



WAVERLY
COMMUNITY SCHOOLS
Pride. Tradition. Excellence.

Waverly Community Schools

Organizational Meeting Meeting

Monday, July 7, 2014 6:00 PM

Agenda of Organizational Meeting Meeting

The Board of Education Waverly Community Schools

A Organizational Meeting meeting of the Board of Education of Waverly Community Schools will be held July 7, 2014, beginning at 6:00 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 & Pledge to the Flag - President Britt Slocum
- II. Board Pledge
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**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
June 9, 2014**

Opening of Meeting

The regular meeting of the Waverly Community Schools Board of Education was called to order by President Britt Slocum at 6:41 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
Matt Oppenheim
Pat Albright
Troy Lindley
Rebecca Pease

Others Present:

John Davids
Mary Jo White

Pledge

Pat Albright led the pledge of allegiance.

Special Presentation

The scheduled special presentation, High School Instructional Report, was postponed because the scores have been embargoed.

Correspondence

None

Public Comment

None

Student Representative Report

None

Board Member Comment

Member Sherry expressed her appreciation for the opportunity to speak at Commencement on behalf of the Board, noting it meant a lot to her. Member Sherry thanked Mary Jo White for the wonderful article about Elwood, a therapy dog, who has been working with students at Winans Elementary School. She noted Elwood has also been approved to work at Sparrow Hospital.

Member Martin reported she attended the 6th grade recognition night, where the choir sang several songs, the students buried a time capsule to open at their Senior Party, and perfect attendance was recognized. Mr. Moreno,

Board Member Comment (cont.)

Middle School principal, accepted the class. Member Martin reported she also attended the 8th grade recognition held at the High School Auditorium. Awards were given, Mr. Neiderquell read wonderful poetry, and the 8th grade band performed music from Walt Disney's Aladdin. Mr. Lindley, Waverly High School principal accepted the class and the 8th grade choir performed "We're All in This Together". On Thursday, May 28, Member Martin attended the Senior Honors Ceremony. She commented on the wonderful array of awards our students received for academics, sports, and music. She stated she was proud to be able to present the Oliver Benjamin Martin award. Member Martin stated next was Commencement, her favorite day of the school year. She stated the students and the audience were well behaved and noted she was proud of each and every one of the six student speakers, who were articulate and presented wonderful speeches to the students. Member Martin also acknowledged the article on Elwood, the therapy dog, and an article on Commencement printed in the *Delta Waverly Community News*.

Member Wright noted he missed the last Board meeting due to work, as the meeting was held on Tuesday instead of Monday.

Member Chahine stated he was excited to hand out diplomas to students at Commencement.

President Slocum thanked Member Martin for attending the 6th grade graduation ceremony. He also remarked about there not being any bells, air horns, or whistles at Commencement.

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 – 7; NAYS – 0.

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

The minutes of May 27, 2014 were approved as presented.

Policy – Second Reading – Report #13-72 - For Action

A motion was presented by Member Sherry and supported by Member Witwer. MOTION: The Board of Education approves the policy updates listed in Report #14-72 as presented. Member Martin suggested changes in several policies.

Motion carried, accepting friendly amendments made at the table. AYES – 7; NAYS – 0.

******Financial Report – Report #13-73 – For Action***

The financial report was approved as presented.

******Certification of Summer Tax Levy – City of Lansing, Delta Township, and Lansing Township – Report #13-74 – For Action***

The Board of Education adopted 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.

Waverly Community Schools 2014-15 Proposed Budget(s) - Report #13-75 – For Action

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

Waverly Community Schools 2014-15 Proposed Budget(s) - Report #13-75 – For Action (cont.)

The 2014-15 Special Revenue Funds Resolution with revenues of \$1,312,107 and expenditures of \$1,311,127;

Member Martin stated the Board had received and discussed this information at a Public Hearing at 6:00 p.m.

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

Building & Site, Series I Furniture Bid Award Recommendations – Report #14-76 – For Action

A motion was presented by Member Jones and supported by Member Sherry. MOTION: The Board of Education approves awards to the lowest responsible bidders, from bid package #1, as per the attached summary, in accordance with Board Policy 6320, (Purchasing).

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

******Personnel Report – Report #13-77 – For Action***

The Board of Education approved the resignation of Rebecca Taylor, High School Special Education Parapro, and the transfer of Keenan Lewis from HS 3rd shift custodian to District Courier.

******Delta Township District Library Board Member – Report #13-78 – For Action***

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

Superintendent's Report

Mr. Urquhart reported negotiations with the Principals' bargaining group and the Custodians are being initiated.

Mr. Urquhart reported the Student Code of Conduct is being reviewed to see if it fits our needs.

Mr. Urquhart stated today was the last day of school for students and attendance was good.

Mr. Urquhart announced he wants to provide opportunity next year for Board members to be able to tour programs in the district. This concept was developed after Board Member Sherry requested a tour of the preschool program at Colt. It will allow Board members to get an eagle-eye perspective of what is happening across the district.

Mr. Urquhart reported the recent retirement ceremony was a very special event. Ten retirees and their families were honored on June 5 at the Waverly Middle School Library. Their message was an emotional response about Waverly and how much it means to them. Their comments were moving and real. Mr. Urquhart thanked Mr. Slocum and Mrs. Martin for attending and participating in the program.

Mr. Urquhart congratulated Member Chahine on his 25th anniversary.

Other Board Business

Member Martin stated she would be remiss if she did not thank Colleen Weinfeld for representing Waverly on the Delta Township Library Board.

Member Witwer reported she and President Slocum met last week with a Delta Township representative to discuss the water tower and other ways to collaborate. We plan to share our rollout of the technology project and get them more information about our district. Member Jones stated he has a meeting on Thursday with Mary Clark, Delta Township Clerk, and Ken Fletcher, Delta Township Supervisor, where he will have the opportunity to talk about collaboration with Waverly.

President Slocum noted this is Mr. Lindley's last Board meeting. He thanked him for the job he has done at the High School. Mr. Lindley thanked the Board for letting him serve the district and the High School.

Other Board Business

President Slocum noted the Board has other business to conduct, including the Superintendent's contract, a closed session for contract negotiations, and evaluation of the superintendent. He noted the Board would not be voting on anything after going into closed session.

The Board discussed changes to the Superintendent's contract which include moving an expense account, and travel and car allowance into an annuity.

A motion was presented by Member Martin and supported by Member Witwer. MOTION: The Board of Education approves the amendment to Superintendent Urquhart's contract.

Member Sherry asked how these changes affected the district financially. President Slocum stated there will be a small impact with MPSRS when transferring from one point to another.

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

Motion to move to Closed Session

A motion was made by Member Sherry and supported by Member Jones. MOTION: The Board of Education enters into closed session for the purpose of discussing negotiations with the Local Union No. 580 Affiliated with the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America (Custodians).

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

The Board moved into closed session at 7:38 p.m.

Return to Open Session

The Board returned to open session at 8:03 p.m.

Superintendent's Evaluation

The Board of Education convened the Superintendent's evaluation in open session at 8:10 p.m., concluding at 8:43 p.m.

Respectfully submitted,

Mary Ann Martin, Secretary

***Consent Agenda

rlp

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
ORGANIZATIONAL BOARD MEETING
July 7, 2014**

Report 14-01

FOR ACTION

Subject: **Designation of Date, Time & Location of School Board Meetings**

Recommendation:

In accordance with Public Act No. 267 of the Michigan Public Acts of 1976, the Superintendent recommends the Board of Education meeting calendar be established as follows:

<u>2014</u>	<u>2015</u>
August 18	January 19
September 15	February 2 (Work Study)
September 29 (Work Study)	February 16
October 20	March 16
November 17	April 20
December 15	May 18
	June 15

All regular meetings will begin at 6:30 P.M. and will be held in the Administrative Center's Board Room.

A special organizational meeting of the Board of Education for the 2015-2016 school year will be held on Monday, July 6, 2015 at 6:00 p.m.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
ORGANIZATIONAL MEETING
July 7, 2014**

Report #14-02

FOR ACTION***

Subject:

Annual Designation of School Depositories

Recommendation:

The Superintendent recommends the Board of Education designate the following banking and investment institutions for the deposit of all funds over which the Board has direct or supervisory control.

PNC Bank

General Fund – Checking

General Fund – Checking (Payroll)

Debt Retirement Fund – Checking and Investments

Capital Projects Fund (2013 Building and Site, Series I) – Money Market

COMERICA BANK

Food Service Fund – Checking and Investments

Community Services Fund – Checking and Investments

General Fund – Checking and Investments

Trust & Agency Fund – Checking

Capital Projects Fund (2013 School Facility Improvement) – Checking and Investments

MICHIGAN SCHOOL DISTRICT LIQUID ASSET FUND

General Fund – Checking and Investments

Statement of Purpose:

Board Bylaw 0154 requires that the Board shall designate depositories for school funds; M.C.L. 380.1221

Background Information:

The District uses PNC Bank for its primary depository institution for all activities related to the General Fund and Capital Projects. Funds for Trust & Agency, Preschool, Food Services and Debt Retirement are held with Comerica Bank in segregated accounts so as not to comingle those funds.

Budget Impact:

Not applicable

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
ORGANIZATIONAL MEETING
July 7, 2014**

Report #14-03

FOR ACTION***

Subject:

Designation of Professional Service Consultants – Attorneys

Recommendation:

The superintendent recommends the Board of Education retain Thrun Law Firm, P.C. to address legal issues of the school district.

Statement of Purpose:

The above recommended law firm has served as counsel to the Board and their performance has been judged satisfactory. Approval of the Board's legal counsel at this time provides the administration with direction when needing legal advice during the school year.

Background Information:

In the past, the firm of Thrun Law Firm, P.C. has been authorized as professional counsel. The firm has performed legal services including elections, bonding proposals, state aid note preparation, negotiations, personnel matters, and other concerns.

Budget Impact:

The retainer charged in January 2014 by Thrun Law Firm, P.C. was \$1,600.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
ORGANIZATIONAL MEETING
July 7, 2014**

Report #14-04

FOR ACTION***

Subject:

Designation of Audit Firm for 2014-15

Recommendation:

The Superintendent recommends the Board of Education designates Plante & Moran, PLLC, Certified Public Accountants, to audit the school district's financial records for the year ended June 30, 2015

Statement of Purpose:

Board Policy 6830 requires that after the close of the fiscal year (June 30th), an audit of all accounts of the District be made annually by an independent, certified public accountant. The audit examination shall be conducted in accordance with generally accepted auditing standards and shall include all funds over which the Board has direct or supervisory control.

Background Information:

Plante & Moran performs audits for many school districts and works closely with the state of Michigan. The firm has audited the school district's financial records for over 20 years in a satisfactory manner.

Budget Impact:

The cost of the annual financial audit in 2013-2014 was \$27,925.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
ORGANIZATIONAL MEETING
July 7, 2014**

Report #14-05

FOR ACTION***

Subject:

Annual Designation of Authorized Signatories

Recommendation:

The Superintendent recommends the Board of Education designates the signatories for Waverly Community Schools' banking and investment transactions for the 2014-2015 fiscal year.

All checks drawn against an authorized, demand account in the following funds will be signed by the Board Treasurer and countersigned by the Director of Finance.

**General Fund
Trust & Agency Fund
Waverly Community Services Fund
Lunch Fund
Debt Fund
Capital Projects Fund**

The Director of Finance will be authorized to invest temporary, excess cash in the name of Waverly Community Schools and to liquidate such investments by deposit in authorized accounts.

The Superintendent recommends the Board of Education authorize the Director of Finance, or his/her designee, to sign purchase orders for the 2014-2015 fiscal year.

The Superintendent recommends the Board of Education authorize the Superintendent, or his/her designee, to sign contracts and agreements for the 2014-2015 fiscal year.

Statement of Purpose:

Board Bylaw 0154 requires that the Board shall designate those persons authorized to sign checks, contracts, agreements, and purchase orders

Background Information:

It is necessary for the Board of Education to officially designate its authorized signatories at the beginning of each school year.

Budget Impact:

Not applicable

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
ORGANIZATIONAL MEETING
July 7, 2014**

Report #14-06

FOR ACTION***

Subject: Designation of Electronic Transfer Officer (ETO)

Recommendation:

The Superintendent recommends the Board of Education designate the Treasurer and the Director of Finance as the Electronic Transfer Officers (ETO) for the 2014-2015 school year

Statement of Purpose:

Board Bylaw 0154 requires that the Board shall designate the Electronic Transfer Officer (ETO) in accordance with Policy 6144 – Investments, which states, The Board may adopt a resolution at its annual organizational meeting, authorizing electronic transactions and the treasurer or the Electronic Transfer Officer (ETO) as authorized agent(s) to complete such transactions on behalf of the Board

Background Information:

The District executes electronic transfers for the interfund movement of cash for the purposes of making debt retirement payments, tax receipts for debt retirement, food service receipts and trust and agency payments.

Budget Impact:

Not applicable

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
ORGANIZATIONAL MEETING
July 7, 2014**

Report #14-07

FOR ACTION***

Subject: Designation of Person to Post Meetings

Recommendation:

The Superintendent recommends the Recording Secretary to the Board of Education be designated as the person to post meetings of the Board of Education. In her absence, the Superintendent shall appoint a person to post individual meetings as required.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
Jul 7, 2014**

Report #14-08

FOR ACTION***

Subject: Designation of Charitable Giving Fiscal Agents

Recommendation:

The Superintendent recommends the Waverly Community Schools Board of Education select the Capital Area United Way and the Waverly Education Foundation as its charitable giving campaign fiscal agents for the 2014-2015 school year.

Statement of Purpose/Issue:

This action by the Board of Education establishes the Capital Area United Way and the Waverly Education Foundation as the only two agencies having access to the district's payroll deduction process for the purpose of conducting their charitable giving campaigns for the 2014-2015 school year.

Background Information/Historical Perspective:

In past years, the Capital Area United Way was named the fiscal agent as an umbrella, under which all charities seeking to use the district's payroll deduction process for charitable campaign giving must conform. The Waverly Education Foundation approached administration in 1995 with a plan to enhance its membership through offering a payroll deduction plan for district employees. This will ultimately benefit the district as Foundation monies will eventually filter back to the schools through enhancement of programs.

Rationale for Recommendation:

It is timely that the Board of Education selects its annual charitable workplace giving campaign fiscal agents in preparation for the Capital Area United Way and the Waverly Education Foundation campaigns. Traditionally the United Way campaign is conducted during the months of September and October. The Waverly Education Foundation offers membership to employees through payroll deduction on an ongoing basis.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 7, 2014**

Report #14-09

FOR ACTION***

Subject: Membership Resolution -- Michigan High School Athletic Association

Recommendation:

The superintendent recommends the Waverly Community School District continues its membership and relationship with the Michigan High School Athletic Association and that the following membership resolution, provided by the Michigan High School Athletic Association, be adopted for the year August 1, 2014 through July 31, 2015.

The secondary schools in the Waverly Community School District, City of Lansing, County of Eaton, State of Michigan, are hereby:

- (A) enrolled as members of the Michigan High School Athletic Association, Inc., a nonprofit association, and
- (B) are further enrolled to participate in the approved inter-school athletic activities sponsored by said association.

The Board of Education hereby delegates to the Superintendent or his designee(s) the responsibility for the supervision and control of said activities, and hereby accepts the Constitution and Bylaws of said association and adopts as its own the rules, regulations, and interpretations (as minimum standards), as published in the current Handbook and qualifications as published in the Bulletin as the governing code under which the said schools shall conduct their program of interscholastic activities and agrees to primary enforcement of said rules, regulations, interpretations, and qualifications. In addition, it is hereby agreed that schools which host or participate in the association's meets and tournaments shall follow and enforce all tournament policies, procedures and schedules.

This authorization shall be effective from August 1, 2014 and shall remain effective until July 31, 2015, during which the authorization may not be revoked.

Background Information/Historical Perspective:

Through Policy 2431 "the Board further adopts those eligibility standard set by the Constitution of the Michigan High School Athletic Association (MHSAA) and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this Board."

Rationale for Recommendation:

Action is necessary to prevent a lapse in membership, and enable the district to participate in league activities.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
July 7, 2014**

Report #14-10

FOR ACTION

Subject:

State Aid Note Program Borrowing Resolution

Recommendation:

The Superintendent recommends the Board of Education approve the resolution to borrow money for school operations and issue its notes therefore pledging for the payment of moneys to be received by it pursuant to the State School Aid Act of 1979, Act 94 as amended

Statement of Purpose:

Based on a statement of cash flows prepared for upcoming 2014-2015 fiscal year, it is anticipated the District will need to borrow up to \$2,300,000 to maintain a minimum operating reserve cash balance of \$1,000,000 during the 2014-2015 fiscal year. \$1,000,000 is the approximate amount required to meet bi-weekly payroll and benefits.

Budget Impact:

Interest expense related to the short term borrowing is estimated at 0.9%, or approximately \$20,700.

Historical Perspective:

Under the terms of Section 1225 of Act 451, the School District is authorized to borrow money for school operations and issue notes pledging for the repayment of those notes. For the first time in 2012-2013 the District needed to borrow from the Michigan Finance Authority (MFA) State Aid Note (SAN) program to meet cash needs. Last year the District borrowed direct from PNC Bank at an interest rate of 0.90%. In comparison, the blended interest rate through the MFA SAN program for 2013-2014 was 1.396%

Discussion of Options:

The Board of Education can adopt the resolution as presented, or reject the resolution and seek an alternate source of short term borrowing for the upcoming fiscal year

Rationale for Recommendation:

Short term borrowing will be necessary to meet the cash flow obligations of the School District during the 2014-2015 school year. State Aid Notes, either through the MFA or through a direct bank placement, offer a low cost financing opportunity to borrow money for school operations by pledging monies received pursuant to the "State Aid Act", which shall be the full faith and credit obligation of the School 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 lifelong learner and contribute as a citizen of our global society.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
July 7, 2014**

Report #

FOR ACTION

Subject:

Building and Site, Series I Change Order Recommendations

Recommendation:

The Superintendent recommends the Board of Education approve the following change orders:

- 1) Addition of interactive whiteboards at the Middle School.
- 2) Addition of clock replacement for the High School, Middle School, Administration, Colt and Winans
- 3) Addition of A/V equipment for the High School Training Center and Admin Training Room

Statement of Purpose:

The purpose of the recommendation is to approve change orders to continue with implementation of the 2013 Building and Site, Series I project utilizing savings from bid package #1 and available grant dollars.

Background Information:

- 1) The Middle School has applied for and received grant funding, through the School Improvement Grant (SIG) for the installation of new interactive whiteboards. To complete the project in advance of the 2014-15 school year, we would issue a change order to increase the existing contract to All Covered, Great Lakes Power and Datacom. Elmwood Elementary and East Intermediate are receiving a new clock system as part of the original Bid Package #1.
- 2) It is the recommendation of the Technology Steering Committee to expand the new clock system to the entire District utilizing savings from Bid Package #1. To complete the project in advance of the 2014-15 school year, we would issue a change order to increase the existing contract to Great Lakes Power for the new clock system.
- 3) It is the recommendation of the Technology Steering Committee to create a training center at the high school. To complete this project we will need to add the necessary A/V equipment to make the training center interactive. Additionally, it is the committee's recommendation to create a conference room at the Admin building with enhanced interactivity. This will allow the Boardroom to become a dedicated board room instead of an all-purpose room.

Budget Impact:

Item #1 has a cost of Ninety One Thousand Six Hundred Seventy-Five and 00/100 Dollars (\$91,675.00). The total cost of item #1 will be funded entirely by the grant proceeds from the School Improvement Grant (SIG). Item #2 has a cost of One Hundred Nine Thousand Nine Hundred Five and no/100 Dollars (\$109,905.00). The total cost of item #2 will be funded by the proceeds of the 2013 Building and Site, Series I bonds. Item #3 has a cost of Eighty Five Thousand Six Hundred Forty-Five and 00/100 Dollars (\$85,645.00). The total cost of item #3 will be funded by the proceeds of the 2013 Building and Site, Series I bonds.

Discussion of Options:

The Board may entertain a motion to approve the recommendation or reject the recommendation as presented.

Strategic Plan Reference:

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

140080 - Waverly Schools 2013 Bond Program

Tel: Fax:

EXT PCO 19 Dated 06/27/2014 BP 1 - ICI - HS and Admin PRT1

Item	Description	Current Request	Previously Approved	Status	Budget Code (WBS) (Funded From)	RFC	Funding Source	Item Not Authorized
10	BP 1 - ICI - HS 43,44,45,46 PRT1	\$ 77,523.00		Pending	140080.21.80.97.900000.1	Owner Requested Change	Construction Contingency	_____
20	BP1 - ICI - Admin Room 7 PRT1	\$ 8,122.00		Pending	140080.21.80.97.900000.1	Owner Requested Change	Construction Contingency	_____
		\$ 85,645.00	\$ 0.00					
Total EXT PCO 19:		\$ 85,645.00						

COR TOTAL: 85,645.00 TOTAL REQUEST: 0.00 REQUESTED DAYS: 0

Barton Malow Company	Owner	Architect/Engineer
Issued By _____	Authorized By _____	Recommended By _____
Date _____	Date _____	Date _____

NOTE: Items not funded within the current budget / contract may (and in most cases will) result in an increase to the Project Construction Cost, GMP or Prime Contract. Appropriate Prime Contract Change Order(s) will result. In the case of Estimated and Quoted amounts if the Final amount does not exceed the amount shown, authorization is given to issue appropriate change order(s).

Technology Designer: **Barton Malow**
Construction Manager: **Barton Malow**
Architect: **Fanning Howey**

Project: **Waverly Community Schools**

PR No: **T1**
Date: **5/28/14**

Provide an itemized cost proposal for the following change(s):

Item 1. Include digital signage

1. Refer to the attached Display Schedule for updated display quantities, sizes, and requirements. Changes from original bid are highlighted in yellow. Modifications include:
 - A) Using EzSign or similar product for digital signage on select displays. Include EzSign WiFi USB Adapter for EzSign displays. Coordinate wireless requirements with Owner's IT Department.
 - B) Adding an entrance display at each building and clarifying that Winans will have one entrance display not two.
 - C) Adding a fourth display in the high school cafeteria.
 - D) Repurposing the 3 existing high school cafeteria displays to the media center booths and administration building room 204.
 - E) Changing the admin entrance display to be EzSign instead of a dedicated HDMI to the reception area.
 - F) Provide and install a Chromecast dongle on each display noted on the Display Schedule.

Item 2. High School Auditorium

1. See attached sheet T0.6 reissued for PR T1. Changes from Crestron-based switching and control system to Extron based.

Item 3. Middle School Auditorium

1. See attached sheet T0.6 reissued for PR T1. Changes from Crestron-based switching and control system to Extron based.
2. Use owner-approved Epson projector in lieu of Christie projector included in bid.

Item 4. Learn Lab AV Control

1. Change from having individual button-controlled panels by each display to having one fixed wall-mounted touch panel for control per Learn Lab. Applies to HS media center, HS learn lab, and each of the 2 collaboration spaces at the middle school.

Item 5. High School Rooms 43/44/45/46 and Admin Room 7

Technology Designer: **Barton Malow**
 Construction Manager: **Barton Malow**
 Architect: **Fanning Howey**

Project: **Waverly Community Schools**

PR No: **T1**
 Date: **5/28/14**

1. Refer to drawing T0.7 for audiovisual requirements. Updated drawing T0.7 clarifies that the existing Promethean Boards and associated Epson Projectors will come from the following locations so HS uses Epson 425W projectors and Admin uses 475W projector. Install new audiovisual/USB infrastructure to match new IWB locations.

<u>Building</u>	<u>Room</u>	<u>IWB Model</u>	<u>Projector Model</u>	
Colt	10	ABV587PRO	Epson 475W	IWB to HS room 45, projector to Owner
Colt	3	ABV378PRO	Epson-425W	HS
Colt	5/9/13		Epson 425W	Use one for HS room 45, rest to Owner.
Winans	101	ABV378PRO	Epson 425W	HS
Winans	103	ABV378PRO	Epson 425W	HS
Winans	403	ABV587PRO	Epson 475W	Admin

2. Provide a fixed wall-mounted Crestron touch panel for control in each of the 4 rooms. Match the control interface being used in the media center Learn Lab.
3. When removing projectors from Colt, turn over remaining Epson 425W's to Owner as spares from rooms 5, 9, and 13.

Item 6. High School Cafeteria

1. Remove the existing display from the cafeteria stage and replace with Epson projector and new projection screen. Projector to match model being installed in media center and board room.
2. Room will still have 3 displays. Third display to be located near the server.
3. Provide a new wireless microphone with receiver and integrate into existing TOA amplifier. Provide antenna in cafeteria.

Item 7. Media Center and Board Room Projectors

1. Use the Epson _____ projectors in the high school media center and administration building board room in lieu of the base bid projector.

140080 - Waverly Schools 2013 Bond Program

Tel: Fax:

EXT PCO 15 Dated 06/11/2014 BP1 - Proposal Request T2

Item	Description	Current Request	Previously Approved	Status	Budget Code (WBS) (Funded From)	RFC	Funding Source	Item Not Authorized
10	BP1 All Covered - Proposal Request T2	\$ 75,865.00		Pending	140080.21.80.97.900000.1	Owner Requested Change	Construction Contingency	_____
20	BP1 Datacom - Proposal Request T2	\$ 4,810.00		Pending	140080.21.80.97.900000.1	Owner Requested Change	Construction Contingency	_____
30	BP1 Great Lakes Pwr - Proposal Request T2	\$ 11,000.00		Pending	140080.21.80.97.900000.1	Owner Requested Change	Construction Contingency	_____
		\$ 91,675.00	\$ 0.00					
Total EXT PCO 15:		\$ 91,675.00						

EXT PCO 16 Dated 06/13/2014 BP1 - GLP&L - New Clock System for 5 Buildings

Item	Description	Current Request	Previously Approved	Status	Budget Code (WBS) (Funded From)	RFC	Funding Source	Item Not Authorized
10	BP1 - GLP&L - New Clock System for 5 Buildings	\$ 109,905.00		Pending	140080.21.80.97.900000.1	Owner Requested Change	Construction Contingency	_____
		\$ 109,905.00	\$ 0.00					
Total EXT PCO 16:		\$ 109,905.00						

COR TOTAL: 201,580.00 TOTAL REQUEST: 0.00 REQUESTED DAYS: 0

Barton Malow Company	Owner	Architect/Engineer
Issued By _____	Authorized By _____	Recommended By _____
Date _____	Date _____	Date _____

NOTE: Items not funded within the current budget / contract may (and in most cases will) result in an increase to the Project Construction Cost, GMP or Prime Contract. Appropriate Prime Contract Change Order(s) will result. In the case of Estimated and Quoted amounts if the Final amount does not exceed the amount shown, authorization is given to issue appropriate change order(s).

Technology Designer: **Barton Malow**
Construction Manager: **Barton Malow**
Architect: **Fanning Howey**

Project: **Waverly Community Schools**

PR No: **T2**
Date: **5/28/14**

Provide an itemized cost proposal for the following change(s):

Item 1. Middle School Promethean Boards

1. The owner is considering adding Promethean boards to the Waverly Middle School classrooms. They intend to keep the existing Epson projector as a mirrored 2nd display in the room. Some of the existing projectors will remain in the current location, most existing projectors and markerboards will be relocated to a different wall. Refer to updated drawings WMS T2.2C, WMS T2.2D, WMS T2.2E, and T0.1 dated 05/29/2014 for updated display and teacher location locations.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
July 7, 2014**

Report #14--12

FOR ACTION***

Subject:

Finance Report

Recommendation:

It is recommended the following be approved:

Financial Report:

The cash balance as of May 31, 2014 was \$3,776,015.16. Receipts during June, consisting of property taxes, state aid and other revenues in the amount of \$3,115,336.53 minus disbursements during June of \$2,513,730.24, left the district with a General Fund cash balance, as of June 30, 2014, of \$4,377,621.45, including \$2,300,000.00 from the issuance of a State Aid Note.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
July 7, 2014**

Report #14-13

FOR ACTION***

Subject: Personnel Report

A. Employment - Administrative

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Anthony Terranova	HS Assistant Principal	Step 0, \$80,136	7/1/14

B. Transfer –Non Certified

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Kim Walker	From: Curriculum Secretary To: Human Resources Administrative Assistant	7/1/14
Jaclyn Sewell	From: Colt Secretary To: Secretary for Enrollment/Registrar/Student Services	8/1/14
Melissa Finegan	From: Colt ELMS To: Middle School Assistant Secretary	8/13/14