0	0	0	0	0		0	0	2		\$1,404.00
<b>Alternate 2</b>										1			1		Based on HP \$2,652.00
	Total # Units ea.	5	20	13	8	6	4	1	1	2	1	1	9	53	

\*  
\*  
\*  
\*  
\*

**Total Base Bid Price: \$ 51,671.00**

This proposal is submitted in the name of:

Edwards Industrial Sales Inc.

Name of Contractor

by Tim Nixon Tim Nixon  
(Signature)

Sales Engineer

Title

Signed and sealed this 9 day of May, 2013

Note: Base bid does not include alternates.

\*Alternate pricing based on HP and voltage listed.

\*See page 3 for alternate pricing based on amps.

**WCS VFD Summary**

	VSD HP	3	5	7.5	10	15	20	25	30	40	80	100	208 V Totals	460 V Totals	Total Price	
<b>High School</b>	# VSD's ea. 460 V	2	4	1	1	6	2	0	0	1	0			17		
<b>Alternate 1</b>												1		1	\$9,692.00	*
<b>East Intermed.</b>	# VSD's ea. 460 V	0	9	4	1	0	2	0	0	0				16		
<b>Alternate 2</b>											1			1	\$5,637.00	*
<b>Middle School</b>	# VSD's ea. 460 V	2	6	6	4	0	0	0	0	0	0	0		18		
<b>Alternate 2</b>																
<b>Winans</b>	# VSD's ea. 208 V	0	0	1	1	0	0	0		0	0	0	2			
<b>Alternate 2</b>									1				1		\$2,748.00	*
<b>Colt</b>	# VSD's ea. 208 V	0	0	1	1	0	0		0	0	0	0	2			
<b>Alternate 2</b>								1					1		\$2,748.00	*
<b>Elmwood</b>	# VSD's ea. 208 V	1	1	0	0	0	0	0	0		0	0	2			
<b>Alternate 2</b>										1			1		\$4,650.00	*
	Total # Units ea.	5	20	13	8	6	4	1	1	2	1	1	9	53		

Total Alternate Bid price: \$ 25,475.00

This proposal is submitted in the name of:

Edwards Industrial Sales Inc.

Name of Contractor

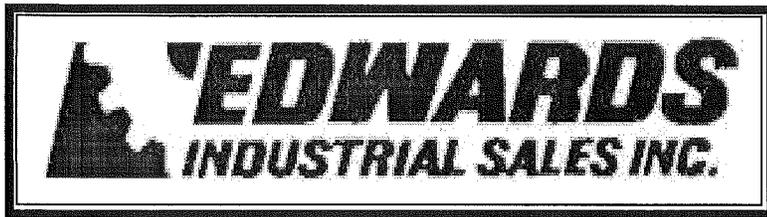
by Tim Dufon Tim Nixon  
(Signature)

Sales Engineer

Title

Signed and sealed this 9 day of May, 2013

\* Above alternate prices based on amps listed in spec.



5646 COMMERCE ST UNIT-D

LANSING, MICH. 48911

PH. 517-887-6100

FAX 517-887-7432

EMAIL: [EDWARDLN@YAHOO.COM](mailto:EDWARDLN@YAHOO.COM)

REF. WAVERLY COMMUNITY SCHOOLS VFD PROJECT

TERMS AND CONDITIONS

- NET 45 DAYS ON ALL INVOICES AFTER DELIVERY TO JOBSITES.
- FRT. PRE – PAID AND ALLOWED TO EACH SCHOOL LISTED.
- DELIVERY 1 – 2 WEEKS AFTER AWARD OF PO.
- NO TAXES IF APPLICABLE INCLUDED IN EDWARDS IND. SALES QUOTE.

CLARIFICATIONS AND EXCEPTIONS

- ALL UNITS PRICED BASED ON HP. AND VOLTAGE LISTED ON BASE BID SHEET.
- ALL UNITS PRICING BASED ON STANDARD DRIVES AS MANUFACTURED BY YASKAWA ELECTRIC USA. NO BYPASSES OR ENGINEERED DRIVES IN QUOTE.
- ALL UNITS QUOTED ARE NEMA – 1 ENCLOSURES FOR INDOOR USE.
- ALL VFD'S ARE MANUFACTURED BY YASKAWA ELECTRIC
- FACTORY AUTHORIZED TECH. TO PERFORM PREPROGRAMMING AND TUNING OF VFD'S ON JOBSITES LISTED TO INSURE PROPER INSTALLATION AND PERFORMANCE OF EACH VFD. THIS SERVICE INCLUDED IN EDWARDS IND. QUOTE. (NORMAL COST FOR THIS SERVICE BASED ON 62 VFD'S IS \$ 12,800.00)
- 5 YEAR STANDARD FACTORY WARRANTY BASED ON YASKAWA'S STANDARD TERMS AND CONDITIONS. (COPY ATTACHED FOR REVIEW)
- OPTIONAL 40 HOURS OF SITE VISITS AS SPECIFIED ADD \$ 2,600.00 TO BID PRICE.
- 1 SET OF P.C. SOFTWARE AND CONNECTION CABLES INCLUDED IN EDWARDS IND. QUOTE.
- YASKAWA WILL SUPPLY OPERATION AND MAINT. MANUALS 1 SET FOR EVERY VFD ORDERED. AN ADDITIONAL CD WILL BE SUPPLIED FOR ANY ADDITIONAL COPIES NEEDED. YASKAWA WILL NOT SUPPLY FRAMED PRINTED OPERATING INSTRUCTIONS AS LISTED, THESE PROCEDURES ARE LISTED IN EACH MANUAL SUPPLIED.
- ALL ADDITIONAL FUSES, DISCONNECTS AND RELAYS BY OTHERS.
- ALL HARMONIC REPORTS, TESTING AND FILTERING BY OTHERS
- ALL FIELD IDENTIFICATION, QUALITY CONTROL, TESTING AND REPORTS BY OTHERS. EDWARDS WILL SUPPLY STANDARD YASKAWA INSPECTION AND START – UP REPORT FOR EACH VFD.
- EDWARDS WILL NOT BE HELD RESPONSIBLE FOR CONDITIONS ON EXISTING ELECTRICAL CIRCUITS OR ELECTRIC MOTORS ON EQUIPMENT.

*Tim Nixon*



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NOTE: FIVE YEAR EXTENDED WARRANTY GRANTED  
FOR WAVERLY COMMUNITY SCHOOL VFD PROJECT.  
UNDER YASKAWA STANDARD TERMS AND CONDITIONS  
LISTED ABOVE. PER MR. KEVIN CARLISLE  
YASKAWA TERRITORIAL MANAGER.

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
May 28, 2013**

**Report #12-75**

**FOR ACTION**

**Subject:            Personnel Recommendations**

A.     Leave of Absence – Certified

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Karen Berry	Winans 2 <sup>nd</sup> Grade Teacher	Child Care Leave	2013-2014

B.     Termination – Non Certified

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Nikole Huggins	Colt Lunch Assistant	Job Abandonment	5/15/13

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
May 28, 2013**

**Report #12-76**

**FOR ACTION**

**Subject:**

Budget Amendment 2012-13 (2<sup>nd</sup> revision)

**Recommendation:**

The Superintendent recommends the Board of Education approve the following:

The 2012-2013 General Fund budget as presented, showing revenues of \$28,816,110 and expenditures of \$30,359,533.

**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 \$2,522,593 or 8.3% of the current year expenditures. This current year operating deficit remains relatively unchanged at \$1,543,423. The primary change to the budget is the result of an additional award of \$550,000 in federal funds for the School Improvement Grant, Year 2.

**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  
May 29, 2013**

	Revised Budget	Final Budget	Difference
Revenue			
Local sources	8,619,899	8,534,914	(84,985)
State sources	15,651,414	15,583,174	(68,240)
Federal sources	2,105,641	2,692,805	587,164
Intergovernmental	1,969,813	1,918,002	(51,811)
Transfers In	87,215	87,215	-
<b>Total revenue</b>	<b>28,433,982</b>	<b>28,816,110</b>	<b>382,128</b>
Expenditures			
Current:			
Instruction:			
Basic program	14,541,570	14,564,948	23,378
Added needs	3,361,254	3,388,293	27,039
<b>Total instruction</b>	<b>17,902,824</b>	<b>17,953,241</b>	<b>50,417</b>
Support Services:			
Pupil	1,827,209	1,829,056	1,847
Instructional staff	1,664,724	2,196,030	531,306
General administration	396,017	391,621	(4,396)
School administration	1,847,393	1,860,849	13,456
Business	424,857	422,219	(2,638)
Operations and maintenance	3,129,986	3,110,274	(19,712)
Pupil transportation services	957,308	966,122	8,814
Central	632,092	648,947	16,856
Other	117,850	57,850	(60,000)
<b>Total support services</b>	<b>10,997,435</b>	<b>11,482,968</b>	<b>485,533</b>
Athletics	395,960	396,571	611
Community services	5,925	6,920	995
Community services	2,618	2,618	-
Debt service:			
Principal	-	-	-
Interest	-	-	-
Capital outlay	378,951	287,445	(91,506)
Payments to other public schools	280,884	229,770	(51,114)
<b>Total expenditures</b>	<b>29,964,597</b>	<b>30,359,533</b>	<b>394,936</b>
Excess of Revenue (Under)Over Expenditures	(1,530,615)	(1,543,423)	(12,808)
Transfers Out	878	-	(878)
Net Change in Fund Balance	(1,531,493)	(1,543,423)	(11,930)
Fund Balance - Beginning of year	4,066,016	4,066,016	
Fund Balance - End of year	2,534,523	2,522,593	
	8.5%	8.3%	

**Waverly Community Schools  
Board of Education  
Regular Meeting  
May 28, 2013**

**Report #12-**

**FOR ACTION**

**Subject:**

Wage Scale for Tuition Pre-School

**Recommendation:**

The Administration recommends the Board of Education approves the Wage/Benefit Schedule for Waverly Tuition Preschool Lead Teachers and Associate Teachers.

**Statement of Purpose:**

The intent of developing a Wage/Benefit Schedule is to come into compliance with the Michigan Total Quality Rating and Improvement System (TQRIS) for all preschool programs. Part of the rating system states that Districts have a graduated salary scale for staff.

**Background Information:**

Preschools are rated on standards and points to receive the Great Start to Quality certificate. The Great Start Readiness Program must earn at least a level 3 to maintain funding, and the Wage/Benefit Schedule will assist us in reaching level 3.

**Budget Impact:**

Because our staff has already reached the highest level, it will not be a budget impact for the 2013-2014 school year. Subsequent years will be based on longevity of staff.

**Discussion of Options:**

The Board can approve the recommended Wage/Benefit Schedule, make alterations to the Schedule, or deny the recommendation. If the Board chooses to do the latter, then the District will not maintain funding for the preschool programs which we provide.

**Strategic Plan Reference:**

*Strategy #3: Instruction*

We will enhance the quality of classroom instruction.

**WAVERLY PRE-SCHOOL  
BENEFIT SCHEDULE  
2013-2014 SCHOOL YEAR  
PAY SCALE**

**2013-2014 Schedule**

**Lead Teacher Pay Scale:**

1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year
\$11.65	\$12.15	\$12.65	\$13.15

Longevity will be based on the following wage scale:

After 5 years:	\$250.00
After 10 years:	\$500.00
After 15 years:	\$750.00
After 20 years:	\$1,000.00

Employees will receive:

The following paid holidays:

- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Day

**Director** will receive:

Five (5) sick days per year

**Associate Teacher Pay Scale:**

1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year
\$8.50	\$9.00	\$9.50	\$10.00

Longevity will be based on the following wage scale:

After 5 years:	\$150.00
After 10 years:	\$300.00
After 15 years:	\$450.00
After 20 years:	\$600.00

Employees will receive:

The following paid holidays:

- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Day

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
May 28, 2013**

**Report #12-78**

**FOR ACTION**

**Subject:**

Ingham Intermediate School District General Education Fund 2013-14 Proposed Budget

**Recommendation:**

The Superintendent recommends the Board of Education supports the ISD Budget Resolution as presented in the support material.

**Statement of Issue/Purpose:**

Section 624 of the Revised School Code, as amended, requires the intermediate school district to submit its budget to the local school boards on or before May 1<sup>st</sup> of each year. The local school districts must do the following on or before June 1<sup>st</sup>: 1) review the proposed intermediate school district budget; 2) adopt a resolution expressing the board's support for or disapproval of the proposed budget; and 3) if the Board disapproves of the budget, submit to the intermediate school board any specific objections and proposed changes the constituent board has to the budget.

**Budget Impact:**

None.

**Background Information:**

Due to amendments to the school code regarding the general election funds of state Intermediate School Districts, it is necessary for the constituent districts of each ISD to either support or disapprove that ISD's budget. Board members received a packet of information from the Ingham Intermediate School District prior to the May 1<sup>st</sup> deadline pertaining to the ISD's budget.

**Discussion of Options/Alternatives:**

The Board is required by Section 624 of the Revised School Code to take action either supporting or disapproving the proposed budget. The Board may choose to disapprove the proposed budget and submit to the intermediate school board any specific objection and proposed changes it has to the budget.

**Rationale for Recommendation:**

Administration feels it is important to support the proposed budget which the ISD has developed for its constituent districts.