



Waverly Community Schools

Regular Meeting

Monday, June 24, 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 June 24, 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
- III. Correspondence
- 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. Finance/Personnel
 - 1. Recommendation to approve Report #12-86, Budget Amendment 2012-2013 (3rd revision) 8
 - 2. Recommendation to approve Report #12-87, Personnel Recommendation 10
 - B. Other
 - 1. Recommendation to approve Report #12-88, Superintendent's Contract 11
 - 2. For Discussion - Technology Proposals
- X. Superintendent's Report
- XI. Public Comment
- XII. Other Board Business
- XIII. Adjournment
- XIV. ***Consent Agenda

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
June 10, 2013**

Opening of Meeting

The special meeting of the Waverly Community Schools Board of Education was called to order by Vice President Angela Witwer at 6:00 p.m. in the Administrative Center Board Room, 515 Snow Road, Lansing, Michigan.

Members Present:

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

Staff Absent:

Mr. Britt Slocum, President
Mrs. Mary Ann Martin, Secretary

Staff Present:

Terry Urquhart, Superintendent
Evan Nuffer, Director of Finance
Vincent C. Perkins, Director of Human Services
Rebecca Pease

Purpose

The purpose of the meeting was a Public Hearing for the 2013-2014 Budget and proposed Tax Millage

Evan Nuffer, Director of Finance, presented budget information for the 2013-2014 budget. The Board will take action on a report at the regular Board meeting at 6:30 p.m.

Public Comment

Adjournment

The meeting adjourned at 6:19 p.m.

Respectfully submitted,

Melissa Sherry, Vice Secretary/Treasurer

rlp

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
June 10, 2013**

Opening of Meeting

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Members Present:

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

Staff Absent:

Mr. Britt Slocum, President
Mrs. Mary Ann Martin, Secretary

Staff Present:

Terry Urquhart, Superintendent
Evan Nuffer, Director of Finance
Vincent C. Perkins, Director of Human Services
Gloria Gonzalez, Student Services Administrator
Al Momrik, Director of Technology
Gretchen Mikula
Matt Oppenheim
Bill Davis
Michelle Frederick
Rebecca Pease

Others Present:

Mary Jo White
Representative Andy Schor

Pledge

The pledge of allegiance was led by Representative Schor.

Special Presentations

Representative Andy Schor presented a legislative update to the Board. He highlighted information from the General budget and the education budget. The Omnibus Budget includes language that schools cannot use core curriculum standards. The Education Budget includes changes in per pupil funding with Waverly receiving a \$5 per pupil increase in the 2013-2014 school year. He also discussed legislation regarding the Michigan Merit Curriculum. Representative Schor expressed regret from Representative Theresa Abed who was unable to attend the meeting due to her attendance at an Education Task Force meeting in Farmington Hills.

Correspondence

Vice Secretary-Treasurer Melissa Sherry reported the Board had received a letter from the Ingham Intermediate School District (IISD) confirming the results of the June 2, 2013 IISD Board of Education election. Mr. Michael Flowers and Ms. Erin Schor were each chosen to serve six-year terms of office, beginning July 1, 2013 and running through June 30, 2019.

Public Comment

None

Student Representative Report

None

Board Member Comment

Member Altimore stated he enjoyed graduation and congratulated Tracy Thomas and the rest of the administrative staff on a job well done. He said he enjoyed seeing the enthusiastic students.

Member Wright stated Commencement was great.

Member Jones also commented on the great graduation ceremony. He thanked Representative Schor for his remarks and told him he appreciates his informative newsletter. Member Jones stated the District needs to stay more engaged in the legislative process.

Member Witwer congratulated the Class of 2013. She stated she loved commencement and said it was really touching to see Members Slocum and Wright with their graduating daughters.

Adoption of Agenda

Superintendent Urquhart asked the Board to make a motion to name Melissa Sherry as secretary for the meeting to accommodate legal documents being signed following action taken at the meeting.

A motion was presented by Member Jones and supported by Member Wright. MOTION: The Board of Education approves the adoption of the agenda as presented.

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

A motion was presented by Member Jones and supported by Member Wright. MOTION: The Board of Education names Melissa Sherry as secretary for the meeting.

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

Approval of Minutes

The minutes of the regular meeting of May 28, 2013 were approved as presented.

******Financial Recommendation – Report #12-79 – For Action***

The Board of Education approved the Financial Recommendation as presented.

******Certification of Summer Tax Levy – City of Lansing, Delta Township and Lansing Township – Report #12-80 – For Action***

The Board adopted the proposed summer tax levy for the City of Lansing, Delta Township, and Lansing Township. A certified copy is affixed to the official minutes of this meeting.

Waverly Community Schools 2013-14 Proposed Budget(s) – Report #12-81 – For Action

A motion was presented by Member Sherry and supported by Member Altimore. MOTION: The Board of Education approves the following resolutions:

The 2013-14 General Fund Resolution with revenues of \$28,152,657 and expenditures of \$28,811,193

The 2013-14 Debt Retirement Fund Resolution with revenues of \$4,633,546 and expenditures of \$4,468,000

The 2013-14 Special Revenue Funds Resolution with revenues of \$1,275,264 and expenditures of \$1,275,264

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

State Aid Note Program Borrowing Resolution – Report#12-82 – For Action

A motion was presented by Member Sherry and supported by Member Jones. MOTION: The Board of Education approves the resolution to borrow money for school operations and issues its notes, therefor, pledging for the payment of moneys to be received by it pursuant to the State School Aid Act of 1979, as amended.

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

2013 Taxable Refunding Bonds Resolution – Report #12-83 – For Action

A motion was presented by Member Wright and supported by Member Altimore. MOTION: The Board of Education approves the resolution to refund the callable portion of the 2005 Refunding Bonds.

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

2013 Building and Site Bonds Resolution – Report #12-84- For Action

A motion was presented by Member Altimore and supported by Member Wright. MOTION: The Board of Education approves the resolution to issue bonds for the purpose of acquiring and installing instructional technology for school buildings; equipping and re-equipping school buildings for instructional technology; partially remodeling, equipping and re-equipping and furnishing and refurbishing school facilities; purchasing school buses; and developing, improving and equipping sites.

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

Personnel Recommendations – Report #12-85 - For Action

A motion was presented by Member Wright and supported by Member Jones. MOTION: The Board of Education approves the termination of Janice Huhn, Bus Driver.

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

Superintendent's Report

Mr. Urquhart reported he had received the completed technology audit from Plante Moran, and would be sending it along with a RFP to both groups tomorrow.

Mr. Urquhart stated he will make a presentation at the June 24 Board meeting regarding having one or two Board meetings per month in case the Board might want to change its meeting structure.

Mr. Urquhart reported two technology committees have been established. A schedule of meetings will be determined, with one before school starts, and continuing in the fall.

Mr. Urquhart reported he and Vincent Perkins, Director of Human Services, met with building principals to discuss evaluations. He noted one of the most important things we do is hire effective people.

Mr. Urquhart reported the Stealth Football Team's first game was held on Saturday, May 8 at Waverly High School.

Public Comment

None

Other Board Business

None

Adjournment

The meeting adjourned at 7:09 p.m.

Respectfully submitted,

Melissa Sherry, Vice Secretary/Treasurer

rlp

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
June 24, 2013**

Report #12-86

FOR ACTION

Subject:

Budget Amendment 2012-13 (3rd revision)

Recommendation:

The Superintendent recommends the Board of Education approve the following:

The 2012-2013 General Fund budget as presented, showing revenues of \$29,159,223 and expenditures of \$30,712,033.

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 \$2,513,206 or 8.2% of the current year expenditures. This current year operating deficit remains relatively unchanged at \$1,552,810. The primary change to the budget is the result of a supplemental appropriations anticipated by the State of Michigan under section 147c of the State School Aid Act to provide revenue to offset District retirement obligations. The additional revenue will be paid back out to the Office of Retirements Services for the Unfunded Actuarial Accrued Liability (UAAL) as part of the retirement reform passed this fiscal year.

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
Budget Amendment - General Fund
June 24, 2013**

	Revised Budget	Final Budget	Difference
Revenue			
Local sources	8,534,914	8,534,914	-
State sources	15,583,174	15,943,699	360,525
Federal sources	2,692,805	2,675,393	(17,412)
Intergovernmental	1,918,002	1,918,002	-
Transfers In	87,215	87,215	-
Total revenue	28,816,110	29,159,223	343,113
Expenditures			
Current:			
Instruction:			
Basic program	14,564,948	14,741,198	176,250
Added needs	3,388,293	3,426,021	37,728
Total instruction	17,953,241	18,167,219	213,978
Support Services:			
Pupil	1,829,056	1,851,839	22,783
Instructional staff	2,196,030	2,189,915	(6,115)
General administration	391,621	395,637	4,016
School administration	1,860,849	1,887,074	26,225
Business	422,219	462,588	40,369
Operations and maintenance	3,110,274	3,125,195	14,921
Pupil transportation services	966,122	976,875	10,753
Central	648,947	657,164	8,217
Other	57,850	57,850	-
Total support services	11,482,968	11,604,137	121,169
Athletics	396,571	398,924	2,353
Community services	6,920	6,920	-
Non Publics	2,618	2,618	-
Debt service:			
Principal	-	-	-
Interest	-	-	-
Capital outlay	287,445	302,445	15,000
Payments to other public schools	229,770	229,770	-
Total expenditures	30,359,533	30,712,033	352,500
Excess of Revenue (Under)Over Expenditures	(1,543,423)	(1,552,810)	(9,387)
Transfers Out	-	-	-
Net Change in Fund Balance	(1,543,423)	(1,552,810)	(9,387)
Fund Balance - Beginning of year	4,066,016	4,066,016	
Fund Balance - End of year	2,522,593	2,513,206	
	8.3%	8.2%	

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
June 24, 2013**

Report #12-87

FOR ACTION

Subject: Personnel Recommendations

A. Resignation – Certified

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Karen Berry	Winans 2nd Grade Teacher	Husband Job Transfer	6/13/13

B. Resignation – Non Certified

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Elise Wile	.5 Title 1 Parapro	Personal	6/18/13

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
June 24, 2013**

Report #12-88

FOR ACTION

Subject: Superintendent's Contract

Recommendation:

The Board President recommends the Board of Education extends the Superintendent's contract two years through June, 2016, with the following salary structure: 2013/2014 – No Change; 2014/2015 - \$150,000; 2015/2016 – To Be Determined.

Statement of Purpose/Issue:

The addition of two years provides a three year contract for the Superintendent. Policy 1220 allows the Board to fix the Superintendent's term of office, which will be no more than five years. The Superintendent's current salary is the lowest of the salaries of Ingham County Superintendents. The increase in 2014-15 would place him in the mid-range of those Superintendents.

Background Information/Historical Perspective:

The current trend among most Boards of Education is to grant contract extensions upon completion of successful evaluation.

Discussion of Options/Alternatives:

The Board has the option of not accepting the recommendation.

Rationale for Recommendation:

The Superintendent has demonstrated, through Board evaluation, successful management of the Waverly Community Schools. The contract extension offers personal job security for the Superintendent, which in turn results in a high level of job satisfaction and performance.