



WAVERLY
COMMUNITY SCHOOLS
Pride. Tradition. Excellence.

Waverly Community Schools

Regular Meeting

Monday, May 12, 2014 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 May 12, 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
- II. Special Presentations
 - A. Presentation by Coldwell Banker - Hubbell Realty
 - B. Alternative Education Update - Gloria Gonzalez
 - C. Technology Update - David Palme
 - D. Specials Schedule - Vince Perkins
- 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 #13-66, Financial Report 11
 - 2. For Discussion - Financial Software 15
 - 3. ***Recommendation to approve Report #13-67, Personnel Report 30
 - B. Other
 - 1. For Discussion - Ingham Intermediate School District General Education Fund 2014-2015 Proposed Budget 32
- X. Superintendent's Report
- XI. Public Comment
- XII. Other Board Business
- XIII. Adjournment

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

Opening of Meeting

The regular meeting of the Waverly Community Schools Board of Education was called to order by President Britt Slocum at 6:30 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. Alan Wright, Treasurer
Mrs. Melissa Sherry, Vice Secretary-Treasurer
Mr. Calvin Jones, Trustee
Mr. Joe Chahine, 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
Kelly Blake
Vickie Tisdale
Helene McNeilly
David Palme
Troy Lindley
Pat Albright
Shawn Talifarro
Laura Smith
Michelle Frederick
Jamie Holland
Kysha Crenshaw
Jenna Erbele
Rebecca Pease

Others Present:

Paul Twigg, Barton Malow
Eric Sifferman, Barton Malow
Mary Jo White
Kelly Lynch
Patrick Hooker
Connor Short
Tyler Barnes
Joe Wright
Teagan Russell
Liam Robertson
Laurie Swisk

Pledge

Boy Scouts from Troop 111 posted the flags and led the pledge of allegiance. Participating were Liam Robertson, Teagan Russell, Joe Wright, Tyler Barnes, Connor Short, and Patrick Hooker.

Special Presentations

Vickie Tisdale, East Intermediate Principal, presented her spring Instructional Highlight to the Board. In fifth grade reading, there was a 12% increase from 12/13 to 13/14. In sixth grade reading, there was a 10% increase from 12/13 to 13/14. Both grades performed better than the State of Michigan average. In fifth grade math, there was a four percent increase from 12/13 to 13/14. In sixth grade math, there was a 10% increase from 12/13 to 13/14. Both grades showed a slight increase when compared to the State of Michigan average. In fifth grade science, there was a 9% increase (4% to 13%) from last year's scores. Sixth grade social studies scores show a five percent increase (15% to 20%) over last year's scores. The school's goals for the fall MEAP assessment were to raise academic achievement on building content area assessments and raise reading and math scores 5%.

Mike Moreno, Waverly Middle School principal, presented his spring Instructional Highlight to the Board. The school's challenge was to improve all MEAP scores with an emphasis on Science and Math. Eighth grade Math scores improved from 28% to 36%; eighth grade science scores improved from 8% to 20%; and eighth grade reading scores improved from 57% to 65%. This was achieved by having MEAP preparation in core classes; targeting math and science MEAP prep in Intervention class; integrating clear learning targets; aligning course units of instruction and assessments; and continuing explicit behavior instruction through school-wide PBIS.

Discipline incidents and suspensions have fallen dramatically (50% reduction). Academic achievement (2010-2013) has improved (Reading – 25%); Math (17%); and Science (7%). Attendance has risen to an average 95% daily.

Troy Lindley, Waverly High School principal, presented the Waverly High School GEMS report, focused on reading comprehension and vocabulary. All freshmen and sophomores are tested with the Gates-MacGinitie Test in September and April. Sophomores are tested in January and May. Test scores are compared and analyzed for improvement. The class of 2016 has now taken the test three times since the fall of 2012. Tests taken in January 2014 showed 168/229 (73%) were above grade level in reading comprehension and 144/244 (64%) were above grade level in vocabulary. The class of 2016 has increased their Reading Comprehension scores 24% in the last year and a half, and Vocabulary scores 15% in the last year and a half after administration of pre-reading strategies.

Evan Nuffer, Director of Finance, presented initial budget projections for the 2014-2015 school year.

Correspondence

Secretary Martin reported Board members had received an invitation to the Middle School National Honor Society Induction Ceremony and an invitation to the Lansing Board of Water & Light 2014 Next Step Graduation Program.

Public Comment

Addressing the Board during Public Comment was Bridgett Fox.

Student Representative Report

None

Board Member Comment

Member Chahine thanked the Boy Scouts for presenting the colors, the principals for their instructional reports, and Mr. Lindley for his dedication to the staff and students of Waverly High School.

Member Wright stated a lot of things wouldn't be happening at Waverly without the efforts of Barton Malow and Fanning Howey. The District is getting more technology for our money because of their hard work. He also thanked David Palme, the Bond Steering Committee members, and the Technology Bond members for working cooperatively together for countless hours.

Member Martin thanked Mary Jo White for her article titled "Waverly First Graders May Move Next Year". She congratulated Kyle Ranieri and Natalie Henry who received the 2014 Links Lansing/East Lansing Chapter scholarships. The Links is one of the oldest and largest volunteer service organizations of extraordinary women

Board Member Comment (cont.)

committed to enriching, sustaining, and ensuring the culture and economic survival of African Americans and others of African American ancestry. Member Martin also recognized Waverly High School Seniors Greg Johnson, Kaitlin Marrison, and Kelly Patterson who have been honored as National Merit Semifinalists. Member Martin recognized members of the Builders Club at Waverly Middle School who collected 1,300 food items in two and a half weeks for the Lansing City Rescue Mission in December, and are currently working at the Rescue Mission's Upscale Thrift Store. Member Martin acknowledged an article on Peter Spadafore, 2003 Waverly graduate and former school board student representative. Mr. Spadafore, 29, is the current school board president for the Lansing Schools. Member Martin thanked the Boy Scouts for presenting the flags and leading the pledge, and thanked the principals, staffs and students for the wonderful things they are doing toward achievement.

Member Jones thanked the principals, staffs, and students for their academic progress. He thanked Mr. Lindley, noting he is sorry to see him go. He congratulated Cameron Lee, the recipient of the 2014 DAR Good Citizen Award. Cameron attends Waverly High School and is the son of Russ Lee and Emily Lantner-Lee. He has worked on the school newspaper and participated in varsity football and wrestling. Cameron has not decided on a college, however, he is interested in majoring in business management and accounting. Member Jones congratulated Kyle Ranieri and Natalie Henry who both received scholarships from the Lansing/East Lansing Chapter of the Links.

Member Sherry thanked Boy Scout Troop 111 for posting the flags and leading the pledge. She also thanked the principals for their instructional reports. Member Sherry stated she was unbelievably impressed with World Language night. She reported spring sports are finally underway, with baseball, softball and track doing well. Member Sherry announced the National Honor Society induction is this week and the National Junior Honor Society induction is coming up next week.

Member Slocum asked if there is a Board member interested in making remarks at the National Honor Society Induction to contact him. He stated the Board typically does not respond to public comment, but he was remiss in not shielding the Superintendent and others from what we consider hearsay.

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 to make comments about two Board reports which are on the consent agenda. Regarding Report #13-58, Breakfast, Lunch and Milk Prices, Member Martin was pleased that there are no increases from this year to next. Regarding the For Information Extended Field Trip report, Member Martin stated the trip to France is very exciting, and she likes that other Waverly High School students may attend. She thanked the people who are accompanying students on this trip.

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

******Financial Report - Report #13-57 – For Action***

The Board approved the Financial Report as presented.

******Breakfast, Lunch, and Milk Prices – Report #13-58***

The following rates for food service for the 2014-2015 school year were established as follows:

*Elementary Breakfast (K-6)	\$1.25	(*Universal Breakfast K-6)
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	

*****Preschool Tuition Rates for 2014-2015**

The following rates for preschool tuition for the 2014-2015 were established as follows:

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

Pay to Participate Fees – Report#13-60 – For Action

A motion was presented by Member Sherry and supported by Member Martin. MOTION: The Board of Education eliminates the Pay to Participate fee requirement for student athletes.

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

Building & Site, Series I Technology Device Purchase Recommendations – Report #13-61 – For Action

A motion was presented by Member Wright and supported by Member Martin. MOTION: The Board of Education approves the purchase of technology devices through REMC, as per the attached summary, in accordance with Board Policy 6320 (Purchasing).

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

Building & Site, Series I Bus Purchase Recommendation

A motion was presented by Member Chahine and supported by Member Martin. MOTION: The Board of Education adopts the resolution for participation in the MSBO/MAPT Bus Purchasing Program and approves the purchase of six (6) buses from Capital City Bus Sales.

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

Building and Site, Series I Bid Package #1 Network Infrastructure Award Recommendations – Report #13-63 – For Action

A motion was presented by Member Wright and supported by Member Martin. MOTION: The Board of Education approves the award to the lowest responsible bidder (Sehi Computer Products, Inc.) for network infrastructure, as per the attached summary, in accordance with Board Policy 6320 (Purchasing).

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

*****Personnel Report – Report #13-64 – For Action**

The Board of Education approved employment of Erika Williams (HS Alternative Ed Parapro); Karen Hicks (East Lunch Assistant); Katherine Ashley (East Lunch Assistant); Vanessa Scruggs (HS Time Out/Attendance Monitor); Derek Thocker (HS One-on-One Parapro); Alissa Shepard (Elmwood Secretary) and Darrell Greenhoe (Colt 2nd Shift Custodian); the transfer of Patty Roost (Elmwood Head Secretary to East Assistant Secretary) ; the transfer of William Davis from HS Class B 3rd Shift Custodian to HS Head Custodian; Robert Wadkins from Back Up Driver to Regular Bus Driver; Keenan Lewis form Colt 2nd shift Custodian to High School Class B 3rd shift Custodian; Keenan Lewis from High School Custodian to Temporary Groundsman; and Todd Stiles from MS Custodian to Temporary Groundsman; the resignation of Denise Rodriguez from East Lunch Assistant (job abandonment) and Katherine Ashley from East Lunch Assistant (Personal); and coaching assignments for James Tolbert (MS Girls Track Coach) and Monica Jones (MS Boys Track Coach).

*****Extended Field Trips – For Information**

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

*****Extended Field Trips – For Information (cont.)**

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 Parsons, 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.

Reconfiguration of Colt Early Childhood Education Center - Report #13-65 – For Action

A motion was presented by Member Martin and supported by Member Wright. MOTION: The Board of Education approves the reconfiguration of Colt Early Childhood Education Center, making it a preschool/Kindergarten building.

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

Superintendent's Report

Mr. Urquhart reported according to Policy 7310, Distribution of Surplus Material, the district recycled scrap metal from the Middle School storage area, and received \$1,157

Mr. Urquhart stated ongoing talks continue with the Capital City Stealth about the use of the High School Football field. The recommendation to not further this relationship still stands.

Mr. Urquhart announced there are 49 candidates for the High School principal position. After review of the applications, seven of the 49 will be interviewed. The initial interview team will be made up of staff, students and parents. The final decision will rest with the Central Office Team.

Mr. Urquhart stated it is sad to see Mr. Lindley go. Our job will be to hire someone fantastic.

Mr. Urquhart announced that the Board will be using a Committee of the Whole concept next year which will include more committees and one Board meeting a month.

Mr. Urquhart stated he will be instituting an opportunity for an agenda check on Fridays before Board meetings. If Board members have any questions or comments on agenda items, they can contact him between 7:00 a.m. and 3:00 p.m. on Friday. This will give us an opportunity to be more efficient.

Mr. Urquhart addressed the snow day deficit and how the District will make up those days. Through a letter of agreement with the Waverly Education Association, the following schedule has been established:

- Students in grades 9-12 will be in attendance for full days on June 3, 4, and 5, 2014, which were originally scheduled to be half days.
- Students in all grades will be scheduled to be in attendance for a full day on June 6, and a half day on June 9, 2014.
- Students in grades 5 and 6 will be in attendance for ten minutes longer than normal half day schedule on June 9, 2014.

Superintendent's Report (cont.)

- Students in grades K-4 will be in attendance an additional five minutes before school from May 1 through June 9, 2014.

The letter of agreement has not yet been signed.

Mr. Urquhart reported we will be conducting a mock disaster drill tomorrow at 9:15 a.m. at Elmwood Elementary School. Students will be transferred from Elmwood to the High School Auditorium. Elmwood staff will be working with the Central Office team to facilitate Code Blue emergency rules. This is only a drill.

Mr. Urquhart reported there is a surplus of money in Series I of the Technology Bond. The Steering Committee met and came up with wonderful concepts on which to use this surplus of funds. Below is a list of these concepts:

- Extending one-to-one initiative through sixth grade
- Pool Scoreboard
- New phone system
- Air conditioning in closet computer room
- Clock system throughout the District
- Fire alarms that are monitored (Colt, Elmwood and Winans)
- Gym door at Colt
- Electronic signs with architectural appeal throughout the District
- Professional Development Center at High School (four learning labs)
- Technology Professional Development Center in Administrative Center lower level
- East library roof repair
- Bus cameras
- Giant TV screen in each building – scrolling marquee
- Boost High School auditorium budget by \$50,000

Member Martin asked if the new phone system will do a mass call out. Mr. Nuffer stated our current phone system has that function. It is on Mr. Palme's radar and will be put to use during the next school year.

Mr. Urquhart stated he had told the Board we would erase our deficit in two years. We still have a way to go, but are going in the right direction.

Public Comment

None

Other Board Business

Member Jones thanked Mr. Lindley for coming to Waverly, noting he loves the work he has done and will miss him. He thanked Member Witwer for the excellent press releases she prepared, stating this is a great opportunity to tell the world what is going on in the Waverly schools.

Member Chahine stated he is optimistic about the District.

Member Martin also thanked Member Witwer for the wonderful press releases and thanked the Board for the positive votes on tonight's recommendations.

President Slocum also thanked Mr. Lindley.

Adjournment

The meeting adjourned at 8:38 p.m.

Respectfully submitted,

Mary Ann Martin, Secretary

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
May 12, 2014**

Report #13-66

FOR ACTION***

Subject:

Financial Report

Recommendation:

It is recommended the following be approved:

Financial Report:

The cash balance as of March 31, 2014 was \$4,816,418.31. Receipts during April, consisting of property taxes, state aid and other revenues in the amount of \$2,349,991.32 minus disbursements during April of \$2,109,591.14, left the district with a General Fund cash balance, as of April 30, 2014, of \$5,056,818.23, 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 \$27,233.

Attached is a summary of year to date activity for the 2013 Building and Site, Series I Bonds showing \$6,088,755 remaining to be allocated for the project.

Attached is a summary of year to date activity for the 2013 School Facility Improvement Bonds showing \$17,236 remaining to be allocated for the project.

**Waverly Community Schools
Budgetary Comparison Schedule
For the Month Ended April 30, 2014**

	Revised Budget Current Year	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	8,676,979	8,027,033	(649,946)	7.5%
State sources	16,509,697	10,568,437	(5,941,260)	36.0%
Federal sources	2,041,856	1,209,904	(831,952)	40.7%
Intergovernmental	1,921,423	1,286,516	(634,907)	33.0%
Transfers In	87,215	-	(87,215)	100.0%
Total revenue	29,237,170	21,091,888	(8,145,282)	27.9%
Expenditures				
Current:				
Instruction:				
Basic program	14,908,962	10,121,699	(4,787,263)	32.1%
Added needs	2,970,523	2,014,890	(955,633)	32.2%
Total instruction	17,879,485	12,136,589	(5,742,896)	32.1%
Support Services:				
Pupil	2,194,999	1,491,448	(703,551)	32.1%
Instructional staff	1,498,056	1,121,355	(376,701)	25.1%
General administration	405,972	294,714	(111,258)	27.4%
School administration	1,857,283	1,394,905	(462,377)	24.9%
Business	442,287	340,505	(101,782)	23.0%
Operations and maintenance	2,962,429	2,487,700	(474,730)	16.0%
Pupil transportation services	968,622	691,185	(277,437)	28.6%
Central	566,305	441,273	(125,031)	22.1%
Other	57,850	23,528	(34,323)	59.3%
Total support services	10,953,803	8,286,613	(2,667,190)	24.3%
Athletics	429,488	298,463	(131,025)	30.5%
Community services	11,000	6,553	(4,447)	40.4%
Non Publics	2,325	2,128	(197)	8.5%
Debt service:				
Principal	30,000	30,000	-	0.0%
Interest	26,585	26,585	-	0.0%
Capital outlay	50,973	38,340	(12,633)	24.8%
Payments to other public schools	454,240	293,851	(160,389)	35.3%
Total expenditures	29,837,899	21,119,122	(8,718,777)	29.2%
Excess of Revenue (Under)Over Expenditures	(600,729)	(27,233)	573,496	
Transfers Out	-	-	-	0.0%
Net Change in Fund Balance	(600,729)	(27,233)	573,496	
Fund Balance - Beginning of year	3,139,665	3,139,665		
Fund Balance - End of year	2,538,936	3,112,432		
	8.5%			

Waverly Community Schools
2013 Building and Site Bonds, Series I
Budget Summary
For the Month Ended April 30, 2014

	Original Budget	Actual	Encumbered	Balance Remaining
Construction				
Remodeling	1,520,250	80,280	1,317,815	122,156
Technology Infrastructure	1,486,340	-	754,858	731,483
Construction Base Budget Subtotal	3,006,590	80,280	2,072,672	853,638
Technology Equipment - Contract				
Interactive Classroom	635,930	16,046	658,667	(38,782)
Network Equipment	485,250	-	-	485,250
Wireless Network	485,000	-	167,387	317,613
AV Systems	335,500	-	292,558	42,942
Video Distribution/Video Production	447,800	-	-	447,800
Tech Equipment Contract Subtotal	2,389,480	16,046	1,118,612	1,254,822
Technology Equipment - Owner PO				
Computers/Mobile Devices	2,082,471	97,531	169,315	1,815,624
Servers/Backend Systems	245,600	-	-	245,600
Printers	-	-	-	-
Document Cameras	-	-	-	-
Non-Instructional Equipment (from FFE)	27,300	-	-	27,300
Tech Equipment Owner PO Subtotal	2,355,371	97,531	169,315	2,088,524
District				
Loose Equipment (Furniture & Transportation)	861,600	-	525,532	336,068
Project Contingency	645,764	-	-	645,764
Owner GC/Contingency/Issuance Costs	219,130	86,306	-	132,824
Field General Conditions	139,000	7,375	-	131,625
Architect	226,830	58,055	-	168,775
Tech Design/Construction Mgr	691,235	214,521	-	476,714
District Subtotal	2,783,559	366,257	525,532	1,891,770
Totals	10,535,000	560,113	3,886,132	6,088,755

Waverly Community Schools
2013 School Facility Improvement Bonds
As of April 30, 2014

	Revised Budget	Actual	Encumbered	Balance Remaining
Construction and Engineering				
Lighting	100,560	100,560	-	-
Mechanical	429,421	429,421	(0)	0
Controls				
EMS Programming	98,372	-	98,372	-
VFD & CO2 & Controls Install & Electric	316,556	196,932	123,604	(3,980)
Project Management/Engineering	186,207	183,362	4,365	(1,520)
Bond Issuance Costs	16,148	16,148	-	0
Contingency	22,736	-	-	22,736
Totals	<u>1,170,000</u>	<u>926,423</u>	<u>226,341</u>	<u>17,236</u>

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
May 12, 2014**

FOR DISCUSSION

Subject:

Financial Software

Recommendation:

The Superintendent recommends the Board of Education enters into agreement(s) with Ingham Intermediate School District and Muskegon Area Intermediate School District to provide hosting services, support and training for the Tyler MUNIS Enterprise System

Statement of Purpose:

The purpose of the recommendation is to obtain the benefits of state of the art software and collaborate with other local districts and the ISD for hosting, support and training.

Budget Impact:

Due to the financial support being provided by Ingham ISD, there will be no impact to the general fund for the 2014-15 fiscal year. In years 2 and 3 of the agreement with IISD, Waverly will pay the added cost of the new software at a rate of 33% and 66%, respectively.

Historical Perspective:

In 2008 Ingham ISD issued a RFP for financial software. Ingham ISD, Dansville, Webberville, Okemos and Leslie all converted to MUNIS as a result of this RPF and currently operate MUNIS locally. Other MUNIS users include Kent, Jackson, Muskegon and Ottawa ISDs and 40 other districts. Waverly Community Schools currently uses Optimal Solutions, Inc. School Finance for its financial and human resources software at an annual support cost of approximately \$10,000.

Discussion of Options:

The Board of Education can adopt the recommendation as presented, reject the recommendation or table the recommendation for further discussion.

Rationale for Recommendation:

Waverly Community Schools recognizes the benefits of new financial software, including: process efficiencies, enhanced reporting and document imaging and retention. Waverly Community Schools also recognizes the benefits of software collaboration to improve the user learning community, share best practices and provide support for the district in the event of staff turnover.

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.

**MAISD TECHNOLOGY/INSTRUCTIONAL MANAGEMENT
SERVICES AGREEMENT**

(Authorized in accordance with the School Code of 1976)

THIS AGREEMENT is entered into this _____, between the Muskegon Area Intermediate School District (MAISD) and Waverly Community Schools (Sub-licensee).

1. It is the purpose and intent of this Services Agreement to set forth certain terms and conditions related to the use of the MAISD-Hosted Tyler Technologies MUNIS financial, payroll and human resources software programs.
2. The MAISD provides on-line technology services, which include accounting, payroll and human resources to client districts (Sub-licensees). These districts include intermediate and local school districts, and the services are provided at a cost established by the MAISD Board of Education. The types and nature of services to be provided under this agreement may be altered from time to time by MAISD based upon the recommendation of the MAISD Superintendent with consensus by the participating school districts upon not less than 180 days written notice; in no event will any service be discontinued or reduced during a fiscal year (July 1 - June 30).
3. For Sub-licensee, the fee for Year One of contract shall be \$11.75 per FTE, which shall be based upon the prior year's audited membership used to determine state aid as paid in the August state aid payment, plus adult education membership (blended count). Year One for Waverly

Community Schools is defined as the first year of implementation, anticipated to begin on July 1, 2014. For subsequent fiscal years, the per-FTE fee will be determined by April of the current year and will be based on the length of future contracts. Each fiscal year is subject to a minimum charge of 300 FTE.

4. Billings to each Sub-licensee for the service fee shall be issued on or around December 1, with payment due within 30 days of the invoice. This FTE fee will be based upon the prior year's audited membership used to determine state aid as paid in the August state aid payment, plus adult education membership (blended count). A final billing will be issued in June for any other services, forms and/or costs as agreed to by the parties.
5. License Grant. Sub-licensee agrees to accept from the MAISD a limited, non-exclusive, revocable and non-transferable license to use the Tyler Technologies, Inc. ("Tyler") Software products (and any subsequent versions of such products released to the MAISD in the future, provided Sub-licensee maintains a current Services Agreement with MAISD) ("Products") and related documentation, subject to the terms and conditions contained herein. A listing of the Software products has been attached hereto (Exhibit 2). Use of the Tyler Forms Product requires the execution of an Adobe End User License Agreement between Tyler and Sub-licensee, a copy of which has been attached hereto (Exhibit 3). MAISD has the right to revoke this license if Sub-licensee terminates, cancels or fails to renew this Services Agreement.

6. **Limited Use.** The Tyler Software Products listed herein are licensed for use only for the internal business purposes of the Sub-licensee listed in this Services Agreement. The Products are not licensed to perform functions or processing for subdivisions or entities that were not disclosed to MAISD prior to the Execution Date of this Services Agreement.
7. **Governance.** The parties hereby establish a Superintendent's Technology Advisory Committee composed of representatives of the Muskegon Area Public School Superintendent's Association to be appointed annually by its President.

The Advisory Committee's responsibilities are:

- a) Establish a "user" committee with representation from each of the Sub-licensees.

The responsibilities of this committee are:

- 1) Establish and publish annual calendar of meetings
 - 2) Act as a communication vehicle between the MAISD Technology Services Department and the representatives' school district.
 - 3) Make recommendations with reference to establishing priorities for specific user needs as they apply to technology services.
- b) Make recommendations to the MAISD with reference to establishing project priorities as they apply to technology services.
 - c) Make recommendations to MAISD Superintendent for the types and nature of technology services provided and the costs to be assessed for those services.
 - d) Additional matters agreed to by the parties.

8. **Project Management.** A specific Implementation Project Management work group will be established by MAISD to provide input and leadership on the implementation activities.

The Sub-licensee will provide input to the Project Management work group in regards to guidance and direction for services provided by this Agreement as stipulated in Section 7.

9. A Project Change Request (PCR, see Exhibit 1) will be the vehicle for requesting changes to this Agreement or the systems supported by the MAISD. The PCR must describe the change, the rationale for the change, and the effect the change may have on the project. Prior to implementation of the PCR, MAISD shall discuss and negotiate with the requesting Sub-licensee the charge or fee, if any, related to implementing the PCR.

10. **Scope of Services.** The services provided to Sub-licensee by MAISD shall consist of the following:

- a) Acceptable server capacity to host the Munis Financial Applications for the sub-Licensee. MAISD's recommended hardware configuration is sufficient to support a maximum 3 second average response time for common inquiries excluding batch or report jobs. Should MAISD fail to meet this standard, MAISD agrees in good faith to correct the issue, assuming client has met all hardware conditions advised by MAISD.
- b) The recommendation and validation of the design, installation and configuration of Sub-licensee's software, hardware and network environment as it relates to the connectivity to the Munis system. This

task will be considered fulfilled when the system is fully functional and operating within design parameters.

- c) Constant daily accessibility to the hosted system by sub-Licensee with the following exceptions:
 - 1) Maintenance, upgrades and repairs. As feasible, maintenance and repairs will be scheduled during non-regular MAISD business hours (weekends and evenings). When emergencies occur or off-hours scheduling is not feasible, users will be notified of system availability as soon as possible via established communication methods.
 - 2) During nightly backup processes.
 - 3) Emergency situations outside MAISD control.
- d) Operations support for the server(s), operating system(s), network electronics and application software as required to maintain a secure and stable hosting environment. Activities include:
 - 1) Monitoring of server(s) and services.
 - 2) Regular installation of operating system upgrades and security patches as necessary.
 - 3) Implementation of upgrades to Munis financial system as appropriate.
 - 4) Daily and monthly backup operations and restorations as needed.
- e) MAISD will provide support services for user connectivity, performance or system error handling for the Munis software via HelpSpot Helpdesk Reporting Software (helpdesk.muskegonisd.org) or telephone during regular MAISD business hours. HelpSpot shall be used to report problems during non-regular business hours. Regular

business hours for MAISD are 8:00 a.m. - 4:30 p.m. mid-August to mid-June and 8:00 a.m. - 4:00 p.m. mid-June to mid -August, with the exception of holidays and weather-related or other emergency type closings. Whenever possible, deviations from the regular schedule will be announced to district users via established communication methods. Sub-licensee shall maintain a high speed internet connection allowing MAISD to connect to Sub-licensees' PCs.

- 1) The district end user should be prepared to provide return phone number, e-mail address, building location and detailed description of the issue which might include system generated messages or error codes. The severity of the error will dictate the priority in which the issue will be resolved by MAISD staff.
- f) MAISD will provide training for new personnel as required or requested by Sub-licensees, including training for software enhancements and upgrades for Tyler modules hosted by MAISD. These trainings may be conducted via face-to-face at the MAISD, on-line meetings, telephone conferencing or any other means agreeable to both parties.
- g) MAISD will import conversion passes to the live, train, and test databases.
- h) MAISD will provide support, training, analysis and technical assistance with the creation of reports from Crystal Reports.
- i) As allowable by the Munis financial software, the MAISD will provide any required software and enhancements necessary for mandatory state (FID, REP and ORS) and federal (W-2, 1099) reporting.
- j) MAISD will provide group code report writing and analysis (including state and contractual reports).

- k) MAISD will draft forms for Sub-licensees.
 - l) MAISD will transfer files between the host server and PC and/or networks.
 - m) MAISD will contract with Tyler for on-going annual software support for Munis software.
11. Confidentiality. Sub-licensee acknowledges and agrees that the Products and related documentation are proprietary to and trade secrets of Tyler. Sub-licensee will use best efforts to keep the Products and related documentation confidential and to prevent any misuse, unauthorized use, or unauthorized disclosure for the Products and related documentation. In the event Sub-licensee is requested to disclose the Products and related documentation pursuant to a public disclosure law, Sub-licensee will notify MAISD promptly in writing in order to allow Tyler the opportunity to prevent such disclosure, at Tyler's expense.
12. Modification. The Tyler Software Products may not be modified by anyone other than Tyler. In the event Sub-licensee modifies the Products without prior written consent from Tyler, Tyler and MAISD shall not have any obligation to support or warranty the Products.
13. Limitation of Liability. Except to the extent prohibited by Michigan law, the enforceability of which the Sub-licensee makes no representation, Tyler shall not be liable for special, indirect, incidental, consequential, or exemplary damages, including, without limitation, any damages resulting from loss of use, loss of data, interruption of business activities, or failure to realize savings arising out of or in connection with the use of the Tyler

Software Products.

14. Severability. If any term or provision of this Services Agreement or the application thereof to any person or circumstance shall, to any extent be invalid or unenforceable, the remainder of this Services Agreement or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby and each term and provision of this agreement shall be valid and enforced to the fullest extent permitted by law.
15. Headings. The headings used in this Services Agreement are for reference purposes only and will not be deemed a part of this Services Agreement.
16. Contract Duration, Extension and Termination Clause. This contract shall be in effect from the effective date of this agreement through June 30, 2015. Sub-licensees not wishing to renew the contract beyond this term shall notify the MAISD in writing no later than December 31, 2014.
17. Termination.
 - a) Termination for Convenience. In the event a Sub-licensee chooses to terminate participation for convenience prior to the expiration of this Agreement or any extension of the expiration date, the terminating Sub-licensee shall provide the MAISD with 180 days' advance written notice of Sub-licensee's intent to terminate this Agreement. The Sub-licensee shall remain responsible for its per pupil cost and/or any other fees as defined in paragraphs three and four of this Services Agreement, or as agreed upon in writing by the Sub-licensee and the MAISD through the end of the

contract. On termination of the Agreement, each Sub-licensee shall receive a final billing which shall include the unpaid balance, if any, on all extraordinary equipment or materials purchased by MAISD, that were not included as part of the services described in Section 10 or any other part of this agreement, on behalf of the Sub-licensee, on any installment purchase agreement and any liquidated damages or penalties due under any lease or rental agreement terminated because of the termination of this Agreement, in addition to the pro-rated per pupil fee.

b) Termination for Cause. In the event of the MAISD's failure to perform under this agreement, Sub-licensee shall immediately notify the MAISD in writing of such failure and allow the MAISD a 45-day period in which to cure such failure. If, at the end of the cure period, the MAISD has not cured such failure, Sub-licensee will have the right to terminate this agreement. Upon such termination, Sub-licensee shall pay the MAISD for extraordinary products, services, and expenses not within the scope of the services provided under this Agreement and not in dispute which were delivered or incurred prior to the date the MAISD received Sub-licensee's notice of termination. Payment for products, services, and expenses in dispute will be determined in accordance with the dispute resolution process.

18. Alternative Dispute Resolution. In the event of a disagreement between the Sub-licensee and MAISD, the parties agree to conduct alternative dispute resolution, which will involve the Superintendent of the MAISD and the Superintendent of the sub-Licensee. The purpose of these face-to-face meetings will be to resolve the matter in an equitable fashion. In the

event that the matter is not resolved, either party may seek appropriate legal remedies.

19. Application of Law, Rules and Regulations.

a) This Services Agreement and all policies, rules and regulations adopted by the MAISD to govern the operation of the financial and human resources system shall comply with the laws of the State of Michigan and with rules and regulations of the State Board of Education. Any provisions of this Services Agreement in conflict shall be null and void. The remainder of this Agreement shall be binding upon the parties.

1) Sub-licensees that have terminated this Services Agreement and wish to again utilize the services will be subject to all new client fees, including, but not limited to, licensing, set-up, data conversion and any additional training necessary due to software updates or revisions.

b) The Sub-licensee realizes that, pursuant to this Services Agreement, they will be providing employee information to the MAISD that could be confidential and personal in nature, the dissemination of which may constitute an unwarranted invasion of the employee's privacy. Accordingly, MAISD may not provide such information to any third party without the express written consent of the individual or the Sub-licensee involved.

FOR Waverly Community Schools:
(Sub-licensee)

By: _____

Name: _____

Title: _____

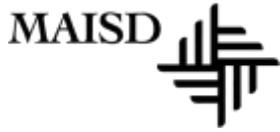
Date: _____

FOR MAISD:

Authorized Representative

Dated

Exhibit 1



MAISD Use Only	
Date In	
PCR #	
Completion Date	

**Technology Services Department
PROJECT CHANGE REQUEST**

Requestor _____

Date of Request _____

District Name _____

Building Name _____

Telephone Number _____

Description: Please describe the problem or the desired change. If the request is for a change to the system, please include the rationale for the change and its effect on the system. Attach supporting documents or samples as appropriate.

Once completed, please send to the MAISD Technology Services Department.

Exhibit 2

Software Product Listing

MUNIS Financial Software Modules

- Accounting, including General Ledger, Budget, and Accounts Payable
- Fixed Assets
- Project and Grant Accounting
- Purchase Orders
- Requisitions
- Treasury Management
- Human Resource Management
- Payroll
- Applicant Tracking
- MUNIS Crystal Reports
- MUNIS Office
- Tyler CM MUNIS
- GASB 34 Report Writer
- Accounts Receivable
- General Billing
- Tyler Forms Processing
- Tyler GoDocs
- Employee Self Service

LETTER OF AGREEMENT

Ingham ISD Support to Waverly Community Schools for MUNIS Finance Software

Waverly Community Schools desires to utilize Munis finance software, which is currently used by Ingham ISD, four local districts and two PSAs in the Ingham ISD service area, as well as numerous districts and ISDs in the state. In recognition of the many benefits of software collaboration, Ingham ISD will provide financial support to Waverly for three years, as outlined below.

Ingham ISD Financial Support

Ingham ISD agrees to reimburse Waverly a percentage of the difference between their baseline cost of \$10,000 for their current finance software/hardware, and their cost for Munis: 100% of the difference in year 1, 66% of the difference in year 2, and 33% of the difference in year 3.

Waverly Responsibilities

Waverly will execute an agreement for Munis Finance software license, hosting and maintenance/ support and pay the service provider according to their contract terms. The service provider currently used by Ingham ISD and districts in the Ingham ISD service area is Muskegon Area Intermediate School District.

Terms of Payment

Year 1, 2014-15	
Waverly total Munis cost (\$11.75/FTE x PY blended FTE 2,790est.	32,782
Waverly baseline cost	<u>(10,000)</u>
Difference	22,782
100% of difference reimbursed by Ingham ISD	22,782 estimated
Year 2, 2015-16	
Waverly total Munis cost (\$TBD/FTE x PY blended FTE)	TBD
Waverly baseline cost	<u>(10,000)</u>
Difference	TBD
66% of difference reimbursed by Ingham ISD	TBD
Year 3, 2016-17	
Waverly total Munis cost (\$TBD/FTE x PY blended FTE)	TBD
Waverly baseline cost	<u>(10,000)</u>
Difference	TBD
33% of difference reimbursement by Ingham ISD	TBD

Waverly will submit to Ingham ISD a copy of their paid invoice to their Munis service provider. Ingham ISD will within 30 days issue a check to reimburse Waverly according to the above payment terms.

Signatures

Terry Urquart, Superintendent
Waverly Community Schools

Stanley S. Kogut, Jr., Superintendent
Ingham Intermediate School District

Date

Date

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
May 12, 2014**

Report #13-67

FOR ACTION

Subject: **Personnel Recommendations**

A. Transfer – Administration

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Chris Huff	From: HS Asst. Principal/ Athletic Director To: HS Principal	7/1/14

B. Retirement – Certified - VSP

<u>Name</u>	<u>Position</u>	<u>Years</u>	<u>Effective</u>
Susan Bissonnette	MS Math Teacher	23 years	6/30/14
Mark Feinauer	HS Science Teacher	17 years	6/30/14
Cassandra Hailey	HS Math Teacher	23 years	6/30/14
Judy Harwood	HS Science Teacher	29 years	6/30/14
Elda Keaton	Elmwood/St. Gerard TSLI	16 years	6/30/14
Mark Nester	East Intermediate Social Worker	17 years	6/30/14
Linda Reik	MS/HS TSLI	25 years	6/30/14
LuAnn Stuible	MS Science Teacher	37 years	6/30/14
Barbara Tate	MS Science Teacher	22 years	6/30/14
Gary Wilson	MS PE Teacher	27 years	6/30/14

C. Resignation – Certified - VSP

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Kathy Breidinger	Elementary Art Teacher	Personal	6/30/14
Alicia Byrd	Winans 2 nd Grade Teacher	Personal	6/30/14
Beth Weinstein	HS Special Education Teacher	Personal	6/30/14

D. Retirement – Non Certified

<u>Name</u>	<u>Position</u>	<u>Years</u>	<u>Effective</u>
Fidencio Quintanilla	Custodian	31.5	June 1, 2014

E. Transfer – Non Certified

<u>Name</u>	<u>Position</u>	<u>Class/Salary</u>	<u>Effective</u>
Diane Flanagan	From: MS Assistant Secretary To: MS Head Secretary	Class II/\$16.12 Class A/\$17.61	7/1/14

F. Resignation – Non Certified

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Melissa LaBean	Colt Lunch Assistant	Job Abandonment	4/22/14

G. Coaching – High School/Middle School

<u>Name</u>	<u>Assignment</u>	<u>Step</u>	<u>Stipend</u>	<u>Effective</u>
Robert Lurie	HS Girls Head Track Coach	3	\$4,144	Spring Season
Amy Parsons	HS JV Girls Tennis Coach	2	\$2,015	Spring Season
David Pike	HS Boys Head Track Coach	3	\$4,744	Spring Season
Todd Simon	HS Girls Assistant Track Coach	3	\$2,887	Spring Season
Jerry Smith	HS Girls Tennis Coach	3	\$4,358	Spring Season

Don Dimick	HS Boys Assistant Track Coach	3	\$3,587	Spring Season
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**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
May 12, 2014**

FOR DISCUSSION

Subject:

Ingham Intermediate School District General Education Fund 2014-15 Proposed Budget

Recommendation:

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

Statement of Issue/Purpose:

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

Budget Impact:

None.

Background Information:

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

Discussion of Options/Alternatives:

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

Rationale for Recommendation:

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