



WAVERLY
COMMUNITY SCHOOLS
Pride. Tradition. Excellence.

Waverly Community Schools

Regular Meeting

Tuesday, February 17, 2015 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 February 17, 2015, beginning at 6:30 PM in the Board Room, 515 Snow Road, Lansing, MI.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

- I. Call to Order and Pledge to the Flag - President Slocum
- II. Special Presentations
 - A. Changing High School and Elementary Starting Times
Presenter: Matt Oppenheim, Edric Haleen and Becky McQuillan
- III. Correspondence
- IV. Public Comment
- V. Student Representative Report
- VI. Board Member Comment
- VII. Adoption of Meeting Agenda
- VIII. ***Approval of Minutes 4
- IX. Presentation of Reports
 - A. Policy/Personnel
 - 1. ***Recommendation to approve Personnel Report #15-48. 12
 - B. Finance/Facilities
 - 1. Recommendation to approve Report #15-49, Resolution to Approve General Fund Budget 13
 - 2. ***Recommendation to approve Report #15-50, General Fund Appropriations 19
 - 3. Recommendation to approve Report #15-51, Authorize the Purchase of New Phone System 25
 - 4. ***Recommendation to approve Report #15-52, Preschool Tuition Rates 37
 - C. Teaching and Learning
 - 1. M-Step Testing
- X. Recommendation to approve Report #15-53, Superintendent Contract 38
- XI. Superintendent's Report

XII. Public Comment

XIII. Other Board Business

XIV. Adjournment

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
January 19, 2015**

Opening of Meeting

The special organizational meeting of the Waverly Community Schools Board of Education was called to order by Britt Slocum at 6:00 p.m. in the Board Room of the Administrative Center, 515 Snow Road, Lansing, Michigan.

Members Present:

Mr. Britt Slocum
Mrs. Angela Witwer
Mrs. Mary Ann Martin
Mrs. Melissa Sherry
Mr. Calvin Jones
Mr. Alan Wright
Mr. Joe Chahine

Staff Present:

Terry Urquhart, Superintendent
Evan Nuffer
Vincent Perkins

Superintendent Urquhart gave the Oath of Office to the newly elected Board Members: Britt Slocum, Calvin Jones, Joe Chahine, Mary Ann Martin and Alan Wright.

Adoption of Meeting Agenda

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

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

Election of Officers – Report #15-46 – For Action

Superintendent Urquhart explained the process to be used in the election of officers. The election of officers must follow Policy 0152

Nominations for President

Member Martin nominated Member Slocum, who accepted the nomination. There were no other nominations. Member Slocum's name will appear on the slate of officers to be approved by the Board.

Nominations for Vice President

Member Jones nominated Member Witwer, who accepted the nomination. There were no other nominations. Member Witwer's name will appear on the slate of officers to be approved by the Board.

Nominations for Secretary

Member Wright nominated Member Martin, who accepted the nomination. There were no other nominations. Member Martin's name will appear on the slate of officers to be approved by the Board.

Nominations for Treasurer

Member Sherry nominated Member Wright, who accepted the nomination. There were no other nominations. Member Wright's name will appear on the slate of officers to be approved by the Board.

Nominations for Vice Secretary-Treasurer

Member Witwer nominated Member Sherry, who accepted the nomination. There were no other nominations. Member Sherry's name will appear on the slate of officers to be approved by the Board.

Motion to adopt Slate of Officers

A motion was presented by Member Wright and supported by Member Sherry. MOTION: The Board of Education accepts the following slate of officers:

President – Britt Slocum
Vice President – Angela Witwer
Secretary – Mary Ann Martin
Treasurer – Alan Wright
Vice Secretary-Treasurer – Melissa Sherry

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

Board Member Appointments – Report #15-47 – For Action

A motion was presented by Member Martin and supported by Member Chahine. MOTION: The Board of Education approves Report #15-47.

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

President Slocum led a discussion regarding appointments to advisory committees and other appointments.

The following committee assignments were made:

Teaching and Learning Advisory Committee – Britt Slocum – Melissa Sherry
Personnel/Policy Advisory Committee – Joe Chahine – Calvin Jones
Finance/Facilities Advisory Committee – Alan Wright – Angela Witwer – Mary Ann Martin

The following appointments were also made:

MASB delegate/alternate – Melissa Sherry (delegate) – Britt Slocum (alternate)
MASB LRN representative/alternate – Britt Slocum (representative) – Joe Chahine (alternate)
ISOA representative/alternate – Mary Ann Martin (representative) – Melissa Sherry (alternate)
Township Liaisons – Calvin Jones (Delta/Lansing) - Britt Slocum (Watertown/Windsor)
Parliamentarian – Mary Ann Martin

A motion was presented by Member Wright and supported by Member Sherry. MOTION: The Board of Education approves the committee assignments and appointments as presented

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

Adjournment

The meeting adjourned at 6:20 p.m.

Respectfully submitted,

Mary Ann Martin
Secretary, Board of Education

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
January 19, 2015**

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
Mrs. Mary Ann Martin, Secretary
Mr. Alan Wright, Treasurer
Mrs. Melissa Sherry, Vice-Secretary/Treasurer
Mr. Calvin L. Jones, Trustee
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
Chris Huff
Tim Lyman
Vickie Tisdale
Mike Moreno
Shawn Talifarro
Helene McNeilly
Kelly Blake
Matt Oppenheim

Others Present:

Atiyaa Bolling
Eric Sifferman

Pledge

Patti Woodruff led the pledge of allegiance.

Special Presentations

Superintendent Urquhart presented the Board members certificates and explained the process of a plaque being placed outside the Board Room in honor of Board Appreciation Month.

Pattie Woodruff, Winans Elementary School principal, presented the school's three school improvement goals for 2014-2015. A graph showing the Winans MEAP scores in 2013-2014 versus state was provided. AIMSweb Three Year Trend Reports for grades 2-4 was also provided. Intervention Instruction was presented showing blocks of time for small group instruction in identified areas. Groups are fluid based on skill need determined from Reading Street assessments. Mrs. Woodruff also presented the schools Action Plan for 2014-2015.

Mr. Mike Moreno, Waverly Middle School principal, Jeremiah Baynes, Dean of Students and Kristen Hood, Social Worker, presented WMS Instructional Highlights. MEAP scores improved in Reading, Math and Science but he is looking for a higher increase in this year's M-STEP tests scores. Preparation for this is being done in core classes. This is being done through Integrating Clear Learning Targets; aligning course units of instruction and assessments.

Discipline incidents and suspensions have dropped 50%. Reading has improved 25%; Math, 17% and Science 7%. Attendance now averages 95%.

Special Presentations (continued)

Chris Huff, Waverly High School Principal, presented the High School Instructional Highlights showing current data for Waverly and area high schools. The 2013-2014 MME showed improvements in all core subjects as well as the ACT scores. Mr. Huff presented the framework for the high school's continued improvement. Curriculum Maps will be reviewed with the Director of Teaching and Learning, standards-base and common assessments will be used. Instructionally staff will continue with tech integration and Best Practices as well as progress monitoring other than pass/fail. He also noted the impact of the Tech bond and the college-going atmosphere the staff is presenting. The alignment of honors and activities to values such as the PRIDE challenge currently being emphasized district-wide.

Mr. Huff presented first quarter data for academics, attendance and discipline.

Correspondence

Member Martin noted a New School Board Member conference was being held on February 13 and 14. It is a Board goal to have everyone certified, so everyone should look into participating in the conference.

Public Comment

Joe Fritt, 1701 Ravenswood, asked about the plans to sell Windemere View because the neighborhood hasn't heard anything.

Student Representative Report

None

Board Member Comment

Member Chahine wished everyone Happy New Year.

Member Jones thanked all the presenters. He would like to see the attendance improvements that the Middle School is seeing transfer to the High School. MLK day today. Great program with representatives from Waverly.

Member Sherry congratulated the newly elected board members and officers. Thank you for the presenters.

Member Wright echoed what Member Sherry said.

Member Witwer had nothing more to add.

Member Martin shared she was able to go to East for Saturday morning basketball. Nice to see our building being used for things. Thank you to all the presenters. It is refreshing to see the progress.

Member Slocum apologized for having the meeting on MLK Day. Thank you Superintendent Urquhart for the certificates. Thank you Board, for having the confidence in me. Great Reports.

Adoption of Agenda

A motion was presented by Member Sherry and supported by Member Martin. MOTION: The Board of Education adopt the meeting agenda

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

Finance/Personnel Committee Report

Member Wright provided an update on the District's cash position. It is getting better because the state is giving us the money. Discussed the need to replace parking lots. Also there will need to be improvements/repairs to the middle

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school HVAC controls. Member Wright updated the Board on the lame duck session of the state government and suggested to educate yourself before you vote on the ballot proposal in May.

Facility/Policy Committee Report

Member Chahine reported the committee has a first reading of 12 policies at its early meeting.

Teaching and Learning Committee Report

Report #15-45, Waverly High School Program of Studies, was presented for approval. A motion was presented by Member Sherry and supported by Member Chahine. Member Wright requested to amend the changes from ACT Prep to Test Prep. Member Sherry likes the new electives including Songwriting, unique classes help students to be engaged. Member Martin is excited about the new courses that the 7-hour day gave in the elective initiative.

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

Project Management – For Discussion

A discussion was held regarding the extension of the contract of Barton Malow for the management of the District's parking lot repairs. Eric Shifferman, Barton Malow, discussed the deterioration of the parking lots. Member Sherry asked if the sidewalks were also looked at. Member Slocum discussed the problems at Colt Elementary. This extension is for the purpose of Barton Malow to get the bids for repair.

Superintendent Report

Superintendent Urquhart reminded Board members his Superintendent Evaluation would take place Monday, February 2, 2015 during the PD session scheduled to begin at 9 a.m. Evaluations are due back by January 29, 2015.

Superintendent Urquhart presented his revision in structure for the Custodial Director position. This position will be under the supervision of Evan Nuffer, Director of Finance and Operations. This will assure a positive future through strategic planning.

Superintendent Urquhart also reported on the move from the ACT to the SAT for high school juniors. Also at this time, a report was given on his expected timeline for the high school scheduling to be done for the 2015-2016 school year. Kelly Blake, Director of Teaching and Learning is currently putting together a plan to address this across the district.

Public Comment

Gloria Gonzalez reported two Waverly students, Brianna Henderson and Cameron Turner both won scholarships for their essays at the Lansing MLK celebration held earlier today. Brianna received \$2,500.00 and Cameron \$500.00.

Other Board Business

The Board entered a closed session.

Adjournment

The meeting adjourned at 9:09 p.m.

Respectfully submitted,

Mary Ann Martin, Secretary
rlp

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
February 9, 2015**

Opening of Meeting

The special meeting of the Waverly Community Schools Board of Education was called to order by President Britt Slocum at 6:02 p.m. in the Board Room of the Administrative Center, 515 Snow Road, Lansing, Michigan.

Members Present: Mr. Britt Slocum
Mrs. Angela Witwer
Mrs. Melissa Sherry
Mr. Alan Wright
Mrs. Mary Ann Martin
Mr. Calvin L. Jones
Mr. Joe Chahine

Staff Present: Mr. Terry Urquhart, Superintendent

Others Present: Mr. Eric Snifferman, Barton Malow

Purpose

Superintendent Evaluation

Report #15-47 Extension of Management Contract for Barton Malow

A Motion was made by Member Martin with the following changes, supported by Member Witwer:

“The second proposal has a cost *up to* One Hundred Forty-Three Thousand Seventy-Three and 00/100 Dollars (\$143,073.00) and includes construction management services for parking lot resurfacing at Colt, Elmwood, Winans, East, Administration and Transportation. Total construction costs, including management services is estimated at One Million Four Hundred Twenty Thousand Two Hundred Ninety Eight and 00/100 Dollars (\$1,420,298.00)

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

Report #15-46 Policy 2nd Reading

The report was presented without Policies 7540.02, 7540.03, 7540.04 concerning Technology. That will be presented at a later date. A motion was made to approve the report by Member Sherry and supported by Member Chahine.

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

Other Board Business

Discussion of the survey submitted by WEA members Matt Oppenheim, Edric Haleen and Becky McQuillan.

Superintendent Evaluation was discussed among Board members. Contract extension will be presented at the February 17, 2015 Board of Education meeting.

Adjournment

The meeting adjourned at 7:18 p.m.

Respectfully submitted,

Mary Ann Martin, Secretary
rlp

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
February 17, 2015
Report #15-48**

Subject: Personnel Report***

A. Employment – Administration

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Kyle Scripter	Supervisor of Maintenance & Operations	\$45,000.00	2/17/2015

B. Employment – Certified

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Theresa Willis	Colt .4 Art Teacher	BA+0, 1/\$15,600.80	1/26/2014

C. Employment – Non-Certified

<u>Name</u>	<u>Position</u>	<u>Class/Salary</u>	<u>Effective</u>
Samuel Moreno	MS SE Parapro (3 hrs.)	Class II/\$13.96	1/20/2015
Linda Bosma	Elm. Title I Parapro (3.75 hrs.)	Class II/\$13.96	1/26/2015
Benjamin Bungard	East SE Parapro	Class II/\$13.96	1/26/2015
Trudie Wilson	Elm. Title I Parapro (3.75 hrs.)	Class II/\$13.96	1/26/2015
Laurie Swisk	Winans Title I Parapro (3.5 hrs.)	Class II/\$13.96	2/02/2015

D. Transfer – Non-Certified

<u>Name</u>	<u>Position</u>	<u>Class/Salary</u>	<u>Effective</u>
Mary Little	From: Elm. 2 nd Shift Custodian	Class D/\$11.25	1/19/2015
	To: Elm. Head Custodian	Class BB/\$14.39	
Patty Roost	From: East Asst. Secretary (5 hrs.)	Class I/\$17.37	2/23/2015
	To: Receptionist/Secretary to	Class I/\$17.37	
	Dir. Teaching & Learning (8 hrs.)		
Robert Wadkins	From: Back-Up Bus Driver	\$12.75	1/26/2015
	To: Bus Driver	\$18.27	

E. Resignation – Certified

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Alec Drachman	HS Teacher	Personal	06/04/2015

F. Resignation – Non Certified

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Maria Purol	HS Food Services	Personal	06/05/2015

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
FEBRUARY 17, 2015
Report #15-49**

FOR ACTION

Subject:

Resolution to Approve General Fund Budget

Recommendation:

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

The 2014-15 General Fund Resolution with revenues of \$29,516,424 and expenditures of \$30,158,180

Statement of Purpose:

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

Budget Impact:

The projected General Fund balance as of June 30, 2015 will be \$3,055,206, or 10.1% of current year operating expenditures.

Historical Perspective:

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

Discussion of Options:

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

Rationale for Recommendation:

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

Strategic Plan Reference:

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

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

RESOLVED that this resolution shall be the General appropriations of Waverly Community Schools for the 2014-2015 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenue received by the Waverly Community Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the General Fund of the school district for fiscal year 2014-2015 which includes 18.0000 operating mills to be levied on all property, except principal residence and other property exempted by law and 4.2655 supplemental (hold harmless) operating mills on all principal residences, qualified agricultural property, qualified forest property, industrial personal property and commercial personal property not otherwise exempted by law of ad valorem taxes to be used for operating purposes is as follows:

Revenue:

Local	\$8,531,927
State	17,778,615
Federal	1,189,037
Other Financing Sources	2,016,845
Total Revenue	\$29,516,424
Total Fund Balance, July 1 Available to Appropriate	\$3,244,589
Total Available to Appropriate	\$32,761,013

BE IT FURTHER RESOLVED, that \$30,158,180 of the total available to appropriate in the general fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures:

Instruction	
Basic Programs	\$14,762,635
Added Needs	3,208,888
Support Services	
Pupil Support	2,162,603
Instructional Staff Support	1,550,460
General Administration	429,749
School Administration	1,892,638
Business Services	483,097
Operations and Maintenance	3,160,946
Transportation	1,000,501
Central Support	780,478
Other Support	551,136
Community Activities	998
Nonpublic Schools	2,325
Facilities Acquisitions and Debt Service	171,725
Other Financing Uses	-0-
Total Appropriated	\$30,158,180

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

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Waverly Community Schools, Ingham, Eaton and Clinton Counties, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a _____ meeting held on _____, 2015, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

**Waverly Community Schools
Budget Amendment - General Fund
February 17, 2015**

	Revised Budget	Original Budget	Difference (Revised - Original)
Revenue			
Local sources	8,531,927	8,469,401	62,526
State sources	17,778,615	17,246,599	532,016
Federal sources	1,189,037	543,182	645,855
Intergovernmental	1,941,845	1,901,176	40,669
Transfers In	75,000	87,215	(12,215)
Total revenue	29,516,424	28,247,573	1,268,851
Expenditures			
Current:			
Instruction:			
Basic program	14,576,249	14,503,034	73,215
Added needs	3,154,078	2,994,819	159,259
Total instruction	17,730,327	17,497,853	232,473
Support Services:			
Pupil	2,162,603	2,071,591	91,011
Instructional staff	1,358,985	861,692	497,294
General administration	429,749	417,970	11,779
School administration	1,885,293	1,836,211	49,082
Business	483,097	451,787	31,311
Operations and maintenance	3,102,701	2,904,350	198,351
Pupil transportation services	1,000,501	960,905	39,597
Central	534,181	531,031	3,150
Other	32,850	57,850	(25,000)
Total support services	10,989,961	10,093,387	896,574
Athletics	518,286	515,247	3,039
Community services	998	-	998
Non Publics	2,325	2,325	-
Debt service:			
Principal	135,000	135,000	-
Interest	22,100	22,100	-
Capital outlay	222,792	85,226	137,566
Payments to other public schools	536,391	470,289	66,102
Total expenditures	30,158,180	28,821,427	1,336,753
Excess of Revenue (Under)Over Expenditures	(641,756)	(573,854)	(67,902)
Transfers Out	-	-	-
Net Change in Fund Balance	(641,756)	(573,854)	(67,902)
Favorable Expenditure Variance (1.5%)	452,373	432,321	20,051
Projected Change in Fund Balance	(189,383)	(141,532)	(47,851)
Fund Balance - Beginning of year	3,244,589	3,244,589	
Fund Balance - End of year	3,055,206	3,103,057	
	10.1%	10.8%	

Waverly Community Schools

Budget Summary

For the 2014-15 Fiscal Year

	Revised	Original	Change	Inc/(Dec)	
	<u>FY 2014-15</u>	<u>FY 2014-15</u>		<u>SIG</u>	<u>All Other</u>
Major Assumptions:					
Property Taxable Values	774,660,996	776,623,705	-0.3%		
Blended Enrollment	2,792.44	2,790.86	1.58		
Foundation Allowance	8,483	8,516	(33)		
Teacher FTE	164.1	161.7	2.4		
MPSERS Local Contribution Rate	25.78%	25.78%	0.0%		
Revenues:					
Local	8,531,927	8,469,401	62,526	-	62,526
State					
Prop A/SE Headlee/Discretionary	15,534,302	15,555,681	(21,379)	-	(21,379)
Best Practices	145,207	145,125	82	-	82
Performance Based Funding	83,773	83,726	47	-	47
MPSERS	1,878,333	1,462,068	416,265	-	416,265
Technology Readiness	137,000	-	137,000	-	137,000
Prior Year Adjustments	-	-	-	-	-
Federal					
Consolidated App (Title I/Title II)	613,325	501,599	111,726	-	111,726
School Improvement Grant (SIG)	537,666	9,261	528,405	528,405	-
Other	38,046	32,322	5,724	-	5,724
Intergovernmental					
ISD SE Allocation	1,931,845	1,901,176	30,669	-	30,669
Transfers In/Other	85,000	87,215	(2,215)	-	(2,215)
Total Revenues	<u><u>29,516,424</u></u>	<u><u>28,247,573</u></u>	<u><u>1,268,851</u></u>	<u><u>528,405</u></u>	<u><u>740,446</u></u>

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Waverly Community Schools

Budget Summary

For the 2014-15 Fiscal Year

	Revised	Original	Change	Inc/(Dec)	
	<u>FY 2014-15</u>	<u>FY 2014-15</u>		<u>SIG</u>	<u>All Other</u>
Expenditures:					
Salaries	15,833,810	15,600,998	232,812	129,755	103,057
Benefits					
Health Insurance	2,381,514	2,415,464	(33,950)	(6)	(33,944)
Retirement (MPERS)	5,756,532	5,299,637	456,895	31,717	425,178
ERI Incentive	290,500	290,500	-	-	-
Other	1,798,868	1,851,089	(52,221)	14,380	(66,601)
Purchased Services	1,340,868	1,232,531	108,337	3,402	104,935
Supplies & Materials					
Instructional Supplies	724,588	385,856	338,732	337,634	1,098
Natural Gas and Electricity	847,750	775,750	72,000	-	72,000
Transportation Supplies	152,599	152,599	-	-	-
Capital Outlay	222,792	85,226	137,566	-	137,566
Other Expenditures					
Principal and Interest	177,800	177,800	-	-	-
Other	94,167	83,688	10,479	11,523	(1,044)
Payments to Other Public Schools	536,391	470,289	66,102	-	66,102
Total Budgeted Expenditures	<u>30,158,179</u>	<u>28,821,427</u>	<u>1,336,752</u>	<u>528,405</u>	<u>808,347</u>
Excess of Revenue (Under) Over Expenditures	(641,755)	(573,854)	(67,901)	-	(67,901)
Favorable Expenditure Variance (1.5%)	(452,373)	(432,321)	(20,052)	-	(20,052)
Projected Change in Fund Balance	(189,382)	(141,533)	(47,849)	-	(47,849)

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
FEBRUARY 17, 2015
Report #15-50**

FOR ACTION***

Subject:

Finance Report

Recommendation:

It is recommended the following be approved:

Financial Report:

The cash balance as of December 31, 2014 was \$3,059,934.08. Receipts during January, consisting of property taxes, state aid and other revenues in the amount of \$2,634,487.02 minus disbursements during January of \$2,913,867.01, left the district with a General Fund cash balance, as of January 31, 2015, of \$2,780,554.09, including \$2,300,000.00 from the issuance of a State Aid Note.

Current year General Fund expenditures exceed revenues by \$1,061,979. 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 \$2,215,845. 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 \$53,045. Attached is a summary of life to date activity for this Capital Projects Fund.

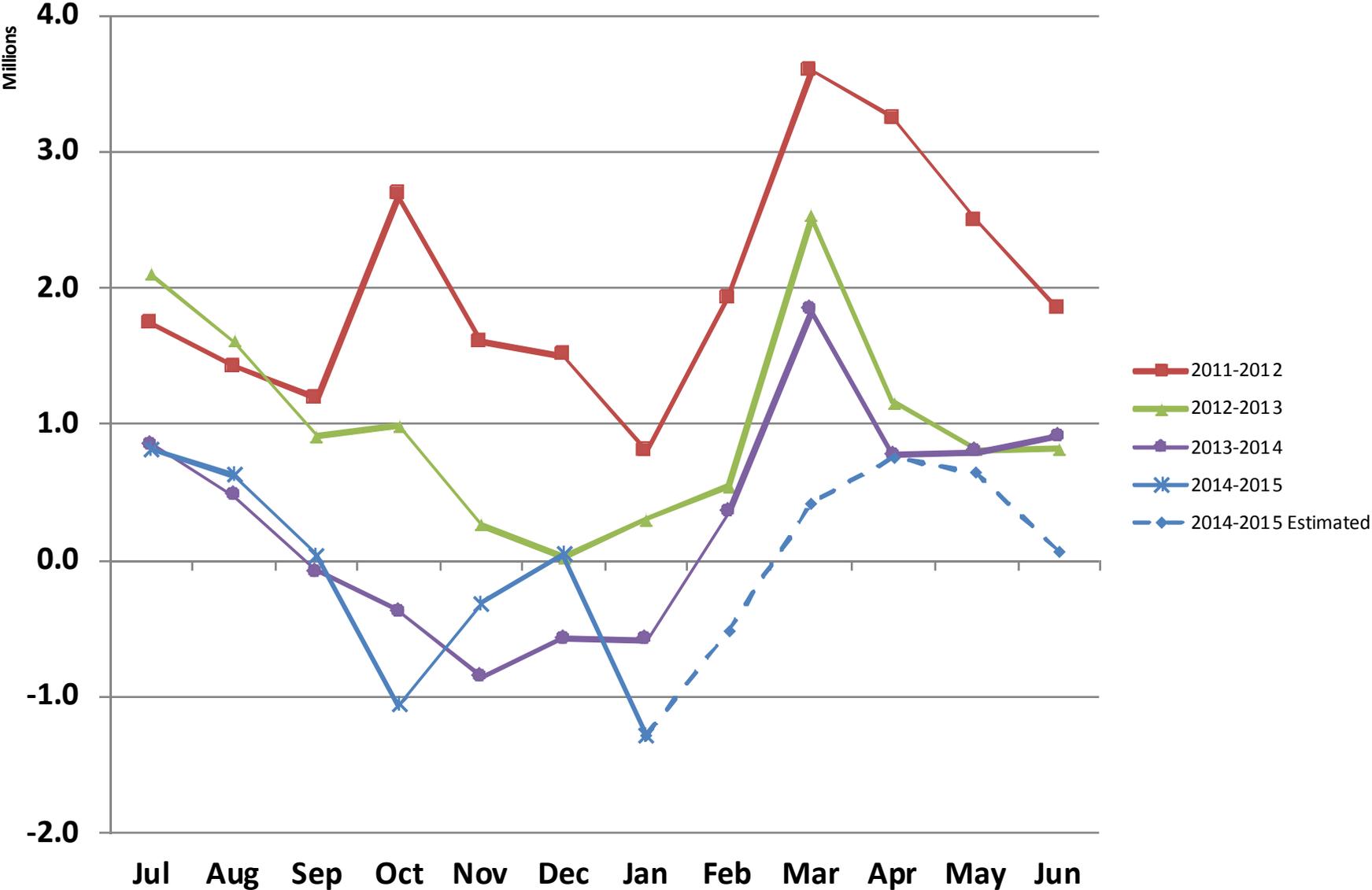
Waverly Community Schools

Finance Committee - Cash Position Report

For the Month Ended January 31, 2015

Balance on Hand December 31, 2014	3,059,934.08
Revenues	
State Aid	1,595,823.34
Taxes	1,022,287.04
Other Revenue	10,076.93
Interfund Transfers In	-
State Aid Note Proceeds	-
	<u>2,628,187.31</u>
Disbursements	
Payroll and Related Liabilities	(2,199,960.39)
Other Expenditures	(713,906.62)
State Aid Repayment	-
	<u>(2,913,867.01)</u>
Prior Month Adjustments During January 2015	6,299.71
Balance on Hand January 31, 2015	<u><u>2,780,554.09</u></u>
PNC Bank - General	2,670,596.82
MILAF	7,357.98
PNC Bank - Payroll	50,083.60
Comerica - Checking	52,515.69
	<u><u>2,780,554.09</u></u>

Waverly Community Schools Cash Flow Analysis (Monthly Lows)



**Waverly Community Schools
Budgetary Comparison Schedule
For the Month Ended January 31, 2015**

	Original Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	8,469,401	5,041,702	(3,427,699)	40.5%
State sources	17,246,599	6,442,676	(10,803,923)	62.6%
Federal sources	543,182	547,671	4,489	-0.8%
Intergovernmental	1,901,176	920,053	(981,123)	51.6%
Transfers In	87,215	-	(87,215)	100.0%
Total revenue	28,247,573	12,952,102	(15,295,471)	54.1%
Expenditures				
Current:				
Instruction:				
Basic program	14,503,034	6,300,535	(8,202,500)	56.6%
Added needs	2,994,819	1,297,759	(1,697,060)	56.7%
Total instruction	17,497,853	7,598,293	(9,899,560)	56.6%
Support Services:				
Pupil	2,071,591	1,021,841	(1,049,750)	50.7%
Instructional staff	861,692	899,535	37,843	-4.4%
General administration	417,970	272,106	(145,864)	34.9%
School administration	1,836,211	972,815	(863,397)	47.0%
Business	451,787	250,212	(201,575)	44.6%
Operations and maintenance	2,904,350	1,604,449	(1,299,900)	44.8%
Pupil transportation services	960,905	442,598	(518,307)	53.9%
Central	531,031	317,533	(213,498)	40.2%
Other	57,850	11,146	(46,704)	80.7%
Total support services	10,093,387	5,792,236	(4,301,151)	42.6%
Athletics	515,247	239,465	(275,782)	53.5%
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	63,746	(21,481)	25.2%
Payments to other public schools	470,289	238,852	(231,437)	49.2%
Total expenditures	28,821,427	14,014,081	(14,807,346)	51.4%
Excess of Revenue (Under)Over Expenditures	(573,854)	(1,061,979)	(488,125)	
Transfers Out	-	-	-	
Net Change in Fund Balance	(573,854)	(1,061,979)	(488,125)	
Fund Balance - Beginning of year	3,244,589	3,244,589		
Fund Balance - End of year	2,670,736	2,182,611		
	9.3%	15.6%		

Waverly Community Schools
2013 Building and Site Bonds, Series I
Budget Summary
As of January 31, 2015

	Budget	Actual	Encumbered	Balance Remaining
Construction				
Remodeling	1,998,632	1,794,823	207,709	(3,900)
Technology Infrastructure	764,544	756,354	8,190	0
Construction Base Budget Subtotal	2,763,176	2,551,176	215,899	(3,900)
Technology Equipment - Contract				
Interactive Classroom	734,381	572,193	162,189	(0)
Network Equipment	372,627	288,018	84,609	(0)
Wireless Network	170,224	170,224	(0)	0
AV Systems	450,736	357,963	92,773	-
Video Distribution/Video Production	-	-	-	-
Tech Equipment Contract Subtotal	1,727,968	1,388,397	339,571	(0)
Technology Equipment - Owner PO				
Computers/Mobile Devices	1,584,500	1,397,255	7,177	180,068
Servers/Backend Systems	128,220	98,220	(0)	30,000
Printers	181,089	181,010	1,975	(1,896)
AV Equipment	56,092	55,538	1,324	(770)
Non-Instructional Equipment (from FFE)	13,012	12,862	150	-
Tech Equipment Owner PO Subtotal	1,962,913	1,744,885	10,626	207,401
District				
Loose Equipment (Furniture & Transportation)	1,076,024	1,078,524	0	(2,500)
Project Contingency	1,085,576	-	-	1,085,576
Owner GC/Contingency/Issuance Costs	862,278	131,878	0	730,401
Field General Conditions	139,000	41,454	-	97,546
Architect	226,830	125,509	-	101,321
Tech Design/Construction Mgr	691,235	405,207	286,028	(0)
District Subtotal	4,080,943	1,782,571	286,028	2,012,344
Totals	10,535,000	7,467,030	852,125	2,215,845

Waverly Community Schools
2013 School Facility Improvement Bonds
As of January 31, 2015

	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	85,222	-	0
VFD & CO2 & Controls Install & Electric	234,701	234,701	-	-
Project Management/Engineering	186,207	186,207	-	(0)
Bond Issuance Costs	16,148	16,148	-	0
Contingency	112,636	8,760	50,831	53,045
Totals	<u><u>1,170,000</u></u>	<u><u>1,066,124</u></u>	<u><u>50,831</u></u>	<u><u>53,045</u></u>

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
FEBRUARY 17, 2015**

Report #15-51

FOR ACTION

Subject:

Recommendation to Authorize the Purchase of New Phone System

Recommendation:

The Superintendent recommends the Board of Education authorize the Superintendent, or his designee, to enter into a purchase agreement with Moss for a new phone system at a cost not to exceed Two Hundred Nine Thousand Two Hundred Twenty-One and 00/100 dollars (\$209,221.00).

Statement of Purpose:

The District conducted a review of the current phone system. The current system is 9 years old and considered to be at end of life. The warranty expired in 2012 and compatible phones, switches and components are no longer available from Toshiba. Additionally, the voice mail server is running on an unsupported version of Microsoft and the overall system is not E911 compliant. As a result of this review, we identified a need to replace our existing equipment. This would include the purchase of voice switches, 376 standard phones, 49 admin/attendant phones and 17 conference phones, including desired spares.

Background Information:

A bid package was issued on or about January 15, 2015 with responses due on January 29, 2015, at which time bids were opened publicly. Eight vendors responded and the project team of Barton Malow, Waverly Community Schools and Ingham ISD staff conducted post-bid interviews with three bidders. The recommendation to award the contract to Moss is being presented in accordance with Board policy 6320 (Purchasing).

Budget Impact:

The total cost of this recommendation is not to exceed Two Hundred Nine Thousand Two Hundred Twenty-One and 00/100 dollars (\$209,221.00). 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 communications within the district and with the community to improve relationships among all key constituent groups to better achieve our mission.

Waverly Community Schools
BP 4

Bid Date: 1/29/15		BID TABULATION														
Bid Package No. 4	Bidder	Bid Bond Disclosure	Iran	Opening Base Bid Amount	Manufacturer	Alt 1: Conference Bridge	Alt 2: Audio/Web/Video Conferencing	Alt 3: Video Phone for Administrators	Alt 4: Voice to Text	Alt 5: Intercom Functionality	Voluntary Alternates	Voluntary Alternates	Voluntary Alternates	Voluntary Alternates	Voluntary Alternates	Total Recommended Amount
Telephone System	MOSS	Y	Y	\$ 204,413.82	Shoretel	\$ 3,017.32	\$ 3,017.33	\$ 1,828.00	\$12/user/mo	Included	-\$21,324.80 to use Fast Ethernet instead of Gig	-\$3,808 remove wall mount kits	-\$4,831.30 remove HP server	-\$890 Standard K- 12 Package	\$3,638.62 Enhanced K-12 Package	\$ 209,221.00
	BSB Communications	Y	Y	\$ 203,891.00	Mitel	\$ 2,790.00	\$ 5,242.10	N/A	N/A	Included	\$7,670.80 Deploy software on owner Vmware server					
	CTS Companies	Y	Y	\$214,303.21	NEC	Included	\$ 11,614.00	\$ 450.00	N/A	Included						
	Sentinel	Y	Y	\$228,537.04	Cisco	included	\$ 8,980.00	\$ 216.00	\$ 5,200.00	\$ 24,180.00	\$2551 Min. 50 SRST on all VG	\$9,976 Call Box for Video security				
	CCI South	Y	Y	\$ 247,520.59	Toshiba/Polycom	\$ 1,680.00	\$ 8,160.00	\$686 per unit	N/A	\$ (24,712.00)						
	Amerinet	Y	Y	\$ 277,014.84	Shoretel	inc. in alt 2	\$ 11,355.59	\$ 92,255.30	\$ 3,000.00	Included	\$12,076 46 trunks to match 46 PRI Channels	\$18,803 Mobility device, administrators, WLAN	\$189 ea one softphone user			
	Black Box	Y	Y	\$ 296,090.00	Shoretel	\$ 6,971.00	\$ 3,180.13	N/A	N/A	N/A						
	TDS Solutions	Y	N	\$ 86,946.00	Polycom	.08 per minute	.24 per minute	N/A	N/A	N/A						
Notes																

Barton
Malow

February 9, 2015

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

RE: 2013 Bond Project: Bid Package 4 Bid Summary

Dear Mr. Urquhart,

Bid documents were issued for Bid Package 4 which includes the district-wide replacement of the telephone system. In addition to contacting known interested bidders, bids were advertised in the local newspaper. Bids were received and publicly opened on January 29, 2015.

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, the project team of Barton Malow, Waverly Community Schools, and Ingham ISD staff conducted post-bid interviews with three bidders to evaluate the bidder's proposal, product, system, functionality, and alternates. In addition the project team verified bidder's compliance with scope and schedule. The interviewed bidders conducted a demonstration of their proposed telephone system.

Based upon the evaluation of the project team and district staff we present the following company for consideration by the administration and Board of Education. The solution proposed by the following company is best suitable for the ongoing maintenance required of the district staff. In addition this company has worked and performed well in the district installing network infrastructure throughout.

<u>Company</u>	<u>Base Bid</u>	<u>Alternates</u>	<u>TOTAL</u>
Moss	\$204,413.82	#1: \$3,017.32 #2: \$3,017.33 Vol #4: \$(4,866.08) Vol #6: \$3,638.62	\$209,221

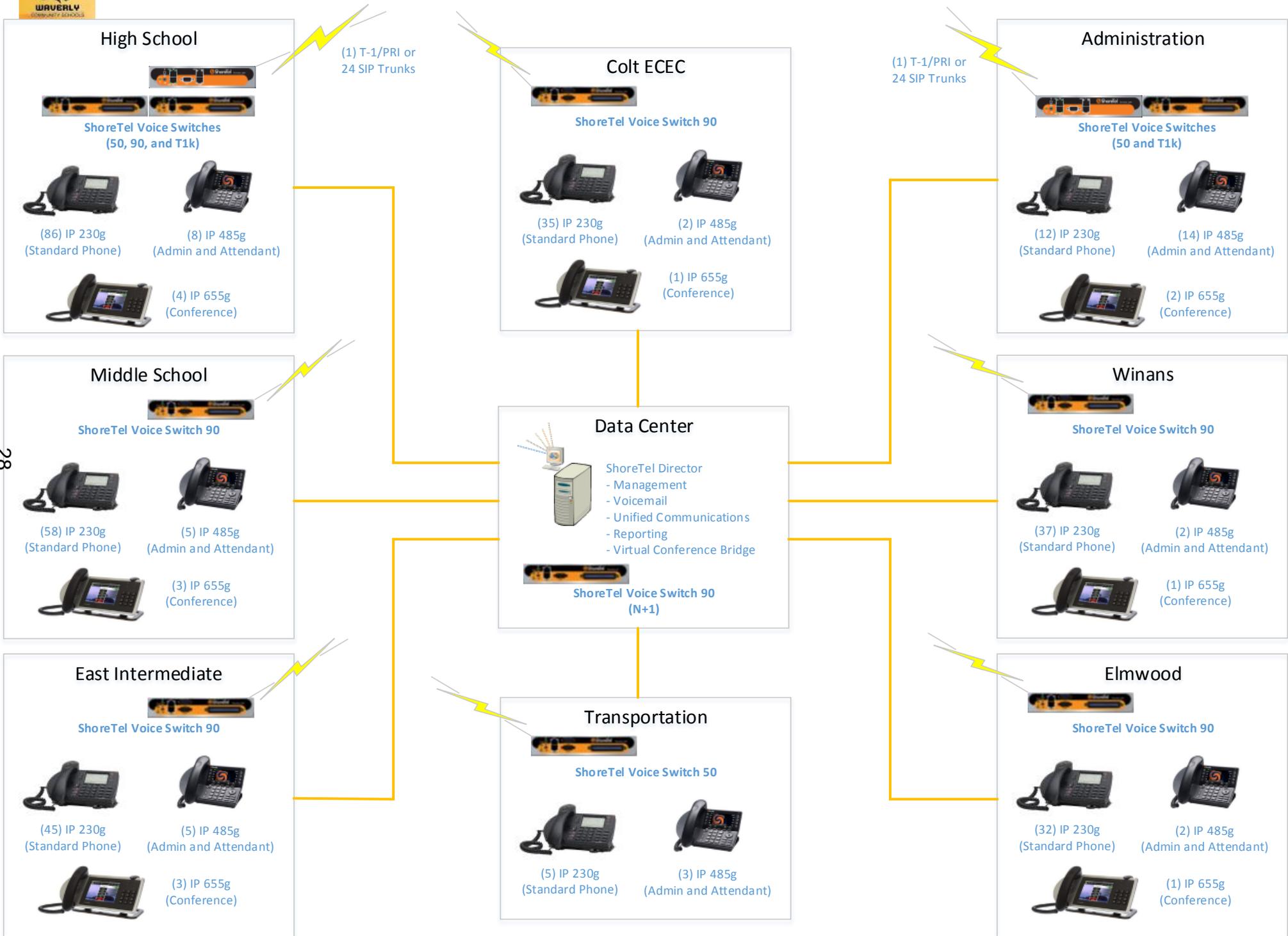
Upon approval by the Board of Education, Barton Malow will issue contracts to the approved bidders. If you have any questions, please call me at (586) 524-1396.

Sincerely,



Eric Sifferman
Project Manager

c: E. Nuffer, (WCS) D. Palme, (IISD), P. Twigg (BMC),



28

High School

(1) T-1/PRI or 24 SIP Trunks

Colt ECEC

(1) T-1/PRI or 24 SIP Trunks

Administration

ShoreTel Voice Switches (50, 90, and T1k)

ShoreTel Voice Switch 90

ShoreTel Voice Switches (50 and T1k)

(86) IP 230g (Standard Phone) (8) IP 485g (Admin and Attendant)

(4) IP 655g (Conference)

(35) IP 230g (Standard Phone) (2) IP 485g (Admin and Attendant)

(1) IP 655g (Conference)

(12) IP 230g (Standard Phone) (14) IP 485g (Admin and Attendant)

(2) IP 655g (Conference)

Middle School

Data Center

Winans

ShoreTel Voice Switch 90

ShoreTel Director

- Management
- Voicemail
- Unified Communications
- Reporting
- Virtual Conference Bridge

ShoreTel Voice Switch 90

(58) IP 230g (Standard Phone) (5) IP 485g (Admin and Attendant)

(3) IP 655g (Conference)

ShoreTel Voice Switch 90 (N+1)

(37) IP 230g (Standard Phone) (2) IP 485g (Admin and Attendant)

(1) IP 655g (Conference)

East Intermediate

Transportation

Elmwood

ShoreTel Voice Switch 90

ShoreTel Voice Switch 50

ShoreTel Voice Switch 90

(45) IP 230g (Standard Phone) (5) IP 485g (Admin and Attendant)

(3) IP 655g (Conference)

(5) IP 230g (Standard Phone) (3) IP 485g (Admin and Attendant)

(32) IP 230g (Standard Phone) (2) IP 485g (Admin and Attendant)

(1) IP 655g (Conference)

Client:	Waverly Community Schools	
Project Description:	Bid Package 4 – Telephone System	Address: 515 Snow Road Lansing, MI 48917
Moss Sales Contact:	Ron Spencer	Email: Eric.sifferman@bartonmalow.com
Moss Engineers:	John Banach	
Client Contact:	Eric Sifferman	Phone: (517) 321-7265

As a leader in Voice Communications System deployments within Michigan, we are pleased to offer a very comprehensive response for the new Communications System for Waverly Community Schools. Within our bid response, we’ve addressed the various required elements as outlined in the RFP document (Base Bid and Mandatory Alternates) along with several Voluntary Alternates the district may wish to consider.

Base Bid Solution Summary: MOSS has made its best effort to address all the key elements of the RFP by responding with a ShoreTel Unified Communications solution. As a result, we are able to meet the spirit of the RFP. Below is a quick summary for each key segment included within our response package.

Voice Switches: To address the Centralized Gateway, Building Gateway, and Call Control functionality needs, we’ve utilized various ShoreTel Voice Switch appliances for each location. Because of ShoreTel’s unique distributed architecture all three (3) of these core elements are consolidated / distributed throughout with the appropriate Digital, Analog Station, and Analog CO connections needed as outlined in the RFP document.

Each Voice Switch will automatically bind together as a single voice solution throughout the organization utilizing the Ethernet network as its “virtual chassis”. This allows for system redundancy, centralized management, and remote site survivability throughout the district.



We have included a single Voice Switch 90 as a hot spare to be provisioned as the (N+1) voice switch for district wide disaster recovery.

Telephone Sets: Based on the phone requirements included in the RFP document. We elected to use the IP230g for Standard, the IP485g for the Admin and Attendant, and the IP655 for the Conference needs throughout. The following represents the total phone count included in our bid (including the desired spares):

- IP230g = 370 units
- IP485g = 49 units
- IP655 = 17 units

Total IP Phone Count = 436 units

IP230g: Ideal for knowledge worker who relies on telephone communications and requires Gigabit Ethernet connectivity at the desktop for data-intensive functions. The IP230g delivers a wealth of features including three line appearances, eight function keys, four soft keys, headset jack, full duplex speaker phone, and full audio controls.



Web Link: http://www.shoretel.com/products/ip_phones/ShoreTel_IP_Phone_230g.html

IP485g: ShoreTel's advanced phone, the IP485g provides color display, 8 line appearances, expanded call history, visual voice mail, integrated 10/100/1000 Ethernet switch, 6 function keys, four soft keys, headset jack, full duplex speaker phone, and full audio controls.



Web Link: http://www.shoretel.com/products/ip_phones/ShoreTel_IP_Phone_485g.html

IP655g: ShoreTel's most advanced telephone, designed to meet the needs of conference rooms. Provides 12-line appearances with large backlit touch color display, advanced microphone technology for small and mid-sized conference rooms w/ optional connections to support extension microphones if extended coverage is required. In addition, each unit has an integrated 10/100/1000 Ethernet switch, headset jack, full duplex speaker phone, and full audio controls.



Web Link: http://www.shoretel.com/products/ip_phones/ShoreTel_IP_Phone_655.html

Station Licensing: We have included extension and mailbox licenses to support IP Phone and analog stations throughout the district. Based on the RFP requirement we have included (366) extension and (400) unified communication voicemail boxes throughout.

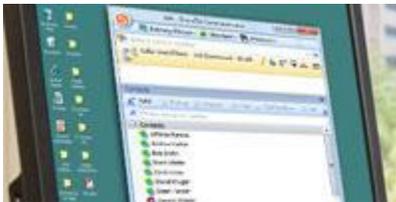
Web Link: http://media.shoretel.com/documents/SPEC_Unified_Messaging_050310.pdf

Application Server: The application server license is essentially the ShoreTel Director Server and is provided for no additional cost. To support running the ShoreTel application server, we have include a new HP Proliant DL360p server with a Microsoft Windows Server license. MOSS will setup the “free” edition of Vmware on this server along with a single VM provision with the MS server license running the ShoreTel Director software. Additionally we’ll setup another VM to be provisioned a SA-1000 conference bridge. This bridge initially enables IM services throughout the district. Licenses can optionally be added to enable conferencing services as covered in the alternates section of the response.



Web Link: http://www.shoretel.com/products/sys_management/director

Client Software: MOSS has included (400) of the personal access licenses for the ShoreTel Communicator Client to be used as required. The personal edition is included at no additional costs. As with all sections, MOSS will work with the District IT staff to best determine these needs and programming services required for the deployment.

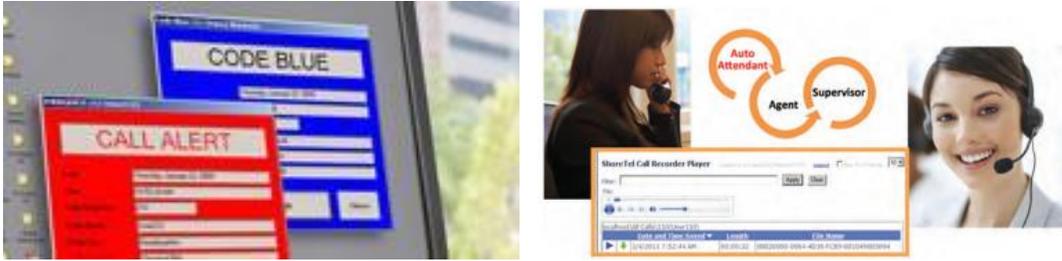


Web Link: http://www.shoretel.com/products/user_apps/communicator

ShoreTel Advanced Applications: We have included a couple of ShoreTel’s advanced applications bundle to address Emergency Notification and Call Recording Services per the RFP requirements.

Here is a quick summary of what’s included:

- **ShoreTel Emergency Notification:** provides desktop screen pop and telephone call based alerts when an emergency or advisory number has been dialed. Location sharing information allows school staff to respond more quickly to the emergency situations and mobilize internal staff when needed.
- **ShoreTel Call Recorder:** Provides automatic recording of external calls continuing through call transfers and redirections provides quick and easy call recording retrieval.



Web Link:

http://www.shoretel.com/products/uc_platform/software/advanced_applications/ShoreTel_Emergency_Notification.html

Web Link:

http://www.shoretel.com/products/uc_platform/software/advanced_applications/ShoreTel_Call_Recorder.html

Wireless Headsets: To address the need for wireless headsets with ring detection, we have combined two products from Plantronics, the SAVI 740 and RD1. This wireless headset combination is completely certified to work with the ShoreTel IP handsets



Web Link: <http://www.plantronics.com/us/product/savi-700>

UPS Systems: We have included UPSs from Liebert. Because of the very unique nature of the ShoreTel distributed architecture, the power requirements are very minimal throughout. As a result, we have use the PSA line-interactive series to cover all the Individual Building voice switches. In addition, to support the included HP server, we have included one PSI series supporting higher VA rating at the main Data Center location.



Web Link: <http://www.emersonnetworkpower.com/en-US/Products/ACPower/DesktopWorkstationUPS/Pages/liebertpsalineinteractiveups5001500va.aspx>

Web Link: <http://www.emersonnetworkpower.com/en-US/Products/ACPower/RackmountUPS/Pages/LiebertPSIXRandLiebertPSILineInteractiveUPS10003000VA.aspx>

Server: As stated above, we have include (1) HP Proliant DL360p server to handle the core application needs for centralized management, advanced applications, and conferencing services.



Web Link: <http://www8.hp.com/us/en/products/proliant-servers/product-detail.html?oid=5177953>

Training: The RFP has requested several layers of training services to be included in our package. On that note, we have included the following elements as a summary:

- 1-day of training for the attendants/administrators onsite during the summer
- Attend PD day the last week of August to demonstrate basic functionality to all staff and answer questions from individual users
- 3-hour block at each building within the first week of school starting to address questions and issues from individual users
- 2x 2-hour follow-up training session over the initial 12 months of operation
- 3x 2-hour blocks of training / support on the administration / maintenance of the system including MAC, call accounting configuration / reporting, voicemail maintenance, etc

Support: For the base bid solution, we have included a 5-years MOSS Enhanced Support Package. This support includes NBD advanced replacement for all hardware other than the phone sets, 24x7 software support, Access to all future software. All support is simply directed through MOSS and we'll handle it from there.

In addition, we also have options for 1 and 3 years as well as options for switching MOSS services to an hourly or block-time rate. If these options are of interest, we can quote upon request.

Implementation: Complete implementation services are included for the entire solution with the minor exception of physically installing the Communicator Client on the customer workstations (this is normally handled by the IT staff through a variety of available deployment methods). This does however include conducting station reviews, coordinating any carrier provisioning / porting services, physical installation of all hardware including the phone sets, setup of the extensions & mailboxes, setup of E911 services (in conjunction with how the carrier requires this information to be handed off) and programming the profiles for the Communicator Client. MOSS will work directly with the client to gather all information necessary for a completely operational system.

Alternate 1 - Conferencing and Instant Messaging: when employees can communicate and collaborate easily across an organization – whether sharing information in a presentation, working on a document together or instant messaging (IM) each other – productivity and performance improve. By combining voice and data over the enterprise phone system, ShoreTel Conferencing provides rich conferencing and collaboration features, cost-effectively.

We have included ShoreTel's SA-1000 conferencing / instant messaging solution. Currently we have licensed the SA-1000 to support 20 concurrent audio conferences. This can easily be expanded as needed by adding additional activation licenses in blocks of 10. The SA-1000 supports the following maximum connections:

- Up to 2,000 IM clients
- Up to 200 simultaneous audio conferencing ports
- Up to 200 simultaneous web conferencing ports
- Up to 100 simultaneous conferences



Web Link: http://media.shoretel.com/documents/SOLUTION_Conferencing.pdf

Alternate 2 – Audio, Web, and Video Conferencing: To enhance the conferencing functionality, we have the ability to add additional licensing to the conference bridge solution. In this case we are able to address extending Web collaboration services and therefore we have added 20 Web to the existing 20 Audio thereby addressing the Audio and Web conferencing portion of the puzzle.

Unfortunately Video isn't an option as of yet. However ShoreTel has several video integration partners available that may provide an appropriate solution for the school. However in order to realistically quote these solutions, we would need to gather addition information to design properly. Please let us know if this is something you'd like to pursue further.

Alternate 3 – Video phone for administrators: ShoreTel supports video via upgrading their communicator client from person access to professional access. By doing so, point to point video services are enable through the use of a PC connect web camera. In addition, this client can also integrate into third party conferencing solutions as indicated above.

Alternate 4 – Voice to Text: Voice to Text services are delivered via integration into ShoreTel’s Sky hosted solutions platform. One of the Sky solutions currently available to users is the Scribe offering. This offering is easily scribed to via the ShoreTel Director Management server on a per client basis. Once enabled, this hosted solution is charged on a month basis and can be cancelled at any time once the initial 1-year contract expires.

Also note, in addition to Scribe, ShoreTel can also deliver eFax and Mobility via the hosted integration services as well.

Web Link: <http://www.shoretelsky.com/products/add-on-services/shoretelsky-scribe/>

Alternate 5 – Intercom Functionality: To address the outlined Intercom functionality, there is no additional charge as this type of Intercom feature set is included within the base system OS.

Voluntary Alternate 1 – Unit Handset Pricing: This section provide unit pricing for all phone options available from ShoreTel.

Please Note: we did follow the RFP guidelines for minimum phone features, which required we move up to higher levels of phones that what most schools districts normally deploy. Please take a moment to consider switching all or some IP485g phones to IP480g phones for areas where color displays aren’t required for example.

Voluntary Alternate 2 – Replace IP230g phones with IP420 Phones: We are offering this deduction to address providing a lower cost phone for classrooms. Many times we find clients purchasing Gigabit phones just to purchase a Gigabit phone when the work station outlet has multiple Ethernet cables available. If multiple Ethernet connections are available, then we would recommend purchasing the IP420 phone for these environments. By making this selections, the school would receive the following benefits:

- Overall price reduction
- Added resiliency as the PC and phone would be using separate network connections

Voluntary Alternate 3 – Removal of wall mount kits: The RFP guidelines called for wall mounting to be part of the phone configuration. As a result, we have include (340) wall mount kits that may not be require assuming the phones are placed on standard desk locations. Because of this, we are offering this deduction for consideration.

Voluntary Alternate 4 – Removal of the HP Server and Microsoft License: In order to complete our solution with hardware provided by MOSS, we included an HP DL360p server with Microsoft Server License. That being said, many school districts today may have available server resources within a pre-existing virtual server environment. As a result, we are offering this optional reduction.

Note: ShoreTel has a very wide variety of additional options the district may want to consider ranging from full Mobility through advanced Emergency notification systems. For additional details, please review the included applications guide.

Thank you for taking the time to review our offering. We look forward to discussing our solution in more detail here in the near future. Please feel free to call me on my cell phone at 616-291-4366 or email me at ron.spencer@mosstele.com if you have any additional questions.

Ron Spencer
Director of Network Solutions Sales
MOSS-Network Solution
Direct Line: (616) 726-7035
Cell Phone: (616) 291-4366
Email: ron.spencer@mosstele.com

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
FEBRUARY 17, 2015**

Report #15-52

FOR ACTION***

Subject:

Preschool Tuition Rates for 2015-16

Recommendation:

The Superintendent recommends the Board of Education establish the following rates for preschool tuition for the 2015-2016 school year:

Registration Fee: \$50.00
Monthly Tuition: \$200.00

Statement of Purpose:

The purpose of the recommendation is to establish rates for the 2015-16 school year to cover the costs of operating a tuition based preschool program for 3 and 4 year olds

Budget Impact:

The above prices reflect no increase in the registration fee and a \$20.00 increase in the monthly tuition rate from 2014-2015. The Community Service Fund is projected to have an ending fund balance as of June 30, 2015 of \$9,166.

Historical Perspective:

The District increased the monthly tuition rate by \$30.00 from 2013-14 to 2014-15 to stay competitive with other local programs and to cover the indirect costs associated with operating the program at Colt ECEC.

Rationale for Recommendation:

The Community Service Fund had its first operating surplus during the 2013-14 school year without receiving an appropriation from the General Fund. The increase in monthly tuition will allow for greater flexibility in planning and will cover all costs of operating the preschool tuition program, including a transfer back to the General Fund to cover indirect costs and provide an enhancement of revenue to be used for other instructional programs and services.

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
SPECIAL MEETING
February 17, 2015**

Report #15-53

FOR ACTION

Subject: **Extension of Superintendent's Contract**

Recommendation:

The Waverly Community Schools' Board of Education President recommends the Board extends the Superintendent's contract following a successful evaluation.

Statement of Purpose:

State law provides that a Superintendent's contract can be no longer than five years. The Superintendent's contract has two (3) remaining years through June of 2018.

Historical Perspective/Background:

The Superintendent's Contract of Employment (Section 7) states the contract may be extended by the Board at its discretion, if in the opinion of the Board, the Superintendent's performance merits such an extension.

Discussion of Options:

The Board has two options: No extension or extension of one (1) to two (2) years.

Rationale for Recommendation:

The Superintendent has demonstrated, through Board evaluation, successful management of the Waverly Community Schools. The contract extension offers personal job security for the Superintendent, which in turn results in a high level of job satisfaction and performance.