



Waverly Community Schools

Regular Meeting

Monday, November 25, 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 November 25, 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 - President Britt Slocum
- II. Special Presentations
 - A. Recognition of National Merit Scholarship Semi-Finalists
- 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. Advisory Committee Report
 - 2. Recommendation to approve Report #13-36, Master Agreement Ratification 9
- Waverly Administrators Education Association
 - 3. ***Recommendation to approve Report #13-37, Personnel Report 10
 - 4. ***For Information - Certified Staffing Report 11
- X. Superintendent's Report
- XI. Public Comment
- XII. Other Board Business
- XIII. Adjournment

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

Opening of Meeting

The regular meeting of the Waverly Community Schools Board of Education was called to order by President Britt Slocum at 6:30 p.m. in the Board Room of the Waverly Community Schools Administrative Office, 515 Snow Road, Lansing, Michigan.

Members Present:

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

Member Absent:

Mrs. Angela Witwer, Vice President

Staff Present:

Terry Urquhart, Superintendent
Vincent Perkins, Director of Human Services
Tim Lyman
Troy Lindley
Shawn Talifarro
Ranee Smith
Barbara Knighton
Maureen Nauss
Vickie Tisdale
Dorothy Blackwell
Kelly Blake
Jenna Erbele
Pat Albright
Michelle Frederick
Matt Oppenheim
Marilyn Hobrla
Jamie Holland
Rebecca Pease

Others Present:

Randy Talifarro
Robert Smith
Keith Knighton
Pete and Ruth Sherrick
Eleanor Marazita

Pledge

Maureen Nauss led the pledge of allegiance.

Special Presentations

Elmwood Elementary School fourth grade teacher, Barbara Knighton, was recognized by Superintendent Urquhart for being named the National Council for the Social Studies (NCSS) Outstanding Elementary Social Studies Teacher of the Year. This annual award recognizes social studies teachers demonstrating exceptional abilities in developing and using instructional material creatively and effectively incorporating innovative instructional strategies and techniques into their teaching; fostering a spirit of inquiry; and encouraging the development of democratic beliefs, values, and skills needed to become effective citizens. Mrs. Knighton received a Bachelor of Arts in Elementary

Special Presentations (cont.)

Education with a Science major from Western Michigan University in 1988. Accompanying Mrs. Knighton to the meeting were her husband Keith, and parents Pete and Ruth Sherrick. Mr. Urquhart presented a plaque to Mrs. Knighton in honor of her accomplishment.

Mrs. Knighton thanked Superintendent Urquhart and the Board for recognizing her. She noted she took an interesting path to get where she is today. She started subbing in Waverly 25 years ago and took a job as a paraprofessional. Her first teaching position was at Colt Elementary twenty-four years ago. She stated she appreciates all the opportunities Waverly has given her.

Principal Vickie Tisdale presented the East Intermediate School Instructional Report. East's School Improvement Goals are: 1) all students in 5th and 6th grade will increase reading proficiency based upon projected MDE targets for accountability; 2) all students in 5th and 6th grade will increase social studies proficiency based upon projected MDE targets for accountability; and 3) all students in 5th and 6th grade will increase math proficiency based upon projected MDE targets for accountability. Mrs. Tisdale provided three-year trend data in 5th and 6th grade RCBM Fluency, MAZE Comprehension, and Math Computation. Also presented were the following Action Plans for 2013-2014: 1) We established a MEAP review calendar for each academic area, with teachers using the same daily plans and materials; 2) Staff developed and implemented Special Education sub-group MEAP supports for optimal testing environment and accommodations; 3) Staff from each academic core area are creating common unit and end of the year assessments; and 4) We will continue to focus on increasing and monitoring the use of direct and explicit vocabulary instruction within each of our classrooms. The school's goals for the year are to raise academic achievement on building content area assessments and raise reading and math scores 5% on the fall 2013 MEAP Assessment.

Principal Dorothy Blackwell began her Instructional Report presentation with the Winans Quality Pledge – “We are respectful, responsible, ready to learn, and safe”, which is the school's foundation for Positive Behavioral Interventions and Supports. She indicated Winans is a focus school, which means there is a wide gap between the top and bottom learners. Mrs. Blackwell walked the Board through a day at Winans with all students eating breakfast and reciting both pledges and review of the expectations of the day and week at 8:10 a.m. At 8:30, students are in class engaged in learning activities. This is followed by 30 minute intervention blocks for each grade level in Reading, Writing, and Mathematics; a 120 minute Reading Street block; a 60 minute Mathematics block; 40 minute lunch and recess; and 45 minute specials. Science, Social Studies, Health, and Computers take up the remaining time. There is a focus on Mathematics before and after school, during recess-time, and during specials, Science, and Social Studies times as necessary.

Principal Shawn Talifarro and teacher Jamie Holland presented Colt Early Childhood Education Center's Instructional Report. Colt's School Improvement Goals are 1) All students will continue to make growth to meet or exceed common core state standards in reading; 2) All students will continue to make growth to meet or exceed common core state standards in math; and 3) All students will exhibit behaviors that enhance the academic environment, increase time on task, and improve achievement. They presented AIMSweb trend reports in the areas of all-day Kindergarten; Reading Street; trends they are watching and celebrating; and Kindergarten and first grade Math Growth. As the staff moves forward, there will be continuous review of data to drive instruction; progress monitoring; common assessments; high frequency word assessment with Reading Street; a problem solving team to identify academic and behavioral interventions; and a positive behavior and intervention support (PBIS) team.

Correspondence

None

Public Comment

Addressing the Board during Public Comment were Matt Oppenheim and Maureen Nauss.

Student Representative Report

Student Representative Kyle Ranieri stated if you haven't seen it, make sure you check out the Waverly Theatre Club's production of "Much Ado about Nothing". Performances will be November 14, 15, and 16 at 7:00 p.m. and tickets are \$7. Dominic Redman and Emily Stokes, both lead characters in this production, had the opportunity to participate in a 6-day Shakespeare immersion program at the Wharton Center with actors from the Stratford Shakespeare Festival that concluded with a performance of "A Midsummer Night's Dream."

The Quarterly Departmental Awards will be taking place November 19th during 2nd Hour (8:40 a.m.) in the high school cafeteria. These awards provide an opportunity for teachers to formally recognize students that they find to be the best of all in their classes. The student body invites the Board to attend this awards ceremony.

The National Honor Society Blood Drive held a few weeks ago was very successful. NHS met its hefty goal of units of blood, even with numerous referrals, which allows it to be eligible for larger student scholarships from the Red Cross. Along with this, the Gay-Straight Alliance had a very successful bake sale that raised money for the group's educational agenda.

If you happen to be in the High School this week, you may see some people wearing togas. They are a part of a well-known AP English Literature project that happens every year. These toga-wearers are actually going to court as attorneys or characters from various Greek plays whose main characters are being charged with various crimes (Medea – murder, Oedipus – murder and incest, Lysistrata – disobeying men). All in all, it is something that AP Lit students look forward to each year, with some exclaiming it is one of the main reasons they decided to take the class.

Board Member Comment

Member Sherry stated she is proud that we are all focused on students and student achievement. She said she is rooting for Student Representative Kyle Ranieri to get into Yale. Member Sherry congratulated the three National Merit semifinalists and Barb Knighton for their accomplishments. She stated she was so pleased with Parent-Teacher Conferences. Teachers were giving positive feedback and helping students achieve. Member Sherry concluded by saying she is so proud of what is happening at Waverly.

Member Jones congratulated Torian Harris, the Rotary Student of the Month. He thanked veterans for their service and all the freedoms we enjoy, and encouraged everyone to recognize and say something nice to a veteran. Member Jones announced the Waverly Education Foundation's Gala Event is Monday, December 2nd from 5:30-8:30 p.m. at the Crowne Plaza Hotel in its newly remodeled ballroom. Whatever is raised at the event eventually goes back to the students at Waverly Community Schools.

Member Martin reported there were two recent articles in the newspaper about current Waverly students and a graduate. High School students Emily Stokes and Dominic Redman were chosen to participate in the 2013 Shakespeare Immersion Program at the Wharton Center. They joined students from around the Lansing area and Stratford Shakespeare Festival artists for six days to play theater games and learn how to read and interpret Shakespeare's language and rehearse. At the end of the program, participants put on a 45-minute production of "Midsummer Night's Dream. Waverly graduate Rola Nashef's movie, the romantic comedy "Detroit Unleaded" premiered recently at the Detroit Film Theatre. The film has won accolades and drawn good audiences at festivals around the country, including a 2012 award at the prestigious Toronto Film Festival. Nashef is a 1990 Waverly High School graduate. Member Martin thanked Barb Knighton for all she has done in Waverly and congratulated her on receiving national accolades. She thanked the principals for their wonderful updates, saying she enjoys hearing about our strides forward. Member Martin reported school board members were recently taken on a tour of the new remodeled Capital Area Career Center which she described as wonderful.

Member Martin reported ISOA met on November 6 at Lansing Community College. She stated there was a nice report by the Lansing Superintendent about dual enrollment and Early College, programs that are both useful for our students. Member Martin reminded Board members of the November 12th dinner meeting at the Kellogg Center, noting although she is unable to go, it is always a wonderful experience. Member Martin thanked veterans and their families for the sacrifices they make.

Board Member Comment (cont.)

Member Wright thanked veterans for their service. He stated this is the first time he had to go to only one building for Parent-Teacher Conferences and it took him twice as long. Teachers talked so long to everyone as they had a lot to share this year. He thanked them, noting it was really appreciated.

Member Chahine stated parents in this community are engaged. He thanked all the teachers who “put up with his kids”. Member Chahine said he looks forward to Kyle’s report and thanked him for a job well done. He stated the District did a good job on new signage. Member Chahine publicly thanked Superintendent Urquhart for his support of the Rotary backpack program, noting he is always there to help.

President Slocum congratulated Barb Knighton, stating she is a great teacher. He acknowledged veterans, who he described as near and dear to his heart. Many members of his family have served in the armed forces. President Slocum congratulated Member Sherry for being named the chairperson of the State Board of Volunteers. President Slocum stated he attend the Extravabandza last week and will be attending the dinner tomorrow at the Kellogg Center. He stated he liked Principal Blackwell’s survey and pictures on Facebook. President Slocum encouraged everyone to see “Much Ado about Nothing”.

Adoption of Agenda

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

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

Policy - Second Reading – Report #13-31 – For Action

A motion was presented by Member Martin and supported by Member Chahine. MOTION: The Board of Education approves the policy updates listed below at second reading.

| | | |
|----------------|--|---------|
| Bylaw 0144.3 | Conflict of Interest | Revised |
| Bylaw 0160 | Agenda | Revised |
| Policy 1400 | Job Descriptions | Revised |
| Policy 1630.01 | Family & Medical Leaves of Absence (“FMLA”) | New |
| Policy 1662 | Anti-Harassment | New |
| Policy 2431.01 | Managing Heat and Humidity in Interscholastic Athletic Programs | New |
| Policy 3362 | Anti-Harassment | Revised |
| Policy 3430.01 | Family & Medical Leaves of Absence (“FMLA”) | Revised |
| Policy 4162 | Controlled Substance and Alcohol Policy for Commercial Motor Vehicle (CMV) Drivers | Revised |
| Policy 4362 | Anti-Harassment | Revised |
| Policy 4430.01 | Family & Medical Leaves of Absence (“FMLA”) | Revised |
| Policy 5112 | Entrance Age | Revised |
| Policy 5517 | Anti-Harassment | Revised |
| Policy 5517.01 | Bullying and Other Aggressive Behavior Toward Students | Revised |
| Policy 6107 | Authorization to Accept and Distribute Electronic Records and to Use Electronic Signatures | New |
| Policy 6420 | Conflict of Interest – Legal Counsel, Advisors, or Consultants | New |
| Policy 6470 | Payment of Claims | Revised |
| Policy 6520 | Payroll Deductions | Revised |
| Policy 6830 | Audit | Revised |
| Policy 8120 | Iran Economic Sanctions Act Compliance Consultants | New |

Policy – Second Reading (cont.)

| | | |
|-------------|--|---------|
| Policy 8142 | Criminal History Record Check | New |
| Policy 8390 | Animals on District Property | New |
| Policy 8405 | Environmental Health and Safety Issues | Revised |
| Policy 8510 | Wellness | Revised |
| Policy 9160 | Public Attendance at School Events | Revised |

Superintendent Urquhart provided clarification on policies presented at the October 14, 2013 Board meeting.

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

Recommendation by the Facility/Policy Committee – Marazita Proposal

Member Wright provided background on a proposal by the children of Philip Marazita to name the football stadium after their father, the first athletic director for the Waverly Community Schools.

President Slocum stated the report will be numbered **Report #13-32** and called for a motion.

A motion was presented by Member Wright and supported by Member Martin. The Board of Education name the Waverly High School Football Stadium after Dr. Phil Marazita subject to the following conditions: 1) There will be no expenditure of Waverly Funds. The administration will ask for donations from the community to pay for any signage and expenses related to the naming ceremony. 2) The family of Dr. Marazita will be invited to meet with the Superintendent to discuss the signage and ceremony. 3) The ceremony will be scheduled after the signage is paid for and installed, taking into account the travel plans of the Marazita family, at a Waverly home football game. The ceremony will not be during homecoming due to time constraints.

Member Chahine stated Mr. Marazita has done a lot of good things. Although it is a hard decision, he is going to support the recommendation.

Member Martin indicated she would support the recommendation, noting it was a difficult decision that Board members have thought about long and hard. Because of the up-standing person he is, and the length of time he served in the position, she stated she would support the recommendation with the understanding that there is no cost to the District.

Member Slocum stated he will fully support the recommendation. All proper channels were followed in accordance with policy and it will not cost the District any money.

Motion carried. VOTE: AYES – 6; NAYS – 0.

******Financial Report – Report #13-33 – For Action***

The financial report was approved as presented.

******Summer Tax Collection Resolution – Report #13-34 – For Action***

The Board of Education adopted the Annual Summer Tax Resolution, invoking for 2014 its previously adopted, ongoing resolution imposing a summer tax levy of one-half (1/2) of school property taxes upon property located within the School District. A copy will be affixed to the official minutes of this meeting.

******Personnel Recommendations – Report #13-35 – For Action***

The Board of Education approved the employment of Andrea Dutcher (Colt Title I Parapro); Gabriel Lopez (Colt Pre-School Associate Teacher); Theresa Mitchell (Colt Lunch Assistant); and Sylvia Hernandez (High School

*****Personnel Recommendations (cont.)**

Lunch Assistant); and approved Extra-Curricular Schedule B Stipends and Extra-Curricular 8.8. Stipends as presented in Report #13-35.

Superintendent's Report

Superintendent Urquhart reported Mr. David Polmi, Technology Director, and Heidi Gascon, Technology Instructional Specialist, both from Ingham ISD, have been on campus for two days. They will be formally introduced to the Board at a later date.

Superintendent Urquhart thanked principals for their wonderful instructional reports and noted MEAP data should be available in late December.

Superintendent Urquhart reported the Technology Bond Committee has been meeting and should be making some heavy-duty decisions on types of equipment and architectural plans soon. He indicated three teachers from Colt recently visited a school in St. Johns to observe the android concept.

Superintendent Urquhart stated this was a special night honoring current employee Barbara Knighton, and former employee Philip Marazita.

Superintendent Urquhart reported he will be attending the Celebration of Public Education at the Kellogg Center on Tuesday and "Much Ado about Nothing" on Thursday night.

Superintendent Urquhart thanked the members of the Facility/Policy Advisory Committee for their consideration and recommendation of the Marazita proposal.

Public Comment

None

Other Board Business

None

Adjournment

The meeting adjourned at 7:42 p.m.

Respectfully submitted,

Mary Ann Martin, Secretary

rlp

***Consent Agenda

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

FOR ACTION

Subject: **Master Agreement Ratification – Waverly Administrators Education Association**

Recommendation:

The Superintendent recommends the Board approve the tentative agreement as negotiated between the Waverly Administrators Education Association and the Board of Education as presented.

Statement of Purpose/Issue:

The current collective bargaining agreement expired on June 30, 2013. The proposed tentative agreement is a one year contract for no salary increase for 2013-2014 with a student growth incentive of \$200 per principal if enrollment based on blended count increases ten (10) or more students.

The Association ratified the contract on November 20, 2013.

Background Information:

Negotiations were for salary and benefits.

Budget Impact:

| | |
|-------------------|----------|
| 2013-14 Salaries | \$0 |
| 2013-14 Incentive | \$1,600 |
| 2013-14 Benefits | -\$6,925 |
| Total savings | \$5,305 |

Discussion of Options/Alternatives:

1. Ratify the tentative agreement
2. Recommend changes to the tentative agreement
3. Reject the tentative agreement

Rationale for Recommendation:

It is a fair agreement between the Board and the administrators and is not outside overall budgetary parameters. Agreement has been ratified by Administrators.

Strategic Plan:

This is a required collective bargaining agreement.

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

Report #13-37

FOR ACTION***

Subject: **Personnel Recommendations**

A. Employment – Non Certified

| <u>Name</u> | <u>Position</u> | <u>Class/Salary</u> | <u>Effective</u> |
|------------------|----------------------------------|---------------------|------------------|
| Margaret Baldwin | Elmwood Title I Paraprofessional | Class II/\$13.96 | 10/15/13 |
| Rhonda Sorrell | Winans Title I Paraprofessional | Class II/\$13.96 | 11/18/13 |

B. Retirement –Non Certified

| <u>Name</u> | <u>Position</u> | <u>Years</u> | <u>Effective</u> |
|-------------|-----------------|--------------|------------------|
| Sue Flintz | Bookkeeper | 28.8 | 12/27/13 |

C. Resignation – Non-Certified

| <u>Name</u> | <u>Position</u> | <u>Reason</u> | <u>Effective</u> |
|----------------|---------------------------------|---------------|------------------|
| Allison Parker | Winans Title 1 Paraprofessional | Personal | 11/14/13 |

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
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FOR INFORMATION***

Subject: Staffing 2013-2014

Total Full Time Equivalent (FTE) for certified staff for the 2012-13 school year was 168.2. The total FTE for certified staff for the 2013-14 school year is 169.6.

Student enrollment blended count for the 2012-13 school year was 2,808.49. A total K-12 unaudited count for the 2013-14 school year as of the 4th Wednesday is 2,793.33.