



Waverly Community Schools

Regular Meeting

Monday, December 9, 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 December 9, 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/Boy Scout Troop
111
- 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 #13-38, Financial Report 7
 - 2. ***Recommendation to approve Report #13-39, Personnel Report 10
- X. Superintendent's Report
- XI. Public Comment
- XII. Other Board Business
- XIII. Adjournment

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
November 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 6:30 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. Angela Witwer, Vice President
Mrs. Mary Ann Martin, Secretary
Mr. Calvin L. Jones, Treasurer
Mr. Alan Wright, Trustee
Mr. Joe Chahine, Trustee

Member Absent:

Mrs. Melissa Sherry, Vice Secretary/Treasurer

Staff Present:

Terry Urquhart, Superintendent
Mr. Evan Nuffer, Director of Finance
Mrs. Gloria Gonzalez, Student Services Administrator
Matt Oppenheim
Jenna Erbele
Troy Lindley
Rebecca Pease

Others Present:

Elizabeth Johnson
Greg Johnson
Julie Marrison
Ken Marrison
Kaitlin Marrison
Mimi Patterson
Robert Patterson
Kelly Patterson
Kyle Ranieri

Pledge

Greg Johnson, Kaitlin Marrison, and Kelly Patterson led the pledge of allegiance.

Special Presentations

Superintendent Urquhart stated effective schools or districts, for that matter, have many things in common; one in particular is student recognition. Tonight, Mr. Lindley, the Board of Education and Mr. Urquhart have the great opportunity of recognizing student excellence at Waverly High School. Each year, juniors are invited to compete in the National Merit Scholarship Program. This exclusive competition has been going on since 1955. Roughly 1.5 million students compete academically by participating in the Preliminary Scholastic Assessment Test (PSAT) which is composed of three sections: Math, Critical Reading, and Writing Skills. The test takes two hours and ten minutes to complete. Many students take the PSAT for many reasons. Some take it as practice for the SAT and that may be a requirement for admission at one of their potential college selections. Each year, of the 1.5 million students who take the exam, the top 60,000 (4%) are awarded the commended status. The top 15,000 students (1%) are awarded semi-finalist status.

Each semi-finalist submits a detailed scholarship application, which includes essays and information about extracurricular achievements, awards, and leadership positions. Semi-finalists also have to have an outstanding

Special Presentation (continued)

academic record, be endorsed and recommended by a school official, and earn SAT scores that confirm their qualifying test performance. By the conclusion of the competition, a select group of finalists are chosen to receive prestigious National Merit Scholarships totaling over \$35 million.

On September 11, 2013 Greg Johnson, Kaitlin Marrison and Kelly Patterson were awarded the prestigious status of being National Merit semi-finalists. In February of 2014, the National Merit Scholarship Program will announce the finalist and the scholarship award winners.

Superintendent Urquhart congratulated these outstanding students from Waverly High School and applauded their achievements.

Correspondence

None

Public Comment

None

Student Representative Report

Student Representative Kyle Ranieri reported the student-run newspaper, "The Plead", is in full swing and has already had two editions come out this year. This paper provides an insight to the various ordeals of the high school, as well as the unique perspective of a high school toward larger things. To read The Plead, visit whspleiad.net.

The Lady Warriors will be kicking off their season soon and are well into their preparations for their first game at Olivet High School next Tuesday at 7:00 p.m. They were introduced, along with other winter league sports, at Warrior Madness last Thursday. Warrior Madness had a very healthy turnout of students and members of the community.

Last Friday the Waverly Marching Band had their annual performance at Silver Bells in the City. This is a highlight of the marching band season and is something that many students look forward to, however cold it may be. The marching band has won the best lighted award in the past and continues to represent Waverly well at the event.

Last Friday many students crowded into a science classroom for something typically not there (Asian food). The Asian Pacific Awareness Club (APAC) had their annual open house where they played Asian music and served Asian food that they made themselves. It cost only \$2 for students because much of the funds are from the members of the group. Other highlights of APAC include their well-known t-shirts and famous assembly near the end of the school year.

Recently Mr. Carr was commended in the newspaper for his humanitarian efforts, as well as all of the work he has done with Waverly's Spanish Honor Society (SHS). The article describes SHS's annual trip to World Medical Relief in Detroit, but there is so much more that this group does, especially within the community ranging from a Toys for Tots drive to giving immigrant families a home makeover.

Principal Lindley reported Waverly High School will be featured on "Schools Rule" on December 13th. Kyle Ranieri has taken on Leadership of this event and does a great job running the meetings.

Board Member Comment

Member Jones reported Silver Bells in the City was held last Friday, with 12-13 bands participating in the parade. The Waverly High School Marching Band represented the District well. The Waverly Education Foundation's Gala is scheduled for Monday, December 2nd at the Crowne Plaza Hotel. The WEF is hopeful people will call in reservations for the event to 974-7812. Monies raised at the Gala go back to Waverly students.

Board Member Comment (cont.)

Member Witwer congratulated Barb Knighton for being named the Michigan Social Studies Teacher of the Year. She thanked Tammy Fields for her help in obtaining the WARR ZONE spirit shirts, and noted the District's new logo is showing up in more places. Member Witwer stated her company is trying to help out with pitching positive news from the District to the media and encouraged people to get anything remotely newsworthy to her. She congratulated Kyle on leading the students for the "Schools Rule" program on WILX-TV.

Member Martin thanked Member Witwer for all she does for the District. Member Witwer responded it is actually her daughter who is providing the media blitz. Member Martin congratulated the National Merit Scholarship Semi-Finalists. She stated she is excited to hear the Pleiad is back, noting she hasn't seen one in a long time. Member Martin stated she was proud to read about all the things Dan Carr and the Spanish Honor Society are doing to make a difference. She congratulated Dan, noting all three of her kids had him as a teacher for multiple years. Member Martin stated she attended "Much Ado about Nothing" and congratulated the directors, performers, and tech crew. She reported the Marching Band was awesome in the Silver Bells parade and noted improved lighting in many of the District's buildings.

President Slocum asked Kyle if Board members could get a printed copy of the Pleiad. He congratulated Dan Carr, noting he has been known forever for doing great things. President Slocum reported he attended the Silver Bells Parade and stated the Waverly Marching Band was great. He indicated he has had many recent conversations with people who have had great things to say about Waverly administrators, teachers and students. Member Slocum reminded everyone to not forget about the WEF Gala.

Adoption of Agenda

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

Member Martin asked that Report #13-37 be removed from the consent agenda.

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

Facility/Personnel Advisory Committee Report

Director of Finance, Evan Nuffer, reported the Facility/Personnel Advisory Committee met on November 11, 2013. Present were members Britt Slocum, Mary Ann Martin, and Evan Nuffer. Absent was Calvin Jones. Also attending were Helen McNamara, Assistant Superintendent of Ingham ISD and Janille Lietz, Human Resources Specialist, Ingham ISD. Helen McNamara and Janille Lietz provided a presentation on the MUNIS finance software. Following the presentation, the recommendation was to table the discussion until June 2014 and delay implementation. Mr. Nuffer presented an update on the Elmwood Track donations and a request for the committee to advance the necessary funds to construct the track. This advancement would be repaid by donations received from Elmwood PTO. An estimated cost between \$14,000 and \$21,000 has been received. Due to the fact that the PTO has received over \$14,000 in donations, the committee will revisit the discussion, if necessary, in the spring when construction could commence. Mr. Nuffer provided an update to the Common Core funding issue that was causing a delay in our application for and receipt of SIG funding. He informed the committee a provision in the budget that paused the work has now been removed and the District has submitted its application for Year 3 of SIG funding. Mr. Nuffer provided information regarding the upcoming budget amendment for the 2013-2014 school year and brought forward a discussion on the disposal of furniture and equipment that has exceeded its useful life.

Master Agreement Ratification – Waverly Administrators Education Association – Report #13-36 – For Action

A motion was presented by Member Martin and supported by Member Chahine. MOTION: The Board of Education approves the tentative agreement as negotiated between the Waverly Administrators Education Association and the Board of Education.

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

Personnel Recommendations – Report #13-37 – For Action

A motion was presented by Member Martin and supported by Member Witwer. MOTION: The Board of Education approves Report #13-37, Personnel Recommendations, as presented.

Member Martin stated she wanted to acknowledge Sue Flintz' 28.8 years of service to the District, along with her dedication, and expertise.

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

******For Information – Staffing 2013-2014(Revised)***

Superintendent Urquhart stated Board members had received a Revised Staffing report at the table. The revised report shows the Total Full Time Equivalent (FTE) for certified staff for the 2012-2013 school year was 168.2 and the total FTE for the certified staff for the 2013-2014 school year is 171.1.

The difference of 2.9 includes 2.5 positions in Alternative Education, positions the district has not accounted for in the past. This leaves a difference of only .4. Two teachers were added at the Kindergarten level and one was added in fifth grade.

Superintendent's Report

Superintendent Urquhart showed a plaque from AdvancEd presented to the Waverly Community Schools designating that on June 22, 2013, the AdvancEd Accreditation Commission granted accreditation to Waverly Community Schools. Mr. Urquhart thanked the Board, staff, and community for their efforts and congratulated Dorothy Blackwell, who served as the driving force of the process.

Superintendent Urquhart wished everyone a Happy Thanksgiving.

Public Comment

None

Other Board Business

Member Martin congratulated everyone on the District's AdvancEd accreditation. She stated it's nice to get a confirmation for five years as a quality school system. She also thanked Dorothy Blackwell for her leadership. Member Martin wished Member Sherry well.

Adjournment

The meeting adjourned at 7:12 p.m.

Respectfully submitted,

Mary Ann Martin, Secretary

rlp

***Consent Agenda

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
December 9, 2013**

Report #13-38

FOR ACTION***

Subject:

Financial Report

Recommendation:

It is recommended the following be approved:

Financial Report:

The cash balance as of October 31, 2013 was \$2,997,249.94. Receipts during November, consisting of property taxes, state aid and other revenues in the amount of \$2,135,922.44 minus disbursements during November of \$2,074,917.32, left the district with a General Fund cash balance, as of November 30, 2013, of \$3,058,255.06, including \$2,300,000.00 from the issuance of a State Aid Note.

Attached is a summary of year to date activity for the General Fund showing year to date expenditures exceeding revenues by \$2,308,855.

Attached is a summary of year to date activity for the 2013 School Facility Improvement Bonds showing \$326,941 remaining to be drawn down for the project.

**Waverly Community Schools
Budgetary Comparison Schedule
For the Month Ended November 30, 2013**

	Original Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	8,583,316	3,613,763	(4,969,553)	57.9%
State sources	15,523,543	3,010,538	(12,513,005)	80.6%
Federal sources	2,037,160	404,065	(1,633,095)	80.2%
Intergovernmental	1,921,423	302,750	(1,618,673)	84.2%
Transfers In	87,215	-	(87,215)	100.0%
Total revenue	28,152,657	7,331,116	(20,821,541)	74.0%
Expenditures				
Current:				
Instruction:				
Basic program	14,175,505	4,334,799	(9,840,706)	69.4%
Added needs	3,343,601	874,934	(2,468,667)	73.8%
Total instruction	17,519,106	5,209,734	(12,309,373)	70.3%
Support Services:				
Pupil	1,803,265	651,510	(1,151,756)	63.9%
Instructional staff	1,505,247	646,142	(859,105)	57.1%
General administration	395,702	165,734	(229,968)	58.1%
School administration	1,823,562	698,855	(1,124,707)	61.7%
Business	466,002	164,973	(301,029)	64.6%
Operations and maintenance	2,899,678	1,125,053	(1,774,625)	61.2%
Pupil transportation services	950,154	286,396	(663,758)	69.9%
Central	643,552	285,730	(357,822)	55.6%
Other	57,850	14,776	(43,075)	74.5%
Total support services	10,545,013	4,039,167	(6,505,845)	61.7%
Athletics	423,312	162,681	(260,631)	61.6%
Community services	5,925	-	(5,925)	100.0%
Non Publics	2,325	158	(2,167)	93.2%
Debt service:				
Principal	30,000	-	(30,000)	100.0%
Interest	26,585	14,885	(11,700)	44.0%
Capital outlay	15,893	35,200	19,307	-121.5%
Payments to other public schools	243,034	178,147	(64,887)	26.7%
Total expenditures	28,811,193	9,639,971	(19,171,221)	66.5%
Excess of Revenue (Under)Over Expenditures	(658,536)	(2,308,855)	(1,650,320)	
Transfers Out	-	-	-	0.0%
Net Change in Fund Balance	(658,536)	(2,308,855)	(1,650,320)	
Fund Balance - Beginning of year	3,139,665	3,139,665		
Fund Balance - End of year	2,481,129	830,810		
	8.6%			

Waverly Community Schools
2013 School Facility Improvement Bonds
As of November 30, 2013

	Budget	Actual	Encumbered	Balance Remaining
Construction and Engineering				
Lighting	71,180	92,798	-	(21,618)
Mechanical	420,000	393,900	13,285	12,815
Controls				
EMS Programming	124,619	-	-	124,619
VFD & CO2 & Controls Install & Electric	338,288	109,952	30,749	197,587
Project Management/Engineering	186,207	177,517	8,710	(20)
Bond Issuance Costs	14,165	16,148	-	(1,983)
Contingency	15,541	-	-	15,541
Totals	<u>1,170,000</u>	<u>790,315</u>	<u>52,744</u>	<u>326,941</u>

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
December 9, 2013**

Report #13-39

FOR ACTION***

Subject: Personnel Recommendations

A. Employment – Non Certified

<u>Name</u>	<u>Position</u>	<u>Class/Salary</u>	<u>Effective</u>
Paul Hendra	Skilled Maintenance	Class AA/\$15.72	12/2/13

B. Retirement – Non Certified

<u>Name</u>	<u>Position</u>	<u>Years</u>	<u>Effective</u>
Paul Holmes	Skilled Maintenance	37	12/27/13