



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

**Waverly Community Schools**

**Regular Meeting**

**Monday, October 20, 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 October 20, 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 - Plante & Moran Audit Report
- III. Correspondence
- IV. Public Comment
- V. Student Representative Report
- VI. Board Member Comment
- VII. Adoption of Agenda
- VIII. \*\*\*Approval of Minutes 4
- IX. Presentation of Reports
  - A. Advisory Committee Reports
    - 1. Facility/Policy - Member Chahine
    - 2. Finance/Personnel - Member Wright
    - 3. Curriculum - Member Witwer
  - B. Policy
    - 1. Recommendation to approve Report #14-27, Policy (2nd Reading) 10
  - C. Finance & Personnel
    - 1. \*\*\*Recommendation to approve Report #14-28, Finance Report 11
    - 2. \*\*\*For Information - Disposition of Surplus Equipment 15
    - 3. Recommendation to approve Report #14-29, Purchase of High School Sound Equipment 16
    - 4. Recommendation to approve Report #14-30, Acceptance of Audited Financial Statements 17
    - 5. \*\*\*Recommendation to approve Report #14-31, Personnel Report 18
  - D. Other

1. \*\*\*For Information - Extended Field Trip

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X. Superintendent's Report

XI. Public Comment

XII. Other Board Business

XIII. Adjournment

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
September 15, 2014**

***Opening of Meeting***

The regular meeting of the Waverly Community Schools Board of Education was called to order by President Britt Slocum at 6:33 p.m. in the Board Room of the Administrative Center, 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 L. Jones, Trustee

***Members Absent:***

Mr. Joe Chahine, Trustee

***Staff Present:***

Mr. Terry Urquhart, Superintendent  
Mr. Evan Nuffer, Director of Finance  
Mr. Vincent Perkins, Director of Personnel  
Mrs. Gloria Gonzalez, Director of Student Services  
Rebecca Pease  
Chris Huff  
Tim Lyman  
Vickie Tisdale  
Helene McNeilly  
Shawn Talifarro  
Mike Moreno  
Jeannine Batterson  
Christina Lounds  
Carrie Baker  
Gordon Decker  
Becky McQuillan  
Naomi Harvey  
Allison Orwat  
Rebecca Hager  
Rebecca Parker  
Craig Paksi  
Pat Albright  
Robert Lurie  
Grace Lynch

***Others Present:***

April Gonzales  
Laurie Swisk  
Zack Boyer  
Tyler Eastman  
Taylor Coe  
Ayanna Mohammad  
Ayden Zerkie  
Dawn Plenar  
Scott Herendeen

***Pledge***

Christopher Huff led the pledge of allegiance.

***Special Presentation***

Waverly High School teacher Robert Lurie provided a PowerPoint presentation of the June 18-July 1 extended field trip to England, France, Belgium, Germany and Austria. Participating in this unique, historic World War II trip were five chaperones, twenty-two current and former students, two affiliated students, seven adults, six travelers from Minnesota, and one tour director. The trip was planned over 20 months, which opened the door for many people to participate. The participants traveled by airplane, motor coach, subway, ferry boat, train and bicycle. Four High School students shared a memorable experience of the trip. Tyler Eastman talked about the concentration camp in Germany; Taylor Coe noted Buckingham Palace was the first clue you were out of the United States; Ayanna Mohammad said her most memorable moment was walking up 1500 steps to the top of Eiffel Tower in France and looking out over the city; and Zack Boyer stated his grandfather always wanted to go to London – while on the trip, he and his family met extended family members and memorialized his grandpa on Lovelock Bridge. Mr. Lurie announced the next planned extended field trip will be to Italy and Greece in the summer of 2016.

***Correspondence***

None

***Public Comment***

Addressing the Board during Public Comment were April Gonzales, Shannon Schofield, Allison Orwat, Jeannine Batterson, Becky Hager, Carrie Baker, Christina Lounds, Craig Paksi, and Rebecca Parker. Ms. Batterson also read comments from Michelle Rowe, who was not in attendance.

***Student Representative Report***

None

***Board Member Comment***

Member Sherry thanked Mr. Lurie for providing a wonderful experience for students. She thanked Principal Dorothy Blackwell, recognizing her for all she has done for our school district.

Member Wright extended a fond farewell to Dorothy Blackwell.

Member Witwer stated a lot of work went into the Marazita dedication which resulted in a positive outcome. She thanked the Winans staff for coming out and paying tribute to Dorothy Blackwell.

Member Martin stated opening day was a smashing success and a wonderful day. She noted she had the opportunity to go to a couple of schools. Member Martin stated she attended the ISOA meeting on September 3. Don Wotruba presented information on activities that affect what happens in our schools. The ISOA Legislative Breakfast will be held on Thursday, October 9 in Mason. Member Martin reported Ed Havitz, a teacher in Waverly for 25 years, has died. His participation in Advent House and Habitat for Humanity impacted the community. Member Martin stated she has worked with Dorothy Blackwell over the years and will miss the leadership and warmth she brings to staff, students, and parents. Member Martin reported she attended the Marazita dedication. She asked Mr. Marazita what he thought of the recognition and he said “I don’t know, I don’t know. I’ll wake up tomorrow and wonder if it’s real.”

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

The minutes of the August 18<sup>th</sup> meeting were approved as presented.

***Adoption of Agenda***

Member Jones asked that Report #14-26 be removed from the Consent Agenda. A motion was presented by Member Martin and supported by Member Jones. MOTION: The Board of Education adopt the agenda as revised.

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

***Advisory Committee Report – Policy Advisory Committee***

In Member Chahine's absence, Superintendent Urquhart reported he met with Member Chahine and Member Slocum on September 5<sup>th</sup> to review policy changes in Bylaws, Section 1000 (Administration) and Section 2000 (Program). These changes were presented to the Board and will be on the October 20, 2014 agenda for action.

***Advisory Committee Report – Finance & Personnel***

Member Wright reported the Finance and Personnel Committee met on September 8. Present were Member Jones, and Member Wright. Absent was Chairperson Martin (Member Slocum attended in her absence). Member Wright reported the auditors are in the District this week. Mr. Nuffer presented the unaudited Fund Financial Statements for the Year ending June 30, 2014. It is expected the District will close the year with a positive variance of approximately two percent compared to budget. Mr. Nuffer presented the cash position report for the month ended August 31, 2014, with the ending general fund cash balance of \$3,599,394.88. The committee also discussed capital projects, projects in the technology bond, the upcoming Technology Steering Committee meeting, and a potential future easement request for right of way with road construction and sidewalks for East Intermediate School.

***Advisory Committee Report – Curriculum***

Member Witwer reported she and Member Sherry met on September 4, with Dorothy Blackwell, Gloria Gonzalez, Mike Moreno, Shawn Talifarro, Vickie Tisdale, and Vince Perkins. The Pre-K and Kindergarten report included parent orientation was held with positive feedback; the first day of school was very positive; and Aimsweb was done during August for baselines and assessments. In Grades 1-4, both buildings use identical testing (Reading Street and Envision for pre- and post-testing); teachers have been very positive about technology and are meeting on goals with leadership; and Winans' Block grant is in place. At East, students are transitioning from elementary to secondary; they have been practicing the PRIDE matrix and are involved in pre- and post-testing for every student on every subject. New this year is the intervention block.

The Middle School reported it looks like enrollment might be up this year. Pre- and post-testing is being done by subject matter in each class and content assessment tests that teachers have created are being used. The Middle School has a full year to prepare students for state assessments now held in the spring. Teachers are Aimsweb testing each student; A<sup>2</sup> is still running for intervention, with a focus in math; review of grade level content is ongoing; and enrichment classes are beginning for advanced work. At the High School, three professional development days for common assessments and aligning with common core within their departments were held before school opened and they are using ACT for alignment structure (the function of ACT prep is to eventually take the ACT elective test). The High School is also developing common assessments.

In Special Education, there have been requests for Sidewalks reading material for special education students; materials need to be ordered, but there is no budget for this. Mrs. Gonzalez will start foundational discussions with schools regarding budgets.

***\*\*\*Finance Report – Report #14-24 - For Action***

The Finance Report was approved as presented.

***\*\*\*Certification of Winter Tax Levy – Report #14-25 – For Action***

The Board adopted the proposed winter tax levy for the City of Lansing, Delta Township, Lansing Township, Watertown Township and Windsor Township. A certified copy is affixed to the official minutes of this meeting.

***Personnel Report – Report #14-26 – For Action***

A motion was presented by Member Jones and supported by Member Martin. MOTION: The Board of Education approve Report #14-26 as presented.

Member Jones thanked Dorothy Blackwell for her work in helping to draft the District’s mission statement and beliefs. He noted she was very tenacious about getting it done and he wanted to thank her for her efforts publicly. Member Jones also congratulated Precious Lee on her job transfer from Special Education to High School Counselor.

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

The Board of Education approved the transfer of Precious Lee from HS Special Ed. Teacher to HS Counselor; the employment of Brittany Kevern (HS Special Ed. Teacher); and Carla Larzelere (Colt .4 Music teacher); the transfer of Perry Costello from Winans Title I Parapro to Winans Parapro (P/T 3.75 hrs.); Sylvia Hernandez (from HS Lunch Assistant (2.0 hrs.) to HS Lunch Asst. (2.5 hrs); and Gabriel Lopez from Pre-School Assoc. Teacher to MS 1:1 Spec. Ed. Parapro; the employment of Pam Terris (.5 Alternative HS Parapro (4 hrs.); the resignation of Dorothy Blackwell (Chief Academic Officer K-8 and Winans Principal); the resignation of Ramona Mendez (Elementary Spanish Teacher); John Langstaff (HS English Teacher) and Susan Burm (Elementary Music Teacher); and the resignation of Ciara Wilson-Santos (.5 Alternative HS Parapro); Helen Hoskins (East Asst. Cashier); and Kate Porter (HS Asst. Cashier).

***Superintendent’s Report***

Superintendent Urquhart reported preliminary enrollment numbers indicate we might be up a few extra students this year, but we won’t have hard numbers until count day.

Superintendent Urquhart stated we got off to a good start hampered by some technology issues. He thanked the teaching staff for being able to go along with some of the bumps and bruises.

Superintendent Urquhart thanked Member Witwer for doing a wonderful job with the Marazita dedication of renaming a facility after a long-time employee.

Superintendent Urquhart stated the resignation of Dorothy Blackwell is a negative point for the school district, noting it is hard to replace someone who has taken test scores from 6% to 67%.

***Public Comment***

Addressing the Board during Public Comment were Christina Lounds (reading comments from Randee Smith) and Dawn Plenar.

***Other Board Business***

Member Jones commended Mike Morneo and his staff on opening day, noting the students were well behaved and adjusted.

***Adjournment***

The meeting adjourned at 7:30 p.m.

Respectfully submitted,

Mary Ann Martin, Secretary  
rlp

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
SPECIAL MEETING  
September 29, 2014**

***Opening of Meeting***

The special meeting of the Waverly Community Schools Board of Education was called to order by President Britt Slocum at 9:00 a.m. in the East Conference Room, 3131 W. Michigan Avenue, Lansing, Michigan.

***Members Present:*** Mr. Britt Slocum, President  
Mrs. Angela Witwer, Vice President  
Mr. Alan Wright, Treasurer  
Mrs. Melissa Sherry, Vice-Secretary/Treasurer  
Mr. Calvin L. Jones, Trustee  
Mr. Joe Chahine, Trustee

***Members Absent:*** Mrs. Mary Ann Martin, Secretary

***Staff Present:*** Mr. Terry Urquhart, Superintendent  
Rebecca Pease, Administrative Assistant

***Delegate Assembly for MASB Convention***

It was determined Member Sherry would attend the MASB Delegate Assembly on Thursday, November 6 , 2014 at the Amway Grand Plaza in Grand Rapids. President Slocum will serve as the alternate if she is unable to attend.

***Twelve Most Common Mistakes Made by Board Members***

The Board read and discussed The Twelve Most Common Mistakes made by Board Members, a publication by Nicholas D. Caruso, Sr. Staff Associate, Connecticut Boards of Education. They include lack of patience; poor behavior; challenging the board after a vote; acting like the “Lone Ranger”; not seeing the forest for the trees; dropping a bomb at a Board meeting/ Superintendent or chair dropping a bomb on Board; voting along party lines, putting politics before children; becoming a “ball carrier” for others with hidden agendas; having your own hidden agenda; speaking about confidential issues; considering staff “the enemy”; ignoring policy; and putting the Board above family and business.

***Additional Topics***

The Board heard an update on the Winans’ Principal position; discussed a proposed Cabinet position; and discussed the status of the Windemere View Elementary property.

Other items discussed were use of the “Waverly” name, the mission statement, the Board’s budget for workshops and conferences, and the Marazita Football Stadium dedication.

A motion was made by Member Wright and supported by Member Chahine. MOTION: The Board amend Report #14-32 (November 11, 2013), with the following: Remove financial restrictions and replace with reasonable costs as determined by the Superintendent and the Director of Finance.

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

Respectfully submitted,

Melissa Sherry  
Vice Secretary-Treasurer

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
October 20, 2014**

**Report #14-27**

**FOR ACTION**

**Subject: Policy - Second Reading**

**Recommendation:**

The Superintendent recommends the Board of Education approves the policy updates listed below at second reading.

Bylaw 0100	Full Board	Revised
Bylaw 0100	Principal	Revised
Bylaw 140	Board Terms	Revised
Bylaw 0164	Call	Delete
Policy 1240	Evaluation of the Superintendent	Revised
Policy 1420	School Administrator Evaluation	Revised
Policy 2105	Mission of the District	Revised
Policy 2221	Mandatory Courses	Revised
Policy 2225	Students who are English Language Learners (ELL)	Revised
Policy 2700	Combined P.A. 25 Annual Report and No Child Left Behind Report Card	Revised

**Statement of Purpose/Issue:**

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

**Budget Impact:**

None

**Historical Perspective/Background:**

The Superintendent and Policy Advisory Committee are conducting a period review of the policy manual and bringing changes to the Board for its consideration.

**Discussion of Options:**

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

**Rationale for Recommendation:**

These recommendations are being recommended by the Superintendent and Policy Committee after thorough review of the Bylaws, Section 1000 (Administration), and Section 2000 (Program).

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
OCTOBER 20, 2014**

**Report #14-28**

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

**Subject:**

Finance Report

**Recommendation:**

It is recommended the following be approved:

**Financial Report:**

The cash balance as of August 31, 2014 was \$3,599,394.88. Receipts during September, consisting of property taxes, state aid and other revenues in the amount of \$4,876,948.72 minus disbursements during September of \$4,046,694.49, left the district with a General Fund cash balance, as of September 30, 2014, of \$4,429,649.11, including \$2,300,000.00 from the issuance of a State Aid Note.

Current year General Fund expenditures exceed revenues by \$1,229,252. Attached is a summary of year to date activity in comparison to the original budget.

The balance of the 2013 Building and Site, Series I Bonds remaining to be allocated is \$2,622,407. Attached is a summary of life to date activity for this Capital Projects Fund.

The balance of the 2013 School Facility Improvement Bonds remaining to be allocated is \$60,781. Attached is a summary of life to date activity for this Capital Projects Fund.

**Waverly Community Schools  
Budgetary Comparison Schedule  
For the Year Ended September 30, 2014**

	Original Budget	Actual	Over (Under) Budget	% Available
<b>Revenue</b>				
Local sources	8,469,401	3,348,459	(5,120,942)	60.5%
State sources	17,246,599	-	(17,246,599)	100.0%
Federal sources	543,182	-	(543,182)	100.0%
Intergovernmental	1,901,176	6,890	(1,894,286)	99.6%
Transfers In	87,215	-	(87,215)	100.0%
<b>Total revenue</b>	<b>28,247,573</b>	<b>3,355,349</b>	<b>(24,892,224)</b>	<b>88.1%</b>
<b>Expenditures</b>				
Current:				
Instruction:				
Basic program	14,503,034	2,256,674	(12,246,361)	84.4%
Added needs	2,994,819	428,605	(2,566,214)	85.7%
<b>Total instruction</b>	<b>17,497,853</b>	<b>2,685,278</b>	<b>(14,812,575)</b>	<b>84.7%</b>
Support Services:				
Pupil	2,071,591	369,386	(1,702,205)	82.2%
Instructional staff	861,692	507,016	(354,676)	41.2%
General administration	417,970	133,497	(284,473)	68.1%
School administration	1,836,211	425,424	(1,410,788)	76.8%
Business	451,787	127,134	(324,653)	71.9%
Operations and maintenance	2,904,350	707,809	(2,196,541)	75.6%
Pupil transportation services	960,905	137,304	(823,601)	85.7%
Central	531,031	154,261	(376,770)	71.0%
Other	57,850	12,245	(45,605)	78.8%
<b>Total support services</b>	<b>10,093,387</b>	<b>2,574,076</b>	<b>(7,519,311)</b>	<b>74.5%</b>
Athletics	515,247	37,646	(477,601)	92.7%
Community services	-	-	-	0.0%
Non Publics	2,325	-	(2,325)	100.0%
Debt service:				
Principal	135,000	-	(135,000)	100.0%
Interest	22,100	-	(22,100)	100.0%
Capital outlay	85,226	27,329	(57,897)	67.9%
Payments to other public schools	470,289	-	(470,289)	100.0%
<b>Total expenditures</b>	<b>28,821,427</b>	<b>5,324,329</b>	<b>(23,497,098)</b>	<b>81.5%</b>
Excess of Revenue (Under)Over Expenditures	(573,854)	(1,968,980)	(1,395,127)	
Transfers Out	-	-	-	
Net Change in Fund Balance	(573,854)	(1,968,980)	(1,395,127)	
Fund Balance - Beginning of year	3,244,589	3,244,589		
Fund Balance - End of year	2,670,736	1,275,609		
	9.3%	24.0%		

**Waverly Community Schools**  
**2013 Building and Site Bonds, Series I**  
**Budget Summary**  
**As of September 30, 2014**

	Budget	Actual	Encumbered	Balance Remaining
<b>Construction</b>				
Remodeling	1,709,421	1,167,850	548,223	(6,652)
Technology Infrastructure	752,747	626,373	126,373	0
<b>Construction Base Budget Subtotal</b>	<b>2,462,168</b>	<b>1,794,224</b>	<b>674,596</b>	<b>(6,652)</b>
<b>Technology Equipment - Contract</b>				
Interactive Classroom	711,768	606,403	121,411	(16,045)
Network Equipment	366,593	285,906	80,687	-
Wireless Network	167,387	170,224	(0)	(2,837)
AV Systems	394,519	319,098	75,421	-
Video Distribution/Video Production	-	-	-	-
<b>Tech Equipment Contract Subtotal</b>	<b>1,640,267</b>	<b>1,381,630</b>	<b>277,519</b>	<b>(18,882)</b>
<b>Technology Equipment - Owner PO</b>				
Computers/Mobile Devices	2,082,471	1,130,383	283,273	668,815
Servers/Backend Systems	141,100	76,759	21,461	42,880
Printers	-	179,115	1,975	(181,089)
AV Equipment	-	6,597	19,875	(26,472)
Non-Instructional Equipment (from FFE)	27,300	9,543	2,704	15,053
<b>Tech Equipment Owner PO Subtotal</b>	<b>2,250,871</b>	<b>1,402,397</b>	<b>329,287</b>	<b>519,187</b>
<b>District</b>				
Loose Equipment (Furniture & Transportation)	1,053,109	531,009	545,015	(22,915)
Project Contingency	645,764	-	-	645,764
Owner GC/Contingency/Issuance Costs	1,425,836	131,878	0	1,293,958
Field General Conditions	139,000	28,374	-	110,626
Architect	226,830	125,509	-	101,321
Tech Design/Construction Mgr	691,235	309,864	381,371	(0)
<b>District Subtotal</b>	<b>4,181,774</b>	<b>1,126,634</b>	<b>926,387</b>	<b>2,128,754</b>
<b>Totals</b>	<b>10,535,080</b>	<b>5,704,884</b>	<b>2,207,789</b>	<b>2,622,407</b>

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

	Revised Budget	Actual	Encumbered	Balance Remaining
Construction and Engineering				
Lighting	100,560	100,560	-	-
Mechanical	434,526	434,526	-	(0)
Controls				
EMS Programming & Graphics	85,222	76,907	8,315	-
VFD & CO2 & Controls Install & Electric	286,556	233,372	53,184	-
Project Management/Engineering	186,207	183,362	2,845	(0)
Bond Issuance Costs	16,148	16,148	-	0
Contingency	60,781	-	-	60,781
Totals	<u>1,170,000</u>	<u>1,044,875</u>	<u>64,344</u>	<u>60,781</u>

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
October 20, 2014**

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

**Subject:**

Disposition of Surplus Equipment

**Report:**

Board policy 7310 (Disposition of Surplus Property) requires the Superintendent to report to the Board of Education on the disposition of surplus property. On, or about, September 23, 2014 six school buses were listed on Public Surplus for potential sale. Having met the reserve amount for each of the six buses listed for sale, the District will accept payment and release the buses to the Buyer(s) within ten (10) business days after the time and date of issuance of the Notice of Award. If the Buyer(s), after making payment for an item, fails to remove the item within the specified time, the District reserves the right (1) to retain all payments; and (2) to dispose of the item through another auction or otherwise.

The District will receive \$12,575 as payment for the buses.

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
OCTOBER 20, 2014**

**Report #14-29**

**FOR ACTION**

**Subject:**

Recommendation to Purchase HS Sound System

**Recommendation:**

The Superintendent recommends the Board of Education enter into agreement to purchase a new HS Sound System with Corporate Sound Inc. Corporate Sound was identified as the lowest responsible bidder per Board Policy 6320 (Purchasing).

**Statement of Purpose:**

The purpose of this recommendation is to upgrade the HS theatre sound system.

**Background Information:**

On August 4, 2014 the District issued a Request for Proposal (RFP) for a High School Sound System. Proposals were due August 15, 2014 at which time they were publicly opened. A copy of the bid tabulation is included in the attachments. The Technology Steering Committee made the recommendation to allocate funds from the Building and Site, Series I bonds to fund this purchase.

**Budget Impact:**

The total cost of this recommendation is Twenty Eight Thousand Eight Hundred Forty-Five and 60/100 Dollars (\$28,845.60). This purchase will be funded entirely by the proceeds of the Building and Site, Series I bonds.

**Discussion of Options:**

The Board may entertain a motion to take one of the following actions:

- 1) Accept the recommendation, as presented
- 2) Table the recommendation for a future meeting
- 3) Reject the recommendation

**Strategic Plan Reference:**

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

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
October 20, 2014**

**Report #14-30**

**FOR ACTION**

**Subject:** Acceptance of 2013-2014 Audit Report

**Recommendation:**

The Superintendent recommends the Board of Education accept the annual audit report from Plante & Moran, PLLC for the 2013-2014 fiscal year.

**Statement of Purpose:**

The Michigan Department of Education shall require that each district have an audit of the District's financial and pupil accounting records conducted at least annually, at the expense of the district, by a certified public accountant or by the intermediate district superintendent, as may be required by the department. A district shall file the annual financial audit reports with the intermediate district and the Michigan Department of Education not later than November 15 each year. (MCL 388.1618)

**Budget Impact:**

The District pays approximately \$30,000 in fees for the audit to be completed.

**Discussion of Options:**

The annual audit is a statutory requirement to be approved by the Board of Education.

**Strategic Plan Reference:**

The annual audit supports Strategy 2, providing financial communication for the district.

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

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
October 20, 2014**

**Report #14-31 Revised**

**Subject:            Personnel Report\*\*\***

**A.        Transfer - Certified**

<u>Name</u>	<u>Position</u>	<u>Salary/Step</u>	<u>Effective</u>
Jodie Boehlke	From: HS Alternative Ed. Teacher	\$46,746.00/BA+20, 3.5	9/15/2014
	To: HS English/Tech. Teacher	\$46,341.00/BA+20, 3.5	

**B.        Employment – Administration**

<u>Name</u>	<u>Position</u>	<u>Salary/Step</u>	<u>Effective</u>
Patricia Woodruff	Winans Principal	\$87,059.00/Step 0	10/13/2014

**C.        Employment – Certified**

<u>Name</u>	<u>Position</u>	<u>Salary/Step</u>	<u>Effective</u>
Aileen Myer	HS Alternative Ed. Teacher	\$47,415.00/MA+0, 3	9/15/2014
Glenn Briggs	HS .33 Social Studies Teacher	\$13,814.00/BA+20, 1.5	9/19/2014
Nathan Oliver	HS Math/Technology Teacher	\$43,585.00/BA+0, 3	9/18/2014
Kathryn Pike	Elmwood/East Music Teacher	\$47,383.00/BA+20, 4	10/06/2014
Peter Sherry	HS ASL Teacher	\$37,184.00/BA+0, 0	9/22/2014
Emily Williams	Winans 4 <sup>th</sup> Grade Teacher	\$37,184.00/BA+0, 0	10/21/2014

**D.        Transfer – Non Certified**

<u>Name</u>	<u>Position</u>	<u>Class/Salary</u>	<u>Effective</u>
Nick Pehlivanoglu	From: Colt Lunch Asst.	Class G/\$9.57	9/15/2014
	To: HS Lunch Asst.	Class G/\$9.57	

**E.        Employment – Non Certified**

<u>Name</u>	<u>Position</u>	<u>Class/Salary</u>	<u>Effective</u>
Susan Ellsworth	Colt Title I Parapro (4.75 M-Th)	Class II/\$13.96	9/19/2014
Helen Hoskins	East Asst. Cashier	Class F/\$9.87	8/27/2014
Mary Lunetta	Colt/East/HS Library Clerk (19 hrs)	Class I/\$15.20	10/01/2014
Leslie Murray	Winans Parapro (P/T 3.75 hrs)	Class II/\$13.96	10/21/2014
Hollingsworth, Robert	Colt Preschool Assoc. Teacher	Associate/\$10.00	10/20/2014

**F.        Resignation – Certified**

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Christel Benjamin	Winans 4 <sup>th</sup> Grade Teacher	Personal	10/17/2014
Micheal Schriener	HS ESL Teacher	Personal	10/07/2014

**G.        Resignation – Non Certified**

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Nicole Sunderlin	HS Custodian	Personal	10/10/2014
Ryan Lienemann	HS Custodian	Personal	10/10/2014
Derek Thocker	HS Parapro	Personal	10/17/2014
Ann Marie Mutty	Crossing Guard	Personal	10/10/2014

**H.        Retirement – Non Certified**

<u>Name</u>	<u>Position</u>	<u>Years</u>	<u>Effective</u>
William Davis	HS Head Custodian	18	12/30/2014

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
October 20, 2014**

**FOR INFORMATION**

**Subject: Extended Field Trip**

An extended field trip request submitted by Robert Lurie has been approved for an international trip to Italy and Greece, in June of 2016. The purpose of the trip is to provide a one-in-a lifetime, hands-on learning experience for Waverly students, and will include the study of culture, language, history, and economics.

The trip is open to all Waverly students. The number of staff who will go will depend on the number of students participating. A 6:1 adult/student ratio will be maintained. The group will depart after school is out in June of 2016 so no students will miss school.

The group will be using EF-Education First, a student travel company, as the tour provider. The group's itinerary will include Italy and Greece and will last ten (10) days. There will be six sightseeing tours led by expert, licensed local guides. Sites visited will be the Sistine Chapel; St. Peter's Basilica; the Colosseum; Roman Forum; Pompeii Roman Ruins; Delphi site; Delphi Museum; the Acropolis and Acropolis Museum. All transportation and lodging is arranged by Education First. The price includes two daily meals, with students purchasing their own lunch. The group stays at Western-style hotels. Emergencies are handled by Robert Lurie, with the outstanding support of Education First. All students purchase supplemental health insurance and Education First has emergency support on the ground in all locations that will be visited.

The program price is \$3,620 per person and includes round-trip airfare and on-tour transportation; hotels with private bathrooms; breakfast and dinner daily; full-time tour director; and daily activities, tours and entrances to attractions. The cost of the trip is the responsibility of the student and his/her family. Fundraisers will take place during the time leading up to the trip. These funds are used to reduce the balance of participating students.