



WAVERLY
COMMUNITY SCHOOLS
Pride. Tradition. Excellence.

Waverly Community Schools

Regular Meeting

Monday, January 11, 2016 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 January 11, 2016, 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
- 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 #15-37, Personnel Recommendations 4
 - C. Finance & Facilities
 - 1. ***Recommendation to approve Report #15-38, Finance Recommendation 5
 - 2. Recommendation to approve Report #15-39, Approve General Fund Budget Amendment 10
 - D. Teaching & Learning
 - 1. Recommendation to approve Report #15-40 - Waverly High School Program of Studies 2016-2017 15
- X. Superintendent's Report
- XI. Public Comment

XII. Other Board Business

XIII. Adjournment

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
January 11, 2016**

Report #15-37

Subject: Personnel Report***

A. Employment – Certified

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Rosaline Kuiper	MS Spec. Ed. Teacher	MA, 10/\$67,864.00	01/11/2016
Melissa Lamb	Psychologist	MA+45, 10.5/\$77,705.00	01/19/2016

B. Employment – Non-Certified

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Jeannette Barbour	Elmwood Head Secretary (8 hrs.)	Class A/\$15.44	01/04/2016

C. Transfer – Non-Certified

<u>Name</u>	<u>Position</u>	<u>Class/Salary</u>	<u>Effective</u>
LeAnn Dethlefsen	From: East Asst. Secretary (5 hrs.)	Class I/\$16.20	01/04/2016
	To: East Head Secretary (8 hrs. 45 wks.)	Class A/\$16.44	

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
JANUARY 11, 2016**

Report #15-38

FOR ACTION***

Subject:

Finance Report

Recommendation:

It is recommended the following be approved:

Financial Report:

The cash balance as of November 30, 2015 was \$3,271,537.59. Receipts during December, consisting of property taxes, state aid and other revenues in the amount of \$2,100,677.92 minus disbursements during December of \$2,919,306.00, left the district with a General Fund cash balance, as of December 31, 2015, of \$2,452,909.51, including \$2,300,000.00 from the issuance of a State Aid Note.

Current year General Fund expenditures exceed revenues by \$2,718,524. A summary of year to date activity in comparison to the original budget is included in the supporting documentation.

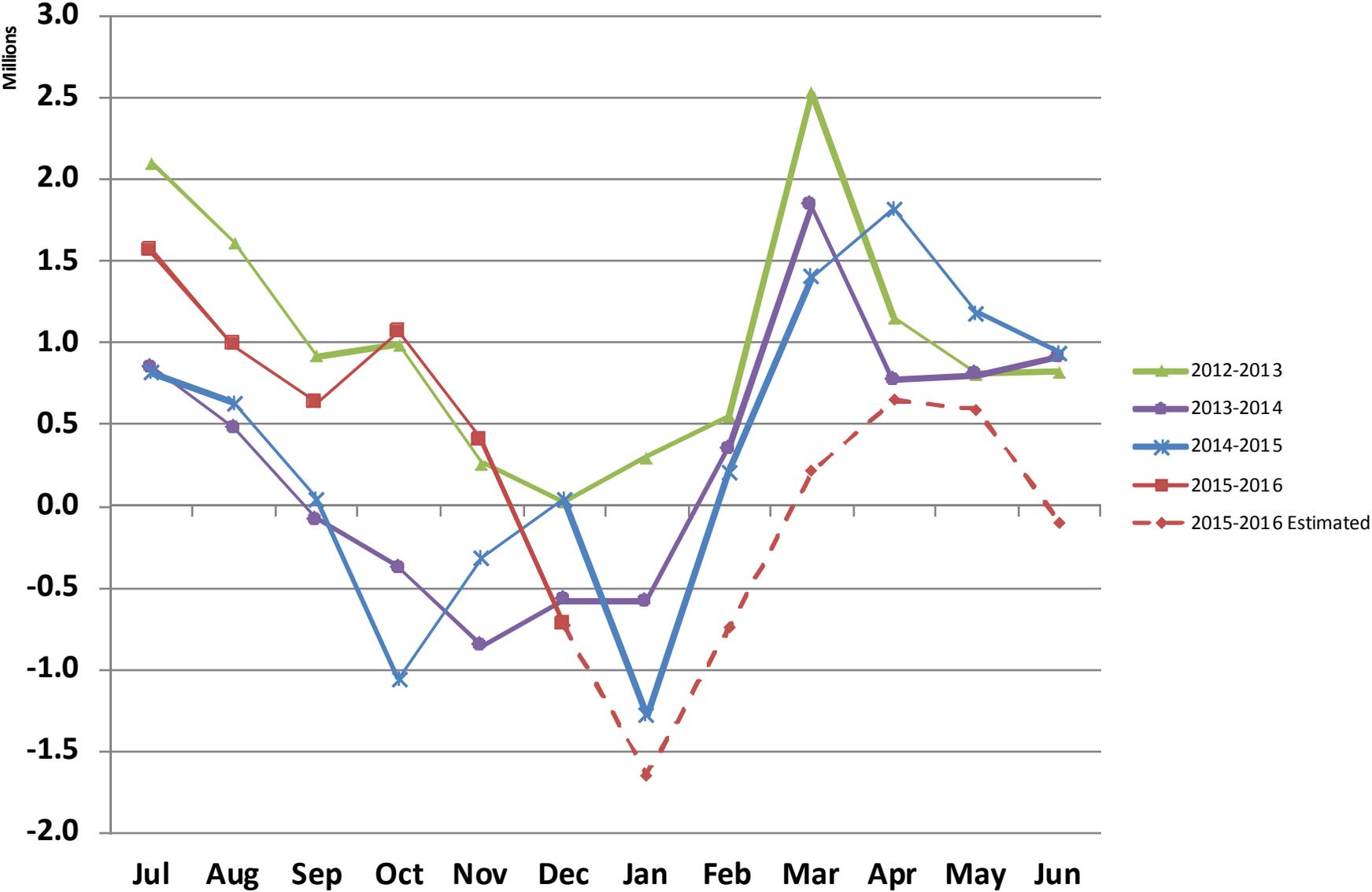
The balance of the 2013 Building and Site, Series I Bonds remaining to be allocated is \$521,494. A summary of life to date activity is included in the supporting documentation

Waverly Community Schools

Finance Committee - Cash Position Report For the Month Ended December 31, 2015

Balance on Hand November 30, 2015	3,271,537.59
Revenues	
State Aid	1,653,938.90
Taxes	284,572.63
Other Revenue	162,166.39
Interfund Transfers In	-
State Aid Note Proceeds	-
	<u>2,100,677.92</u>
Disbursements	
Payroll and Related Liabilities	(2,271,888.32)
Other Expenditures	(646,621.13)
State Aid Repayment	-
	<u>(2,918,509.45)</u>
Prior Month Adjustments During December 2015	(796.55)
Balance on Hand December 31, 2015	<u><u>2,452,909.51</u></u>
PNC Bank - General	2,006,995.40
MILAF	7,361.73
PNC Bank - Payroll	390,230.69
Comerica - Checking	48,321.69
	<u><u>2,452,909.51</u></u>

Waverly Community Schools Cash Flow Analysis (Monthly Lows)



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

	Original Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	8,787,352	4,138,121	(4,649,231)	52.9%
State sources	17,155,060	4,857,010	(12,298,050)	71.7%
Federal sources	581,104	26,674	(554,430)	95.4%
Intergovernmental	2,124,161	343,135	(1,781,026)	83.8%
Transfers In	90,000	51,668	(38,332)	42.6%
Total revenue	28,737,677	9,416,608	(19,321,069)	67.2%
Expenditures				
Current:				
Instruction:				
Basic program	14,260,257	5,689,227	(8,571,030)	60.1%
Added needs	3,106,060	1,207,555	(1,898,506)	61.1%
Total instruction	17,366,318	6,896,782	(10,469,536)	60.3%
Support Services:				
Pupil	2,337,199	917,595	(1,419,604)	60.7%
Instructional staff	829,456	386,204	(443,252)	53.4%
General administration	464,960	255,222	(209,738)	45.1%
School administration	1,887,714	880,164	(1,007,549)	53.4%
Business	498,738	226,151	(272,587)	54.7%
Operations and maintenance	3,089,976	1,437,830	(1,652,145)	53.5%
Pupil transportation services	996,955	347,393	(649,563)	65.2%
Central	494,912	231,817	(263,095)	53.2%
Other	32,850	12,877	(19,973)	60.8%
Total support services	10,632,759	4,695,254	(5,937,505)	55.8%
Athletics	521,508	204,788	(316,720)	60.7%
Community services	500	-	(500)	100.0%
Non Publics	2,325	338	(1,987)	85.5%
Debt service:				
Principal	130,000	65,000	(65,000)	50.0%
Interest	19,450	10,050	(9,400)	48.3%
Capital outlay	26,625	21,987	(4,638)	17.4%
Payments to other public schools	633,600	240,932	(392,668)	62.0%
Total expenditures	29,333,084	12,135,131	(17,197,953)	58.6%
Excess of Revenue (Under)Over Expenditures	(595,407)	(2,718,524)	(2,123,116)	
Transfers Out	-	-	-	
Net Change in Fund Balance	(595,407)	(2,718,524)	(2,123,116)	
Fund Balance - Beginning of year	3,323,119	3,323,119		
Fund Balance - End of year	2,727,712	604,595		
	9.3%	2.1%		

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

	Budget	Actual	Encumbered	Balance Remaining
Construction				
Remodeling	2,080,818	2,088,298	252	(7,733)
Site Improvements	939,838	934,591	5,247	-
Technology Infrastructure	777,119	791,647	302	(14,830)
Construction Base Budget Subtotal	3,797,775	3,814,536	5,802	(22,563)
Technology Equipment - Contract				
Interactive Classroom	656,244	656,245	(0)	(0)
Network Equipment	374,627	374,627	0	(0)
Wireless Network	176,389	176,389	(0)	0
Phone System	209,581	210,414	(833)	(0)
AV Systems	450,736	450,736	0	(0)
Video Distribution/Video Production	-	-	-	-
Tech Equipment Contract Subtotal	1,867,577	1,868,411	(832)	(1)
Technology Equipment - Owner PO				
Computers/Mobile Devices	1,510,497	1,542,213	11,679	(43,395)
Servers/Backend Systems	118,806	138,380	2,578	(22,152)
Printers	184,737	185,395	(0)	(658)
AV Equipment	87,817	87,967	0	(150)
Non-Instructional Equipment (from FFE)	12,862	12,862	-	-
Tech Equipment Owner PO Subtotal	1,914,718	1,966,816	14,257	(66,355)
District				
Loose Equipment (Furniture & Transportation)	1,078,524	1,078,524	0	0
Project Contingency	50,000	-	-	50,000
Owner GC/Contingency/Issuance Costs	652,689	90,277	-	562,412
Field General Conditions	200,500	79,271	121,229	-
Architect	138,909	140,909	-	(2,000)
Tech Design/Construction Mgr	834,308	823,662	10,646	(0)
District Subtotal	2,954,930	2,212,643	131,875	610,413
Totals	10,535,000	9,862,405	151,101	521,494

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
JANUARY 11, 2016**

Report #15-39

FOR ACTION

Subject:

Approve General Fund Budget Amendment

Recommendation:

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

The 2015-16 General Fund Resolution with revenues of \$29,623,812 and expenditures of \$30,121,718

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 \$3,323,119, or 10.9% 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 resolution as presented, reject the resolution as presented, or table the recommendation for further discussion.

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 2015-2016 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 2015-2016 which includes 18.0000 operating mills to be levied on all property, except principal residence and other property exempted by law and 4.2139 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	\$8,921,484
State	17,750,737
Federal	671,430
Other Financing Sources	2,280,161
Total Revenue	\$29,623,812
Total Fund Balance, July 1 Available to Appropriate	\$3,323,119
Total Available to Appropriate	\$32,946,931

BE IT FURTHER RESOLVED, that \$30,121,718 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	\$15,028,378
Added Needs	3,240,644
Support Services	
Pupil Support	2,279,155
Instructional Staff Support	979,077
General Administration	466,498
School Administration	1,900,466
Business Services	550,888
Operations and Maintenance	3,153,129
Transportation	951,044
Central Support	808,677
Other Support	495,267
Community Activities	16,720
Nonpublic Schools	2,325
Facilities Acquisitions and Debt Service	149,450
Other Financing Uses	100,000
Total Appropriated	\$30,121,718

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 _____, 2016, 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
January 11, 2016**

	Revised Budget	Original Budget	Difference (Revised- Original)
Revenue			
Local sources	8,921,484	8,787,352	134,132
State sources	17,750,737	17,155,060	595,677
Federal sources	671,430	581,104	90,326
Intergovernmental	2,139,161	2,124,161	15,000
Transfers In	141,000	90,000	51,000
Total revenue	29,623,812	28,737,677	886,135
Expenditures			
Current:			
Instruction:			
Basic program	14,876,028	14,260,257	615,771
Added needs	3,185,834	3,106,060	79,774
Total instruction	18,061,863	17,366,318	695,545
Support Services:			
Pupil	2,279,155	2,337,199	(58,044)
Instructional staff	930,602	829,456	101,146
General administration	466,498	464,960	1,538
School administration	1,893,121	1,887,714	5,407
Business	479,639	498,738	(19,099)
Operations and maintenance	3,112,354	3,089,976	22,379
Pupil transportation services	951,044	996,955	(45,912)
Central	500,142	494,912	5,230
Other	32,850	32,850	-
Total support services	10,645,404	10,632,759	12,645
Athletics	462,417	521,508	(59,091)
Community services	16,720	500	16,220
Non Publics	2,325	2,325	-
Debt service:			
Principal	130,000	130,000	-
Interest	19,450	19,450	-
Capital outlay	48,125	26,625	21,500
Payments to other public schools	735,414	633,600	101,814
Total expenditures	30,121,718	29,333,084	788,633
Excess of Revenue (Under)Over Expenditures	(497,906)	(595,407)	97,502
Transfers Out	-	-	-
Net Change in Fund Balance	(497,906)	(595,407)	97,502
Favorable Expenditure Variance (1.5%)	451,826	439,996	11,829
Projected Change in Fund Balance	(46,080)	(155,411)	109,331
Fund Balance - Beginning of year	3,323,119	3,323,119	
Fund Balance - End of year	3,277,039	3,167,708	
	10.9%	10.8%	

Waverly Community Schools

Budget Summary
For the 2015-16 Fiscal Year

	Revised <u>FY 2015-16</u>	Original <u>FY 2015-16</u>	<u>Change</u>
Major Assumptions:			
Property Taxable Values	808,658,575	801,111,278	0.9%
Blended Enrollment	2,823.23	2,753.66	69.57
Foundation Allowance	8,553	8,553	-
Certified Staff FTE	165.3	162.6	2.7
MPSERS Local Contribution Rate	25.78%	25.78%	0.0%
Revenues:			
Local	8,921,484	8,787,352	134,132
State			
Prop A/SE Headlee/Discretionary	15,718,037	15,275,179	442,858
Best Practices	-	-	-
Performance Based Funding	-	-	-
MPSERS	2,032,700	1,879,881	152,819
Technology Readiness	-	-	-
Prior Year Adjustments	-	-	-
Federal			
Consolidated App (Title I/Title II)	628,857	538,531	90,326
School Improvement Grant (SIG)	-	-	-
Other	42,573	42,573	-
Intergovernmental			
ISD SE Allocation	2,139,161	2,124,161	15,000
Transfers In/Other	141,000	90,000	51,000
Total Revenues	<u><u>29,623,812</u></u>	<u><u>28,737,677</u></u>	<u><u>886,135</u></u>
Expenditures:			
Salaries	15,706,617	15,523,346	183,271
Benefits			
Health Insurance	2,253,687	2,231,807	21,880
Retirement (MPSERS)	5,846,565	5,746,976	99,589
ERI Incentive	290,500	290,500	-
Other	1,828,297	1,826,483	1,814
Purchased Services	1,447,655	1,333,660	113,995
Supplies & Materials			
Instructional Supplies	659,238	394,402	264,836
Natural Gas and Electricity	906,750	906,750	-
Transportation Supplies	123,460	153,460	(30,000)
Capital Outlay	48,125	26,625	21,500
Other Expenditures			
Principal and Interest	170,150	170,150	-
Other	105,260	95,325	9,935
Outgoing Transfers and Other Transactions	735,414	633,600	101,814
Total Budgeted Expenditures	<u><u>30,121,718</u></u>	<u><u>29,333,084</u></u>	<u><u>788,634</u></u>
Excess of Revenue (Under) Over Expenditures	(497,906)	(595,407)	97,501
Favorable Expenditure Variance (1.5%)	451,826	439,996	11,830
Projected Change in Fund Balance	(46,080)	(155,411)	85,671

**WAVERLY COMMUNITY SCHOOLS
REGULAR BOARD MEETING
REGULAR MEETING
January 11, 2015**

Report #15-40

FOR ACTION

Subject: Waverly High School Program of Studies 2016-2017

Recommendation:

The Superintendent recommends the Board of Education approves the Waverly High School Program of Studies for 2016-2017 as presented:

The following changes have been made:

- Changed names of staff replaced
- Removed “Beginning with the class of 2016” language from graduation requirements
- Added modifications available for meeting the Michigan Merit Curriculum, including Personal Curriculum procedures, Test-Out, and PE credit of extra-curricular activities that include physical activities
- Name of “Art Foundations” changed to “Art 1” to avoid confusion with some classes at other buildings
- Eliminated “Web Design 2”
- Includes “Peer-to-Peer” which was an amendment made last year to ensure Special Education qualification
- “Classic Literature” is indicated as the Honors class for English 11
- College Placement English 12 is now referred to as “Honors” English 12 to keep consistency
- The various Choirs are now defined. Old language said that choirs would be split as needed (and they always have into these three classes)
- “Movement Fundamentals” had somehow disappeared from the POS; it is now back in
- “Principles of Geology and Meteorology” is a year-long combination of two semester classes. This will qualify as a 3rd year of science and help students be able to keep a consistent schedule rather than meet that requirement “here and there”
- Weighted grading scale for AP classes included

Statement of Purpose:

The Program of Studies is reviewed and updated each year as appropriate. This has occurred so that development of the 2016-2017 course scheduling can begin. This includes the revision and printing of the High School Program of Studies booklet which is used in the process for course selection. These recommendations will provide each student course options appropriate to their educational needs, while still allowing them to meet local and state standards.

Budget Impact:

None

Discussion of Options:

This report will be presented to the Board of Education for action on January 11, 2016 to allow the student selection of classes to begin in a timely manner.