



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

**Waverly Community Schools**

**Regular Meeting**

**Tuesday, May 27, 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 May 27, 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. Stan Kogut - Ingham ISD General Fund Proposed Budget
- 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. Curriculum
    - 1. Curriculum Committee Report
  - B. Facility/Policy
    - 1. For Discussion - Policy - First Reading 10
  - C. Finance/Personnel
    - 1. Finance/Personnel Committee Report
    - 2. Recommendation to approve Report #13-68, Financial Software 11
    - 3. Recommendation to approve Report #13-69, Budget Amendment 12
  - D. \*\*\*Recommendation to approve Report #13-70, Personnel Report 20
  - E. Other
    - 1. \*\*\*Recommendation to approve Report #13-71, Ingham Intermediate School District General Education Fund 2014-2015 Proposed Budget 21
- X. Superintendent's Report
- XI. Public Comment

XII. Other Board Business

XIII. Adjournment

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

***Opening of Meeting***

The regular meeting of the Waverly Community Schools Board of Education was called to order by President Britt Slocum at 6:35 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  
David Palme  
Troy Lindley  
Pat Albright  
Shawn Talifarro  
Michelle Frederick  
Becky McQuillan  
Matt Oppenheim  
Eric Sheets  
Jodie Boehlke  
Rebecca Pease

***Others Present:***

Mary Jo White  
Kyle Ranieri  
Frank Woronoff  
Sarah Bauman  
Diane Bauman  
Damon Rhodabeck  
William Brown

***Pledge***

Troy Lindley, Waverly High School principal, led the pledge of allegiance to the flag.

***Special Presentations***

Frank Woronoff, an agent for Coldwell Banker Commercial Division, presented information to the Board of Education regarding the vacant Windemere View Elementary property at 1500 Boynton Drive, Lansing. Mr. Woronoff stated the Board has the following options: 1) rehab the whole building and consider possible additions; 2) demolish the building in order to give way for a new project; 3) or sell the building (redevelopment). Development of the property as a residential area has limitations due to a flood plain. It was suggested the District have a community forum to allow residents an opportunity to voice their opinions.

Gloria Gonzalez, Student Services Administrator, presented an Alternative Education update. The goal of the program is to create a nurturing, academically credible program, with respect for students with alternative learning needs. The program includes 59 students, two core teachers, one teacher consultant, and two paraprofessionals.

***Special Presentations (Cont.)***

Mrs. Gonzalez addressed Citizenship, showing that 85% of the students have needed no redirection or consequences to address their choices. She addressed positive choices, attendance patterns, credits earned, Senior success (17 graduating with 6 others who may graduate); and enhancements offered by the program.

Following Mrs. Gonzalez' presentation, students Sarah Bauman, Damon Rhodabeck, and William Brown, and parent Diane Bauman spoke of successes at the Alternative Education program, all speaking highly of the staff.

David Palme, Director of Technology, presented an update on technology. He stated Waverly technology needed three components to be effective: state of the art infrastructure, best practices professional development (curriculum for staff and students that is timely, accessible, and means driven), and 21<sup>st</sup> century learning spaces and devices. Mr. Palme said the goal is to have high achieving 21<sup>st</sup> century learners.

Vince Perkins, Director of Personnel, presented information to the Board on development of a specials schedule that provided common plan times for all grade levels (K-6) and didn't increase FTE. The current schedule shows a reduction in Spanish, but an increase in music, art, and physical education. It provides a common plan for every grade level (1-6) and divides Kindergarten into two different hours. Having common plan times will allow teachers in each grade level to meet with their colleagues, as well as establish reading and math groups across grade levels in a respective building. The plan provides that every K-6 specials teacher is in only two buildings at the same time every day (Winans/Elmwood in the mornings and East/Colt in the afternoons).

***Correspondence***

Member Martin reported the Board had received an email from a staff member and a list of end of the year events from the Superintendent's office.

***Public Comment***

Addressing the Board during Public Comment were Kyle Ranieri, Michelle Frederick, Becky McQuillan, and Pat Albright.

***Student Representative Report***

Student Representative, Kyle Ranieri, reported that April was a busy month for many students who were busily working with extracurricular groups. Interact, in conjunction with Mr. Roberts' class, sold buttons to raise money for Autism Awareness. Both groups also participated in an annual bowl-a-thon with a regional Autism Awareness group. The Gay-Straight Alliance organized the annual Day of Silence on April 18<sup>th</sup> to bring attention and fight against LGBTQ bullying. Over 150 students participated, whether by wearing duct tape over their mouths to remain silent all day or by showing some other form of support.

This week and last, students have been taking Advanced Placement exams in Psychology, Chemistry, English, German, Statistics, Calculus, and U.S. History. These are good opportunities and preparation devices for students in order to get a taste of what college-level courses are like. Students greatly value these classes and hope the high school will continue to expand its selection of AP classes to courses like World History and Physics.

This Thursday, the National Honor Society will be hosting its last of two annual blood drives at the high school throughout the day. Members of the Class of 2015 have recently been inducted into the National Honor Society and will be able to fully participate in this event that has made Waverly High School known as one of the top blood donors in the region.

On Sunday, Interact will be having its last major event of the year, a car wash. With weather cooperating, the carwash will take place at Firestone at the corner of Saginaw and Elmwood from 12:00 to 3:00 p.m. It will be completely free, but Interact will be accepting donations with all proceeds going to the Capital Area Literacy Coalition.

***Student Representative Report (cont.)***

The Class of 2014 has begun its countdown to the last day of school, as well as graduation. Last Friday was the Senior Party, with tons of prizes and fun events, as well as a time box from when we were in 6<sup>th</sup> grade. Looking towards the future, there are a few important dates to keep in mind: Seniors last day – May 23; Seniors Honors Night – 7:00 p.m. at the High School Auditorium on May 29; and Senior Commencement – 6:00 p.m. at the Wharton Center on May 31.

Superintendent Urquhart remarked that Kyle has done an exemplary job in his two years as Student Representative, noting he is impressed by what he has done. Mr. Urquhart presented a card and gift card to Kyle from the Board of Education and wished him well at Yale.

***Board Member Comment***

Member Sherry thanked the presenters at tonight's meeting. She thanked Terri Raterink and all the committees who helped with the Senior Party, noting it was really impressive. Member Sherry noted she had the opportunity to attend the National Honor Society and National Junior Honor Society inductions, which she described as impressive.

Member Jones thanked Kyle for serving as Student Representative to the Board for two years. He reported Richard Watkins, Delta Township Manager, is retiring after 21 years. He suggested sending him a letter from the Board for his support of the Waverly Community Schools over the years.

Member Witwer thanked Kyle, stating it was good to get to know him and that he was a great advocate for Waverly High School. She also mentioned recognition of top students in the Lansing State Journal.

Member Martin thanked Kyle, stating he contributed so wonderfully to Board meetings. She said she looks forward to updates from him next year. Member Martin said she was honored that we had so many top students this year who have been recognized for their accomplishments, and recognized Kaitlyn Marrison who was one of two from the area to receive a full ride to MSU. Member Martin thanked tonight's presenters, stating it is always good to get more information. She reported she attended Band Bounce, which she enjoyed a lot, and noted that the marching band drum line gets to her every time. The band played pieces from next fall's marching band schedule. Member Martin reported she attended the last ISOA meeting of the year. Stan Kogut reviewed the ISD general budget. There was a debrief of the Superintendent's Round Table and discussion of Alternative High School options of area districts. The ISD is planning to have an Administrators' Boot Camp. It will be held for 2 ½ hours three times a year and will include discussion of instruction and political things. Member Martin congratulated all of the staff who are leaving the District. She stated she has incredible memories of many of them and hopes they have experiences outside the world of Waverly Community Schools.

Member Wright announced he will miss Kyle a lot. He reported Jodi South, Waverly parent, won the Women's Division of the Lansing Marathon. Member Wright thanked Mrs. Gonzalez for her Alternative Education presentation. He stated he attended Band Bounce and Jazz Night. Alumni are brought back periodically to Jazz Night. This was one of those years and they rocked the house.

Member Wright thanked the presenters, congratulated the class of 2014, and gave special recognition to the Top Ten of the senior class.

President Slocum thanked Kyle, noting the last two years have been two of the best Student Rep years. He commended Kyle on preparing notes of his talking points for Board members. President Slocum stated the students from Alternative Education who addressed the Board today "have put the pedal to the metal".

***Adoption of Agenda***

A motion was presented by Member Jones and supported by Member Sherry. MOTION: The Board of Education adopts the meeting agenda as presented.

***Adoption of Agenda (cont.)***

Member Wright asked that Report #13-67 be removed from the consent agenda.

Motion carried, as amended. VOTE: AYES – 7; NAYS – 0.

***\*\*\*Approval of Minutes***

The minutes of April 21, 2014 were approved as presented.

***\*\*\*Financial Report – Report #13-66 – For Action***

The financial report was approved as presented.

***Financial Software - For Discussion***

Evan Nuffer, Director of Finance, presented information on a recommendation to enter into agreement(s) with Ingham Intermediate School District and Muskegon Area Intermediate School District to provide hosting services, support, and training for Tyler MUNIS Enterprise System. The purpose 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.

***Personnel Report – Report #13-67 – For Action***

A motion was presented by Member Sherry and supported by Member Witwer. MOTION: The Board of Education approves the personnel report as presented:

Administrative transfer of Chris Huff from Asst. Principal/Athletic Director to HS principal); Retirement – Certified – VSP of Susan Bissonnette (MS Math Teacher – 23 years); Mark Feinauer (HS Science Teacher – 17 years); Cassandra Hailey (HS Math Teacher – 23 years); Judy Harwood (HS Science Teacher – 29 years); Elda Keaton (Elmwood/St. Gerard TSLI – 16 years); Mark Nester (East Intermediate Social Worker – 17 years); Linda Reik (MS/HS TSLI – 25 years); LuAnn Stuitable (MS Science Teacher – 37 years); Barbara Tate (MS Science Teacher – 22 years); Gary Wilson (MS PE Teacher – 27 years); Resignation – Certified – VSP of Kathy Breidinger (Elementary Art Teacher); Alicia Byrd (Winans 2<sup>nd</sup> Grade Teacher); and Beth Weinstein (HS Special Education Teacher); Retirement – Non-Certified of Fidencio Quintanilla (Custodian – 31.5 years); Transfer – Non-Certified of Diane Flanagan (from MS Assistant Secretary to MS Head Secretary); Resignation of Melissa LaBean (Colt Lunch Assistant – Job Abandonment); and High School/Middle School Coaching Assignments of Robert Lurie (HS Girls Head Track Coach); Amy Parsons (HS JV Girls Tennis Coach); David Pike (HS Boys Head Track Coach); Todd Simon (HS Girls Assistant Track Coach); and Jerry Smith (HS Girls Tennis Coach).

Vince Perkins, Director of Personnel, explained the process of hiring the new High School Principal. There were 40 applications which were screened by Cabinet. Eight of those were chosen to be interviewed, with two declining. Candidates were interviewed over a two-day period on April 30 and May 1. The interview team consisted of students, parents, High School teachers, High School secretaries, and all building level principals. After the first round of interviews, all people on the team discussed the candidates and selected their choices. Of the 24 people on the first round interview team, only three people did not have Chris Huff as their number one candidate.

Cabinet looked over the list and chose four candidates for second interviews which were conducted on May 6. There was discussion on Tuesday after the interviews, which was continued on Thursday. Cabinet looked over the pros and cons of each candidate, and Chris Huff was chosen as Cabinet's choice. Mr. Huff will be able to hit the ground running and take the High School to new levels. His vision of Waverly High School and his determination and drive to get there will bring along any and all of the staff to get them where we need them to be.

Motion carried. VOTE: AYES – 6; NAYS – 1 (Member Wright)

***Ingham Intermediate School District General Education Fund 2014-15 Proposed Budget – For Discussion***

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 IDS's budget. Board

***Ingham Intermediate School District General Education Fund 2014-15 Proposed Budget (cont.)***

members were provided information on the Ingham ISD General Education Fund 2014-2015 proposed budget. The recommendation will be presented to the Board on May 27 for action. It was suggested that a representative from Ingham ISD attend the May 27<sup>th</sup> meeting to answer any questions the Board might have.

***Superintendent's Report***

Mr. Urquhart announced there are five Board seats up for re-election in November. The date for candidates to register is July 22<sup>nd</sup> by 4:00 p.m. A turnover in five Board members can really change the direction of the Board. He stated he has enjoyed working with the current Board and hope they will all come back. Petitions can be picked up at Delta Charter Township. Candidates need 100 valid signatures. Another option is paying a \$100 filing fee.

Mr. Urquhart reported he is looking at restructuring things at the High School by redesigning responsibilities. This is a move to help make Mr. Huff the most effective principal we've ever had.

Mr. Urquhart stated the people who talked about the Alternative Education program poured their guts and hearts out. It was very emotional.

Mr. Urquhart asked "Isn't it wonderful that Waverly supported an \$18 million dollar bond?"

Mr. Urquhart reported we have had 10 days of AP exams. There are rigorous activities happening at the high school which help our students compete on a global basis.

Mr. Urquhart announced when he became superintendent of Waverly Community Schools, he had four goals: 1) increasing academic achievement; 2) marketing; 3) integrating technology into instruction; and 4) balancing the budget. He said some decisions are not all that easy.

***Public Comment***

None

***Other Board Business***

Member Witwer stated last week was Teacher Appreciation Week. She said the Board appreciates the teachers, as they are what make the difference.

Member Jones congratulated Mrs. Gonzalez on an outstanding job with the Alternative Education program. He indicated the Board struggled with the decision to change the program, and the District has taken the new program to the next level. He told Mrs. Gonzalez he was proud of her and that "she hit the ball out of the park big time". Part of the process is the great partnership with the High School and the need and desire to be successful.

Member Sherry reported in 2007 Dick and Carol Otto of Dewitt, endowed a million dollars with the Capital Region Community Foundation to provide scholarships to dependents of Auto Owners Employees. Member Sherry has served on the review committee since 2008, when the first scholarships were given. Every year that there is a Waverly student in the application pool, Waverly

students tend to rise to the top in the group to receive a scholarship. The scholarship is based on grades, driving record, school activities, community involvement, employment, and the application is also weighed on an essay and personal recommendations. Typically the committee receives about 45 applications from Auto Owners' dependents located throughout the country, so the scholarship is very competitive. This year, Lauren Miller, a Waverly High School Senior, was selected by the group to receive a scholarship of \$2,500 based on her outstanding record of service, grades, and school engagement.

President Slocum congratulated Chris Huff on his appointment as Waverly High School Principal. He also reported a change in the Superintendent's contract had been made with no cost to the District.

*Adjournment*

The meeting adjourned at 8:45 p.m.

Respectfully submitted,

Mary Ann Martin, Secretary

\*\*\*Consent Agenda

rlp

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

**FOR DISCUSSION**

**Subject:** Policy – First Reading

**Recommendation:**

The Superintendent recommends the Board of Education reviews the policy updates listed below at first reading:

Bylaw 0130	Functions	Revised
Policy 1422	Nondiscrimination and Equal Employment Opportunity	Revised
Policy 1619.02	Privacy Protections of Fully Insured Group Health Plans	New
Policy 1623	Section 504/ADA Prohibition Against Disability	New
	Discrimination in Employment	
Policy 2260	Nondiscrimination and Access to Equal Educational	Revised
	Opportunity	
Policy 2260.01	Section 5045/ADA Prohibition Against Discrimination	Revised
	Based on Disability	
Policy 2370.01	On-line/Blended Learning Program	Revised
Policy 3121	Criminal History Record Check	Revised
Policy 3122	Nondiscrimination and Equal Employment Opportunity	Revised
Policy 3123	Section 504/ADA Prohibition Against Disability	
	Discrimination in Employment	Revised
Policy 3419.02	Privacy Protections of Fully Insured Group Health Plans	Revised
Policy 4121	Criminal History Record Check	Revised
Policy 4122	Nondiscrimination and Equal Employment Opportunity	Revised
Policy 4123	Section 504/ADA Prohibition Against Disability	Revised
	Discrimination in Employment	
Policy 4419.02	Privacy Protections of Fully Insured Group Health Plans	Revised
Policy 5112	Entrance Age	Revised
Policy 5330.01	Epinephrine Auto-Injectors	New
Policy 5517	Anti-Harassment	Revised
Policy 8142	Criminal History Record Check	Revised
Policy 8321	Criminal Justice Information Security (Non-Criminal	Revised
	Justice Agency)	
Policy 8420	Emergency Situations at Schools	Revised

**Statement of Purpose/Issue:**

These policies revisions are the result of the NEOLA update and a review by the administration and the Board Policy Advisory Committee.

**Budget Impact:**

None

**Historical Perspective/Background:**

NEOLA provides updates to keep our policies current with applicable laws and regulations. The administration also reviews policies periodically and brings changes to the Board Policy Advisory Committee for review and consideration.

**Discussion of Options:**

The Board can refer policies to the Advisory Committee for further review.

**Rationale for Recommendation:**

These policies were recommended to the District by NEOLA and were reviewed and approved by the Policy Advisory Committee.

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

**Report #13-68**

**FOR ACTION**

**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.

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
May 27, 2014**

**Report #13-69**

**FOR ACTION**

**Subject:**

Waverly Community Schools 2013-14 amended budget(s)

**Recommendation:**

The Superintendent recommends the Board of Education approves the following resolutions:

The 2013-14 General Fund Resolution with revenues of \$29,618,041 and expenditures of \$30,164,414

The 2013-14 Special Revenue Funds Resolution with revenues of \$1,295,843 and expenditures of \$1,311,127

**Statement of Purpose:**

The chief administrative officer is required to provide the school board such information as the board requires for proper consideration of the recommended budget. (MCL 141.434)

**Budget Impact:**

The projected General Fund balance as of June 30, 2014 will be \$2,593,293, or 8.5% of current year operating expenditures.

The projected Food Service Fund balance as of June 30, 2014 will be \$385,082, or 33.8% of current year operating expenditures.

The projected Community Services Fund balance as of June 30, 2014 will be (\$5,746), or (6.9%) of current year operating expenditures.

**Historical Perspective:**

The budget is amended as needed throughout the year in accordance with the Uniform Budgeting and Accounting Act

**Discussion of Options:**

The Board may adopt the resolutions collectively, reject the resolutions collectively, or take action on each individual resolution separately.

**Rationale for Recommendation:**

In accordance with the Uniform Budgeting and Accounting Act, when revenues are going to be less than estimated or expenditures are going to be greater than estimated, the Superintendent is to make a recommendation to reduce expenditures or increase the amount of fund balance available to appropriate for current year expenditures.

**Strategic Plan Reference:**

As the heart of the community, our mission is to educate and prepare each student to achieve her or his academic best, develop character, become a lifelong learner, and contribute as a citizen of our global society.

**Waverly Community Schools  
2013-2014 General Fund  
Budget Amendment  
May 27, 2014**

	Final Budget Current Year	Revised Budget Current Year	Difference (Final - Revised)
<b>Revenue</b>			
Local sources	8,536,510	8,676,979	(140,469)
State sources	16,743,912	16,509,697	234,215
Federal sources	2,349,228	2,041,856	307,372
Intergovernmental	1,901,176	1,921,423	(20,247)
Transfers In	87,215	87,215	-
<b>Total revenue</b>	<b>29,618,041</b>	<b>29,237,170</b>	<b>380,871</b>
<b>Expenditures</b>			
<b>Current:</b>			
<b>Instruction:</b>			
Basic program	14,877,260	14,908,962	(31,702)
Added needs	2,917,405	2,970,523	(53,118)
<b>Total instruction</b>	<b>17,794,665</b>	<b>17,879,485</b>	<b>(84,820)</b>
<b>Support Services:</b>			
Pupil	2,193,560	2,194,999	(1,439)
Instructional staff	1,767,152	1,498,056	269,097
General administration	370,972	405,972	(35,000)
School administration	1,857,190	1,857,283	(92)
Business	449,029	442,287	6,742
Operations and maintenance	3,087,758	2,962,429	125,328
Pupil transportation services	968,622	968,622	-
Central	569,305	566,305	3,000
Other	57,850	57,850	-
<b>Total support services</b>	<b>11,321,438</b>	<b>10,953,803</b>	<b>367,636</b>
Athletics	429,338	429,488	(150)
Community services	12,000	11,000	1,000
Non Publics	2,325	2,325	-
<b>Debt service:</b>			
Principal	30,000	30,000	-
Interest	26,585	26,585	-
Capital outlay	86,255	50,973	35,282
Payments to other public schools	461,807	454,240	7,567
<b>Total expenditures</b>	<b>30,164,414</b>	<b>29,837,899</b>	<b>326,515</b>
Excess of Revenue (Under)Over Expenditures	(546,373)	(600,729)	54,356
Transfers Out	0	-	0
Net Change in Fund Balance	(546,373)	(600,729)	54,356
Fund Balance - Beginning of year	3,139,665	3,139,665	
Fund Balance - End of year	2,593,293	2,538,936	
	8.6%	8.5%	

**Waverly Community Schools  
2013-2014 Food Services Fund  
Budget Amendment  
May 27, 2014**

	Final Budget Current Year	Original Budget Current Year	Difference (Final - Original)
Revenue			
Local sources	314,000	314,000	-
State sources	46,157	46,157	-
Federal sources	852,000	852,000	-
Transfers In	-	-	-
<b>Total revenue</b>	<b>1,212,157</b>	<b>1,212,157</b>	<b>-</b>
Expenditures			
Support Services:			
Business	26,888	33,691	(6,803)
Operations and maintenance	500	500	-
Food Services	1,030,838	1,028,751	2,086
<b>Total support services</b>	<b>1,058,226</b>	<b>1,062,942</b>	<b>(4,716)</b>
Capital outlay	30,000	10,000	20,000
Payments to other public schools	52,000	52,000	-
<b>Total expenditures</b>	<b>1,140,226</b>	<b>1,124,942</b>	<b>15,284</b>
Excess of Revenue (Under)Over Expenditures	71,931	87,215	(15,284)
Transfers Out	87,215	87,215	-
Net Change in Fund Balance	(15,284)	(0)	(15,284)
Fund Balance - Beginning of year	400,366	400,366	
Fund Balance - End of year	385,082	400,366	
	33.8%	35.6%	

**Waverly Community Schools**  
**2013-2014 Community Services Fund**  
**Budget Amendment**  
**May 27, 2014**

	Final Budget Current Year	Original Budget Current Year	Difference (Final - Original)
Revenue			
Local sources	83,686	63,107	20,579
Transfers In	-	-	-
<b>Total revenue</b>	<b>83,686</b>	<b>63,107</b>	<b>20,579</b>
Expenditures			
Community services	83,686	63,107	20,579
<b>Total expenditures</b>	<b>83,686</b>	<b>63,107</b>	<b>20,579</b>
Excess of Revenue (Under)Over Expenditures	-	-	-
Transfers Out	-	-	-
Net Change in Fund Balance	-	-	-
Fund Balance - Beginning of year	(5,746)	(5,746)	
Fund Balance - End of year	(5,746)	(5,746)	
	-6.9%	-9.1%	

**GENERAL FUND APPROPRIATIONS**  
**Resolution for Adoption by**  
**The Waverly Community Schools Board of Education**

**RESOLVED** that this resolution shall be the General appropriations of Waverly Community Schools for the 2013-2014 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenue received by the Waverly Community Schools.

**BE IT FURTHER RESOLVED**, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the General Fund of the school district for fiscal year 2013-2014 which includes 18.0000 operating mills to be levied on all property, except principal residence and other property exempted by law and 4.4750 supplemental (hold harmless) operating mills on all principal residences, qualified agricultural property, qualified forest property, industrial personal property and commercial personal property not otherwise exempted by law of ad valorem taxes to be used for operating purposes is as follows:

**Revenue:**

Local	\$8,536,510
State	16,743,912
Federal	2,349,228
Other Financing Sources	1,988,391
Total Revenue	\$29,618,041
Total Fund Balance, July 1 Available to Appropriate	\$3,139,665
Total Available to Appropriate	\$32,757,706

**BE IT FURTHER RESOLVED**, that \$30,164,414 of the total available to appropriate in the general fund is hereby appropriated in the amounts and for the purposes set forth below:

**Expenditures:**

Instruction	
Basic Programs	\$15,130,429
Added Needs	2,965,372
Support Services	
Pupil Support	2,193,560
Instructional Staff Support	1,876,027
General Administration	370,972
School Administration	1,864,535
Business Services	450,329
Operations and Maintenance	3,087,758
Transportation	968,622
Central Support	698,711
Other Support	487,188
Community Services	12,000
Nonpublic Schools	2,325
Facilities Acquisitions and Debt Service	56,585
Other Financing Uses	-0-
Total Appropriated	\$30,164,414

**BE IT FURTHER RESOLVED**, that no board of education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval of the board.

Ayes: Members

Nays: Members

Resolution declared adopted.

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Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Waverly Community Schools, Ingham, Eaton and Clinton Counties, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a \_\_\_\_\_ meeting held on \_\_\_\_\_, 2014, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

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Secretary, Board of Education

**SPECIAL REVENUE FUNDS APPROPRIATIONS**  
**Resolution for Adoption by**  
**The Waverly Community Schools Board of Education**

**RESOLVED** that this resolution shall be the Special Revenue appropriations of Waverly Community Schools for the 2013-2014 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenue received by Waverly Community Schools.

**BE IT FURTHER RESOLVED**, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the Special Revenue Funds of the school district for fiscal year 2013-2014 is as follows:

<b>Revenue:</b>	
Local	\$397,686
State	46,157
Federal	852,000
 Total Revenue	 \$1,295,843
 Total Fund Balance, July 1 Available to Appropriate	 \$355,075
 <b>Total Available to Appropriate</b>	 <b>\$1,650,918</b>

**BE IT FURTHER RESOLVED**, that \$1,311,127 of the total available to appropriate in the Special Revenue Funds is hereby appropriated in the amounts and for the purposes set forth below:

<b>Expenditures:</b>	
Business Services	\$26,888
Operations and Maintenance	500
Food Services	1,112,838
Community Services	83,686
Fund Modifications (Transfers Out)	87,215
 <b>Total Appropriated</b>	 <b>\$1,311,127</b>

**BE IT FURTHER RESOLVED**, that no board of education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval of the board.

Ayes: Members

Nays: Members

Resolution declared adopted.

\_\_\_\_\_  
Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of \_\_\_\_\_, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a \_\_\_\_\_ meeting held on \_\_\_\_\_, 2013, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

\_\_\_\_\_  
Secretary, Board of Education

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
May 27, 2014**

**Report #13-70**

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

**Subject:            Personnel Recommendations**

A.        Retirement – Non Certified

<u>Name</u>	<u>Position</u>	<u>Years</u>	<u>Effective</u>
Linda Anderson	Human Resources Associate	16 years	7/22/14
Shelia Conrad	Student Services Secretary	24.5 years	12/31/14

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
May 27, 2014**

**Report #13-71**

**FOR ACTION**

**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 1<sup>st</sup> of each year. The local school districts must do the following on or before June 1<sup>st</sup>: 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 1<sup>st</sup> 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.