



WAVERLY
COMMUNITY SCHOOLS
Pride. Tradition. Excellence.

Waverly Community Schools

Regular Meeting

Monday, November 17, 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 November 17, 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. Presentation of Alternative Education Diplomas - Gloria Gonzalez/Chris Huff
- III. Correspondence
- IV. Public Comment
- V. Student Representative Report
- VI. Board Member Comment
- VII. Adoption of Agenda
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- IX. Presentation of Reports
 - A. Advisory Committee Reports
 - 1. Facility/Policy - Member Chahine
 - 2. Finance/Personnel - Member Wright 10
 - B. Finance & Personnel
 - 1. ***Recommendation to approve Report #14-32, Finance Report 12
 - 2. ***Recommendation to approve Report #14-33, Summer Tax Collection Resolution 17
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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
October 20, 2014**

Opening of Meeting

The regular meeting of the Waverly Community Schools Board of Education was called to order by President Britt Slocum at 6:30 p.m. in the Board Room of the Administrative Center, 515 Snow Road, 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
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
Mike Moreno
Patti Woodruff
Jenna Erbele
Paul Milligan
Bill Davis
Pat Albright
Eric Sheets

Others Present:

Mike Foster
Tiffany Duntley
Michael Flowers
Atiyaa Bolling
Sharon Berkobien
Brother Francis Boylan
John Lynch

Pledge

Student Representative Atiyaa Bolling led the pledge of allegiance.

Special Presentations

Mike Foster and Tiffany Duntley of Plante & Moran, PLLC, presented information to the Board on the District's audit for the 2013-2014 school year. The presentation included a management letter and a summary displayed in charts and graphs. Areas discussed were General Fund Assets and Liabilities; General Fund Revenue/Expenditures; General Fund Expenditures (by object); Comparison of Instructional Expenditures as a Percent of Operating Expenditures at Similar Districts; General Fund – Fund Balances as a Percentage of Total Expenditures; State Aid Cash Flow Borrowing Five Year Comparison; General Fund Balance Net Change History Year Ended June 30; Fund Balance to Net Position reconciliation June 30, 2014; Five Year Historical Net Position Years Ending June 30; and Estimated Impact of GASB 68. All reports were completely clean reports and have been for years. The District qualifies as a

Special Presentations (cont.)

low rate auditee. Mr. Foster thanked Director of Finance, Evan Nuffer, and the business office staff for doing an excellent job in preparing for the audit.

The second special presentation was a presentation by Sharon Berkobien, Chief Operations Officer of Kairos Healthcare, in partnership with Holy Cross Youth and Family Services. The organization is interested in the Windemere View Elementary School property.

Correspondence

None

Public Comment

Addressing the Board during Public Comment was Bill Davis.

Student Representative Report

Atiyaa Bolling reported students celebrated Homecoming the week of October 6th. There was great participation in events and the parade contained floats from the elementary schools to the High School. Last Wednesday, the volleyball team held its Dig Pink game, the Girls' Swim Team won a meet against Ionia, and the Spanish Honor Society went to Detroit to sort supplies for World Medical Relief. Upcoming events include Extravabandza, the National Honor Society Blood Drive, and Interact pumpkin painting.

Board Member Comment

Member Witwer said the District is planning for a cool event in the spring recognizing super stars from Waverly.

Member Wright congratulated the students recognized at the Academic Breakfast and stated Homecoming was a blast.

Member Jones expressed appreciation for the great Professional Development meeting. He congratulated High School Deputy Principal Tracy Thomas for being named the Child Advocate of the Year by the Uplift Our Youth Foundation.

President Slocum stated he will miss having Tammy and Bill Davis in the high school as Tammy has retired and Bill will be retiring in December. President Slocum welcomed new employees listed on the Personnel Report.

Adoption of Agenda

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

Member Sherry announced she would not be voting on the adoption of the Consent Agenda.

Motion carried. VOTE: - AYES – 5; NAYS – 0 (Member Martin absent/Member Sherry abstained from vote)

Vince Perkins, Director of Human Resources, introduced Patti Woodruff who was unanimously selected by the Winans teachers/staff and Cabinet as the new Winans principal

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

The minutes of the regular meeting of September 15, 2014 and the Special meeting of September 29, 2014 were approved as presented.

Facility/Policy Advisory Committee Report

Member Chahine stated the Policy Committee has nothing at this time from NEOLA, however, members are being proactive in making changes to existing policies which will be brought to the Board in the near future.

Finance/Personnel Advisory Committee Report

Member Wright reported the Finance/Personnel Advisory Committee met on October 13, 2014 at 5:00 p.m. Mr. Nuffer and committee members discussed the cash position report for the month ended September 30, 2014; unaudited finance reports; Building & Site, Series I Bond and contingency funds; the age and status of the District's bus fleet; school facility improvement bonds, showing a total of \$82,055 in energy savings as a result of implementation of this project; and a recommendation to purchase a High School sound system. Mr. Perkins reviewed the new hire recommendations to be presented to the Board at the October 20th Board meeting.

Curriculum Advisory Committee Report

Member Witwer stated there is nothing to report this month.

Policy (Second Reading) – Report #14-27 – For Action

A motion was presented by Member Jones and supported by Member Sherry. MOTION: The Board of Education approves the following policies 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

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

*****Finance Report – Report #14-28 – For Action**

The Finance Report was approved as presented.

*****Disposition of Surplus Equipment – For Information**

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.

Purchase of High School Sound System – Report #14-29 – For Action

A motion was presented by Member Wright and supported by Member Chahine. MOTION: The Board of Education enters into agreement to purchase a new High School Sound System with Corporate Sound Inc. Corporate Sound was identified as the lowest responsible bidder per Board Policy 6320 (Purchasing).

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

Member Wright thanked Mr. Nuffer, Jenna Erbele, and Paul Milligan, noting a lot of work went into getting the right system for the High School. President Slocum added it's about time.

Acceptance of 2013-2014 Audit Report – For Action – Report #14-30

A motion was presented by Member Wright and supported by Member Sherry. MOTION: The Board of Education accepts the annual audit report from Plante & Moran, PLLC for the 2013-2014 fiscal year.

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

Member Sherry stated a lot of credit goes to the management team for the outstanding audit, noting we have a track record of clean audits. President Slocum thanked Mr. Nuffer, stating we have had outstanding audits. Considering budget issues and a new reporting system, Mr. Slocum, as a taxpayer, and business guy, said “you do a bang-up job!”

******Personnel Report – Report #14-31 (Revised) – For Action***

The Board of Education approved the transfer (Certified) of Jodie Boehlke (from HS Alternative Education teacher to HS English teacher); the Administrative employment of Patricia Woodruff (Winans Principal); the employment (Certified) of Aileen Myer (HS Alternative Education teacher); Glenn Briggs (HS .33 Social Studies teacher); Nathan Oliver (HS Math/Technology teacher); Kathryn Pike (Elmwood/East Music teacher); Peter Sherry (HS ASL teacher); and Emily Williams (Winans 4th grade teacher); the transfer (non-certified) of Nick Pehlivanoglu (from Colt lunch assistant to HS lunch assistant); the employment (non-certified) of Susan Ellsworth (Colt Title I parapro); Helen Hoskins (East assistant cashier); Mary Lunetta (Colt./East/HS library clerk); Leslie Murray (Winans parapro); and Robert Hollingsworth (Colt Preschool associate teacher); the resignation (certified) of Christel Benjamin (Winans 4th grade teacher; and Michael Schriener (HS ESL teacher); the resignation (non-certified) of Nicole Sunderlin (HS custodian); Ryan Lienemann (HS custodian); Derek Thocker (HS parapro); and Ann Marie Mutty (crossing guard); and the retirement (non-certified) of William Davis (HS Head Custodian) effective 12-30-14.

******Extended Field Trip – For Information***

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 once-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 school will be missed.

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.

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Extended Field Trip (Cont.)

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 owed by participating students.

Superintendent's Report

Superintendent Urquhart reported enrollment last year after the audit was 2791. This year, the District stands at 2782, which does not include FTE from St. Gerard.

Superintendent Urquhart informed the Board the Hall of Fame Committee is forming some final plans for next spring's induction. A budget proposal will be presented to the Finance Committee for this new event.

Superintendent Urquhart announced the Director of Teaching and Learning position will be posted in the near future. The part-time position concentrates a little more heavily on what goes on in the classroom with student learning, best practices, student learning, as well as curriculum.

Regarding the audit, Superintendent Urquhart gave credit to Evan Nuffer and the Business Office staff for their efforts, noting we are getting our feet firmly on the ground financially and going in the right direction.

Public Comment

None

Other Board Business

Member Sherry stated the reason she did not vote on the consent agenda was that her husband was recommended for a position on the Personnel Report.

Member Jones reported House of Representative candidates Theresa Abed and Tom Barrett will be at Waverly High School on Thursday, October 23rd to answer questions from students. The event will be held at 1:00 p.m. in the High School quad. Member Jones stated the questions the students came up with are very profound and very good. He thanked Principal Chris Huff for his help in putting the event together.

President Slocum reminded the Board of the special meeting regarding a personnel matter on Thursday, October 23 at 3:45 p.m.

Adjournment

The meeting adjourned at 7:47 p.m.

Respectfully submitted,

Melissa Sherry, Vice Secretary-Treasurer

***Consent

rlp

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
October 23, 2014**

Opening of Meeting

The special meeting of the Waverly Community Schools Board of Education was called to order by President Britt Slocum at 3:47 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
Mr. Alan Wright, Treasurer (left at 5:20 p.m.)
Mrs. Mary Ann Martin, Secretary
Mr. Calvin L. Jones, Trustee
Mr. Joe Chahine, Trustee

Members Absent: Mrs. Melissa Sherry, Vice-Secretary/Treasurer

Staff Present: Mr. Terry Urquhart, Superintendent
Mr. Vincent Perkins, Director of Personnel
Jeremiah Baynes
Mike Moreno
Monica Jones

Purpose

The purpose of the meeting was to hear an appeal from an employee.

Closed Session

A motion was presented by Member Martin and seconded by Member Witwer. Motion: The Board of Education move into closed session for the purpose of hearing an appeal from an employee.

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

Return to Open Session

The Board returned to open session at 5:32 p.m. A motion was presented by Member Jones and supported by Member Martin. MOTION: The Board of Education table action until more information is received, including copies of all emails, text messages, etc. which are to be delivered to the Superintendent's office by Thursday, October 30. Superintendent Urquhart will follow up with students involved.

Motion carried. VOTE: AYES – 5; NAYS – 0 (Members Sherry and Wright absent)

Other Board Business

Discussion of the Windemere View property was held.

Adjournment

The meeting adjourned at 5:52 p.m.

Respectfully submitted,

Mary Ann Martin, Secretary
rlp

Finance/Personnel Committee

Meeting Minutes – November 10 @ 5:00 p.m.

Members Present: Mrs. Mary Ann Martin – Chairperson, Mr. Calvin Jones, Mr. Alan Wright

Members Absent: none

Staff Present: Mr. Evan Nuffer

Staff Absent: Mr. Vince Perkins

Others Present:

Finance – Evan Nuffer presented the cash position report for the month ended October 31, 2014. The District had combined general fund inflows of \$3.1 million against combined general fund outflows of \$4.5 million. The ending general fund cash balance is \$3,030,668.97. The lowest cash balance during the month was \$1.2 million. The District borrowed \$2.3 million State Aid Note in August 2014 to avoid a cash shortfall of \$1.1 million.

Mr. Nuffer presented the life to date budget summary for the Building and Site, Series I bonds. The committee discussed considerations for remaining contingency funds, including the site signage work, a new phone system and parking lot improvements. The Technology Steering Committee has requested Barton Malow provide a fee proposal to be retained as Construction Manager for Parking lot improvements and to draft bid specifications.

Mr. Nuffer presented the life to date budget summary for the School Facility Improvement Bonds. Mr. Nuffer discussed bringing in Conti Corp to do a Commission Report for the 7 multi-zone rooftop units at the Middle School. The report discussed the general condition of the units as poor with loose belts, dirty filters and a recommendation to replace controllers and actuators. The next step in the process is to submit an Invitation to Bid for the replacement of the controllers and actuators. Currently \$51,000 is available in the School Facility Improvement Fund to cover the cost of this replacement. Additional funds may need to be allocated from the General Fund, depending on bid results.

The committee held a discussion regarding the proposed sale of Windemere View. According to the opinion of legal counsel, based on certain assumptions, the District would avoid the 2000 Building and Site Bonds becoming taxable as a result of the proposed sale. One option for the sale proceeds, proposed by legal counsel, was to establish a Capital Projects Fund and to spend the sale proceeds within two (2) years for purposes stated in the 2000 Building and Site Bond ballot language. The committee fully supports establishing a Capital Projects Fund as compared to depositing the proceeds into the General Fund. The committee recognized that there were still challenges before the sale could be approved, including the need to work more closely with Lansing Township.

Member Jones inquired about the potential impact of legislation to expand the use of Sinking Funds as discussed at the Chamber of Commerce. The passage of potential legislation could expand the uses of

Sinking Funds to include certain technology equipment and school buses. Currently these are both unallowable uses of Sinking Funds. The significance of the expanded use is to avoid having to pay interest by issuing bonds for these capital expenditures if they could be paid for with funds levied for the purpose of a sinking fund. As an example, Waverly Community Schools is expecting to pay in excess of \$1.6 million in interest cost associated with the technology equipment and buses as it relates to the debt repayment on the 2013 \$18.4 million Building and Site Bonds.

Adjournment

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
NOVEMBER 17, 2014**

Report #14-32

FOR ACTION***

Subject:

Finance Report

Recommendation:

It is recommended the following be approved:

Financial Report:

The cash balance as of September 30, 2014 was \$4,429,649.11. Receipts during October, consisting of property taxes, state aid and other revenues in the amount of \$3,097,037.14 minus disbursements during October of \$4,496,017.28, left the district with a General Fund cash balance, as of October 31, 2014, of \$3,030,668.97, including \$2,300,000.00 from the issuance of a State Aid Note.

Current year General Fund expenditures exceed revenues by \$2,440,469. 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 \$2,605,988. 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 \$51,021. Attached is a summary of life to date activity for this Capital Projects Fund.

Waverly Community Schools

Finance Committee - Cash Position Report

For the Month Ended October 31, 2014

Balance on Hand September 30, 2014	4,429,649.11
Revenues	
State Aid	1,457,735.13
Taxes	147,060.93
Other Revenue	243,443.32
Interfund Transfers In	1,248,797.76
State Aid Note Proceeds	-
	<u>3,097,037.14</u>
Disbursements	
Payroll and Related Liabilities	(2,681,010.86)
Other Expenditures	(1,814,820.95)
State Aid Repayment	-
	<u>(4,495,831.81)</u>
Prior Month Adjustments During September 2014	(185.47)
Balance on Hand October 31, 2014	<u><u>3,030,668.97</u></u>
PNC Bank - General	2,942,617.72
PNC Bank - Payroll	26,950.53
MILAF	7,357.50
Comerica - Checking	53,743.22
	<u><u>3,030,668.97</u></u>

**Waverly Community Schools
Budgetary Comparison Schedule
For the Year Ended October 31, 2014**

	Original Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	8,469,401	3,550,272	(4,919,129)	58.1%
State sources	17,246,599	1,413,116	(15,833,483)	91.8%
Federal sources	543,182	3,525	(539,657)	99.4%
Intergovernmental	1,901,176	73,498	(1,827,678)	96.1%
Transfers In	87,215	-	(87,215)	100.0%
Total revenue	28,247,573	5,040,412	(23,207,161)	82.2%
Expenditures				
Current:				
Instruction:				
Basic program	14,503,034	3,148,193	(11,354,841)	78.3%
Added needs	2,994,819	620,920	(2,373,899)	79.3%
Total instruction	17,497,853	3,769,113	(13,728,741)	78.5%
Support Services:				
Pupil	2,071,591	507,917	(1,563,674)	75.5%
Instructional staff	861,692	621,162	(240,529)	27.9%
General administration	417,970	179,293	(238,677)	57.1%
School administration	1,836,211	554,608	(1,281,604)	69.8%
Business	451,787	152,476	(299,311)	66.3%
Operations and maintenance	2,904,350	994,996	(1,909,354)	65.7%
Pupil transportation services	960,905	219,877	(741,028)	77.1%
Central	531,031	198,195	(332,836)	62.7%
Other	57,850	12,245	(45,605)	78.8%
Total support services	10,093,387	3,440,770	(6,652,617)	65.9%
Athletics	515,247	89,582	(425,665)	82.6%
Community services	-	90	90	0.0%
Non Publics	2,325	-	(2,325)	100.0%
Debt service:				
Principal	135,000	70,000	(65,000)	48.1%
Interest	22,100	11,400	(10,700)	48.4%
Capital outlay	85,226	27,329	(57,897)	67.9%
Payments to other public schools	470,289	32,597	(437,692)	93.1%
Total expenditures	28,821,427	7,440,880	(21,380,546)	74.2%
Excess of Revenue (Under)Over Expenditures	(573,854)	(2,400,469)	(1,826,615)	
Transfers Out	-	-	-	
Net Change in Fund Balance	(573,854)	(2,400,469)	(1,826,615)	
Fund Balance - Beginning of year	3,244,589	3,244,589		
Fund Balance - End of year	2,670,736	844,121		
	9.3%	11.3%		

Waverly Community Schools
2013 Building and Site Bonds, Series I
Budget Summary
As of October 31, 2014

	Budget	Actual	Encumbered	Balance Remaining
Construction				
Remodeling	1,709,421	1,423,263	292,810	(6,652)
Technology Infrastructure	752,747	651,832	100,915	0
Construction Base Budget Subtotal	2,462,168	2,075,096	393,724	(6,652)
Technology Equipment - Contract				
Interactive Classroom	711,768	640,471	87,343	(16,045)
Network Equipment	366,593	285,906	80,687	-
Wireless Network	167,387	170,224	(0)	(2,837)
AV Systems	394,519	333,521	89,844	(28,846)
Video Distribution/Video Production	-	-	-	-
Tech Equipment Contract Subtotal	1,640,267	1,430,121	257,874	(47,728)
Technology Equipment - Owner PO				
Computers/Mobile Devices	2,082,471	1,361,356	31,237	689,878
Servers/Backend Systems	141,100	95,210	3,010	42,880
Printers	-	179,115	1,975	(181,089)
AV Equipment	-	25,702	1,037	(26,739)
Non-Instructional Equipment (from FFE)	27,300	12,108	904	14,288
Tech Equipment Owner PO Subtotal	2,250,871	1,673,491	38,162	539,218
District				
Loose Equipment (Furniture & Transportation)	1,053,109	1,017,968	58,056	(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	35,979	-	103,021
Architect	226,830	125,509	-	101,321
Tech Design/Construction Mgr	691,235	333,700	357,536	(0)
District Subtotal	4,181,774	1,645,033	415,592	2,121,149
Totals	10,535,080	6,823,740	1,105,352	2,605,988

**Waverly Community Schools
2013 School Facility Improvement Bonds
As of October 31, 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	-	9,760	51,021
Totals	<u>1,170,000</u>	<u>1,044,875</u>	<u>74,104</u>	<u>51,021</u>

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
November 17, 2014**

Report #14-33

FOR ACTION ***

Subject:

Summer Tax Collection Resolution

Recommendation:

The Superintendent recommends the Board of Education adopt the Annual Summer Tax Resolution, invoking for 2015 its previously adopted, ongoing resolution imposing a summer tax levy of one-half (1/2) of school property taxes upon property located within the School District. A copy will be affixed to the official minutes of this meeting.

Statement of Purpose:

Adoption of the summer tax collection resolution will allow local units of government to collect summer property taxes for the District.

Budget Impact:

If the resolution is not adopted, the district will be unable to collect summer taxes. This would create cash flow problems as well as added expense in interest and legal fees.

Historical Perspective:

By January 1st of each year, the school district is required to notify the various taxing authorities of the intention to request collection of summer taxes.

Through correspondence from the school district's legal counsel, it has been suggested that the district adopt a resolution to meet legal requirements of School Code Section 1613, more particularly, 1982 P.A. 333 (Summer Tax Collection Statute).

A Michigan Court of Appeals decision has been issued "...Where a school board has adopted an ongoing resolution establishing summer tax collection, the board is required each year, before January 1, to take official action invoking the previously adopted resolution to collect the summer tax levy by requesting each township and city to collect. The ongoing resolution eliminates the yearly need to publish notice of a public meeting to institute a summer tax levy..."

Discussion of Options:

The Board may entertain a motion to adopt the resolution as presented or reject the resolution. If the resolution is rejected the District will only levy property taxes for the winter tax levy.

Rationale for Proposal:

It is necessary to adopt this resolution to allow for the collection of summer property taxes, which will aid the District in cash flow.

Strategic Plan Reference:

Strategy #2 – 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
ANNUAL SUMMER TAX RESOLUTION

Ingham, Eaton, and Clinton Counties, Michigan

A regular meeting of the Board of Education of said District was held at the Administrative Center, 515 Snow Road, Lansing, Michigan, in said District, on the 17th day of November 2014, at 6:30 o'clock p.m.

The meeting was called to order by _____.

PRESENT:

ABSENT:

The following preamble and resolution were offered by Member _____ and supported by Member _____.

WHEREAS, this Board of Education by resolution of January 26, 1983, determined to impose a summer property tax levy to collect one-half (1/2) of school property taxes, including debt services, upon property located within the School District, beginning with 1983 and continuing from year to year until specifically revoked by the Board of Education.

NOW THEREFORE, BE IT RESOLVED THAT:

1. This Board of Education, pursuant to 1976 PA 451, as amended, hereby invokes for 2015 its previously adopted ongoing resolution imposing a summer tax levy of one-half (1/2) of school property taxes, including debt service, beginning with 1983, and continuing from year to year until specifically revoked by this Board of Education, and requests each city and/or township in which this District is located to collect those summer taxes.
2. The Superintendent or designee is authorized and directed to forward to the governing body of each city and/or township in which this district is located, a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2015 in the amount specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be sent so that the appropriate governing bodies receive them before January 1, 2015.
3. The Superintendent or designee is authorized and directed to negotiate on behalf of this District, with the governing body of each city and/or township in which the District is located for the reasonable expenses for collection of the District's summer tax levy that the city and/or township may bill under MCLA 380.1611 or MCLA 380.1612. Any such property agreement shall be brought before this Board for its approval or disapproval.
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same are hereby rescinded.

Ayes:

Nays:

Absent:

RESOLUTION DECLARED ADOPTED.

**Mary Ann Martin, Secretary
Waverly Community Schools
Board of Education**

The undersigned, duly qualified Secretary of the Board of Education of Waverly Community Schools of Lansing, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Education at a regular meeting held on November 17, 2014, the original of which is part of the Board's official minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, PA 1976, as amended).

**Mary Ann Martin, Secretary
Waverly Community Schools
Board of Education**

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
NOVEMBER 17, 2014**

Report #14-34

FOR ACTION

Subject:

Building and Site, Series I Bid Package #2 Award Recommendation

Recommendation:

The Superintendent recommends the Board of Education approve awards to the lowest responsible bidder(s) from bid package #2, as per the attached summary, in accordance with Board Policy 6320 (Purchasing).

Statement of Purpose:

The purpose of bid package # 2 was to receive competitive pricing for site signage for five buildings 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 October 15, 2014 Bid Package #2 was released with responses due on Wednesday, October 29, 2014 at 2:00 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 Two Hundred Thousand and 00/100 Dollars (\$200,000.00). 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 category
- 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.

November 6, 2014

Mr. Terry Urquhart
Superintendent
Waverly Community Schools
515 Snow Road
Lansing, Michigan 48917

RE: 2013 Bond Project: Bid Package 2 Bid Summary

Dear Mr. Urquhart,

Bid documents were issued for Bid Package 2 which includes exterior site signage for five buildings. In addition to contacting known interested bidders, bids were advertised on the state bid website and in the local paper. Bids were received and publicly opened on October 29, 2014.

Bid Evaluation Summary and Recommendations

The attached bid tabulation indicates the bid pricing received and applicable alternates. After a review of the bid proposals received, Barton Malow and Waverly Community Schools conducted post-bid interviews with the low bidders to verify the proposals were inclusive of the scope of work and schedule, evaluate both alternates and voluntary alternates, and gather information on related experience.

Based upon the evaluation we present the following companies for consideration by the administration and Board of Education.

<u>BID CATEGORY</u>	<u>COMPANY</u>	<u>BASE BID</u>
Foundations and Masonry	Superior Electric of Lansing, Inc.	\$64,000
Signage / Electrical	Great Lakes Power & Lighting	\$136,000
	TOTAL	\$200,000

Upon approval by the Board of Education, Barton Malow will issue contracts to the approved bidders. If you have any questions, please call me at (586) 524-1396.

Sincerely,



Eric Sifferman
Project Manager
Barton Malow Company

Waverly Community Schools 2013 Bond
 Bid Pack 2 Results
 Bid Date October 29, 2013

Bidder	Bond	Fam Disclosure	Iran	Category Foundations / Masonry	Category Signage / Electrical	Combined Bid	Alternate 1 Expedite Schedule	Vol Alternate 1	Vol Alternate 2	Notes
DRV Contractors	Y	Y	Y	\$68,800			\$3,750			Alternates not Accepted
DC Byers Company	Y	Y	Y	\$113,300			\$25,000			
Great Lakes Power & Lgt	Y	Y	Y		\$136,000	\$222,000				
Superior Electric	Y	Y	Y	\$64,000	\$198,000	\$259,000	\$6,000	-\$1,000	-\$22,000	
Graph-X Signs	Y	Y	Y		\$213,605		-\$1,000	-\$1,000	-\$1,949	
Low Bid				\$64,000	\$136,000					
Total				\$200,000						

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
November 17, 2014**

Report #14-35

Subject: Personnel Report***

A. Transfer - Certified

<u>Name</u>	<u>Position</u>	<u>Step//Salary</u>	<u>Effective</u>
Andrea Dutcher	From: Colt Title I Para (3.75 hrs.) To: Colt Kindergarten Teacher	Class II/\$15.46 BA+0, 0/\$37,184.00	10/28/2014

B. Transfer – Non Certified

<u>Name</u>	<u>Position</u>	<u>Class/Salary</u>	<u>Effective</u>
Nick Pehlivanoglu	From: HS Lunch Asst. To: Colt Lunch Asst. (flex-sub)	Class G/\$9.57 Class G/\$9.57	10/20/2014
Gordon Decker	From: Winans Lunch Asst. To: Winans Lunch Asst. (flex-sub)	Class G/\$9.57 Class G/\$9.57	10/20/2014
Chris Coursey	From: HS/MS/Colt 2 nd Shift (7 hrs.) To: HS 3 rd Shift Custodian (7 hrs.)	Class D/\$10.75 Class D/\$10.75	10/22/2014
Warren Jacobs, Jr.	From: Sub Custodian To: HS 3 rd Shift Custodian (7 hrs.)	Sub/\$9.50 Class D/\$10.75	11/05/2014
Jeromy Brownlee	From: Sub Custodian To: HS/MS/Colt 2 nd Shift (7 hrs.)	Sub/\$9.50 Class D/\$10.75	11/05/2014
Todd Stiles	From: Temporary Groundsman To: MS Custodian 2 nd Shift	Class B/\$15.51 Class C/\$14.86	10/31/2014

C. Employment – Non Certified

<u>Name</u>	<u>Position</u>	<u>Class/Salary</u>	<u>Effective</u>
Sarah Novak	Elmwood Title I Parapro (3.75 hrs.)	Class II/\$13.96	10/28/2014
Wendi Bixeman	Colt Title I Parapro (3.75 hrs.)	Class II/\$13.96	11/03/2014
Candace Hayden	HS SE Parapro (6.75 hrs.)	Class II/\$13.96	11/03/2014
Sandra Fenner	HS Lunch Asst.	Class G/\$9.57	10/27/2014

D. Resignation – Non Certified

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Perry Costello	Winans SE Parapro (3.75 hrs.)	Personal	10/10/2014
Karen Hicks	East Lunch Assistant	Personal	10/30/2014

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
November 17, 2014**

FOR INFORMATION***

An extended field trip request submitted by Jenny Bonner has been approved for an orchestra trip to Washington, D.C. May 14-18, 2015. The purpose of the trip is for orchestra students to perform at the shell by the Washington Monument, and visit historical sites. All 45 high school orchestra students have expressed an interest in participating. The group will travel by Motor Coach and will stay at the Greenbelt Marriott in Greenbelt, Maryland. The cost of the trip is \$600 per student. Source of funding the trip is through fundraising and parent contributions. Ms. Bonner will refund excess funds from group fundraising to individuals. Several sponsors have been secured for students in need. Fundraising efforts are already underway.