



WAVERLY
COMMUNITY SCHOOLS
Pride. Tradition. Excellence.

Waverly Community Schools

Regular Meeting

Monday, June 9, 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 June 9, 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 Presentation
 - A. High School Instructional Report - Principal Troy Lindley
- 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. Facility/Policy
 - 1. Recommendation to approve Report #13-72, - Policy - Second Reading 8
 - B. Finance/Personnel
 - 1. ***Recommendation to approve Report #13-73, Financial Recommendation 9
 - 2. ***Recommendation to approve Report #13-74, Certification of Summer Tax Levy - City of Lansing, Delta Township and Lansing Township 13
 - 3. Recommendation to approve Report #13-75, Waverly Community Schools 2014-2015 Proposed Budget 17
 - 4. Recommendation to approve Report #13-76, Building & Site, Series I Furniture Bid Award Recommendations 24
 - 5. ***Recommendation to approve Report #13-77, Personnel Report 26
 - C. Other
 - 1. ***Recommendation to approve Report #13-78, Delta Township District Library Board Member 27
- X. Superintendent's Report

- XI. Public Comment
- XII. Other Board Business
- XIII. Adjournment

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
May 27, 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
Mrs. Melissa Sherry, Vice Secretary-Treasurer
Mr. Calvin Jones, Trustee
Mr. Joe Chahine, Trustee

Member Absent:

Mr. Alan Wright, Treasurer

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
Lauren Wilcox
Ann Ferrin
Renee Guterrez
Rebecca Pease

Others Present:

Stan Kogut
Eleanor Fisher

Pledge

Stan Kogut, Ingham ISD Superintendent, led the pledge of allegiance to the flag.

Special Presentation

Stan Kogut provided information and answered questions from the Board on the proposed Ingham ISD General Education Budget, which the Board would take action on later in the meeting.

Correspondence

None

Public Comment

Addressing the Board during Public Comment was Michelle Frederick.

Student Representative Report

None

Board Member Comment

Member Chahine expressed his disappointment in Delta Charter Township for not allowing the District to put its logo and name on the water tower.

Board Member Comment (Cont.)

Member Martin concurred with Member Chahine about the water tower. She reported she went to Twine the Maypole at the Middle School last week and said she had a delightful time. Member Martin stated she had the honor of answering questions penned by students and parents. Member Martin said she is looking forward to Senior Honors Night on Thursday and Commencement on Saturday.

Adoption of Agenda

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

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

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

The minutes of May 12, 2014 were approved as presented.

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

The financial report was approved as presented.

Curriculum Committee Report

Member Witwer reported the Curriculum Committee met on May 12, 2014. Students at the High School have selected courses and schedules will be ready in the fall; common assessments in the core classes are a goal for the very near future in Grades 9-12; being creative at the Middle School on how they can continue programs (Read 180) while losing the SIG grant; adopted a K-4 digital format to infuse technology and get hands on materials in line with common core; Smarter Balance is up in the air and MEAP may be on for the fall; MEAP doesn't align with all we have done to prepare for Smarter Balance; end of the second year for Reading Street – staff is confident with the implementation and are seeing where the gaps are located; teachers are having discussions about fruitful, productive data and performance – data has supported some changes – it's the way they are instructing; there are some changes in curriculum due to current technology.

Policy – First Reading – For Discussion

Member Chahine led discussion of policies at first reading. Board members were encouraged to email President Slocum, Member Chahine, or Superintendent Urquhart if they had questions.

Finance/Personnel Committee Report

Mr. Nuffer made a recommendation for the Director of Finance to be granted authority to approve change orders up to 10% of an individual contract or \$25,000, whichever is greater, as it relates to the 2013 Building and Site Bonds. The committee recognizes the need to be able to respond quickly to changes in the project without causing delay to the project, and also recognizes that this should not circumvent the approval process for items of significant cost. The committee made the decision to approve the recommendation and grant the Director of Finance the authority to approve change orders up to 10% of an individual contract or \$25,000, whichever is greater, as long as it is executed in consultation with the Superintendent and the Finance Advisory Committee is notified of change orders satisfying these criteria. There was some discussion by the Board of this concept. It was determined it is important to give authorization to the Superintendent and Director of Finance to expedite the process; it's an efficiency issue and provides a system of checks and balances.

Mr. Nuffer informed the committee of two new internal controls put in place recently. Positive Pay and ACH Positive Pay were implemented with PNC Bank to prevent fraudulent activity against our bank accounts. Mr. Nuffer led a discussion regarding piloting the use of credit cards for district purchasing. The purchasing cards will provide 1% cash back on all purchases.

Mr. Perkins reported on the Voluntary Severance Plan (VSP). In total, 17 eligible members elected to accept the VSP. Mr. Perkins explained the extensive hiring process for the new High School Principal.

Finance/Personnel Committee Report (cont.)

The committee held a discussion about a change in the meeting schedule for next year. The committee decided to schedule monthly meetings to be held on the second Monday of each month at 5:00 p.m. This schedule will begin in September.

Financial Software – Report #13-68 – For Action

A motion was presented by Member Martin and supported by Member Witwer. MOTION: 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.

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

Waverly Community Schools 2013-2014 Amended Budget(s) – Report #13-69 – For Action

A motion was presented by Member Chahine and supported by Member Martin. MOTION: The Board of Education approves the following resolutions: The 2013-2014 General Fund Resolution with revenues of \$29,618,041 and expenditures of \$30,164,414, and the 2013-2014 Special Revenue Funds Resolution with revenues of \$1,295,843 and expenditures of \$1,311,127.

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

******Personnel Recommendations – Report #13-70- For Action***

The Board of Education approved the retirement of Linda Anderson (Human Resources Associate – 16 years) effective 7/22/14, and Shelia Conrad (Student Services Secretary – 24.5 years) effective 12/31/14.

******Ingham Intermediate School District General Education Fund 2014-15 Proposed Budget – Report #13-71 – For Action***

The Board of Education supported the Ingham Intermediate School District budget resolution as presented in the support materials.

Superintendent's Report

Superintendent Urquhart distributed a proposed schedule of Board meetings for next year. The schedule provides for one meeting on the third Monday of the month, starting at 6:30 p.m. There will also be two board work sessions. The Board's organizational meeting is scheduled for Monday, July 7, 2014.

Superintendent Urquhart also addressed the Board's committee structure. There will be a Facility/Policy Committee, Curriculum/Instruction Committee, Personnel/Finance Committee, and Marketing Committee. Board members can serve on more than one committee.

Superintendent Urquhart reported since the last Board meeting where the future of Windemere View Elementary School was discussed, he has received several calls inquiring about its use. He suggested the Board provide an opportunity for public input at the July 7, 2014 organizational meeting. Information will be sent out to residents of the area and an article notifying the public of this meeting will be published in the newspaper.

Superintendent Urquhart announced Mr. Huff is working hard to get things going in the right direction at the High School.

Superintendent Urquhart announced he will give a report on July 7 of what the plans are for the Marazita recognition ceremony in September.

Public Comment

Addressing the Board during Public Comment was Matt Oppenheim.

Other Board Business

Member Martin congratulated the Class of 2014 for putting their best foot forward and making it happen.

President Slocum reported Member Wright was absent this evening as he teaches a class on Tuesday. He also stated decisions are sometimes difficult to make and the Board has to do what they feel is right with the information it is given. He expressed his full faith in the people who run the District.

Member Jones stated he looks forward to Senior Honors Night and Graduation.

Adjournment

The meeting adjourned at 7:24 p.m.

Respectfully submitted,

Mary Ann Martin, Secretary

***Consent Agenda

rlp

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
June 9, 2014**

Report #13-72

FOR ACTION

Subject: Policy – Second Reading

Recommendation:

The Superintendent recommends the Board of Education approves the policy updates listed below at second 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 Discrimination in Employment	New
Policy 2260	Nondiscrimination and Access to Equal Educational Opportunity	Revised
Policy 2260.01	Section 5045/ADA Prohibition Against Discrimination Based on Disability	Revised
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 Discrimination in Employment	Revised
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 Justice Agency)	Revised
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.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
June 9, 2014**

Report #13-73

FOR ACTION***

Subject:

Finance Report

Recommendation:

It is recommended the following be approved:

Financial Report:

The cash balance as of April 30, 2014 was \$5,056,818.23. Receipts during May, consisting of property taxes, state aid and other revenues in the amount of \$2,080,574.90 minus disbursements during May of \$3,361,377.97, left the district with a General Fund cash balance, as of May 31, 2014, of \$3,776,015.16, 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 expenditures exceeding revenues by \$1,229,252.

Attached is a summary of year to date activity for the 2013 Building and Site, Series I Bonds showing \$5,766,632 remaining to be allocated for the project.

Attached is a summary of year to date activity for the 2013 School Facility Improvement Bonds showing \$21,216 remaining to be allocated for the project.

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

	Final Budget Current Year	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	8,536,510	8,254,772	(281,738)	3.3%
State sources	16,743,912	12,188,455	(4,555,457)	27.2%
Federal sources	2,349,228	1,214,018	(1,135,210)	48.3%
Intergovernmental	1,901,176	1,412,633	(488,543)	25.7%
Transfers In	87,215	-	(87,215)	100.0%
Total revenue	29,618,041	23,069,878	(6,548,163)	22.1%
Expenditures				
Current:				
Instruction:				
Basic program	14,877,260	11,805,425	(3,071,835)	20.6%
Added needs	2,917,405	2,352,002	(565,403)	19.4%
Total instruction	17,794,665	14,157,427	(3,637,238)	20.4%
Support Services:				
Pupil	2,193,560	1,742,854	(450,706)	20.5%
Instructional staff	1,772,652	1,255,417	(517,236)	29.2%
General administration	370,972	325,660	(45,312)	12.2%
School administration	1,857,190	1,600,429	(256,762)	13.8%
Business	449,029	384,225	(64,804)	14.4%
Operations and maintenance	3,087,758	2,745,296	(342,462)	11.1%
Pupil transportation services	968,622	797,928	(170,694)	17.6%
Central	569,305	481,995	(87,309)	15.3%
Other	57,850	23,528	(34,323)	59.3%
Total support services	11,326,938	9,357,331	(1,969,608)	17.4%
Athletics	429,338	344,240	(85,098)	19.8%
Community services	12,000	9,401	(2,599)	21.7%
Non Publics	2,325	2,328	3	-0.1%
Debt service:				
Principal	30,000	30,000	-	0.0%
Interest	26,585	26,585	-	0.0%
Capital outlay	86,255	40,740	(45,515)	52.8%
Payments to other public schools	456,307	331,078	(125,229)	27.4%
Total expenditures	30,164,414	24,299,130	(5,865,283)	19.4%
Excess of Revenue (Under)Over Expenditures	(546,373)	(1,229,252)	(682,880)	
Transfers Out	-	-	-	0.0%
Net Change in Fund Balance	(546,373)	(1,229,252)	(682,880)	
Fund Balance - Beginning of year	3,139,665	3,139,665		
Fund Balance - End of year	2,593,293	1,910,413		
	8.6%			

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

	Budget	Actual	Encumbered	Balance Remaining
Construction				
Remodeling	1,398,124	71,618	1,326,507	(1)
Technology Infrastructure	763,520	8,663	754,088	769
Construction Base Budget Subtotal	2,161,644	80,280	2,080,595	769
Technology Equipment - Contract				
Interactive Classroom	594,367	16,046	594,367	(16,046)
Network Equipment	319,581	-	319,581	-
Wireless Network	165,540	2,836	167,387	(4,684)
AV Systems	292,558	-	292,558	-
Video Distribution/Video Production	-	-	-	-
Tech Equipment Contract Subtotal	1,372,046	18,882	1,373,894	(20,729)
Technology Equipment - Owner PO				
Computers/Mobile Devices	2,082,471	139,747	160,336	1,782,388
Servers/Backend Systems	141,100	-	-	141,100
Printers	-	-	-	-
Document Cameras	-	-	-	-
Non-Instructional Equipment (from FFE)	27,300	-	-	27,300
Tech Equipment Owner PO Subtotal	2,250,871	139,747	160,336	1,950,788
District				
Loose Equipment (Furniture & Transportation)	1,053,109	23,220	503,262	526,627
Project Contingency	645,764	-	-	645,764
Owner GC/Contingency/Issuance Costs	1,994,501	90,142	14,500	1,889,859
Field General Conditions	139,000	7,375	-	131,625
Architect	226,830	61,615	-	165,215
Tech Design/Construction Mgr	691,235	214,521	-	476,714
District Subtotal	4,750,439	396,872	517,762	3,835,805
Totals	10,535,000	635,782	4,132,587	5,766,632

Waverly Community Schools
2013 School Facility Improvement Bonds
As of May 31, 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	18,407	79,965	-
VFD & CO2 & Controls Install & Electric	316,556	239,407	77,149	-
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><u>1,170,000</u></u>	<u><u>987,305</u></u>	<u><u>161,479</u></u>	<u><u>21,216</u></u>

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
June 9, 2014**

Report #13-74

FOR ACTION***

Subject:

Certification of Summer Tax Levy – City of Lansing, Delta Township and Lansing Township

Recommendation:

The Superintendent recommends the Board of Education adopt the proposed summer tax levy for the City of Lansing, Delta Township and Lansing Township. A certified copy is affixed to the official minutes of this meeting. A copy of the certification (L-4029) is included in the support materials.

Statement of Purpose:

To certify the tax levy, allowing local taxing units to collect summer taxes for the district.

Budget Impact:

If the certification of tax levy is not adopted, taxing units will not collect summer taxes for the school district.

Historical Perspective:

Section 380.1213 of Michigan School Code provides that the Secretary of the Board of Education file a certified copy of a resolution adopted by the Board, stating the number of mills to be levied on taxable properties within the school district. This certification is to be filed with the appropriate township(s) and city clerk(s).

A breakdown of the summer tax levy is as follows:

<u>Operating</u>	<u>Rate</u>	<u>Expires</u>
All – Voted (Hold Harmless)	2.1328	December 31, 2022
Commercial Personal – Voted	5.1328	December 31, 2022
Non-Home – Voted	6.8672	December 31, 2022
 <u>2005 Refunding Debt</u>		
All	2.0150	December 31, 2020
 <u>2013 Building and Site Debt</u>		
All	0.1900	December 31, 2022
 <u>2013 Refunding Debt</u>		
All	1.4950	December 31, 2020

The summer levy for the City of Lansing, Lansing Township and Delta Township is based upon fifty percent (50%) of the total levy.

Discussion of Options:

The Board may adopt the recommendation as presented, reject the recommendation or could reduce the amount of any of the above levies. Any reduction in tax levy will result in the loss of revenue for the District.

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 life long learner, and contribute as a citizen of our global society.

2014 Tax Rate Request (This form must be completed and submitted on or before September 30, 2014)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes Ingham County - City of Lansing	2014 Taxable Value for ALL Properties in the Unit as of 5-27-14. 1,784,051
Local Government Unit Requesting Millage Levy Waverly Community Schools	For LOCAL School Districts: 2014 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. "Not yet known"

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2014 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election, Charter, etc.	(5)** 2013 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2014 Current Year "Headlee" Millage Reduction Fraction	(7) 2014 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Extra Voted	Operating NON-HOME	05/2012	18.0000	18.0000	1.0000	18.0000	1.0000	18.0000	6.8672		12/2022
Hold Harmless Extra Voted	Operating ALL	05/2012	9.3000	9.3000	1.0000	9.3000	1.0000	9.3000	2.1328		12/2022
Extra Voted	2005 Refunding DEBT-ALL	06/2000	4.0300	N/A	1.0000	N/A	1.0000	4.0300	2.0150		12/2020
Extra Voted	2013 Refunding DEBT-ALL	06/2000	2.9900	N/A	1.0000	N/A	1.0000	2.9900	1.4950		12/2020
Extra Voted	2013 Bldg/Site DEBT-ALL	05/2013	0.3800	N/A	1.0000	N/A	1.0000	0.3800	0.1900		12/2022

Prepared by Heather VanderMoere	Telephone Number (517) 244-1291	Title of Preparer Ingham ISD Accounting Specialist	Date 05/29/14
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CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President			

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2014 for instructions on completing this section.

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate ***
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	2.1328
For Commercial Personal	5.1328
For all Other	9.0000

*** **FOR JULY 1 LEVY**

2014 Tax Rate Request (This form must be completed and submitted on or before September 30, 2014)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

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County(ies) Where the Local Government Unit Levies Taxes Eaton County - Delta Township	2014 Taxable Value for ALL Properties in the Unit as of 5-27-14. 579,129,024
Local Government Unit Requesting Millage Levy Waverly Community Schools	For LOCAL School Districts: 2014 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. "Not yet known"

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2014 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election, Charter, etc.	(5)** 2013 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2014 Current Year "Headlee" Millage Reduction Fraction	(7) 2014 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Extra Voted	Operating NON-HOME	05/2012	18.0000	18.0000	1.0000	18.0000	1.0000	18.0000	6.8672		12/2022
Hold Harmless Extra Voted	Operating ALL	05/2012	9.3000	9.3000	1.0000	9.3000	1.0000	9.3000	2.1328		12/2022
Extra Voted	2005 Refunding DEBT-ALL	06/2000	4.0300	N/A	1.0000	N/A	1.0000	4.0300	2.0150		12/2020
Extra Voted	2013 Refunding DEBT-ALL	06/2000	2.9900	N/A	1.0000	N/A	1.0000	2.9900	1.4950		12/2020
Extra Voted	2013 Bldg/Site DEBT-ALL	05/2013	0.3800	N/A	1.0000	N/A	1.0000	0.3800	0.1900		12/2022

Prepared by Heather VanderMoere	Telephone Number (517) 244-1291	Title of Preparer Ingham ISD Accounting Specialist	Date 05/29/14
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CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President			

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2014 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate ***
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	2.1328
For Commercial Personal	5.1328
For all Other	9.0000

***** FOR JULY 1 LEVY**

2014 Tax Rate Request (This form must be completed and submitted on or before September 30, 2014)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes Ingham County - Lansing Township	2014 Taxable Value for ALL Properties in the Unit as of 5-27-14. 107,463,389
Local Government Unit Requesting Millage Levy Waverly Community Schools	For LOCAL School Districts: 2014 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. "Not yet known"

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2014 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election, Charter, etc.	(5)** 2013 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2014 Current Year "Headlee" Millage Reduction Fraction	(7) 2014 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Extra Voted	Operating NON-HOME	05/2012	18.0000	18.0000	1.0000	18.0000	1.0000	18.0000	6.8672		12/2022
Hold Harmless Extra Voted	Operating ALL	05/2012	9.3000	9.3000	1.0000	9.3000	1.0000	9.3000	2.1328		12/2022
Extra Voted	2005 Refunding DEBT-ALL	06/2000	4.0300	N/A	1.0000	N/A	1.0000	4.0300	2.0150		12/2020
Extra Voted	2013 Refunding DEBT-ALL	06/2000	2.9900	N/A	1.0000	N/A	1.0000	2.9900	1.4950		12/2020
Extra Voted	2013 Bldg/Site DEBT-ALL	05/2013	0.3800	N/A	1.0000	N/A	1.0000	0.3800	0.1900		12/2022

Prepared by Heather VanderMoere	Telephone Number (517) 244-1291	Title of Preparer Ingham ISD Accounting Specialist	Date 05/29/14
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CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President			

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2014 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate ***
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	2.1328
For Commercial Personal	5.1328
For all Other	9.0000

***** FOR JULY 1 LEVY**

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
June 9, 2014**

Report #13-75

FOR ACTION

Subject:

Waverly Community Schools 2014-15 proposed budget(s)

Recommendation:

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

The 2014-15 General Fund Resolution with revenues of \$28,247,573 and expenditures of \$28,821,427

The 2014-15 Debt Retirement Fund Resolution with revenues of \$5,787,521 and expenditures of \$5,717,204

The 2014-15 Special Revenue Funds Resolution with revenues of \$1,312,107 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 \$2,904,226, or 10.1% of current year operating expenditures.

The projected Debt Retirement Fund balance as of June 30, 2014 will be \$664,616, or 11.6% of current year operating expenditures.

The projected Special Revenue Funds balance as of June 30, 2014 will be \$379,592, or 28.9% of current year operating expenditures.

Historical Perspective:

School districts are required to adopt their 2014-15 budget(s) by June 30, 2014 for the fiscal year beginning July 1, 2014.

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:

The Board of Education has the responsibility of reviewing the budget presented, holding a public hearing, modifying it as necessary, and approving it for implementation prior to the beginning of the fiscal year. (MCL 141.434)

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 life long learner, and contribute as a citizen of our global society.

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 2014-2015 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 2014-2015 which includes 18.0000 operating mills to be levied on all property, except principal residence and other property exempted by law and 4.2655 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	\$8,469,401
State	17,246,599
Federal	543,182
Other Financing Sources	1,988,391
Total Revenue	\$28,247,573
Total Fund Balance, July 1 Available to Appropriate	\$2,593,293
Total Available to Appropriate	\$30,840,866

BE IT FURTHER RESOLVED, that \$28,821,427 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	\$14,685,920
Added Needs	3,049,629
Support Services	
Pupil Support	2,071,591
Instructional Staff Support	905,067
General Administration	417,970
School Administration	1,843,556
Business Services	451,787
Operations and Maintenance	2,971,154
Transportation	960,905
Central Support	731,325
Other Support	573,097
Nonpublic Schools	2,325
Facilities Acquisitions and Debt Service	157,100
Other Financing Uses	-0-
Total Appropriated	\$28,821,427

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 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.

Secretary, Board of Education

DEBT SERVICE FUNDS APPROPRIATIONS
Resolution for Adoption by
The Waverly Community Schools Board of Education

RESOLVED that this resolution shall be the Debt Retirement appropriations of Waverly Community Schools for the 2014-2015 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 Debt Service Funds of the school district for fiscal year 2014-2015 which includes 7.40 debt service mills to be levied on all property not otherwise exempted by law is as follows:

Revenue:	
Local sources	\$5,787,521
Total Revenue	\$5,787,521
Total Fund Balance, July 1 Available to Appropriate	\$594,299
Total Available to Appropriate	\$6,381,820

BE IT FURTHER RESOLVED, that \$5,717,204 of the total available to appropriate in the Debt Service Funds is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures:	
Principal	\$4,700,000
Interest	\$1,017,204
Total Appropriated	\$5,717,204

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 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.

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 2014-2015 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 2014-2015 is as follows:

Revenue:	
Local	\$413,950
State	46,157
Federal	852,000
 Total Revenue	 \$1,312,107
 Total Fund Balance, July 1 Available to Appropriate	 \$379,336
 Total Available to Appropriate	 \$1,691,443

BE IT FURTHER RESOLVED, that \$1,306,107 of the total available to appropriate in the Special Revenue Funds is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures:	
Business Services	\$27,495
Operations and Maintenance	500
Food Services	1,102,438
Community Services	88,459
Fund Modifications (Transfers Out)	87,215
 Total Appropriated	 \$1,311,127

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 _____, 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.

Secretary, Board of Education

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
June 9, 2014**

Report #13-76

FOR ACTION

Subject:

Building and Site, Series I Furniture Bid Award Recommendations

Recommendation:

The Superintendent recommends the Board of Education approves awards to the lowest responsible bidder(s) from furniture bid package #1, as per the attached summary, in accordance with Board Policy 6320 (Purchasing).

Statement of Purpose:

The purpose of furniture bid package # 1 was to receive competitive pricing for furniture as it relates to the District's 2013 Building and Site, Series I bond implementation.

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 Wednesday, May 7, 2014 Furniture Bid Package #1 was released with responses due on Thursday, May 22, 2014 at 1:00 p.m. 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 Five Hundred One Thousand Three Hundred Seventeen and 50/100 Dollars (\$501,317.50). The total cost of this recommendation is within the overall budget. The contracts 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 take one of the following actions:

- 1) Accept all bid recommendations, as presented
- 2) Accept or reject each bid individually with a separate motion for each bid package
- 3) Reject all the bids, and reissue a new Invitation to Bid

Strategic Plan Reference:

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

FANNING HOWEY

May 28, 2014

Evan Nuffer
Director of Finance
Waverly Community Schools
515 Snow Road
Lansing, MI 48917

Re: 2013 Bond – Loose Furniture for
Waverly Community Schools
Lansing, MI
Project No. 213092.00

Dear Mr. Nuffer:

Fanning/Howey Associates, Inc. is pleased to inform you that Bids were received on May 22, 2014, at 1:00 p.m., local time, for the above-referenced Project. All submitted Bids have been reviewed and Fanning Howey has discussed the contents of the Bids with the submitters.

In consideration of the above information the following recommendation is made to award the following Base Bids for the Loose Furniture for Waverly Community Schools 2013 Bond project and waive any irregularities contained:

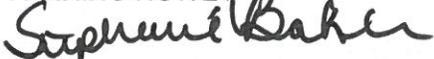
In our best judgment, the lowest, responsible, and responsive Bidders are as follows:

<u>Package A - Furniture</u>	\$400,523.50
Custer Workplace Interiors Lana Voelker 217 Grandville Avenue SW #100 Grand Rapids, MI 49503 Telephone: (616) 456-0332	
<u>Package B – V/S</u>	\$83,562.00
Great Lakes Furniture Supply, Inc. Ron Chrisman 687 Commerce Court, Suite 10 Holland, MI 49424 Telephone: (616) 796-3245	
<u>Package C – Board Room</u>	\$17,232.00
Great Lakes Furniture Supply, Inc. Ron Chrisman 687 Commerce Court, Suite 10 Holland, MI 49424 Telephone: (616) 796-3245	

Please contact us if you have questions regarding this information.

Sincerely,

FANNING HOWEY



Stephanie M. Baker, NCIDQ, LEED AP
Interior Designer, Associate

smb/ldb

ARCHITECTURE | ENGINEERING

28001 Cabot Drive | Suite 110 | Novi, MI 48377
248.848.0123 | fax 248.848.0133 | www.fhai.com

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
June 9, 2014**

Report #13-77

FOR ACTION***

Subject: Personnel Recommendations

A. Resignation – Non Certified

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Rebecca Taylor	HS Special Ed Parapro	Personal	6/9/14

B. Transfer – Non Certified

<u>Name</u>	<u>Position</u>	<u>Class/Salary</u>	<u>Effective</u>
Keenan Lewis	From: HS 3 rd Shift Custodian	Class B/\$15.51	6/2/14
	To: District Courier	Class BB/\$15.89	

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
June 9, 2014**

Report #13-78

FOR ACTION***

Subject: Delta Township District Library Board Member

Recommendation:

The Superintendent recommends the Board of Education reappoint Colleen Weinfeld to the Delta Township Library Board for a term beginning July 1, 2014 and ending June 30, 2018.

Statement of Purpose/Issue:

Under the terms of the Delta Township District Library Agreement, the Waverly Community Schools has the right to appoint two of the six members on the District Library Board.

Budget Impact:

None

Background Information/Historical Perspective:

The Waverly Community Schools entered into an agreement with Delta Township on March 9, 1998 to form a district library under Michigan Public Act 24 of 1989. Under the terms of the agreement Waverly Community Schools has the right to appoint two members to the District Library Board.

As specified in the library agreement, the appointed member must be a “qualified elector and resident of Delta Township.” Mrs. Weinfeld completes 10.5 years as a library board trustee on June 30, 2014 and wishes to continue in this position.

Discussion of Options/Alternatives:

The Board of Education may direct the administration to recommend another candidate.

Rationale for Recommendation:

Colleen Weinfeld has served on the Delta Township Library Board for the past 10 ½ years representing the community and district well in her role. She is a qualified elector and resident of Delta Township, a current Waverly Community School district librarian, and continues to be involved in district activities.

Goal Addressed:

Strategy #1 Communications: We will enhance communications within the district and with the community to improve relationships among all key constituent groups to better achieve our mission.