



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

**Waverly Community Schools**

**Special Meeting**

**Tuesday, December 8, 2015 5:00 PM**

# Agenda of Special Meeting

## The Board of Education Waverly Community Schools

---

A Special meeting of the Board of Education of Waverly Community Schools will be held December 8, 2015, beginning at 5:00 PM in the Board Room, 515 Snow Road, Lansing, MI.

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

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

- I. Call to Order and Pledge to the Flag - President Slocum
- II. Adoption of Agenda
- III. \*\*\*Approval of Minutes 3
- IV. Presentation of Reports
  - A. Finance & Facilities
    - 1. Recommendation to approve Report #15-28, Special School Election on Tuesday, March 8, 2015 8
  - B. Other
    - 1. Recommendation to approve Report #15-29, Approval of the Resolution for Negotiations' Spokespersons 13
- V. Other Board Business
- VI. Adjournment

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
November 16, 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 Educational Services and 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

***Member Absent:***

Mr. 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  
Mr. David Palme, Director of Technology  
Rebecca Pease  
Christopher Huff  
Helene McNeilly  
Tim Lyman  
Vickie Tisdale  
Molly Frances  
Matt Oppenheim  
Kandy Hannula  
Denise Boughton  
Ginny Murphy  
Betty McClay  
Patty Rienstra  
Rachel Goodman  
Mary Beth Chasse  
Amber Butler

***Pledge***

David Palme led the pledge of allegiance.

***Moment of Silence***

President Slocum asked for a moment of silence in memory of Helena Dirba.

***Special Presentation***

Evan Nuffer, Director of Finance and Operations, provided a PowerPoint presentation on the 2015 Energy report, addressing costs saving and cost avoidance in the areas of natural gas, electric, and heating.

***Correspondence***

President Slocum stated he wanted to announce to everyone that he is putting together an ad hoc committee to look at how we can prevent another tragedy from happening. He noted we have lost two students, Jasmine Miles and Helina Dirba, in the last fifteen years. He would like the committee to exist of representatives from Waverly Community Schools, Delta Township, Lansing Township, and Eaton and Ingham Counties' Road Commissions. President Slocum stated we need to figure out how we can make this area a better place for walkers.

***Public Comment***

None

***Board Member Comment***

Member Jones extended sympathy to the Chahine family. He congratulated Samantha Long, Rotary Student of the Month for October, for her involvement in the community at large and academics. Member Jones reminded Board members that the Silvers Bells in the City Parade takes place on Friday, November 20, starting at 6:10 p.m. He noted the Waverly High School band will be marching in front of Santa, the last float in the parade. Member Jones reported the Winans fourth grade choir will perform at 200 N. Washington in front of Capital National Bank on Friday, November 20 at noon. The event will feature holiday songs and a gift exchange. Member Jones thanked Terry Urquhart, Helene McNeilly and Becky Pease for their assistance with this event.

Member Sherry stated during the recent tragedy in Waverly, we saw how caring our staff is. She thanked everyone who supported our students and the Dirba family on this horrible day. Members Wright, Witwer, and Martin supported her remarks. Member Martin stated having loss sons, her heart goes out to the Dirba family. She stated her heart also goes out to Member Chahine and his family.

Member Martin reported she attended the ISOA meeting on November 4<sup>th</sup> in Mason. She stated Dr. David Hornak, newly hired Superintendent of Holt Public Schools, made a presentation on Calendar Reform/Balanced School Calendar. Member Martin provided Board members with information on the topic which she thinks they will find interesting. Dr. Hornak is spearheading action on moving toward this kind of a school calendar nationwide. Member Martin thanked all the people involved in assisting on the day of the accident. Many people came through as shining stars to help our Waverly family get through this horrible day.

President Slocum, stated his heart is broken in relation to the tragic accident. He said his thoughts are with Member Chahine and his family regarding the loss of his mother.

***Adoption of Agenda***

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

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

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

The minutes of the regular meeting of October 19, 2015 were approved as presented.

**Personnel/Policy Advisory Committee Report**

Superintendent Urquhart, on behalf of committee chairperson Joe Chahine, stated policies the committee has been working on are back for second reading this evening.

**Finance/Facilities Advisory Committee Report**

Member Wright reported the Finance/Facilities Advisory Committee did not meet this month, but will meet again in December.

**Teaching & Learning Advisory Committee Report**

Member Sherry announced the Teaching and Learning Advisory Committee met this evening prior to the Board meeting. She reported the NWEA testing window closed on October 30<sup>th</sup>. Training for teachers and administrators on pulling reports for NWEA is occurring. Discussion is also taking place about *Go Math* texts for grades K-6 and 9-12.

**\*\*\*Personnel Recommendations – Report #15-24 – For Action**

The Board of Education approved the employment (certified) of Laura Dudley (.5 Teacher of Speech and Language Impaired) and Patricia Mayer (Psychologist); the employment (non-certified) of Sasha Jones (Winans/Title I Parapro); Joshua Kirkland (Elmwood Temporary Behaviorist/Parapro); Laura Pence (Winans Title I Parapro); Annette Spagnuolo (East Lunch Assistant); and Barbara Tuttle (Elmwood Title I Parapro); the transfer of Brenda Curtin (from Sub Lunch Assistant to Winans Lunch Assistant); Deb Faust (from Colt Lunch Assistant to Colt Preschool Associate Teacher); and Mariapia Thomas (from Sub Lunch Assistant to Colt Lunch Assistant); and the resignation of Candace Hayden (High School Special Education Parapro) and Lora Pence (Winans Title I Parapro).

**\*\*\*Policy (Second Reading) – Report #15-25 – For Action**

The Board of Education approved the policies listed below at second reading:

|                |  |         |
|----------------|--|---------|
| Bylaw 144.3    | Conflict of Interest   | Revised |
| Bylaw 175.1    | School Board Conferences Conventions, and Workshops                    | Revised |
| Policy 1130    | Conflict of Interest   | Revised |
| Policy 1217    | Weapons  | New     |
| Policy 1420    | School administrator Evaluation  | Revised |
| Policy 1630.01 | Family and Medical Leaves of Absence (“FMLA”)                          | Revised |
| Policy 3110    | Conflict of Interest   | Revised |
| Policy 3217    | Weapons  | Revised |
| Policy 3430.01 | Family and Medical Leaves of Absence (“FMLA”)                          | Revised |
| Policy 4110    | Conflict of Interest   | Revised |
| Policy 4217    | Weapons  | Revised |
| Policy 4430.01 | Family and Medical Leaves of Absence (“FMLA”)                          | Revised |
| Policy 5517.02 | Sexual Violence  | New     |
| Policy 5772    | Weapons  | Revised |
| Policy 5830    | Student Fund-Raising   | Revised |
| Policy 6110    | Grant Funds  | Revised |
| Policy 6111    | Internal Controls  | New     |
| Policy 6146    | Post-Issuance Compliance for Tax-exempt and Tax-Advantaged Obligations | Revised |
| Policy 6320    | Purchasing   | Revised |
| Policy 6550    | Travel Payment & Reimbursement   | Revised |

**\*\*\*Policy (Second Reading) continued**

|             |   |         |
|-------------|---|---------|
| Policy 6850 | Public Disclosure and Reporting                                     | Revised |
| Policy 7217 | Weapons   | Revised |
| Policy 8321 | Criminal Justice Information Security (Non-Criminal Justice Agency) | Revised |
| Policy 8400 | School Safety Information   | Revised |
| Policy 8500 | Food Services   | Revised |
| Policy 9211 | District Support Organizations                                      | Revised |

**\*\*\*Finance Report – Report #15-26 – For Action**

The Board of Education approved the Finance Report as presented.

**\*\*\*Summer Tax Collection Resolution – Report #15-27 – For Action**

The Board of Education adopted the Annual Summer Tax Resolution, invoking for 2016 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.

**Superintendent's Report**

Superintendent Urquhart announced WHS principal, Chris Huff's response to the recent tragedy was exemplary. He also stated he thinks it is great for the Board to put together an ad hoc committee to discuss safety issues in the Waverly area.

Superintendent Urquhart announced there will be Board Professional Development on Monday, November 30 from 9 a.m. to noon. Topics to be discussed include upcoming contract negotiations with the Waverly Education Association, a drawing card concept which will give Waverly an opportunity to bring more students to the district, professional development across the District, and a proposed sinking fund.

With the score standing at 10 points each for the Board and Administrative Teams, Superintendent Urquhart posed questions from Chapters five and six of *The Global Achievement Gap* by Tony Wagner. The Board Team garnered 20 points, while the Administrative Team received 50. The score now stands 60 to 30 in favor of the Administrative Team. Round three on December 14 will have two questions based on the book's conclusion.

**Public Comment**

None

**Other Board Business**

None

**Adjournment**

The meeting adjourned at 7:15 p.m.

Respectfully submitted,

Mary Ann Martin, Secretary  
rlp

\*\*\*Consent Agenda

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
PROFESSIONAL DEVELOPMENT  
November 30, 2015**

***Opening of Meeting***

The special meeting of the Waverly Community Schools Board of Education was called to order by President Britt Slocum at 9:07 a.m. in the East Conference Room, 3131 W. Michigan Avenue, 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

***Member Absent:***

Mr. 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 & Learning  
Rebecca Pease

***Others Present:***

Mr. Eric Delaporte, Thrun Law Firm

***Purpose***

The purpose of the meeting was Board Professional Development. The Board of Education and administration discussed contract negotiations, proposed student exchange program, potential sinking fund, and a delayed start proposal.

***Adjournment***

The meeting adjourned at 12:00 p.m.

Respectfully submitted,

Mary Ann Martin, Secretary  
rlp

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
SPECIAL BOARD MEETING  
DECEMBER 8, 2015**

**Report #15-28**

**FOR ACTION**

**Subject:**

Special School Election on Tuesday, March 8, 2016

**Recommendation:**

The Superintendent recommends the Board of Education approve the resolution to call for a special election to be held on March 8, 2016

**Statement of Purpose:**

The purpose of the special election is to authorize the creation of a sinking fund for construction or repair of school buildings and all other purposes authorized by law

**Budget Impact:**

The board of education shall levy not to exceed 1 mill for a period of 10 years. The estimate of the revenue the school district will collect if the millage is approved and levied in 2016 is approximately \$831,000. A homeowner with a market value of \$100,000 and a taxable value of \$50,000 would pay \$50.00 per year should this ballot proposition be approved by the voters.

**Historical Perspective:**

The district does not currently have a sinking fund levy. Further, the debt levy to retire the outstanding debt obligations of the district has decreased from 7.62 mills in 2013 to 7.40 mills in 2015.

**Discussion of Options:**

The Board of Education can entertain a motion to adopt the resolution as presented, or reject the resolution.

**Rationale for Recommendation:**

The rationale for this ballot proposition is to establish a sinking fund with the proceeds from this levy for the purpose of repairing schools buildings and all other purposes authorized by law.

**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, Ingham, Eaton and Clinton Counties, Michigan (the "District")

A special meeting of the board of education of the Issuer (the "Board") was held in the \_\_\_\_\_, within the boundaries of the Issuer, on the 8<sup>th</sup> day of December, 2015, at \_\_\_\_\_ o'clock in the \_\_\_\_m.

The meeting was called to order by \_\_\_\_\_, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_:

**WHEREAS:**

1. This Board intends to submit a proposition at a special election to be held on Tuesday, March 8, 2016.
2. On or before 4:00 p.m. on Tuesday, December 15, 2015, the Board shall certify any ballot proposition to be submitted to the voters at such election to the election coordinator or coordinators designated to conduct elections within the District (the "Election Coordinator").

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. A special election of the school electors of the District be called and held on Tuesday, March 8, 2016.
2. The proposition to be voted on at the special election shall be stated on the ballots in substantially the form as set forth in Exhibit "A".
3. The Election Coordinator is requested to:
  - a. Utilize \_\_\_\_\_, a newspaper published or of general circulation within the District, for publication of notices in accordance with the election law requirements.
  - b. Utilize ballot proposition summary information, as prepared by legal counsel, in the forms of the notices of last day of registration and election in the form as set forth in Exhibit "B" attached hereto.
  - c. Provide a proof copy of the ballot to the District and its legal counsel in sufficient time to allow the ballot to be proofread prior to printing.
4. The Secretary of this Board is hereby authorized and directed to file a copy of this resolution with the Election Coordinator and with any Election Clerk or clerks designated to conduct elections within the District by 4:00 p.m., on Tuesday, December 15, 2015.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

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 constitutes a true and complete copy of a resolution adopted by the Board at a special meeting held on December 8, 2015, the original of which is part of the Board's 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, Public Acts of Michigan, 1976, as amended).

---

Secretary, Board of Education

CJI/rm

**EXHIBIT "A"**

**MILLAGE PROPOSAL, BUILDING AND SITE  
SINKING FUND TAX LEVY**

Shall the limitation on the amount of taxes which may be assessed against all property in Waverly Community Schools, Ingham, Eaton and Clinton Counties, Michigan, be increased by and the board of education be authorized to levy not to exceed 1 mill (\$1.00 on each \$1,000 of taxable valuation) for a period of 10 years, 2016 to 2025, inclusive, to create a sinking fund for construction or repair of school buildings and all other purposes authorized by law; the estimate of the revenue the school district will collect if the millage is approved and levied in 2016 is approximately \$831,000?

**EXHIBIT "B"**

**SUMMARY OF BALLOT PROPOSITION TO BE INSERTED IN THE  
NOTICES OF LAST DAY OF REGISTRATION AND ELECTION:**

**WAVERLY COMMUNITY SCHOOLS  
SINKING FUND MILLAGE FOR BUILDING AND SITE PURPOSES  
1 MILL FOR 10 YEARS**

Full text of the ballot proposal may be obtained at the administrative offices of Waverly Community Schools, 515 Snow Road, Lansing, Michigan 48917-4502, telephone: (517) 319-3027.

**Waverly Community Schools  
Board Of Education  
Special Meeting  
December 8, 2015**

**Report #15-29**

**For Action**

**Subject:**

Approval of the Resolution for Negotiations Spokespersons

**Recommendation:**

The Superintendent recommends the Board of Education approve the Resolution for Negotiations Spokespersons for the Waverly Community Schools (WCS).

**Statement of Purpose:**

Adopting this recommendation will establish official spokespersons to communicate for the Board of Education during the negotiations for the 2015 – 16 school year.

**Budget Impact:**

There will be no impact on the budget.

**Historical Perspective:**

The district has always designated an official spokesperson for negotiations in the past. This will be the first official resolution pertaining to such.

**Discussion of Options:**

The Board of Education may adopt the resolution or deny it.

**Rationale for Recommendation:**

The rationale for the resolution will help the communication process surrounding negotiations to be more effective and efficient.

**Board Goals Reference:**

The approval of the Resolution to establish negotiations spokespersons fits appropriately with the following Board of Education Goal:

1. Develop a Sound Financial Plan

Established by the BOE as Goals to be completed by 2017 and ongoing.

Negotiations Spokespersons  
Resolution for Adoption by the  
Waverly Community Schools

A Special Meeting of the Waverly Community Schools Board of Education was held in the Board Room, in the District, on the 8<sup>th</sup> day of December, 2015 at 5:00 in the evening.

The meeting was called to order by President \_\_\_\_\_.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

**WHEREAS**, the Board will be entering into negotiations with a number of bargaining units during the 2015 – 16 school year.

**WHEREAS**, the Board of Education has every desire to negotiate and communicate on a fair and equitable basis with all bargaining groups.

**WHEREAS**, the Board of Education has established the following lines of communication during all formal negotiations.

**NOW BE IT RESOLVED** as follows:

1. The Board of Education of Waverly Community Schools certifies the district has compiled the following requirements:

- The district has empowered both the Superintendent of schools and the representing attorney from the Thrun Law Firm to be the official spokespersons for the district in all matters involving the negotiations process during the 2015 – 16 school year.
- Any and all communications should be directed to and through the identified spokespersons for the district.
- Members of the Board will not enter into any communication(s) concerning negotiations during the 2015 – 16 school year.

2. The Board of Education of Waverly Community Schools authorizes and directs its secretary to file this resolution within the official minutes of the Waverly Community Schools Board meetings.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

Ayes:

Nays:

---

Secretary, Board of Education

The undersigned, duly qualified and acting Secretary of the Board of Education of Waverly Community Schools, Ingham, Eaton Counties, Michigan, hereby, certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Education at a Special Meeting held on December 8, 2015, the original which is part of the Board's 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, PAS 1976, as amended).

---

Secretary, Board of Education