



**WAVERLY**  
**COMMUNITY SCHOOLS**  
Pride. Tradition. Excellence.

**Waverly Community Schools**

**Regular Meeting**

**Monday, April 21, 2014 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 April 21, 2014, 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 Slocum/Boy Scout Troop 111
- II. Special Presentations
  - A. Waverly East Intermediate Instructional Report - Principal Vickie Tisdale
  - B. Waverly Middle School Instructional Report - Principal Mike Moreno
  - C. High School GEMS Report - Principal Troy Lindley
  - D. Budget Presentation - 2014-2015 - Evan Nuffer
- 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. Finance/Personnel
    - 1. \*\*\*Recommendation to approve Report #13-57, Financial Report 9
    - 2. \*\*\*Recommendation to approve Report #13-58, Breakfast, Lunch and Milk Prices 13
    - 3. \*\*\*Recommendation to approve Report #13-59, Preschool Tuition Rates for 2014-2015 14
    - 4. Recommendation to approve Report #13-60, Pay to Participate Fees 15
    - 5. Recommendation to approve Report #13-61, Building and Site, Series I Technology Device Purchase Recommendations 16
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Network Infrastructure Award Recommendation

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B. Other

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X. Superintendent's Report

XI. Public Comment

XII. Other Board Business

XIII. Adjournment

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
March 10, 2014**

***Opening of Meeting***

The regular meeting of the Waverly Community Schools Board of Education was called to order by President Britt Slocum at 6:32 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  
Mr. Alan Wright, Treasurer  
Mr. Joe Chahine, Trustee

***Members Absent:***

Mrs. Mary Ann Martin, Secretary  
Mrs. Melissa Sherry, Vice Secretary/Treasurer  
Mr. Calvin L. Jones, Trustee

***Staff Present:***

Mr. Terry Urquhart, Superintendent  
Mr. Evan Nuffer, Director of Finance  
Mr. Vincent Perkins, Director of Human Resources  
Mrs. Gloria Gonzalez, Director of Student Services  
Michelle Frederick  
Matt Oppenheim  
Becky McQuillan  
Pat Albright  
Dorothy Blackwell  
Shawn Talifarro  
Jamie Holland  
Tim Lyman  
Justin Haas  
Kysha Crenshaw  
Rebecca Pease

***Others Present:***

Tammy Tabor Spitzley  
Kyle Ranieri  
Amy Lyman  
David Palme  
Paul Twigg, Barton Malow  
Eric Sifferman, Barton Malow  
Michael Stobak, Barton Malow

***Pledge***

Shawn Talifarro led the pledge of allegiance.

***Special Presentations***

Colt Principal Shawn Talifarro and Reading Teacher Jamie Holland, presented Colt's instructional report. Items highlighted were three-year trends in reading and math data for Kindergarten and First grade students.

Tim Lyman, Elmwood Principal, presented grade level comparisons for reading, math, and writing (grades 3-5) 2011-2013) showing increases at every level, except 5<sup>th</sup> grade math which showed no change. He also presented grade level comparisons for 4<sup>th</sup> grade writing (2011-2013) and 5<sup>th</sup> grade science (2012-2013), which also showed increases in scores. Principal Lyman also presented cohort comparisons for current fourth graders, showing a 13%

***Special Presentations (continued)***

increase in math and a 10% in reading from last year. Cohort comparisons for 5<sup>th</sup> grade math showed an increase of 12% since last year. There was a 21% increase in 5<sup>th</sup> grade reading since last year.

Dorothy Blackwell, Winans Principal, presented Aimsweb scores for 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> grade students as well as MEAP comparisons in reading, math, and writing for 3<sup>rd</sup> and 4<sup>th</sup> grade students for 2012-2013.

Third Grade Reading 2012 55.4%	Third Grade Reading 2013 57.3%
Third Grade Math 2012 57.3%	Third Grade Math 2013 48.2%
Fourth Grade Reading 2012 67.3%	Fourth Grade Reading 2013 60%
Fourth Grade Math 2012 50%	Fourth Grade Math 2013 32.5%
Fourth Grade Writing 2012 52.5%	Fourth Grade Writing 2013 42.5%

***Correspondence***

None

***Public Comment***

Addressing the Board during Public Comment was Matt Oppenheim.

***Student Representative Report***

Student Representative Kyle Ranieri reported Juniors took the MME last week. To make up time missed this winter, the other grades came in during the afternoons of Wednesday and Thursday of testing week. During this time, Mr. Lurie, Mrs. Faber, and the rest of the social studies department organized various seminars that would be helpful to students, especially seniors. These seminars included a representative from Eve's House speaking about healthy relationships, and various Waverly alum speaking on topics ranging from characteristics of success to investments.

Interact's Rock-a-thon held during the basketball game against Okemos was a huge success. The amount raised was slightly lower than last year, largely from a lower turnout of spectators, but it was still substantial at around \$450. This will be donated to the Volunteers of America of Lansing.

The acclaimed World Language Night of Waverly High School is scheduled for Thursday, March 27<sup>th</sup> at 7:00 p.m. The event is shaping up to be as grand as ever with piñatas being built and numerous films, play and dances being produced.

Last Wednesday at the Huntington Club at MSU, Kyle Ranieri and Natalie Henry were recognized for winning the Links, Inc. student scholarship. This \$1,000 scholarship was awarded based on the students' community activism. Only seven scholarships were awarded so Waverly definitely made a good showing.

The Waverly Theatre Program has been in preparation for a long time and is finally debuting its *Seussical the Musical*. This musical is family friendly and will surely bring laughs to people of any age. Performance dates are March 14, 15, 20, 21, 22 at 7:00 p.m. and March 16 at 2:00 p.m.

**Board Member Comment**

Member Chahine thanked the principals for their presentations

Member Wright reported he took the practice ACT, noting he didn't know if "fun" is the word to describe it. He said his son also took the test, noting it was a great opportunity and experience for him because he got to see how things go in a high stakes testing situation. Member Wright, who took two students besides his son to the test, stated he liked how Mr. Oppenheim worked with the students. Member Wright also thanked the principals for their presentations.

Member Witwer reported she attended a Gala at Spartan Stadium at which Kyle Ranieri and Natalie Henry received scholarships.

**Adoption of Agenda**

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

Motion carried. VOTE: AYES – 4; NAYS – 0 (Members Martin, Sherry, and Jones absent).

**Policy – Second Reading – Report #13-52 – For Action**

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

Policy 5600	Student Discipline	Revised
Policy 7250	Naming School Facilities (replaces Commemoration of School Facilities)	Revised
Policy 8142	Criminal History Record Check	Revised
Policy 8321	Criminal Justice Information Security	Revised

**Policy – Second Reading – Report #13-52 – For Action**

Motion carried. VOTE: AYES – 4; NAYS – 0 (Members Martin, Sherry, and Jones absent).

**\*\*\*Financial Report – Report #13-53 – For Action**

The Board approved the Financial Report as presented.

**Building and Site, Series I Bid Package #1 Award Recommendations – Report #13-54 – For Action**

A motion was presented by Member Witwer and supported by Member Chahine. MOTION: The Board of Education approves awards to the lowest responsible bidder(s) from Bid Package #1, as per the attached summary, in accordance with Board Policy 6320 (Purchasing).

Motion carried. VOTE: AYES – 4; NAYS – 0 (Members Martin, Sherry, and Jones absent).

**\*\*\*Personnel Recommendations – Report #13-55 – For Action**

The Board of Education approved employment of Dawn Foster (Colt Lunch Server); the resignation of Peggy Baldwin (Elmwood Title I Paraprofessional) and Shirley Cannon (MS Lunch Assistant); the transfer of Nickey Hadley from East Counseling Secretary to East Head Secretary; and Extra-Curricular Stipends for the High School play for Paul Milligan (Technical Director); Richard Redman (Co-Director); Maureen Naus (Co-Director); David Gorbe (Pit Band Director); Elizabeth Johnson (Promotions); Colleen Weinfeld (Producer); and James Geer (Accompanist).

***Voluntary Severance Plan – Report #13-56 – For Action***

A motion was presented by Member Wright and supported by Member Witwer. MOTION: The Board of Education adopts the resolution to approve the Voluntary Severance Plan for those individuals on Step 11 of the Waverly Education Association.

Motion carried. VOTE: AYES – 4; NAYS – 0 (Members Martin, Sherry, and Jones absent).

***Superintendent's Report***

Superintendent Urquhart stated “Boy, it is great to be back.” He thanked Vince Perkins, Evan Nuffer, and Gloria Gonzalez for making sure the District kept moving in the right direction in his absence.

***Public Comment***

Addressing the Board during Public Comment was Pat Albright.

***Other Board Business***

None

***Adjournment***

The meeting adjourned at 7:35 p.m.

Respectfully Submitted,

Britt Slocum, President

rlp

\*\*\*Consent Agenda

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
SPECIAL MEETING  
March 24, 2014**

***Opening of Meeting***

A special meeting of the Waverly Community Schools Board of Education was called to order by Britt Slocum at 8:32 a.m. in the East Intermediate School Conference Room, 3131 W. Michigan Avenue, Lansing, Michigan.

***Members Present:***

Mr. Britt Slocum  
Mrs. Angela Witwer  
Mrs. Mary Ann Martin  
Mr. Alan Wright  
Mrs. Melissa Sherry  
Mr. Joe Chahine  
Mr. Calvin Jones (arrived at 10:00 a.m.)

***Staff Present:***

Terry Urquhart, Superintendent  
Rebecca Pease

The Board discussed a potential new schedule for 2014-2015 Board meetings; possible reconfiguration of Colt Early Childhood Education Center; the status of Windemere View Elementary School; an update on the Voluntary Severance Plan; MEAP results; an upcoming evacuation drill; and a potential schedule for make-up of snow days.

***Adjournment***

The meeting adjourned at 11:45 a.m.

Respectfully submitted,

Mary Ann Martin, Secretary

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
April 21, 2014**

**Report #13-57**

**FOR ACTION\*\*\***

**Subject:**

Financial Report

**Recommendation:**

It is recommended the following be approved:

**Financial Report:**

The cash balance as of February 28, 2014 was \$3,668,248.15. Receipts during March, consisting of property taxes, state aid and other revenues in the amount of \$3,750,285.73 minus disbursements during March of \$2,602,115.57, left the district with a General Fund cash balance, as of March 31, 2014, of \$4,816,418.31, 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 revenues exceeding expenditures by \$28,068.

Attached is a summary of year to date activity for the 2013 Building and Site, Series I Bonds showing \$6,839,778 remaining to be allocated for the project.

Attached is a summary of year to date activity for the 2013 School Facility Improvement Bonds showing \$21,609 remaining to be allocated for the project.

**Waverly Community Schools  
Budgetary Comparison Schedule  
For the Month Ended March 31, 2014**

	Revised Budget Current Year	Actual	Over (Under) Budget	% Available
<b>Revenue</b>				
Local sources	8,676,979	7,893,793	(783,186)	9.0%
State sources	16,509,697	8,992,821	(7,516,876)	45.5%
Federal sources	2,041,856	1,074,411	(967,445)	47.4%
Intergovernmental	1,921,423	891,013	(1,030,410)	53.6%
Transfers In	87,215	-	(87,215)	100.0%
<b>Total revenue</b>	<b>29,237,170</b>	<b>18,852,037</b>	<b>(10,385,133)</b>	<b>35.5%</b>
<b>Expenditures</b>				
Current:				
Instruction:				
Basic program	14,908,962	8,996,336	(5,912,626)	39.7%
Added needs	2,970,523	1,788,560	(1,181,964)	39.8%
<b>Total instruction</b>	<b>17,879,485</b>	<b>10,784,896</b>	<b>(7,094,590)</b>	<b>39.7%</b>
Support Services:				
Pupil	2,194,999	1,326,780	(868,219)	39.6%
Instructional staff	1,498,056	1,022,880	(475,176)	31.7%
General administration	405,972	271,669	(134,303)	33.1%
School administration	1,857,283	1,256,160	(601,123)	32.4%
Business	442,287	303,738	(138,549)	31.3%
Operations and maintenance	2,962,429	2,218,975	(743,454)	25.1%
Pupil transportation services	968,622	614,028	(354,594)	36.6%
Central	566,305	405,460	(160,845)	28.4%
Other	57,850	23,528	(34,323)	59.3%
<b>Total support services</b>	<b>10,953,803</b>	<b>7,443,218</b>	<b>(3,510,585)</b>	<b>32.0%</b>
Athletics	429,488	263,898	(165,590)	38.6%
Community services	11,000	3,586	(7,414)	67.4%
Non Publics	2,325	328	(1,997)	85.9%
Debt service:				
Principal	30,000	-	(30,000)	100.0%
Interest	26,585	14,885	(11,700)	44.0%
Capital outlay	50,973	36,347	(14,626)	28.7%
Payments to other public schools	454,240	276,812	(177,428)	39.1%
<b>Total expenditures</b>	<b>29,837,899</b>	<b>18,823,969</b>	<b>(11,013,930)</b>	<b>36.9%</b>
Excess of Revenue (Under)Over Expenditures	(600,729)	28,068	628,797	
Transfers Out	-	-	-	0.0%
Net Change in Fund Balance	(600,729)	28,068	628,797	
Fund Balance - Beginning of year	3,139,665	3,139,665		
Fund Balance - End of year	2,538,936	3,167,733		
	8.5%			

**Waverly Community Schools**  
**2013 Building and Site Bonds, Series I**  
**Budget Summary**  
**For the Month Ended March 31, 2014**

	Original Budget	Actual	Encumbered	Balance Remaining
<b>Construction</b>				
Remodeling	1,497,900	-	1,367,082	130,818
Technology Infrastructure	1,486,340	-	763,520	722,820
<b>Construction Base Budget Subtotal</b>	<b>2,984,240</b>	<b>-</b>	<b>2,130,602</b>	<b>853,638</b>
<b>Technology Equipment - Contract</b>				
Interactive Classroom	635,930	16,046	658,667	(38,782)
Network Equipment	485,250	-	-	485,250
Wireless Network	485,000	-	165,540	319,460
AV Systems	335,500	-	292,558	42,942
Video Distribution/Video Production	447,800	-	-	447,800
<b>Tech Equipment Contract Subtotal</b>	<b>2,389,480</b>	<b>16,046</b>	<b>1,116,765</b>	<b>1,256,669</b>
<b>Technology Equipment - Owner PO</b>				
Computers/Mobile Devices	2,082,471	97,531	-	1,984,940
Servers/Backend Systems	245,600	-	-	245,600
Printers	-	-	-	-
Document Cameras	-	-	-	-
Non-Instructional Equipment (from FFE)	27,300	-	-	27,300
<b>Tech Equipment Owner PO Subtotal</b>	<b>2,355,371</b>	<b>97,531</b>	<b>-</b>	<b>2,257,840</b>
<b>District</b>				
Loose Equipment (Furniture & Transportation)	861,600	-	-	861,600
Project Contingency	645,764	-	-	645,764
Owner GC/Contingency/Issuance Costs	241,480	80,282	-	161,198
Field General Conditions	139,000	5,256	-	133,744
Architect	226,830	58,055	-	168,775
Tech Design/Construction Mgr	691,235	190,686	-	500,549
<b>District Subtotal</b>	<b>2,805,909</b>	<b>334,278</b>	<b>-</b>	<b>2,471,631</b>
<b>Totals</b>	<b>10,535,000</b>	<b>447,855</b>	<b>3,247,367</b>	<b>6,839,778</b>

**Waverly Community Schools**  
**2013 School Facility Improvement Bonds**  
**As of March 31, 2014**

	Revised Budget	Actual	Encumbered	Balance Remaining
Construction and Engineering				
Lighting	100,560	100,560	-	-
Mechanical	429,028	410,275	18,753	(0)
Controls				
EMS Programming	98,372	-	98,372	-
VFD & CO2 & Controls Install & Electric	316,556	155,452	161,104	-
Project Management/Engineering	186,207	183,362	4,365	(1,520)
Bond Issuance Costs	14,165	16,148	-	(1,983)
Contingency	25,112	-	-	25,112
Totals	<u>1,170,000</u>	<u>865,797</u>	<u>282,594</u>	<u>21,609</u>

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
April 21, 2014**

**Report #13-58**

**FOR ACTION\*\*\***

**Subject:**

Breakfast, Lunch and Milk Prices for 2014-2015

**Recommendation:**

The Superintendent recommends the Board of Education establish the following rates for food service for the 2014-2015 school year:

*Elementary Breakfast (K-6)	\$1.25
Secondary Breakfast (7-12)	\$1.50
Adult Breakfast	\$2.00
Elementary Lunch (K-6)	\$2.25
Secondary Lunch (7-12)	\$2.50
Adult Lunch	\$3.50
Milk	\$0.50
*Universal Breakfast K-6	

**Statement of Purpose:**

The purpose of the recommendation is to establish prices for the 2014-15 school year, consistent with the requirements of the National School Lunch Program

**Budget Impact:**

The above prices reflect no increase in the lunch prices from 2013-2014 and will keep the General Fund allocation to the Food Service Fund at \$0.

**Historical Perspective:**

The District increased lunch prices by \$0.25 from 2012-13 to 2013-14.

**Rationale for Recommendation:**

Section 205 of the Healthy, Hunger-Free Kids Act of 2010 requires school districts to increase their meal prices until the paid meal price is equal to the difference between the Free and Paid reimbursement rates for 2013-14 (adjusted for inflation), capping the required increase at \$0.10 per year. The current difference is \$2.65. The Act further allows a District to carry over a prior year increase, if greater than the \$0.10, and apply this to future increase requirements.

**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  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
April 21, 2014**

**Report #13-59**

**FOR ACTION\*\*\***

**Subject:**

Preschool Tuition Rates for 2014-2015

**Recommendation:**

The Superintendent recommends the Board of Education establish the following rates for preschool tuition for the 2014-2015 school year:

Registration Fee:       \$50.00  
Monthly Tuition:       \$180.00

**Statement of Purpose:**

The purpose of the recommendation is to establish rates for the 2014-15 school year to cover the costs of operating a tuition based preschool program for 3 and 4 year olds

**Budget Impact:**

The above prices reflect no increase in the registration fee and a \$30.00/month increase in the monthly tuition rate from 2013-2014. The Community Service Fund had an operating deficit in 2012-2013 of (\$5,746).

**Historical Perspective:**

The District increased the monthly tuition rate by \$12.00 from 2012-13 to 2013-14.

**Rationale for Recommendation:**

The Community Service Fund has been dependent on support from the General Fund to maintain ongoing operations. The increase in monthly tuition will allow for greater flexibility in planning and will cover all costs of operating the preschool tuition program, including a transfer back to the General Fund to cover indirect costs.

**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  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
April 21, 2014**

**Report #13-60**

**FOR ACTION**

**Subject:**

Pay to Participate Fees

**Recommendation:**

The Superintendent recommends the Board of Education eliminates the Pay to Participate fee requirement for student athletes

**Statement of Purpose:**

The purpose of the recommendation is to create consistency in the application of fees to our student athletes and eliminate a potential barrier for students who wish to participate in athletics

**Budget Impact:**

The average revenue generated from Pay to Participate over the previous three fiscal years is approximately \$15,500. The maximum amount of revenue generated by this fee was \$27,762 during the 2007-2008 fiscal year.

**Historical Perspective:**

The current fee for participation is \$50 per athlete per sport. Waverly began charging a participation fee in 2007. The fee at that time was \$125 per athlete for the entire year, with students who were eligible for free or reduced lunch exempt from the fee. This fee was changed in 2011 to the current rate structure without any criteria for exemption.

**Discussion of Options:**

The Board of Education can adopt the recommendation as presented, or reject the recommendation

**Rationale for Recommendation:**

Waverly Community Schools would like to strengthen and grow its athletic programs through increased participation. The percentage of our student population who are eligible for free or reduced lunch is greater than 55%. Charging a fee for participation creates a potential barrier for increased participation in athletics.

**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  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
April 21, 2014**

**Report #13-61**

**FOR ACTION**

**Subject:**

Building and Site, Series I Technology Device Purchase Recommendations

**Recommendation:**

The Superintendent recommends the Board of Education approves the purchase of technology devices through REMC, as per the attached summary, in accordance with Board Policy 6320 (Purchasing).

**Statement of Purpose:**

The purpose of this recommendation is to begin purchasing technology devices as part of the Building and Site, Series I Bond implementation.

**Budget Impact:**

The total cost of this recommendation is Two Million Seventeen Thousand Three Hundred and 00/100 Dollars (\$2,017,300.00). The total cost of this recommendation is within the budget allocated for these purchases. The purchases will be funded by two sources. Approximately \$35,000 will be funded by Technology Readiness Infrastructure Grant (TRIG) funds, and the remainder will be funded with the proceeds from the sale of \$10,535,000 Building and Site, Series I bonds. These device purchases will also be eligible for a rebate estimated between \$37.50 per desktop device and \$75 per mobile device.

**Historical Information:**

On May 7, 2013 a special election was held for the purpose of proposing a ballot question to authorize Waverly Community Schools to borrow the sum of \$18,470,000 and issue its general obligation unlimited tax bonds therefor, in one or more series. The ballot proposal having received sufficient votes was approved.

REMC purchases save schools time and money by providing bids compliant with the Revised School Code, allowing schools to buy without bidding independently.

**Rationale for Recommendation:**

The rationale for this recommendation is to begin implementing the technology initiatives as planned in the bond proposal. As a result of estimated savings from the extensive review and selection of a 1:1 device, this recommendation expands the 1:1 initiative from K-4 to K-6. To begin piloting the new devices in the classroom, prior to the end of the current school year, devices must be purchased now.

**Strategic Plan Reference:**

We will enhance and implement the tools and instruction to develop each student's proficiency in 21<sup>st</sup> century technology.

**Waverly Community Schools**  
**Series 1 Purchase Recommendation**

Device	Count	Total
<b>Student iPad</b>	168	<b>\$ 109,200.00</b>
<b>Staff iPad: 1:1</b>	17	<b>\$ 11,050.00</b>
<b>Staff iPad: HS</b>	55	<b>\$ 35,750.00</b>
<b>Student Chromebook: 1:1</b>	955	<b>\$ 477,500.00</b>
<b>Staff Chromebook: 1:1</b>	112	<b>\$ 56,000.00</b>
<b>Student Desktop (PC)</b>	266	<b>\$ 266,000.00</b>
<b>Staff Desktop (PC)</b>	224	<b>\$ 224,000.00</b>
<b>Staff Desktop Admin (PC)</b>	62	<b>\$ 74,400.00</b>
<b>Laptop: Staff (PC)</b>	12	<b>\$ 30,000.00</b>
<b>Laptop: Admin (PC)</b>	8	<b>\$ 20,000.00</b>
<b>CAD</b>	3	<b>\$ 5,400.00</b>
<b>CAD: HS</b>	20	<b>\$ 36,000.00</b>
<b>C.O.W.s Series 1</b>	352	<b>\$ 462,000.00</b>
<b>1:1 Pilot</b>	160	<b>\$ 210,000.00</b>
<b>Total Series 1</b>	<b>2414</b>	<b>\$ 2,017,300.00</b>

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
April 21, 2014**

**Report #13-62**

**FOR ACTION**

**Subject:**

Building and Site, Series I Bus Purchase Recommendation

**Recommendation:**

The Superintendent recommends the Board of Education adopts the resolution for participation in the MSBO/MAPT Bus Purchasing Program and approve the purchase of six (6) buses from Capital City Bus Sales.

**Statement of Purpose:**

The purpose is to replace six (6) buses, currently 15 years old and older, with proceeds from the 2013 Building and Site, Series I Bonds.

**Budget Impact:**

The total cost of this recommendation is Five Hundred Three Thousand Two Hundred Sixty-Two and 00/100 Dollars (\$503,262.00). The total cost of this recommendation exceeds the current bond budget for buses by \$3,262. There are sufficient contingency resources to support this overage.

**Background Information:**

In 1994, Michigan School Business Officials (MSBO) joined with Michigan Association of Pupil Transportation (MAPT) to initiate a group bus purchasing program to save members time, money and concern by providing bids compliant with the Revised School Code, allowing schools to buy without bidding independently. An average of over 200 buses are purchased annually through this program for Michigan school districts.

The District obtained bids for six (6) buses. A Bus Purchase Bid Sheet Summary, with bus specifications, is provided in the support materials with the bids from three approved vendors through the MSBO/MAPT Bus Purchasing Program.

**Rationale for Recommendation:**

In order to provide safe and efficient transportation, it is recommended that buses are replaced on a 10-year replacement cycle or approximately two buses every year. The District has five buses, used for regular daily transportation runs, and five buses, used as substitutes for repairs, field trips or athletics, for a grand total of ten buses, which are currently 10 years old or older. The purchase of six new buses will ensure that every regular daily bus run will be operated by a bus that is 8 years old or newer.

**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.



5 year; PTS2500 trans	C411		S/E	S/E	S/E
<b>Turn Signals</b>					
Fender-mounted	C421		\$57.00	S/E	S/E
<b>Winter Warmup Equipment</b>					
Winter front	C490		\$82.00	\$33.00	\$75.00
<b>Body Options</b>					
<b>All Light Monitor System</b>					
Add all light monitor system	B160		\$33.00	S/E	\$48.00
<b>Antenna</b>					
Flexible rubber radio antenna	B170		\$50.00	N/A	S/E
<b>Back Up Alarm and Sticker</b>					
Delete base spec	B180		(\$51.00)	(\$45.00)	(\$86.00)
<b>Booster Pump</b>					
Add booster pump	B210		N/C	\$119.00	\$183.00
<b>Color, Interior</b>					
Walls white	B234		S/E	N/A	S/E
<b>Crossing Gate Arm</b>					
Air w/stow bracket	B240		N/C	\$216.00	\$286.00
<b>Defogger Fans</b>					
Increase from 2 to 3	B250		\$35.00	N/A	\$50.00
<b>Door, Entrance, Dryer</b>					
Ambient air dryer for air door	B270		N/C	N/A	N/A
<b>Exit, Roof Hatch</b>					
2 Transpec Low Profile, 1970 series	B322		(\$228.00)	(\$189.00)	(\$270.00)
<b>Floor Covering</b>					
1 piece, black	B372		\$319.00	\$704.00	N/A
<b>Fuel Filler Door</b>					
Latching	B392		S/E	S/E	S/E
<b>Heater, Auxiliary</b>					
ProHeat X45, 45,000 BTU, quartz timer	B410		\$3,050.00	\$2,998.00	\$3,262.00
<b>Light Visor</b>					
Overhead flasher light visor	B455		S/E	S/E	S/E
<b>Light, Exterior</b>					
Light check system	B460		S/E	S/E	S/E
<b>Mirror System</b>					
Increase driver mirror to 10" x 30"	B520		\$37.00	N/A	\$15.00
<b>Mirrors, Crossview, Arms</b>					
Stainless steel arms	B555		\$30.00	\$62.00	\$29.00
<b>Mirrors, Rearview</b>					
Rosco Open View, remote, heated, split view	B572		\$102.00	N/A	\$211.00
<b>Mirrors, Rearview, Arms</b>					

Stainless steel arms	B590		\$60.00	\$55.00	\$24.00
<b>Noise Reduction System</b>					
Perforated ceiling, full bus	B595		N/C	\$399.00	\$544.00
<b>Power Source</b>					
12-volt power source in driver's area	B615		N/C	\$31.00	S/E
<b>Radio &amp; Public Address System</b>					
AM/FM radio, CD, clock, PA system inside & outside	B626		\$232.00	\$517.00	\$452.00
<b>Rust Proofing</b>					
All interior doors	B645		S/E	S/E	S/E
<b>Seat, Driver's</b>					
National, air ride w/o arm rests	B663		\$60.00	\$138.00	\$142.00
<b>Seat, Driver's Belt</b>					
Driver's belt, blaze orange	B676		S/E	\$44.00	N/C
<b>Seats, Fire Block</b>					
Delete fire block	B700		(\$760.00)	(\$632.00)	(\$632.00)
<b>Seats, Passenger: Color</b>					
Blue/light blue	B712		N/C	N/C	N/C
<b>Step Tread</b>					
Pebble tread w/non-metal backing	B752		S/E	\$276.00	\$221.00
<b>Stop Arm Signals</b>					
Specialty, air	B760		(\$261.00)	(\$79.00)	(\$167.00)
<b>Storage Pouch</b>					
Mounted on barrier behind driver	B782		\$51.00	\$21.00	\$12.00
<b>Windows</b>					
Delete 28% tinted	B875		(\$504.00)	(\$53.00)	(\$198.00)
<b>Dealer Options</b>					
A Parts Warehouse Camera System			\$1,310.00		
A Parts Warehouse Camera System				\$1,310.00	
A Parts Warehouse Camera System					\$1,310.00
<b>Unit Price</b>			<b>\$83,877.00</b>	<b>\$86,906.00</b>	<b>\$87,339.00</b>
<b>Total Price</b>			<b>\$503,262.00</b>	<b>\$521,436.00</b>	<b>\$524,034.00</b>
<b>Grand Total</b>			<b>\$503,262.00</b>	<b>\$521,436.00</b>	<b>\$524,034.00</b>

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
April 21, 2014**

**Report #13-63**

**FOR ACTION**

**Subject:**

Building and Site, Series I Bid Package #1 Network Infrastructure Award Recommendation

**Recommendation:**

The Superintendent recommends the Board of Education approves the award to the lowest responsible bidder for network infrastructure, as per the attached summary, in accordance with Board Policy 6320 (Purchasing).

**Statement of Purpose:**

The purpose of bid package # 1 was to receive competitive pricing for demolition, masonry, architectural/general trades, carpet/flooring, painting, mechanical, electrical, structured cabling, network infrastructure, security systems, classroom a/v and building a/v as it relates to the District's 2013 Building and Site, Series I bond implementation. Having previously approved the awards for all bid categories except network infrastructure, the purpose of this recommendation is to award the bid category of network infrastructure.

**Background Information:**

On May 7, 2013 a special election was held for the purpose of proposing a ballot question to authorize Waverly Community Schools to borrow the sum of \$18,470,000 and issue its general obligation unlimited tax bonds therefor, in one or more series. The ballot proposal having received sufficient votes was approved. On Friday February 7, 2014 Bid Package #1 was released with responses due on Thursday, February 27, 2014 at 2:00 p.m. Awards for all bid categories were made at the March 10, 2014 board meeting with the exception of network infrastructure, which required further evaluation. Recommendations are made for the lowest responsible bidders who meet or exceed the specifications developed for this project.

**Budget Impact:**

The total cost of this recommendation is Three Hundred Nineteen Thousand Five Hundred Eighty and 97/100 Dollars (\$319,580.97). The total cost of this recommendation is within the budget allocated for this designated project. The contract will be funded entirely by the proceeds from the sale of \$10,535,000 Building and Site, Series I bonds.

**Discussion of Options:**

The Board may entertain a motion to accept the award recommendation, as presented, or reject the bids, and reissue a new Invitation to Bid for Network Infrastructure.

**Strategic Plan Reference:**

We will enhance and implement the tools and instruction to develop each student's proficiency in 21<sup>st</sup> century technology.

April 14, 2014

Mr. Terry Urquhart  
Superintendent  
Waverly Community Schools  
515 Snow Road  
Lansing, Michigan 48917

RE: 2013 Bond Project: Bid Package 1 Network Infrastructure

Dear Mr. Urquhart,

Bid documents were issued for Bid Package 1 which includes the district-wide technology infrastructure, network equipment, video surveillance, card access, elementary school interactive whiteboards, high school projectors, secondary school media center renovations, and the various collaboration spaces at the secondary schools. In addition to contacting known interested bidders, bids were advertised on the state bid website and in the local paper. Bids were received and publicly opened on February 27, 2014.

All bid categories were presented at the March 10, 2014 board meeting with the exception of the Network Infrastructure bid category. Further evaluation of the Network Infrastructure bid was required.

**Bid Evaluation Summary and Recommendation**

The attached bid tabulation indicates the bid pricing received. After a review of the bid proposals received, the project team of Barton Malow, Waverly Community Schools, and Ingham ISD staff conducted post-bid interviews with the bidder to verify the proposal was inclusive of the scope of work and schedule, evaluate both alternates and voluntary alternates, consider each solution proposed, and gather information on related experience. In addition, the Ingham ISD network staff spent a day evaluating the network management solution for both the low bid and an alternate option available through the REMC cooperative bidding, and they prefer the Hewlett Packard solution and network management tools.

Based upon the evaluation of the project team and district staff we present the following company for consideration by the administration and Board of Education. The bid presented is within the bond budget established for this work.

<u>Bid Category</u>	<u>Company</u>	<u>Base Bid</u>
Network Infrastructure	Sehi Computer Products, Inc.	\$319,580.97

Upon approval by the Board of Education, Barton Malow will issue contracts to the approved bidder. If you have any questions, please call me at (586) 524-1396.

Sincerely,



Eric Sifferman  
Project Manager

c: E. Nuffer, D. Palme, D. Ames (WCS), P. Twigg (BMC),

Waverly Community Schools  
BP 1

Bid Date: 2/27/14	BID TABULATION							
	Bidder	Bid Bond	Disclosure	Iran	Opening Base Bid Amount	Manufacturer	Voluntary Alternates	Total Recommended Amount
Bid Package No. 1								
Network Infrastructure	Sehi	Y	Y	Y	\$ 319,580.97	HP	No	\$ 319,580.97
	NETech	Y	Y	Y	\$ 512,651.19	Cisco	Yes	
	Sentinel	Y	Y	Y	\$ 567,599.88	Cisco	Yes	
Notes								

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
April 21, 2014**

**Report #13-64**

**FOR ACTION\*\*\***

**Subject:        Personnel Report**

**A.        Employment – Non Certified**

<u>Name</u>	<u>Position</u>	<u>Class/Salary</u>	<u>Effective</u>
Erkia Williams	HS Alternative Ed Parapro	Class II/\$\$13.96	3/10/14
Karen Hicks	East Lunch Assistant	Class G/\$9.57	3/17/14
Katherine Ashley	East Lunch Assistant	Class G/\$9.57	3/19/14
Vanessa Scruggs	HS Time Out/Attendance Monitor	Class I/\$15.20	4/14/14
Derek Thocker	HS One-on-One Parapro	Class II/\$13.96	4/14/14
Alissa Shepard	Elmwood Head Secretary	Class A/\$15.44	4/16/14

**B.        Transfer – Non Certified**

<u>Name</u>	<u>Position</u>	<u>Class/Salary</u>	<u>Effective</u>
Patty Roost	From: Elmwood Head Secretary	Class A/\$17.61	3/31/14
	To: East Assistant Secretary	Class I/\$17.37	
William Davis	From: HS Class B 3rd Shift	Class B/\$15.51	3/24/14
	To: HS Head Custodian	Class A/\$16.73	
Robert Wadkins	From: Back Up Driver	\$14.99/Hour	3/24/14
	To: Regular Bus Driver		
Keenan Lewis	From: Colt 2 <sup>nd</sup> Shift	Class C/\$14.61	3/31/14
	To: HS Class B 3 <sup>rd</sup> Shift	Class B/\$15.51	
Darrell Greenhoe	Colt 2 <sup>nd</sup> Shift Custodian	Class D/\$\$10.50	4/7/14
Keenan Lewis	From: HS Custodian	Class B/\$15.51	4/14/14
	To: Temporary Groundsman		
Todd Stiles	From: MS Custodian	Class B/\$15.51	4/14/14
	To: Temporary Groundsman		

**C.        Resignation – Non Certified**

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Denise Rodriguez	East Lunch Assistant	Job Abandonment	3/17/14
Katherine Ashley	East Lunch Assistant	Personal	4/14/14

**D.        Coaching – High School/Middle School**

<u>Name</u>	<u>Assignment</u>	<u>Step</u>	<u>Stipend</u>	<u>Effective</u>
James Tolbert	MS Girls Track Coach	3	\$3,512	Spring Season
Monica Jones	MS Boys Track Coach	3	\$3,512	Spring Season

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
April 21, 2014**

**\*\*\*FOR INFORMATION**

**Subject:           Extended Field Trips**

The Superintendent has approved an extended field trip for all middle school music students to travel to Cedar Point on Saturday, May 17, 2014. Approximately one-hundred fifty students are eligible to participate in this trip. David Gorbe, band director and Maureen Nauss, vocal music director, along with 15-20 chaperones will accompany the students to Sandusky on charter buses. The estimated cost per student is \$70.00-\$80.00, which will be collected by the teachers. Excess funds will be refunded to students. A shortfall of funds is not anticipated. This trip is an annual event and serves as a reward for the music students.

The Superintendent has approved a field trip request from Amy Parson, High School foreign language teacher, for a trip to Paris, France and Versailles. The trip will take place in August of 2015. Students would benefit from visiting museums and historic places and experiencing different cultures. Some of the attractions to be visited are the Eiffel Tower, the Arc de Triomphe, the Tomb of the Unknown Soldier, and Notre Dame Cathedral. The students would travel by air, meeting their tour director at the airport in Paris. The tour director will remain with the group throughout the duration of the trip. Mostly French students will be going on the trip, however, any Waverly High School student may attend. The number of students attending is yet to be determined. The maximum number is 29. Amy Ranke and Jill Maxwell will be the staff members accompanying the students. Former Waverly teacher, Kirstina Boomer, will also travel with the group as will at least four other chaperones. The estimated cost per student is \$3,000 plus spending money. Students are responsible for their cost of the trip.

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
April 21, 2014**

**Report #13-65**

**FOR ACTION**

**Subject:** Reconfiguration of Colt Early Childhood Education Center

**Recommendation:**

The Superintendent recommends the Board of Education approves the reconfiguration of Colt Early Childhood Education Center, making it a pre-school/Kindergarten building.

**Statement of Purpose:**

Realignment of District buildings will allow for enrollment growth.

**Budget Impact:**

The estimated budget impact for labor and supplies to move the teachers from Colt to Elmwood or Winans is approximately \$1,875.00 (two people for eight days/8 hours per day, plus boxes).

**Historical Information:**

Due to an increase in enrollment, Colt Early Childhood Education Center, which currently houses preschool classes, Kindergarten, and First grade, is experiencing overcrowding. Both Elmwood and Winans have available room to accommodate first grade students.

**Rationale for Recommendation:**

The rationale is to provide growth in the District; continue continuity of curriculum and instruction; maintain a safe campus; and expand programs at preschool and Kindergarten. There has been recent growth at the Kindergarten level. There is room throughout the District to make this a positive move and ensure the continuation of academic success.