



WAVERLY
COMMUNITY SCHOOLS
Pride. Tradition. Excellence.

Waverly Community Schools

Regular Meeting

Monday, March 21, 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 March 21, 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 Britt Slocum
- II. Special Presentations
 - A. Weiming Presentation - Kelly Blake
- 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 #15-44, Personnel Recommendations 11
 - C. Finance & Facilities
 - 1. ***Recommendation to approve Report #15-45, Finance Recommendation 12
 - 2. Recommendation to approve Report #15-46, Project Management Contract Extension - Summer 2016 Renovation 17
 - 3. Recommendation to approve Report #15-47, Purchase of New Locker Equipment 20
 - D. Other
 - 1. Recommendation to approve Report #15-48, 2016-2017 Schools of Choice 23

Recommendation

- X. Superintendent's Report
- XI. Public Comment
- XII. Other Board Business
- XIII. Adjournment

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
February 16, 2016**

Opening

The special meeting of the Waverly Community Schools Board of Education was called to order by Vice President Angela Witwer at 5:45 p.m.in the Board Room of the Administrative Center, 515 Snow Road, Lansing Michigan.

Members Present:

Mrs. Angela Witwer, Vice President
Mrs. Mary Ann Martin, Secretary
Mr. Alan Wright, Treasurer
Mr. Joe Chahine, Vice Secretary-Treasurer
Mrs. Melissa Sherry, Trustee

Members Absent:

Mr. Britt Slocum, President
Mr. Calvin L. Jones, Trustee

The purpose of the meeting was discussion of the Superintendent's contract and evaluation. The Superintendent requested a closed session.

Return to Open Session/Adjournment

The Board of Education returned to open session at 6:21p.m. and adjourned immediately thereafter.

Respectfully submitted,

Mary Ann Martin, Secretary
rlp

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
February 16, 2016**

Opening

The regular meeting of the Waverly Community Schools Board of Education was called to order by Vice President Angela Witwer at 6:30 p.m. in the Board Room of the Educational Services and Administrative Center, 515 Snow Road, Lansing, MI.

Members Present:

Mrs. Angela Witwer, Vice President
Mrs. Mary Ann Martin, Secretary
Mr. Alan Wright, Treasurer
Mr. Joe Chahine, Vice Secretary-Treasurer
Mrs. Melissa Sherry, Trustee

Members Absent:

Mr. Britt Slocum, President
Mr. Calvin L. Jones, 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
Christopher Huff
Mike Moreno
Vickie Tisdale
Molly Francis
Tim Lyman
Helene McNeilly
Shawn Talifarro
Becky McQuillan
Amber Butler
Rachel Goodman
Theresa Collett-Such

Others Present:

Jeannine Belton Williams

Special Presentation

High School Principal, Chris Huff, presented a plan to the Board titled WHS Solutions: Flexibility & Focus. The plan would use one of the High School class periods for a flex/homeroom concept. All students would be on the Home Room/Flex period at the same time which would mean all students have access to all their subjects and all of their teachers during the school day. The plan would offer both flexibility and focus and provide the opportunity to direct the culture of the building.

Correspondence

None

Public Comment

Addressing the Board during Public Comment was Jeannine Belton Williams.

Board Member Comment

Member Martin noted the three people listed on the Personnel Report as retiring have a combined 57 years of experience. She reported she has attended two basketball games since the last meeting, stating it was exciting and

Board Member Comment (cont.)

fun to be there. Member Martin said she would like to see more people attend these games. Waverly graduate Mushin Muhammad presented a golden football to Athletic Director Scott Castelee at the February 2nd boys' basketball game in recognition of the 50th Super Bowl. Athletes who played in Super Bowls (Mushin played in two) were given the opportunity to make this presentation to their high school. Member Martin stated Muhsin's remarks about Waverly were wonderful and appreciated.

Member Wright thanked Chris Huff for his incredible presentation, noting he knows there is still more to do. He apologized to Mr. Nuffer for all three Finance Committee members who missed a scheduled meeting.

Member Sherry recognized Dan Carr for receiving the Excellence in Education Award, noting he is very deserving of the honor. He is the second educator from Waverly who has received this honor.

Member Chahine thanked Chris Huff for his presentation. He said he is so excited about the plan, he wants to get two more kids. He also expressed appreciation for the notice that our schools are free of lead.

Vice President Witwer thanked Chris Huff for the wonderful presentation and echoed Member Martin's remarks about Muhsin Muhammad. She informed the Board two High School students are participating in the Yea! Program with the Michigan Chamber of Commerce. This program allows students to bring forward their business and be a true entrepreneur. The students have the opportunity to learn from business leaders and prepare their business to grow. She also expressed appreciation for the Water Drive for Flint sponsored by the Middle School.

Adoption of the Agenda

Superintendent Urquhart stated Item C, #1 should be on the consent agenda and Item B, #2 has been tabled and will be moved to a future meeting. A motion was presented by Member Wright and supported by Member Martin. MOTION: The meeting agenda be approved as revised.

Motion carried. VOTE – AYES – 5; NAYS – 0 (Members Slocum and Jones absent).

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

The minutes of the special meeting of January 11, 2016 and the regular meeting of January 11, 2016 were approved as presented.

Personnel & Policy Committee Report

No report.

Finance & Facilities Committee Report

Member Wright reported the committee received the cash report and took a preliminary look at the budget. Discussion was held about negotiations; the sinking fund ballot question; Series II of the Technology Bond (piloted classroom furniture and locker rooms and restrooms at the High School); and the high school pool.

Teaching & Learning Committee Report

No report.

******Personnel Recommendations – Report #15-41 - For Action***

The Board of Education approved (Transfer – Certified) the transfer of Sara Beauchamp-Hicks from MS .4 and Elmwood .1 Technology teacher to MS .4 and Elmwood .1 Technology Teacher + .4 Teaching Support (Grant), Total .9 FTE; Glenn Briggs from HS.83 History Teacher to MS 1.0 Social Studies Teacher; Rhonda Goodrich from .7 Colt Title I and II Coach to .7 Colt Title I and II Coach +.1 Teaching Support (Grant), Total .8 FTE; Nikki Harrison from MS 1.0 Social Studies Teacher to HS 1.0 Spanish Teacher; and Joe Szombati from MS .4 and HS .1 PE Teacher to .33 MS and .67 HS, 1.0 PE/CTE Teacher; (Transfer – Non Certified) the transfer of Joshua Kirkland form Elmwood

*****Personnel Recommendations(cont.)**

Parapro (temp) to Winans Parapro; (Employment – Non-Certified) Roderick Cantu (Elmwood Parapro); Kimberly Edwards (Colt Title 1 Parapro (19 Hours); and Rhonda Sorrell (Colt Title I Parapro (19 Hours); (Contract Renewal) Kyle Scriptor – Supervisor of Maintenance & Operations; (Retirement – Certified) Sonya Cornell – Elmwood Teacher- (16 years); Precious Lee – HS Counselor (24 years); and Cindy VanderSteen – Elmwood Teacher (17 years); and (Resignation – Non-Certified) Tony Lenoir – Bus Driver.

Extension of Superintendent’s Contract – Report #15-42 – For Action

Tabled – to be moved to a future meeting

*****Finance Recommendation – Report # 15-42 - For Action**

The Finance Recommendation was approved as presented.

Superintendent’s Report

Superintendent Urquhart reaffirmed the rally to be held on Thursday evening from 6:00 to 7:00 p.m. in the High School Quad. Representatives from all six schools, the Administration Building and the Service Building will be there. The Board is invited to help identify positive voters.

Superintendent Urquhart reported the Top Ten students of the Class of 2016 have been announced. Board members are encouraged to attend a breakfast recognizing these students on February 23rd at 7:30 in the High School Cafeteria.

Superintendent Urquhart announced he and Member Chahine will be attending a Safety Committee meeting next week, a combined effort of Delta Township and Waverly Community Schools.

Superintendent Urquhart reported applications for the Special Education Director position will be reviewed next Thursday for upcoming interviews.

Superintendent Urquhart brought awareness to Board members of a computer incident at a school within the Ingham ISD. A student initiated an inappropriate search violating the Acceptable Use Policy (AUP), Google Safe Search may not have been fully functioning, and inappropriate pictures appeared.

Public Comment

None

Other Board Business

None

Adjournment

The meeting adjourned at 8:03 p.m.

Respectfully submitted,

Mary Ann Martin, Secretary
rlp

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
February 29, 2016**

Opening

The special meeting of the Waverly Community Schools Board of Education was called to order by Vice President Angela Witwer at 9:05 a.m. in the East Conference Room, 3131 W. Michigan Avenue, Lansing, Michigan.

Members Present: Mr. Britt Slocum, President (arrived at 9:40 a.m.)
Mrs. Angela Witwer, Vice President (left at 11:30 a.m.)
Mrs. Mary Ann Martin, Secretary
Mr. Joe Chahine, Vice Secretary-Treasurer
Mr. Calvin L. Jones, Trustee
Mrs. Melissa Sherry, Trustee

Members Absent: Mr. Alan Wright, Treasurer

Staff Present: Mr. Terry Urquhart, Superintendent
Mr. Evan Nuffer, Director of Finance & Facilities
Mr. Vincent C. Perkins, Director of Human Resources
Mrs. Gloria Gonzalez, Director of Student Services
Mr. David Palme, Director of Technology
Ms. Rebecca Pease

Others Present: Dr. David Hornak, Superintendent, Holt Public Schools
Ms. Lori Zajac, Board of Education President, Holt Public Schools

Presentation

Dr. David Hornak provided a presentation on Balanced Calendar (attached).

Other Board Business

The Board discussed the Sinking Fund, Wieming, and the Superintendent's contract.

Motion regarding Superintendent's Contract (Tabled February 16, 2016 – Report #15-42)

A motion was presented by Member Chahine and supported by Member Sherry. MOTION: The Board of Education extend the Superintendent's contract one (1) additional year.

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

A special meeting regarding the Superintendent's contract will be held on Wednesday, March 2, 2016 at 4:00 p.m. in the Board Room of the Educational Services and Administration Building.

Adjournment

The meeting adjourned at 11:59 a.m.

Respectfully submitted,

Mary Ann Martin
Secretary

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
March 2, 2016**

Opening

The special meeting of the Waverly Community Schools Board of Education was called to order by President Britt Slocum at 4:06 p.m. in the Board Room of the Administrative Center, 515 Snow Road, Lansing Michigan.

Members Present:

Britt Slocum, President
Mary Ann Martin, Secretary
Alan Wright, Treasurer (arrived at 4:21 p.m.)
Joe Chahine, Vice Secretary-Treasurer
Calvin L. Jones, Trustee
Melissa Sherry, Trustee

Member Absent:

Angela Witwer, Vice President

Purpose of Meeting:

The purpose of the meeting was discussion of the Superintendent's contract.

Motion to recess to Closed Session

A motion was presented by Member Martin and supported by Member Jones. MOTION: The Board of Education move to closed session for the purpose of discussing the Superintendent's contract.

Roll call vote was taken with all members present voting aye (5-0).

(Members present: Britt Slocum, Mary Ann Martin, Joe Chahine, Calvin L. Jones, and Melissa Sherry)

(Members absent: Angela Witwer, Alan Wright)

Discussion

Discussion was held regarding the Superintendent's contract.

Return to Open Session

The Board of Education returned to open session at 4:52 p.m.

Motion

A motion was presented by Member Martin and supported by Member Chahine. MOTION: Any retirement costs paid to the Office of Retirement Services (ORS) on behalf of Terry Urquhart which are refunded to Waverly Community Schools be paid by the District to Mr. Urquhart's 403B. In addition, Waverly Community Schools will pay an increase of \$10,000 per year to his 403B and an increase of \$5,000 per year for longevity starting in 2016-2017.

VOTE: AYES – 6; NAYS – 0 (Member Witwer absent)

Board Comment

While not asking for an increase in salary, the Superintendent is asking the Board to restructure its pension obligation due to a retirement issue with the Michigan Public School Employees Retirement System (MPERS).

Adjournment

The special meeting of the Board of Education adjourned at 5:07 p.m.

Respectfully submitted,

Mary Ann Martin, Secretary
rlp

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
March 21, 2016**

Report #15-44

Subject: Personnel Report***

A. Transfer-Non-Certified

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Jenny Byron	From: Sub Bus Driver	\$11.00	02/29/2016
	To: Bus Driver	\$13.32	
Jamie Goodman	2 nd Placement, Elm. Title I Parapro (19 hrs.)	Class II/\$15.46	02/08/2016
Annette Spagnuolo	From: East Lunch Assistant (2 hrs.)	Class G/\$9.57	02/09/2016
	To: East Asst. Secretary (5 hrs.)	Class I/\$15.20	

B. Employment – Administration

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Tiffany Wright	Director of Special Education	\$90,000.00	t.b.d.

C. Employment – Non-Certified

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Suzanne Haefner	Colt Sp. Ed. Parapro (3.75 hrs.)	Class II/\$13.96	02/29/2016

D. Retirement – Certified

<u>Name</u>	<u>Position</u>	<u>Years</u>	<u>Effective</u>
Rhonda Goodrich	Colt Reading Recovery Teacher	27 Years	06/30/2016

E. Retirement – NonCertified

<u>Name</u>	<u>Position</u>	<u>Years</u>	<u>Effective</u>
William Waltz	Bus Driver	9 Years	02/19/2016

F. Resignation – Certified

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Laura Dudley	.5 TSLI	Personal	03/01/2016

G. Resignation – Non-Certified

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Deborah Brown	Colt SE Paraprofessional	Personal	04/01/2016
Stacey Clayton	Bus Driver	Personal	02/23/2016

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
MARCH 21, 2016**

Report #15-45

FOR ACTION***

Subject:

Finance Report

Recommendation:

It is recommended the following be approved:

Financial Report:

The cash balance as of January 31, 2016 was \$3,354,902.94. Receipts during February, consisting of property taxes, state aid and other revenues in the amount of \$3,056,805.64 minus disbursements during February of \$2,364,172.60, left the district with a General Fund cash balance, as of February 29, 2016, of \$4,047,535.98, including \$2,300,000.00 from the issuance of a State Aid Note.

Current year General Fund expenditures exceed revenues by \$1,112,598. 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 \$306,041. A summary of life to date activity is included in the supporting documentation

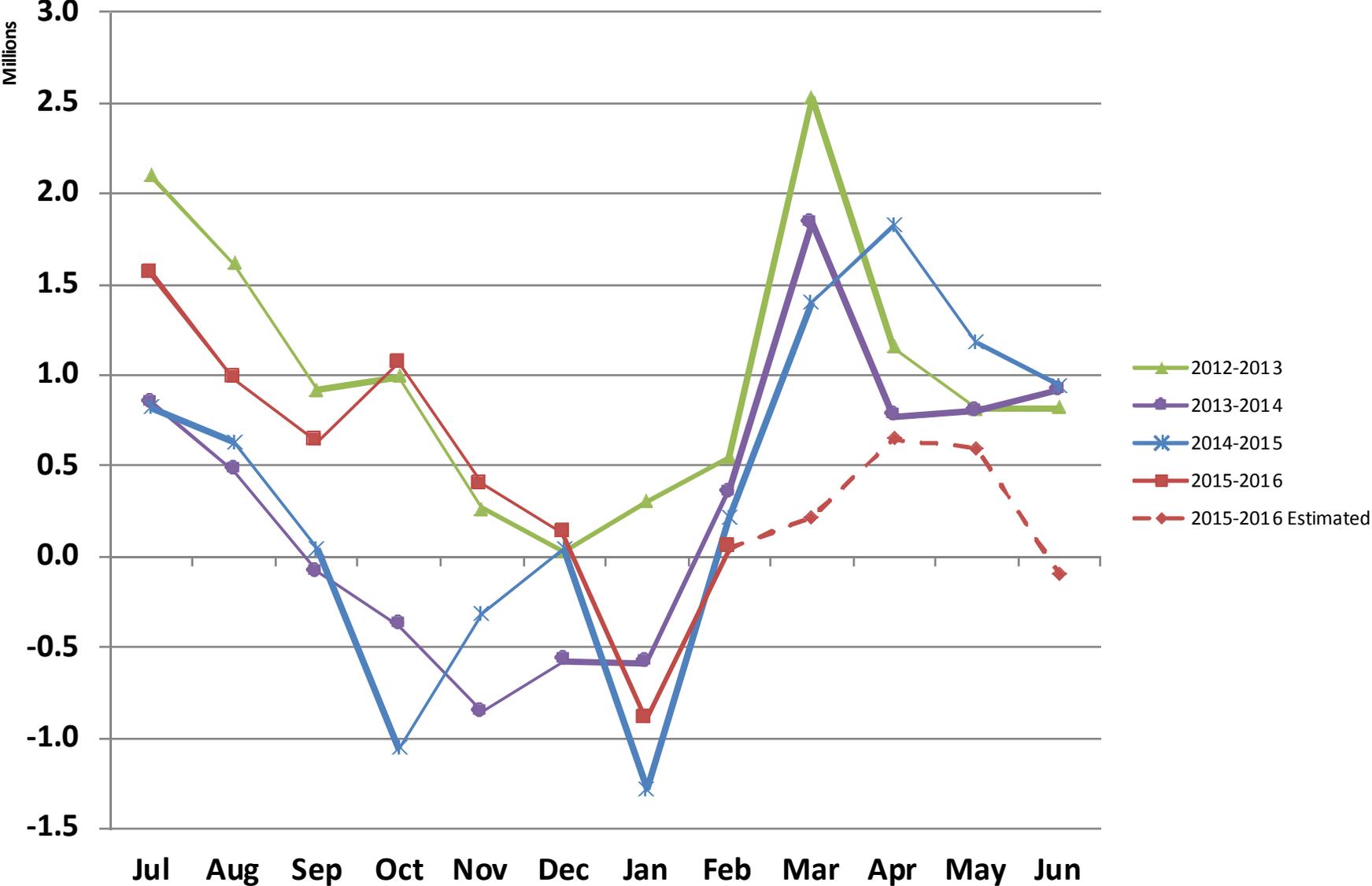
Waverly Community Schools

Finance Committee - Cash Position Report

For the Month Ended February 29, 2016

Balance on Hand January 31, 2016	3,354,902.94
Revenues	
State Aid	1,622,895.26
Taxes	700,918.24
Other Revenue	126,774.17
Interfund Transfers In	606,217.97
State Aid Note Proceeds	-
	<u>3,056,805.64</u>
Disbursements	
Payroll and Related Liabilities	(2,119,841.51)
Other Expenditures	(244,162.62)
State Aid Repayment	-
	<u>(2,364,004.13)</u>
Prior Month Adjustments During February 2016	(168.47)
Balance on Hand February 29, 2016	<u><u>4,047,535.98</u></u>
PNC Bank - General	3,942,248.38
MILAF	7,362.81
PNC Bank - Payroll	50,152.08
Comerica - Checking	47,772.71
	<u><u>4,047,535.98</u></u>

Waverly Community Schools Cash Flow Analysis (Monthly Lows)



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**Waverly Community Schools
Budgetary Comparison Schedule
For the Month Ended February 29, 2016**

	Revised Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	8,921,484	6,409,219	(2,512,265)	28.2%
State sources	17,750,737	8,111,831	(9,638,906)	54.3%
Federal sources	671,430	26,674	(644,756)	96.0%
Intergovernmental	2,139,161	1,066,057	(1,073,104)	50.2%
Transfers In	141,000	51,668	(89,332)	63.4%
Total revenue	29,623,812	15,665,450	(13,958,362)	47.1%
Expenditures				
Current:				
Instruction:				
Basic program	14,876,028	8,136,488	(6,739,540)	45.3%
Added needs	3,185,834	1,737,307	(1,448,528)	45.5%
Total instruction	18,061,863	9,873,795	(8,188,068)	45.3%
Support Services:				
Pupil	2,279,155	1,285,590	(993,565)	43.6%
Instructional staff	930,602	515,897	(414,705)	44.6%
General administration	466,498	318,997	(147,501)	31.6%
School administration	1,893,121	1,180,146	(712,974)	37.7%
Business	479,639	292,708	(186,931)	39.0%
Operations and maintenance	3,112,354	1,850,531	(1,261,824)	40.5%
Pupil transportation services	951,044	480,468	(470,575)	49.5%
Central	500,142	296,292	(203,850)	40.8%
Other	32,850	18,682	(14,168)	43.1%
Total support services	10,645,404	6,239,311	(4,406,093)	41.4%
Athletics	462,417	239,710	(222,707)	48.2%
Community services	16,720	7,725	(8,995)	53.8%
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	48,125	44,007	(4,118)	8.6%
Payments to other public schools	735,414	298,112	(437,302)	59.5%
Total expenditures	30,121,718	16,778,048	(13,343,670)	44.3%
Excess of Revenue (Under)Over Expenditures	(497,906)	(1,112,598)	(614,692)	
Transfers Out	-	-	-	
Net Change in Fund Balance	(497,906)	(1,112,598)	(614,692)	
Fund Balance - Beginning of year	3,323,119	3,323,119		
Fund Balance - End of year	2,825,213	2,210,521		
	9.4%	7.3%		

Waverly Community Schools
2013 Building and Site Bonds, Series I
Budget Summary
As of February 29, 2016

	Budget	Actual	Encumbered	Balance Remaining
Construction				
Remodeling	2,323,068	2,088,298	242,502	(7,733)
Site Improvements	974,238	968,991	5,247	-
Technology Infrastructure	777,119	791,647	302	(14,830)
Construction Base Budget Subtotal	4,074,425	3,848,936	248,052	(22,563)
Technology Equipment - Contract				
Interactive Classroom	656,244	658,567	(0)	(2,322)
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	16,800	(16,800)
Video Distribution/Video Production	-	-	-	-
Tech Equipment Contract Subtotal	1,867,577	1,870,733	15,968	(19,123)
Technology Equipment - Owner PO				
Computers/Mobile Devices	1,510,497	1,553,893	(1)	(43,395)
Servers/Backend Systems	118,806	138,380	15,848	(35,422)
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	1,978,496	15,847	(79,625)
District				
Loose Equipment (Furniture & Transportation)	1,078,524	1,078,524	734	(733)
Project Contingency	50,000	-	-	50,000
Owner GC/Contingency/Issuance Costs	376,039	90,277	-	285,762
Field General Conditions	200,500	81,978	(0)	118,522
Architect	138,909	151,096	-	(12,187)
Tech Design/Construction Mgr	834,308	848,320	(0)	(14,012)
District Subtotal	2,678,280	2,250,194	734	427,352
Totals	10,535,000	9,948,359	280,600	306,041

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
March 21, 2016**

Report #15-46

FOR ACTION

Subject:

Project Management Contract Extension – Summer 2016 Renovations

Recommendation:

The Superintendent recommends the Board of Education award a contract to Barton Malow for the Scope of Services described in the attached proposal(s) relating to Parking Lot Improvements and Remodeling Work.

Statement of Purpose:

The purpose of this recommendation is to expand our current contract for construction management services to including parking lot paving, remodeling work at the High School and various smaller projects.

Background Information:

Barton Malow was retained in 2013 as Construction Manager and Technology Designer for the 2013 Building and Site, Series I projects. An addendum to their contract was issued in January 2015 for parking lot improvements to be completed during the summer of 2015. Barton Malow has performed their duties to a high level of satisfaction with the District.

The proceeds from series II of the multi-series bond issue are scheduled to be available in June 2016. The Bond Steering Committee has designated funds for remodeling work in the High School, which will require a Construction Manager.

Budget Impact:

The cost of the construction management services and subsequent construction related activities will be funded entirely with the proceeds of the 2013 Building and Site, Series I and II bonds. The total cost of the construction management services is Forty-Six Thousand Nine Hundred Sixty-Eight and Zero/100 Dollars (\$46,968.00). Actual construction costs for the project will be determined through a competitive bid process in accordance with the Revised School Code subsequent to selecting a construction manager.

Discussion of Options:

The Board may choose one of the following options:

- 1) Accept the recommendation as presented
- 2) Reject the recommendation as presented
- 3) Table the recommendation for further discussion

Strategic Plan Reference:

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

February 22, 2016

Mr. Evan Nuffer,
Director, Finance & Operations
Waverly Community Schools
515 Snow Rd.
Lansing, MI 48917

Subject: 2013 Bond Program
Proposal for Contract Expansion – Summer 2016 Renovations

Mr. Nuffer:

Barton Malow Company is pleased to submit the following proposal for expanding our contract of construction management services for Summer 2016 Renovations.

Project Scope

The 2016 Renovation Work Includes Remodeling work and associated sitework for the High School Football and PE Locker Rooms along with Toilet Rooms. Also included is paving the eastern parking lot, replacing classroom carpeting, and infilling the media center at Winans.

Scope of Services

- Develop project manual and bid project per requirements
- Contract start-up including bonds, insurance, submittals, etc
- Construction supervision
- Contract close-out

Cost

We offer to perform this work for a total lump sum cost of \$46,968. This cost would be invoiced in equal monthly payments. See the attached staffing plan for more detail.

If this amount is acceptable, after review with the School Board, please endorse this letter below and I will return this to our corporate office.

Thank you again for the opportunity to continue serving Waverly Community Schools. If you should have any questions or comments regarding this proposal, please do not hesitate to contact me at 586-524-1396.

Respectfully Submitted,
Barton Malow Company

Eric Sifferman
Project Manager

Accepted By,
Waverly Community Schools

Attachments: Staffing Plan

Construction Budget: \$825,000

Project Schedule : Jan 2016 - Oct 2016 (10 Months)

Schedule	2016												Estimated Hours	Billing Rate	Estimated Cost	Comments Typical cost range	
	J	F	M	A	M	J	J	A	S	O	N	D					
Design & Bid Phase	3 Months																
Construction & Close Out Phase	7 months																
Project Manager	[Yellow bar]												432	\$11.00	\$ 4,752	27 wks @ 16 hrs a wk	
Superintendent	[Yellow bar]												32	\$62.00	\$ 1,984		
Superintendent	[Yellow bar]												216	\$62.00	\$ 13,392		
Superintendent	[Yellow bar]												320	\$62.00	\$ 19,840		
Engineering Support	[Yellow bar]												0	\$50.00	\$ -		Included in base contract
Field Accountant	[Yellow bar]												0	\$45.00	\$ -		Included in base contract
	Construction Subtotal:												1,000		\$ 39,968		
	Labor Totals:												1,000		\$ 39,968		
	Office Costs:														\$ 1,000		
	OHP:														\$ 6,000		
	TOTAL														\$ 46,968		

Note: Our costs are based on the following scenario:

Lump sum not-to-exceed pricing structure billed at a standard monthly rate over the duration of the project.

Construction will begin in Spring 2016 and be substantially completed by the end of August 2016.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
MARCH 21, 2016**

Report #15-47

FOR ACTION

Subject:

Approve Purchase of New Locker Equipment

Recommendation:

In accordance with Board Policy 6320 (Purchasing), the Superintendent recommends the Board of Education approve the award to Rayhaven Group, Inc., the lowest responsible bidder(s), for the purchase of lockers for the Football locker room at the High School.

Statement of Purpose:

The purpose of Bid Package #8 – Locker Equipment was to receive competitive proposals for Locker Equipment to be pre-purchased for the High 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, February 11, 2016 Bid Package #8 was released with responses due on Tuesday, March 1, 2016. Bid categories include High School Football lockers, High School PE lockers and High School Swimming Lockers. Recommendations are made for the lowest responsible bidder(s) who meet or exceed the specifications developed for this project.

Bid Package #8 was divided into a base bid (Football Lockers) and bid alternates (PE Lockers & Swim Lockers). Having prioritized the Football Locker Room renovations as the highest priority, the recommendation is to proceed with the purchase of the Football Lockers. Bid Package #9 – High School Renovations will be released later in March to determine the total project costs for renovations at the High School. Upon receipt of bid responses for Bid Package #9, it is anticipated that an additional recommendation may be made for the purchase of the remaining lockers included in Bid Package #8.

Budget Impact:

The total cost of this recommendation is Thirty-Six Thousand Three Hundred Forty and 00/100 Dollars (\$36,340.00). The contract(s) 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

March 3, 2016

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

RE: 2013 Bond Project: Bid Package 8 Locker Equipment Bid Summary

Dear Mr. Urquhart,

Bid documents were issued for Bid Package 8 which included a base bid for new lockers in the lower football locker rooms at the High School. An alternate bid was included for new lockers in the PE locker rooms. Known interested bidders were contacted along with suppliers and manufacturer's representatives.

Bid Evaluation Summary and Recommendations

The attached bid tabulation indicates the bid pricing received and applicable alternates. This letter concerns the base bid for the football locker rooms only. The alternate bids for the PE locker rooms have not been evaluated in whole. After a review of the bid proposals, a post bid interview was held with the low bidder. The project team of Barton Malow, Kingscott, and Waverly Community Schools evaluated the information to verify the proposal was inclusive of the scope of work and schedule.

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:

Rayhaven Group, Inc.

Base Bid (High School Football Lockers): **\$36,340.00**

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

Sincerely,



Eric Sifferman
Project Manager
Barton Malow Company

**Waverly Community Schools
BP 8 Locker Equipment**

Bid Date: March 1, 2015		BID TABULATION										
Bid Package No. 8	Bidder	Bid Bond	Disclosure	Iran	Base Bid (HS Football Lockers)	Alternate 1: PE Locket Room Locker Type MAL-3	Alternate 2: PE Locket Room Locker Type MAL-4	Alternate 3: PE Locket Room Locker Type MAL-5	Alternate 4: PE Locker Room Locker Type PAL-4	Alternate 5: Benches for PE Locker Room	Total Recommended (March 3, 2016) Amount	
Locker Equipment	Rayhaven Group Inc.	Y	Y	Y	\$ 36,340.00	\$ 37,425.00	\$ 19,188.00	\$ 22,943.00	\$ 36,773.00	\$ 3,006.00	\$ 36,340.00	
	Payne-Rosso	Y	Y	Y	\$ 44,000.00	\$ 38,000.00	\$ 25,000.00	\$ 28,000.00	\$ 38,500.00	\$ 7,950.00	\$ 44,000.00	
Notes												

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**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
March 21, 2016**

Report # 15-48

FOR ACTION

Subject: **2016-17 Schools of Choice Recommendation**

Recommendation:

It is recommended that the Waverly Board of Education approve participation in the Unlimited Schools of Choice program [Sections 105 and 105(c)] for the 2016-17 school year.

Unlimited Schools of Choice Program will open from Tuesday, May 17, 2016 and will end Tuesday, September 13, 2016

Budget Impact:

The Schools of Choice option generates revenue for the district. The Schools of Choice enrollment has grown from approximately 15 students in 1997-98 to 602 SOC students and 94 State Aid Release students at the beginning of the 2015-16 school year. Participation in the program as recommended would generate additional revenue for the district.

Background Information/Historical Perspective:

The Schools of Choice option was approved by the legislature in an effort to give parents some choice in their child's education and create competition among schools. School of Choice applications are reviewed in regard to state law. A student is accepted unless they have had:

1. a suspension in the previous two years.
2. or an expulsion the previous two years.

The Waverly Board of Education has taken a thoughtful approach to the Schools of Choice opportunity. The Schools of Choice recommendation is designed to move the enrollments in various grades to the minimum level, while leaving room for students moving into the district.

Discussion of Options/Alternatives:

The Board may approve a reduced Schools of Choice option or not offer this option for the 2016-17 school year. However, all students currently enrolled under the Schools of Choice option may continue their education at Waverly as provided by the State School Aid Act.