



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

**Waverly Community Schools**

**Regular Meeting**

**Monday, September 21, 2015 6:30 PM**

# Agenda of Regular Meeting

## The Board of Education Waverly Community Schools

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A Regular meeting of the Board of Education of Waverly Community Schools will be held September 21, 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
- III. Correspondence
- IV. Public Comment
- V. Student Representative Report
- VI. Board Member Comment
- VII. Adoption of Agenda
- VIII. \*\*\*Approval of Minutes 4
- IX. Presentation of Reports
  - A. Advisory Committee Reports
    - 1. Personnel & Policy - Member Chahine
    - 2. Finance & Facilities - Member Wright
    - 3. Teaching & Learning - Member Sherry
  - B. Personnel & Policy
    - 1. \*\*\*Recommendation to approve Report #15-16, Personnel Report 10
  - C. Finance & Facilities
    - 1. \*\*\*Recommendation to approve Report #15-17, Finance Report 11
  - D. Other
    - 1. Recommendation to approve Report #15-18, Playground Equipment Purchase Recommendation 14
- X. Superintendent's Report
- XI. Public Comment
- XII. Other Board Business
- XIII. Adjournment



**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
August 17, 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  
Mr. Alan Wright, Treasurer  
Mrs. Melissa Sherry, Vice Secretary-Treasurer  
Mr. Calvin L. Jones, Trustee  
Mr. Joe Chahine, Trustee

***Member Absent:***

Mrs. Mary Ann Martin, Secretary

***Others Present:***

Scott Castelee  
Leilani Castelee  
Scott Koenigsknecht

***Pledge***

Becky Pease let the pledge of Allegiance.

***Special Presentation***

Dr. Scott Koenigsknecht, newly hired Ingham ISD Superintendent, introduced himself and provided background information to the Board. He was most recently the Superintendent of Montcalm Area ISD for 15 years. Prior to that he was the Superintendent of Fowler Public Schools. Dr. Koenigsknecht attended Central Michigan University, where he received his bachelors, masters and doctorate degrees. He and his wife are parents of a child with autism, and are passionate about families with children with disabilities and special needs. His family started an organization to reach out to those families, providing one event per month. The organization recently worked with the Waverly High School swim team to provide an event for these families.

Dr. Koenigsknecht noted he is attending Board meetings at each of the Ingham ISD local districts to introduce himself. He also has spent time meeting and getting to know each Superintendent in the local districts.

President Slocum stated he sat in on Dr. Koenigsknecht's interview at the ISD. He welcome him to Waverly, noting our doors are open anytime. Dr. Koenigsknecht said he plans to get out to the districts occasionally to see how they are serving our kids and families.

***Special Introduction***

Vince Perkins, Director of Human Resources, introduced Scott Castelee, who was recently hired as the Waverly High School Athletic Director. Mr. Castelee has ten years of experience as an Athletic Director.

***Correspondence***

Member Sherry reported a notice of a Public Hearing was received from Delta Charter Township.

***Public Comment***

None

***Student Representative Report***

None

***Board Member Comment***

Member Wright thanked the administration and Board, noting Waverly is the only district that doesn't have oppressive pay-to-play for athletics.

President Slocum reported he attended the Delta Township Library Board meeting prior to the Waverly Board meeting this evening. Mary Rzepczynski was named the interim director of the Library following Cherry Hamrick's retirement. The library has a "Free" library where patrons can take a book and leave a book. The staff is going to provide pamphlets to describe how the process is supposed to work as incoming books tend to be fewer than those taken. Waverly Board member, Melissa Sherry, has accepted to serve on the library search committee for a new director.

President Slocum reported information regarding MASB's 2015 Delegate Assembly has been received by the District.

He indicated he will represent the Board at the Thursday, October 22 meeting at the Grand Traverse Resort. If he finds he can't make it, Member Sherry will be the alternate.

***Adoption of Agenda***

A motion was presented by Member Jones and supported by Member Sherry. MOTION: The Board of Education approves the agenda which includes revised Personnel Report # 15-13 to include the removal of Kailee Hobbins as School Psychologist and termination of Shawn Koster, Payroll/Benefits Specialist.

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

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

***Advisory Committee Reports***

1. Personnel & Policy – Member Chahine stated there is no report
2. Finance & Facilities - Member Wright stated there is no report
3. Teaching & Learning – Member Sherry stated there is no report

***Personnel Report – Report # 15-13 Revised – For Action***

The Board of Education approved the employment (certified) of Courtney Miller (Winans 4<sup>th</sup> grade teacher) and Ryan Houthoofd (Winans 4<sup>th</sup> grade teacher); the employment (contracted) of Scott Castele (Athletic Director); the transfer (certified) of Mary Jo Pangborn from Special Education TSLI (.5 FTE) to Special Education TSLI (1.0 FTE); Kathryn Pike from K-4/East Music Teacher to Colt/Elmwood Music Teacher; and James Tolbert from MS Special Education Parapro (7.25 hours ) to HS Special Education Teacher; the transfer (non-certified) of Ryan Holmes from Colt Special Education Parapro to East Special Education Parapro (7.25 hours); Amy Luzbetak from HS Lunch Assistant (3.5 hours) to HS Cafeteria Server (6 hours); and Samuel Moreno from MS Special Education Parapro (3 hours) to MS Special Education Parapro (7.25 hours); the resignation (certified) of Grace Lynch (Elmwood TSLI) and Cindy Sartor (Elmwood teacher); the resignation (non-certified) of Gordon Decker (Winans Breakfast and Lunch Assistant - 3 hrs.) and Helen Hoskins (East Assistant Cashier -2 hrs.); the resignation (contracted) of Ray Kimball (HS Athletic Director); and the termination (non-certified) of Shawn Koster (payroll/benefits specialist).

***Certification of Winter Tax Levy – Report #15-14 – For Action***

The Board of Education adopted the proposed winter tax levy for the City of Lansing, Delta Township, Lansing Township, Watertown Township, and Windsor Township. A copy of the certification (L-4029) is attached.

***Amendment to the Adopted Program of Studies, to include the offering of the Links/Peer to Peer Course – Report #15-15 – For Action***

A motion was presented by Member Sherry and supported by Member Witwer. MOTION: The Board of Education approves an update to the 2015-2016 High School Program of Studies, as presented.

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

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

David Gorbe, Band Director, and Maureen Nauss, Choir Director, have been given permission to plan an extended field trip to New York, New York in May of 2016. The band will march in the Little Neck-Douglaston Memorial Day Parade (largest Memorial Day parade in the nation) and the choir will take part in a performance or clinic yet to be determined. Points of interest to be visited will be Ellis Island, Liberty Island, Central Park, NBC Studios, Rockefeller Center, Carnegie Hall, 9/11 Memorial Museum, and One World Observatory. A tour manager will travel with the group while in New York.

The trip was planned for 70 marching band students and 20 choir students. At the date the Field Trip Request was submitted, the numbers appear to be higher. Mr. Gorbe, Mrs. Nauss, and 15-18 parents will serve as chaperones. The group will be lodged at the Springhill Suites Newark Airport Hotel in New Jersey.

The cost per student is estimated at \$735, but may fluctuate depending on the actual number of participants. Activity accounts are set up for students to deposit monies earned through fundraising. Parents will pay the difference if enough money is not earned through fundraising.

***Superintendent's Report***

Gloria Gonzalez reported enrollment numbers are solid and heading in the right direction. Numbers for Kindergarten are over 130 (with a budgeted number close to 200). Another second grade section was opened. Grades 2, 5, 6, 11 and 12 have been closed to School of Choice and State Aid Release. It looks like our families are staying and new students are coming in. Mrs. Gonzalez noted she had provided examples of why people are coming to Waverly earlier in the summer. Reasons for lower numbers in Kindergarten are we have gotten away from Kindergarten Roundup and parents of students who attend Great Start/Headstart think they are automatically enrolled in Kindergarten and they are not.

Superintendent Urquhart announced the opening day of school for teachers is September 1<sup>st</sup>, starting with a continental breakfast at 7:15 a.m. followed by a meeting at 8:00 a.m. in the Waverly High School Auditorium.

Superintendent Urquhart stated Waverly has had the opportunity to work with Ingham ISD in the area of technology, which has worked out well. We are now looking at an opportunity in the business office in the area of payroll and benefits. We have authorized a person from the ISD to come in temporarily to get payroll out and would like to recommend using their services to fill this position. Our Board will need to make a decision by August 24 if this is the direction we want to take. The ISD would have to take the recommendation to their Board at two different meetings. If approved, they would assign a person to be responsible to Waverly, but would also have a team of people that comes together to absorb work of the local district. It would be a three-year deal. He advised the Board to look over the information before Monday's Board PD.

***Public Comment***

None

***Other Board Business***

Member Chahine stated he looks forward to starting the book study at the Board PD. Member Sherry asked if we have reached out to the St. Gerard community regarding enrollment. President Slocum stated the Board needs to look over the contract for payroll so we are ready to discuss at the PD on Monday.

***Adjournment***

The meeting adjourned at 7:03 p.m.

Respectfully submitted,

Melissa Sherry  
Vice Secretary-Treasurer

\*\*Consent Agenda  
rlp

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
PROFESSIONAL DEVELOPMENT  
August 24, 2015**

***Opening of Meeting***

The Professional Development meeting of the Waverly Community Schools Board of Education was called to order by President Britt Slocum at 9:14 a.m. in the East Conference Room, 3131 W. Michigan Avenue, Lansing, Michigan.

***Members Present:***

Britt Slocum, President  
Angela Witwer, Vice President  
Mary Ann Martin, Secretary  
Alan Wright, Treasurer  
Melissa Sherry, Vice Secretary-Treasurer  
Calvin L. Jones, Trustee  
Joe Chahine, Trustee

***Staff Present:***

Mr. Terry Urquhart, Superintendent  
Mr. Evan Nuffer, Director of Finance & Operations  
Mr. Vincent Perkins, Director of Human Resources  
Mrs. Gloria Gonzalez, Director of Student Services  
Mrs. Kelly Blake, Director of Teaching and Learning  
Ms. Becky Pease

***Others Present:***

Mr. Frank Woronoff

***Windemere View***

Mr. Frank Woronoff, Associate Broker for Coldwell Banker Hubbell Briarwood, updated the Board on the status of the Windemere View property

***Topics for Discussion***

The Board of Education discussed Board and Superintendent goals for the 2015-2016 school year; AdvancEd Accreditation; Sinking Fund; the International Achievement Gap and Marketing Strategies.

***Contract with Ingham Intermediate School District regarding Payroll and Benefits***

Superintendent Urquhart informed the Board he needed authorization to move forward on a cooperative agreement with Ingham Intermediate School Board regarding Waverly's payroll and benefits, as timing is an issue.

A motion was presented by Member Sherry and supported by Member Jones. MOTION: The Board of Education grant authority to the Superintendent and/or his designee to enter into a contract with Ingham Intermediate School District for payroll and benefit services.

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

***Book Study***

Superintendent Urquhart introduced the book, *The Global Achievement Gap*, which Cabinet, the Board, and the Leadership Team will read and discuss during the 2015-2016 school year.

*Adjournment*

The meeting adjourned at 12:11 p.m.

Respectfully submitted,

Mary Ann Martin  
Secretary

rlp

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
September 21, 2015**

**Report #15-16**

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

**A.        Employment – Certified**

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Sara Beauchamp-Hicks	Colt/Elmwood .5 Technology Teacher	MA+30, 3/\$25,208.50	09/01/2015
Scott Brooks	East .4 Band Teacher	BA+0, 3/\$17,434.00	09/01/2015
Kelvin McGill	East 6 <sup>th</sup> Grade Teacher	MA+0, 1/\$41,468.00	09/01/2015
Suzanne Ziel	East .4 Technology Teacher	BA+20, 0/\$15,517.00	09/01/2015

**B.        Employment - Contracted**

<u>Name</u>	<u>Position</u>	<u>Class/Salary</u>	<u>Effective</u>
Jennifer Erbele	Auditorium Manager	\$25,000.00	08/26/2015
Susan Ruegsegger	Nurse (20-24 hrs. per month)	\$30/hour	08/31/2015

**C.        Transfer - Certified**

<u>Name</u>	<u>Position</u>	<u>Class/Salary</u>	<u>Effective</u>
Margot Bensinger	From: Colt Kindergarten Teacher	MA+15, 11/\$75,462.00	09/01/2015
	To: Winans 2 <sup>nd</sup> Grade Teacher	no change	
Ruth Lamb	From: HS Counselor	MA+45, 11/\$81,111.00	09/08/2015
	To: Elm./Win./East/St. G Psychologist	no change	
Sara St. John	From: Colt Kindergarten Teacher	MA+0, 3/\$45,401.00	09/01/2015
	To: Elmwood 2 <sup>nd</sup> Grade Teacher	no change	
Helene McNielly	From: Assistant Principal East	\$83,238.00	09/08/2015
	To: Winans Elementary Principal	\$89,250.00	

**D.        Transfer – Non-Certified**

<u>Name</u>	<u>Position</u>	<u>Class/Salary</u>	<u>Effective</u>
Bessie Daniel	From: Colt Lunch Assistant (2 hrs.)	Class G/\$9.57	09/01/2015
	To: HS Lunch Server (3 hrs.)	Class F/\$9.87	
Samantha Gilson	From: MS Assistant Cashier (3.5 hrs.)	Class E/\$10.16	09/01/2015
	Transfer To: HS Lunch Server (3.5 hrs.)	Class E/\$10.16	
Laurie Wallace	From: East Lunch Assistant (2 hrs.)	Class G/\$9.57	09/01/2015
	To: East Assistant Cashier (2 hrs.)	Class F/\$9.87	
Donna Wise	From: MS Lunch Assistant (2 hrs.)	Class G/\$9.57	09/01/2015
	To: MS Assistant Cashier (3.5 hrs.)	Class F/\$9.87	

**E.        Resignation – Administration**

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Patti Woodruff	Winans Elementary Principal	Personal	09/03/2015

**F.        Resignation – Non-Certified**

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Amy Greeley	Winans Lunch Assistant (2 hrs.)	Personal	09/04/2015
Cassandra Lewis	HS Custodian (3 <sup>rd</sup> Shift)	Personal	09/08/2015
Stacy Maiville	Colt Head Secretary	Personal	09/11/2015
Helen Murchison	Winans Lunch Assistant (2 hrs.)	Personal	08/21/2015

**G.        Termination – Non-Certified**

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Linton Stalling	Bus Driver	09/11/2015

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
SEPTEMBER 21, 2015**

**Report #15-17**

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

**Subject:**

Finance Report

**Recommendation:**

It is recommended the following be approved:

**Financial Report:**

The cash balance as of July 31, 2015 was \$2,719,401.41. Receipts during August, consisting of property taxes, state aid and other revenues in the amount of \$5,059,223.36 minus disbursements during August of \$3,490,405.69, left the district with a General Fund cash balance, as of August 31, 2015, of \$4,284,408.23, including \$2,300,000.00 from the issuance of a State Aid Note.

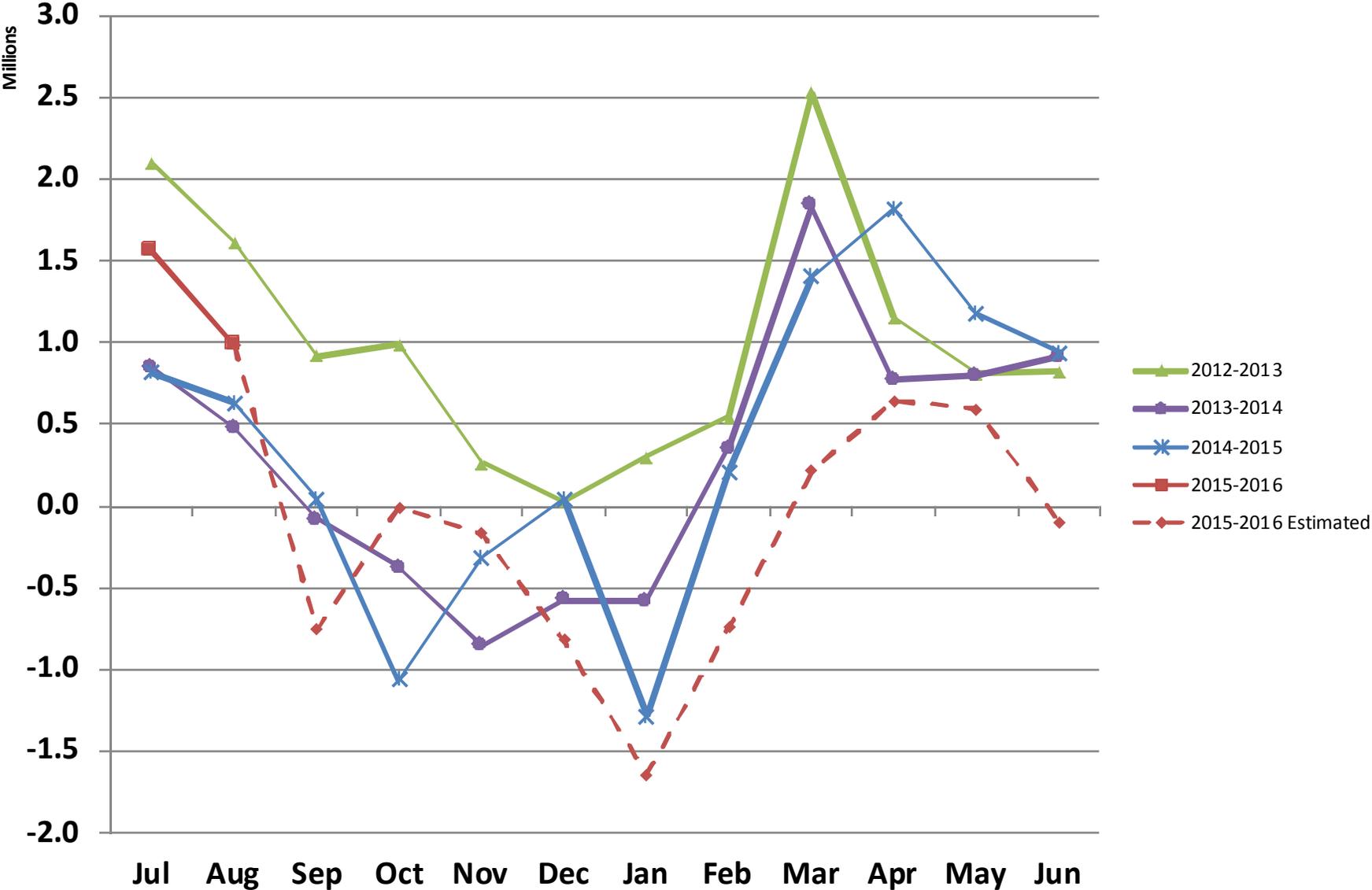
# Waverly Community Schools

## Finance Committee - Cash Position Report

For the Month Ended August 31, 2015

Balance on Hand June 30, 2015	2,719,401.41
Revenues	
State Aid	1,584,088.14
Taxes	379,143.99
Other Revenue	116,656.66
Interfund Transfers In	679,334.57
State Aid Note Proceeds	<u>2,300,000.00</u>
	5,059,223.36
Disbursements	
Payroll and Related Liabilities	(1,835,410.57)
Other Expenditures	(854,718.07)
State Aid Repayment	<u>(800,277.05)</u>
	(3,490,405.69)
Prior Month Adjustments During July 2015	(3,810.85)
Balance on Hand August 31, 2015	<u><u>4,284,408.23</u></u>
PNC Bank - General	4,175,676.68
MILAF	7,359.84
PNC Bank - Payroll	51,514.92
Comerica - Checking	<u>49,856.79</u>
	<u><u>4,284,408.23</u></u>

# Waverly Community Schools Cash Flow Analysis (Monthly Lows)



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**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
SEPTEMBER 21, 2015**

**Report #15-18**

**FOR ACTION**

**Subject:**

Playground Equipment Purchase Recommendation

**Recommendation:**

In accordance with Board Policy 6320 (Purchasing), the Superintendent recommends the Board of Education approve the award to Great Lakes Recreations Company, the lowest responsible bidder(s), for the purchase and installation of playground equipment.

**Statement of Purpose:**

The purpose of bid package # 6 was to receive competitive proposals for age appropriate playground equipment to be installed at Colt Early Childhood Elementary School.

**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 Thursday, August 20, 2015 Bid Package #6 was released with responses due on Thursday, September 3, 2015. 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 Thirty-Three Thousand and 00/100 Dollars (\$33,000.00). 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 the bid recommendation, as presented
- 2) Reject the bid recommendation, as presented
- 3) Table the recommendation for further discussion

September 10, 2015

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

RE: 2013 Bond Project: Bid Package 6 Bid Summary

Dear Mr. Urquhart,

Bid documents were issued for Bid Package 6 which included playground renovations at Colt E.C.E.C. Request for Proposals were sent to local Playground Installation Companies. Bids were received and publicly opened on September 3, 2015.

**Bid Receipt and Evaluation Summary**

Three Bids were received:

Great Lakes Recreation Company	\$33,000
Playworld Midstates	\$33,000
Miracle Midwest	\$33,000

All three bids matched the set budget of \$33,000 defined in the bidding documents.

Bid Proposals were reviewed by the project team of Barton Malow and Waverly Community Schools to verify the proposals were inclusive of the scope of work and schedule, and to determine proposals met the intent of the project. 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:

**Great Lakes Recreation Company**

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

Sincerely,



Eric Sifferman  
Project Manager  
Barton Malow Company