



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

**Waverly Community Schools**

**Regular Meeting**

**Monday, June 20, 2016 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 June 20, 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
- 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 #15-64, Personnel Recommendations 11
    - 2. \*\*\*Recommendation to approve Report #15-65, Policy (Second Reading) 12
    - 3. For Discussion - Policy (First Reading) 13
  - C. Finance & Facilities
    - 1. \*\*\*Recommendation to approve Report #15-66, Finance Report 14
    - 2. \*\*\*Recommendation to approve Report #15-67, Childcare Tuition Rates 20
    - 3. \*\*\*Recommendation to approve Report #15-68, Certification of Summer Tax Levy - City of Lansing, Delta Township and Lansing Township 21
    - 4. Recommendation to approve Report #15-69, General Fund Budget Amendment 26

5. Recommendation to approve Report #15-70, Waverly Community Schools 2016-2017 Budget Resolutions	31
6. Recommendation to approve Report #15-71, Approve Resolution to Purchase School Buses	43
7. Recommendation to approve Report #15-72, Building & Site Series II Technology Device Purchase Recommendation	49
8. Recommendation to approve Report #15-73, Approve Purchase of Elementary Sound System Equipment	51
D. Other	
1. ***Recommendation to approve Report #15-74, Appointment to Delta Township Library Board	54
2. Recommendation to approve Report #15-75, Ratification of Principal's Contract	55
X. Superintendent's Report	
XI. Public Comment	
XII. Other Board Business	
XIII. Adjournment	

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
May 9, 2016**

***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  
Mr. Joe Chahine, Vice Secretary-Treasurer  
Mr. Calvin L. Jones, Trustee

***Members Absent:*** Mrs. Mary Ann Martin, Secretary  
Mrs. Melissa Sherry, Trustee

***Staff Present:*** Mr. Terry L. Urquhart, Superintendent  
Mr. Evan Nuffer  
Mr. Vincent Perkins  
Mrs. Kelly Blake  
Mrs. Tiffany Wright  
Mr. David Palme  
Rebecca Pease  
Christopher Huff  
Mike Moreno  
Vickie Tisdale  
Helene McNeilly  
Ann Ferrin  
Theresa Collett-Such  
Laura Smith  
Kristen Kochheiser  
Shawn Talifarro  
Molly Francis  
Becky McQuillan  
Jenny Baird  
Johanna Germain  
Dani Gimm  
Todd Simon  
Jim York

***Others Present:*** Sean Fisher  
Marie Fisher  
John Fisher  
Eleanor Fisher  
Patrick Hooker  
Lori Hooker  
Jim Hooker  
Joe Wright  
Carolynn Wright

***Motion:***

A motion was presented by Member Wright and supported by Member Witwer. MOTION: The Board of Education officially announced the May 9, 2016 meeting replaces the regularly scheduled meeting of May 16, 2016.

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

***Special Presentations***

Superintendent Urquhart recognized three Eagle Scout projects by Waverly High School students. Senior Sean Fisher's Eagle Scout project included updating and organizing the Team Room at the High School pool. His team refinished the existing shelves and cabinets, and added new shelving and cabinets to double the storage in the team room. Sean also replaced the carpet and provided a new refrigerator. His project provided 121.5 hours of service and provided \$1,025 in materials to Waverly. Attending the meeting with Sean were his parents, John and Maria Fisher, his grandmother Eleanor Fisher, and his aunt Ann Ferrin.

Waverly High School Senior Patrick Hooker's project included making some much needed updates and upgrades to the Band Trailer. He built removable storage cabinets for hat boxes, a permanent storage box for the trailer hitch and sway bars, an enclosure for the spare tire, and repaired and replaced the interior lighting. His project provided 268 hours of service, and provided \$346 in materials and a \$60 donation to the Waverly Band Boosters. Attending the meeting with Patrick were his parents Jim and Lori Hooker.

Waverly High School Junior Joseph Wright's project benefitted the tennis facility. Joe's team built and installed two large permanent storage units, one each for the home and visiting teams. The storage units feature cubbies of various sizes to store tennis bags, warm-ups, and gear during practices and matches. Joe also built three new benches and a second picnic table. On a special note, the new storage units are the first athletic facility to feature Waverly's new Warrior logo. Joe's project provided 190 hours of service and \$991 in materials to Waverly. Attending the meeting with Joe were his parents Alan and Carolynn Wright.

All three Scouts are members of Waverly's Boy Scout Troop 111, chartered by the Waverly East PTO. They have also served as members of the Governor's Honor Guard on Mackinac Island.

Jim York, Waverly High School teacher, presented information and videos from his Digital Film Making class. Mr. York stated there was a need for new electives and he is a big cinema buff. He wrote up curriculum, which was approved, and received seed money to get it started in September of last year. Mr. York said this has been a learning process for him. All lesson plans and materials are done on Google Classroom and most videos are posted on YouTube. He said Renee Guitierrez, Waverly High School teacher, is going to a "How to Code" conference this summer to be able to teach basic skills to students who might be interested in coding and film making.

Waverly East principal, Vickie Tisdale, and teacher, Kristin Kochheiser, presented East's Instructional Report. Mrs. Tisdale reported they are really excited about NWEA and provided a handout with fall and winter scores for math, reading, and language usage. Each score went up from fall to winter. NWEA is a nationally normed test for each grade level and has a firmer foundation. Mrs. Tisdale addressed building culture including the PRIDE matrix (common building expectations); team building activities, building assemblies (Anthony Ianni and Jonathan Rand); positive behavior incentives (Minute to Win It and Golden Ticket); student support center, individual classroom incentives, after school clubs, and Student Council activities (Spirit Week, Student/Staff basketball game, popcorn sale, and Pennies for Patients). Mrs. Tisdale stated East staff will continue to focus on content curriculum, common assessments and building vocabulary; expand and refine their Intervention Block; strategically use NWEA data to plan group instruction and individual student interventions; and continue Go Math training and implementation.

Winans Elementary principal, Helene McNeilly, presented M-Step scores (student proficiency) in ELA, Math and Science. Winans third grade students' proficiency in ELA was 71% compared to 50% across the state; Winans' third grade math scores were 56% compared to 49% at the state level; third grade students were not tested in science; at the fourth grade level, Winans' students were 51% proficient in ELA compared to 47% at the state level; 40% proficient

***Special Presentations (cont.)***

in math as compared to 41% proficiency statewide; and 10% proficient in science, with the statewide proficiency being 12%. Mrs. McNeilly addressed Goal #1 to increase reading and writing proficiency with the following strategies: small group/differentiated instruction (reteach, enrichment); intervention strategies, Reading Street, NWEA, and technology to support differentiated instruction; Goal #2 to increase math proficiency with the following strategies: small group differentiated instruction, Go Math, grade level intervention strategies, NWEA, and IXL/Xtra Math learning sites; and Goal #3 – PBIS support to improve academic achievement, including PRIDE/CHAMPS; engagement strategies, individual/grade level/ building incentives; Student Support Center (SSC) attendance focus, and “brain breaks”. The Winans staff is in pursuit of purposeful intervention strategies (data driven); learning targets/engagement strategies; technology to support learning; improved attendance; increased science and social studies proficiency; and summer school for math and ELA.

Colt Early Childhood Education Center Principal Shawn Talifarro and teachers Dani Gimm and Johanna Germain addressed Common Core State Standards – 25 math and 77 ELA, and Common Assessments - 56 math and 29 ELA. They presented graphs indicating proficiency in oral counting, number identification, quantity discrimination and missing number, first sound fluency, phonemic segmentation and non-sense word. Also presented were Strategies for Success, including quality instruction (instructional calendar creates commonality; PRIDE Matrix (I am Prepared/I am Respectful/I have Integrity/I am Determined/I am Engaged); continuing assessments; and continuing intervention groups (108 students serviced through Title I; 44 students serviced under the MTSS umbrella, and 175 students participate in the Imagination Room. The report concluded with a video of the Imagination Room.

Director of Technology David Palme presented a Technology Update. Transformative Technology needs three components to be effective: infrastructure and support; professional development, and 21<sup>st</sup> century learning spaces and devices. Before the Technology Bond, Waverly Community Schools experienced the power outage of 2013, had internet outages, slow network and no wireless. Infrastructure and support now is state of the art. Before the Technology Bond, the student device ratio was 1:4; devices were in poor working order; there were very few mobile devices; log-in times were slow; and there were big instructional impacts (10-15 minutes per class period). With our current 21<sup>st</sup> Century learning spaces and devices we are 1:1 K-8 (K: iPads, 1-8: Chromebooks); in grades 9-12 we are 1:1.2 (Windows Laptops and Chromebooks). How did we get there? Core plan of 1:1 in Grades K-4; budget savings allowed for 1:1 in Grades 5-8 and 20 ChromeBook Carts for the High School. Instructional time impacts equal less than one minute. In grades K-8, we now have sound field systems, document cameras, projectors and promethean boards, desk phones, computers and 1:1 devices. In grades 9-12, we now have Speakers (instead of sound fields), iPads (instead of promethean boards), document cameras, projectors and desk phones. The District has 21<sup>st</sup> Century Learning Spaces and Devices and provides Best Practices Professional Development. Summer of 2016 and beyond will find Middle School device replacement, addition of elementary furniture, sustainability, OneDrive and SharePoint, support efforts and speed up of staff computers.

***Correspondence***

Member Chahine reported the Board received correspondence from Waverly High School regarding Senior Honors Night and Commencement.

***Public Comment***

Addressing the Board during Public Comment was Carrie Feeheley regarding the pre-school program at Colt.

***Board Member Comment***

Member Chahine stated he is looking forward to Graduation.

Member Wright reported he attended the Global Leadership Seminar at Waverly High School and got to see all the screens in the Quad being used at one time. He noted everything worked perfectly.

Member Witwer stated she is looking forward to Commencement also.

***Board Member Comment (continued)***

President Slocum reported he attended the National Honor Society induction and said a few words. Twenty-four students were nominated and inducted. He also attended the Student Technology Showcase and was impressed by the number of people in attendance and what he observed.

***Adoption of Agenda***

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

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

***Personnel/Policy Committee Report***

No report.

***Finance/Facilities Report***

No report

***Teaching/Learning Committee Report***

No report.

***\*\*\*Personnel Report – Report #15-54 – For Action***

The Board of Education approved the employment of Nichelle LaMaster, Childcare Supervisor (temporary); the transfer of Todd Stiles from MS Custodian to Temporary Grounds and Zack Gleason from HS Custodian to Temporary Grounds; the resignation of Katherine Borucki (Colt teacher); and the retirement of Jeff Crawford (Instructional Technology Supervisor) 31 years and Debra Shawa (Bus Driver) 30 years.

***Policy - First Reading – For Discussion***

The Board of Education reviewed policies to be presented for action on June, 20, 2016:

Policy 1240	Evaluation of the Superintendent	Revised
Policy 1420	School Administrator Evaluation	Revised
Policy 2623	Student Assessment	Revised
Policy 3131	Staff Reductions/Recalls	Revised
Policy 3220	Professional Staff Evaluation	Revised
Policy 6146	Post-Issuance Compliance for Tax-Exempt and Tax-Advantaged Obligations	Revised
Policy 6424	Purchasing Cards	New
Policy 7217	Weapons	Revised
Policy 8142.01	Weapons	New
Policy 8450.1	Head Lice	New

***\*\*\*Finance Recommendation – Report #15-55 – For Action***

The Board of Education approved the Finance Report as presented.

***\*\*\*Breakfast, Lunch, and Milk Prices for 2016-2017 Report #15-56 – For Action***

The Board of Education established the following rates for food service for the 2016-2017 school year:

*Elementary Breakfast (K-6)	\$1.25
Secondary Breakfast (7-12)	\$1.50
Adult Breakfast	\$2.00
Elementary Lunch (K-6)	\$2.25
Secondary Lunch (7-12)	\$2.50

**\*\*\*Breakfast, Lunch, and Milk Prices for 2016-2017 (cont.)**

Adult Lunch	\$3.50
Milk	\$0.50
*Universal Breakfast K-6	

***Furniture Bids – Report #15-57 – For Action***

A motion was presented by Member Chahine and supported by Member Jones. MOTION: The Board of Education approves the purchase of furniture, as per the attached summary, in accordance with Board Policy 6320 (Purchasing).

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

***Ratification Resolution for the Sale of 2016 Building & Site Bonds, Series II – Report #15-58 – For Action***

A motion was presented by Member Witwer and supported by Member Jones. MOTION: The Board of Education approves the ratification resolution to approve the sale of 2016 Building and Site Bonds, Series II.

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

**\*\*\*Disposition of Surplus Furniture – For Information**

Board policy 7310 (Disposition of Surplus Property) requires the Superintendent to report to the Board of Education on the disposition of surplus property. On, or about, April 22, 2016 bus #07-23 was sent to Capital City International for repair. The maximum estimated repair cost of the bus was \$11,354.78. The bus has been fully depreciated on the financial statements of the District and has no residual book value. Rather than repair this bus, the District will sell the bus for scrap metal.

***Delayed Start – Report #15-59 – For Action***

A motion was presented by Member Jones and supported by Member Chahine. MOTION: The Board of Education approves the delayed start plan. Delayed starts will begin September of 2016 and continue throughout the entire year. There will be sixteen delayed starts in all for 2016-2017 (approximately two a month – schedule attached).

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

***Start Date for the 2016-2017 School Year – Report #15-60 – For Action***

A motion was presented by Member Jones and supported by Member Slocum. MOTION: The Board of Education approves the first attendance day as August 29, 2016. Waverly, along with nine other Ingham Intermediate School Districts, applied and were granted a waiver from the Michigan Department of Education to start prior to the Labor Day holiday.

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

**\*\*\*Ingham Intermediate School District (IISD) General Education Fund 2016-2017 Proposed Budget – Report #15-61 – For Action**

The Board of Education approved support of the IISD Budget Resolution as presented.

Motion carried. VOTE – AYES – 5; NAYS – 0 (Members Martin and Sherry absent)

***Superintendent's Report***

Superintendent Urquhart mentioned he saw a tremendous number of emails in support of the Technology Showcase and noted the amount of improvement since 2013. He stated things in this community/district are so different and so far ahead from where we were before the passing of the technology bond. The changes that have taken place are tremendous. We are doing neat things with technology and need to make sure they make a difference in student learning.

***Superintendent's Report (continued)***

Superintendent Urquhart stated Cabinet members are formally taking a look at teacher and administrator evaluation tools. Marzano was selected for teachers, but a model has not yet been chosen for the Superintendent and administrators. Training will take place on all tools. There are currently two models, and we are hoping MASB comes on Board with a tool. Hopefully, we will be making a decision in the next few days.

Superintendent Urquhart reported Central Office administrators treated all staff to some yummy donuts for Staff Appreciation Day.

Superintendent Urquhart reported we will be offering Mandarin next year in grades four, five and six. Mandarin is a money language and will make a difference.

Superintendent Urquhart announced Seniors Honors will be held on June 2<sup>nd</sup> at 7:00 p.m. in the Waverly High School Auditorium. Commencement will be held on Saturday, June 4<sup>th</sup> at 7:00 p.m. at the Wharton Center.

Superintendent Urquhart reported the District has been asked to make the Waverly High School Auditorium available for a memorial service for Waverly alum Mike Purdy. The service will be held at 5:00 p.m. on May 21<sup>st</sup>.

***Public Comment***

None

***Other Board Business***

Member Wright stated a lot of teachers are working long hours helping students with AP tests.

***Adjournment***

The meeting adjourned at 8:33 p.m.

Respectfully submitted,

Joe Chahine, Vice Secretary-Treasurer

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

***Opening of Meeting***

The special meeting of the Waverly Community Schools Board of Education was called to order by President Britt Slocum at 8:30 a.m. in the Board Room of the Administrative Center, 515 Snow Road, Lansing, Michigan.

***Members Present:***

Mr. Britt Slocum, President  
Mrs. Angela Witwer, Vice President  
Mrs. Mary Ann Martin, Secretary  
Mr. Calvin L. Jones, Trustee

***Members Absent:***

Mr. Alan Wright, Treasurer  
Mr. Joe Chahine, Vice Secretary-Treasurer  
Mrs. Melissa Sherry, Trustee

***Staff Present:***

Mr. Terry Urquhart, Superintendent  
Rebecca Pease

***Adoption of Agenda***

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

Motion carried. VOTE – AYES- 4; NAYS – 0 (Members Wright, Chahine, and Sherry absent)

***Approve Contract for Winans Carpet Installation – Report #15-63 – For Action***

A motion was presented by Member Martin and supported by Member Witwer. MOTION: The Board of Education approves the award to the lowest bidder (Shock Brothers, Inc.) for the installation of carpeting at Winans Elementary, as per the attached.

Motion carried. VOTE – AYES- 4; NAYS – 0 (Members Wright, Chahine, and Sherry absent)

***Public Comment***

None

***Other Board Business***

None

***Adjournment***

The meeting adjourned at 8:33 a.m.

Respectfully submitted,

Mary Ann Martin, Secretary  
rlp

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
June 20, 2016**

**Report #15-64**

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

**Subject:            Personnel Report**

**A.        Employment Administration**

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Scott Castele	7-12 Athletic Director	\$55,000.00	07/01/2016

**B.        Employment Certified**

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Stephanie Brokstad-Franks	HS Counselor	MA, 7/\$57,806.00	t.b.d.
Tonya Droessler	HS Counselor	MA, 7/\$57,806.00	t.b.d.

**C.        Employment Non-Certified**

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Lacey Balzer	Child Care Staff (Temporary)	n/a/\$11.50	05/10/2016

**D.        Transfer Non-Certified**

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Brenda Brock	From: Sub Bus Driver (Training)	\$10.00	05/12/2016
	To: Back-Up Bus Driver	\$11.73	
Margaret Galey	From: Sub Lunch Assistant	\$8.50	05/24/2016
	To: East Lunch Assistant (2 hr.)	Class G/\$9.57	
Wesley Houghton	From: Sub Bus Driver	\$11.00	05/04/2016
	To: Bus Driver	\$13.32	

**E.        Layoff -Certified**

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Jacob Baker	MS/HS Social Studies, English	06/30/2016
Glenn Briggs	MS Social Studies	06/30/2016
Marco Magbitang	MS Math, Science	06/30/2016
Joseph Szombati	MS/HS Phys. Ed., CTE	06/30/2016

**F.        Retirement – Non-Certified**

<u>Name</u>	<u>Position</u>	<u>Years</u>	<u>Effective</u>
Ann Ferrin	Bookkeeper	30	07/08/2016

**G.        Termination – Non-Certified**

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Erika Black	HS/MS/Colt 2 <sup>nd</sup> Shift Custodian (7 hrs.)	06/01/2016

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
June 20, 2016**

**Report #15-65**

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

**Subject:**           **Policy (Second Reading)**

**Recommendation:**

The Superintendent recommends the Board of Education approves the policy updates listed at second reading:

Policy 144.3	Evaluation of the Superintendent	Revised
Policy 1420	School Administrator Evaluation	Revised
Policy 2623	Student Assessment	Revised
Policy 3131	Staff Reductions/Recalls	Revised
Policy 3220	Professional Staff Evaluation	Revised
Policy 6146	Post-Issuance Compliance for Tax-Exempt And Tax-Advantaged Obligations	Revised
Policy 6424	Purchasing Cards	New
Policy 7217	Weapons	Revised
Policy 8142.01	Weapons	New

**Statement of Purpose:**

The revised and new policies listed above were reviewed by the Policy Advisory Committee and were presented to the Board of Education on Monday,

**Budget Impact:**

None

**Historical Perspective/Background:**

NEOLA provides updates to keep policies current with applicable laws and regulations. The administration also reviews policies periodically and brings changes to the Board Policy Advisory Committee for review and consideration.

**Discussion of Options/Alternatives:**

The Board may refer policies to the Advisory Committee for further review.

**Rationale for Recommendation:**

These policies were reviewed by the Policy Advisory Committee as part of a periodic update.

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULALR BOARD MEETING  
June 20, 2016**

**FOR DISCUSSION**

**Subject:** Policy – First Reading

**Recommendation:**

The Superintendent recommends the Board of Education review the policy updates listed below at first reading.

Bylaw 0166.2	Meeting Format
Bylaw 0144.3	Conflict of Interest
Policy 1130	Conflict of Interest
Policy 3110	Conflict of Interest
Policy 4110	Conflict of Interest
Policy 6110	Grant Funds
Policy 6111	Internal Controls
New Policy 6112	Cash Management of Grants
New Policy 6114	Cost Principles – Spending Federal Funds
New Policy 6116	Time and Effort Reporting
New Policy 6325	Procurement – Federal Grants/Funds
Policy 6550	Travel Payment & Reimbursement
Policy 7300	Disposition of Real Property
Policy 7310	Disposition of Surplus Property
Policy 7450	Property Inventory
Policy 8500	Food Services

**Statement of Purpose:**

The policy revisions and updates are the result of the NEOLA update and a review by the administration and the Board Policy Advisory Committee.

**Budget Impact:**

None

**Historical Perspective:**

NEOLA provides updates to keep our policies current with applicable laws and regulations. The administration also reviews policies periodically and brings changes to the Board Policy Committee for review and consideration.

**Options:**

The Board can refer policies to the Advisory Committee for further review or allow them to come back to the Board for second reading.

**Rationale for Recommendation:**

These policies were recommended by NEOLA and reviewed and approved by the Policy Advisory Committee.

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
JUNE 20, 2016**

**Report #15-66**

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

**Subject:**

Finance Report

**Recommendation:**

It is recommended the following be approved:

**Financial Report:**

The cash balance as of April 30, 2016 was \$3,841,142.48. Receipts during May, consisting of property taxes, state aid and other revenues in the amount of \$2,035,553.63 minus disbursements during May of \$2,704,208.49, left the district with a General Fund cash balance, as of May 31, 2016, of \$3,172,487.62, including \$800,000.00 from the issuance of a State Aid Note.

Current year General Fund expenditures exceed revenues by \$721,012. 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 \$217,728. A summary of life to date activity is included in the supporting documentation

The balance of the 2016 Building and Site, Series II Bonds remaining to be allocated is \$2,082,291. A summary of life to date activity is included in the supporting documentation

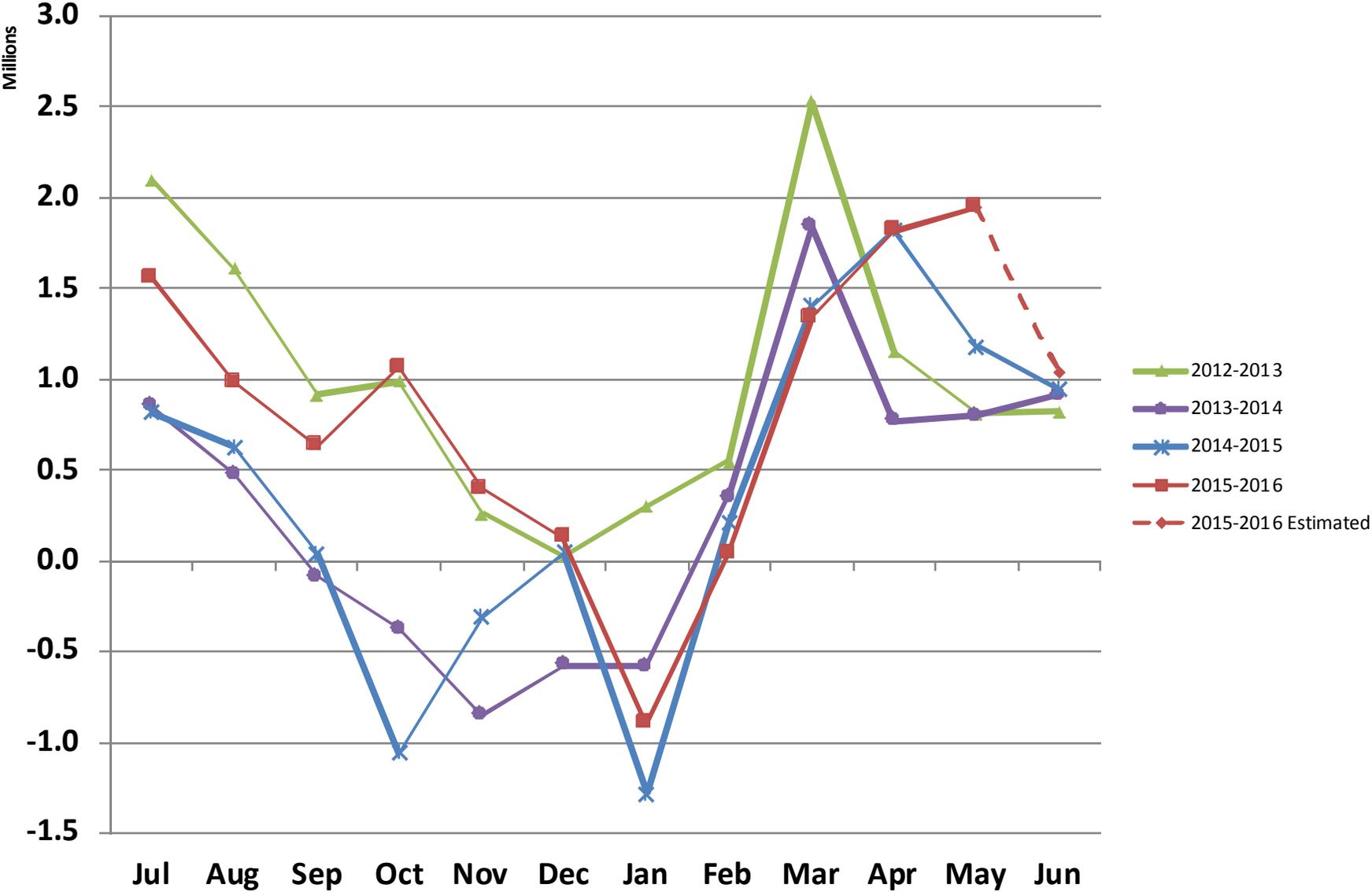
# Waverly Community Schools

## Finance Committee - Cash Position Report

For the Month Ended May 31, 2016

Balance on Hand April 30, 2016	3,841,142.48
Revenues	
State Aid	1,651,764.64
Taxes	156,160.25
Other Revenue	226,861.92
Interfund Transfers In	-
State Aid Note Proceeds	-
	<u>2,034,786.81</u>
Disbursements	
Payroll and Related Liabilities	(2,321,655.65)
Other Expenditures	(382,552.84)
State Aid Repayment	-
	<u>(2,704,208.49)</u>
Prior Month Adjustments During May 2016	766.82
Balance on Hand May 31, 2016	<u><u>3,172,487.62</u></u>
PNC Bank - General	3,067,676.94
MILAF	7,371.94
PNC Bank - Payroll	50,791.89
Comerica - Checking	46,646.85
	<u><u>3,172,487.62</u></u>

# Waverly Community Schools Cash Flow Analysis (Monthly Lows)



**Waverly Community Schools  
Budgetary Comparison Schedule  
For the Month Ended May 31, 2016**

	Revised Budget	Actual	Over (Under) Budget	% Available
<b>Revenue</b>				
Local sources	8,921,484	8,738,577	(182,907)	2.1%
State sources	17,750,737	13,024,151	(4,726,586)	26.6%
Federal sources	671,430	424,213	(247,217)	36.8%
Intergovernmental	2,139,161	1,668,306	(470,855)	22.0%
Transfers In	141,000	51,668	(89,332)	63.4%
<b>Total revenue</b>	<b>29,623,812</b>	<b>23,906,915</b>	<b>(5,716,897)</b>	<b>19.3%</b>
<b>Expenditures</b>				
Current:				
Instruction:				
Basic program	14,876,028	12,105,008	(2,771,020)	18.6%
Added needs	3,185,834	2,601,925	(583,909)	18.3%
<b>Total instruction</b>	<b>18,061,863</b>	<b>14,706,933</b>	<b>(3,354,929)</b>	<b>18.6%</b>
Support Services:				
Pupil	2,279,155	1,889,382	(389,773)	17.1%
Instructional staff	930,602	736,227	(194,375)	20.9%
General administration	466,498	425,836	(40,662)	8.7%
School administration	1,893,121	1,708,857	(184,263)	9.7%
Business	479,639	390,643	(88,996)	18.6%
Operations and maintenance	3,112,354	2,604,934	(507,420)	16.3%
Pupil transportation services	951,044	731,089	(219,955)	23.1%
Central	500,142	416,577	(83,565)	16.7%
Other	32,850	18,792	(14,058)	42.8%
<b>Total support services</b>	<b>10,645,404</b>	<b>8,922,337</b>	<b>(1,723,067)</b>	<b>16.2%</b>
Athletics	462,417	370,525	(91,891)	19.9%
Community services	16,720	17,238	518	-3.1%
Non Publics	2,325	2,186	(139)	6.0%
Debt service:				
Principal	130,000	130,000	-	0.0%
Interest	19,450	19,450	-	0.0%
Capital outlay	48,125	77,152	29,027	-60.3%
Payments to other public schools	735,414	382,104	(353,310)	48.0%
<b>Total expenditures</b>	<b>30,121,718</b>	<b>24,627,927</b>	<b>(5,493,791)</b>	<b>18.2%</b>
Excess of Revenue (Under)Over Expenditures	(497,906)	(721,012)	(223,106)	
Transfers Out	-	-	-	
Net Change in Fund Balance	(497,906)	(721,012)	(223,106)	
Fund Balance - Beginning of year	3,323,119	3,323,119		
Fund Balance - End of year	2,825,213	2,602,107		
	9.4%	8.6%		

**Waverly Community Schools**  
**2013 Building and Site Bonds, Series I**  
**Budget Summary**  
**As of May 31, 2016**

	Budget	Actual	Encumbered	Balance Remaining
<b>Construction</b>				
Remodeling	2,339,068	2,252,283	111,567	(24,782)
Site Improvements	974,238	968,991	5,247	-
Technology Infrastructure	777,119	791,647	302	(14,830)
<b>Construction Base Budget Subtotal</b>	<b>4,090,425</b>	<b>4,012,920</b>	<b>117,117</b>	<b>(39,612)</b>
<b>Technology Equipment - Contract</b>				
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	465,124	2,413	(16,800)
Video Distribution/Video Production	-	-	-	-
<b>Tech Equipment Contract Subtotal</b>	<b>1,867,577</b>	<b>1,885,120</b>	<b>1,580</b>	<b>(19,123)</b>
<b>Technology Equipment - Owner PO</b>				
Computers/Mobile Devices	1,510,497	1,531,737	1,167	(22,407)
Servers/Backend Systems	118,806	154,228	(0)	(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	-	-
<b>Tech Equipment Owner PO Subtotal</b>	<b>1,914,718</b>	<b>1,972,188</b>	<b>1,167</b>	<b>(58,637)</b>
<b>District</b>				
Loose Equipment (Furniture & Transportation)	1,078,524	1,079,257	0	(733)
Project Contingency	50,000	-	-	50,000
Owner GC/Contingency/Issuance Costs	360,039	91,352	-	268,687
Field General Conditions	200,500	83,323	(0)	117,178
Architect	138,909	182,893	-	(43,984)
Tech Design/Construction Mgr	834,308	890,355	(0)	(56,047)
<b>District Subtotal</b>	<b>2,662,280</b>	<b>2,327,180</b>	<b>(0)</b>	<b>335,100</b>
<b>Totals</b>	<b>10,535,000</b>	<b>10,197,409</b>	<b>119,864</b>	<b>217,728</b>

**Waverly Community Schools**  
**2016 Building and Site Bonds, Series II**  
**Budget Summary**  
**As of May 31, 2016**

	Budget	Actual	Encumbered	Balance Remaining
<b>Construction</b>				
Remodeling	834,000	-	899,525	(65,525)
Site Improvements	100,000	-	-	100,000
Technology Infrastructure	-	-	-	-
<b>Construction Base Budget Subtotal</b>	<b>934,000</b>	<b>-</b>	<b>899,525</b>	<b>34,475</b>
<b>Technology Equipment - Contract</b>				
Interactive Classroom	-	-	-	-
Network Equipment	-	-	-	-
Wireless Network	-	-	-	-
Phone System	-	-	-	-
AV Systems	122,000	-	-	122,000
Video Distribution/Video Production	150,000	-	-	150,000
<b>Tech Equipment Contract Subtotal</b>	<b>272,000</b>	<b>-</b>	<b>-</b>	<b>272,000</b>
<b>Technology Equipment - Owner PO</b>				
Computers/Mobile Devices	1,162,653	-	-	1,162,653
Servers/Backend Systems	35,000	-	-	35,000
Printers	-	-	-	-
AV Equipment	53,350	-	-	53,350
Non-Instructional Equipment (from FFE)	-	-	-	-
<b>Tech Equipment Owner PO Subtotal</b>	<b>1,251,003</b>	<b>-</b>	<b>-</b>	<b>1,251,003</b>
<b>District</b>				
Loose Equipment (Furniture & Transportation)	701,452	-	501,684	199,768
Project Contingency	-	-	-	-
Owner GC/Contingency/Issuance Costs	253,952	16,500	-	237,452
Field General Conditions	-	-	-	-
Architect	40,625	-	-	40,625
Tech Design/Construction Mgr	46,968	-	-	46,968
<b>District Subtotal</b>	<b>1,042,997</b>	<b>16,500</b>	<b>501,684</b>	<b>524,813</b>
<b>Totals</b>	<b>3,500,000</b>	<b>16,500</b>	<b>1,401,209</b>	<b>2,082,291</b>

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
JUNE 20, 2016**

**Report #15-67**

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

**Subject:**

Child Care Tuition Rates for 2016-2017

**Recommendation:**

The Superintendent recommends the Board of Education establish the following rates for child care activities for the 2016-2017 school year:

Before School Care	\$9.00 per day
After School Care	\$9.00 per day
Before & After School Care	\$17.00 per day
Full Day, including summer and holidays	\$32.00 per day

**Statement of Purpose:**

The purpose of the recommendation is to establish rates for the 2016-2017 school year

**Budget Impact:**

The above prices reflect a \$1.00 increase in the daily rate being charged by Varsity Club for before and after school care and a \$3.00 increase in the daily rate being charged by Varsity Club for full-day care. In its first year of operation, the District does not expect to have a revenue surplus to transfer to the general fund. The District will seek ways to create efficiencies in operations to achieve a surplus the following year. The child care program is expected to provide a revenue enhancement to the general fund.

**Historical Perspective:**

The child care program was previously operated by the Varsity Club. Varsity Club notified the District that it will be ceasing operation at the conclusion of the 2015-16 school year. The District will take over operations and will run the program using the proceeds from the fees charged to participating families.

**Rationale for Recommendation:**

The District recognizes the value of providing an option for child care before school, after school and during the summer and school year break periods. The District believes it will operate a high quality program for interested families, including learning enrichment activities. In future years, the District operated child care program will provide a return of surplus revenue to the general fund to support our primary purpose of educating our students.

**Strategic Plan Reference:**

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

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
JUNE 20, 2016**

**Report #15-68**

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

**Subject:**

Certification of Summer Tax Levy – City of Lansing, Delta Township and Lansing Township

**Recommendation:**

The Superintendent recommends the Board of Education adopt the proposed summer tax levy for the City of Lansing, Delta Township and Lansing Township. A certified copy is affixed to the official minutes of this meeting. A copy of the certification (L-4029) is included in the support materials.

**Statement of Purpose:**

To certify the tax levy, allowing local taxing units to collect summer taxes for the district.

**Budget Impact:**

If the certification of tax levy is not adopted, taxing units will not collect summer taxes for the school district.

**Historical Perspective:**

Section 380.1213 of Michigan School Code provides that the Secretary of the Board of Education file a certified copy of a resolution adopted by the Board, stating the number of mills to be levied on taxable properties within the school district. This certification is to be filed with the appropriate township(s) and city clerk(s).

A breakdown of the summer tax levy is as follows:

<u>Operating</u>	<u>Rate</u>	<u>Expires</u>
All – Voted (Hold Harmless)	2.2311	December 31, 2022
Commercial Personal – Voted	5.2284	December 31, 2022
Non-Home – Voted	6.7662	December 31, 2022
 <u>2013 Building and Site Debt</u>		
All	0.1900	December 31, 2022
 <u>2013 Refunding Debt</u>		
All	3.2250	December 31, 2020
 <u>2016 Building and Site Debt</u>		
All	0.0850	December 31, 2022
 <u>2016 Sinking Fund</u>		
All	0.5000	December 31, 2025

The summer levy for the City of Lansing, Lansing Township and Delta Township is based upon fifty percent (50%) of the total levy.

**Discussion of Options:**

The Board may adopt the recommendation as presented, reject the recommendation or could reduce the amount of any of the above levies. Any reduction in tax levy will result in the loss of revenue for the District.

**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.

**2016 Tax Rate Request (This form must be completed and submitted on or before September 30, 2016)**

**MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

**Carefully read the instructions on page 2.**

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes <b>Ingham County - Lansing Township</b>	2016 Taxable Value for ALL Properties in the Unit as of 5-23-16.  <b>111,414,682</b>
Local Government Unit Requesting Millage Levy <b>Waverly Community Schools</b>	For LOCAL School Districts: 2016 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.  <b>"Not yet known"</b>

**This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2016 tax roll.**

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election, Charter, etc.	(5)** 2015 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2016 Current Year "Headlee" Millage Reduction Fraction	(7) 2016 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Extra Voted	Operating NON-HOME	05/2012	18.0000	18.0000	0.9997	17.9946	1.0000	17.9946	6.7662		12/2022
Hold Harmless Extra Voted	Operating ALL	05/2012	9.3000	9.3000	1.0000	9.3000	1.0000	9.3000	2.2311		12/2022
Extra Voted	2013 Refunding DEBT-ALL	06/2000	6.4500	N/A	1.0000	N/A	1.0000	6.4500	3.2250		12/2020
Extra Voted	2013 Bldg/Site DEBT-ALL	05/2013	0.3800	N/A	1.0000	N/A	1.0000	0.3800	0.1900		12/2022
Extra Voted	2016 Bldg/Site DEBT-ALL	05/2013	0.1700	N/A	1.0000	N/A	1.0000	0.1700	0.0850		12/2022
Extra Voted	Sinking Fd ALL	03/2016	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	0.5000		12/2025

Prepared by <b>Heather Walls</b>	Telephone Number <b>(517) 244-1291</b>	Title of Preparer <b>Ingham ISD Accounting Specialist</b>	Date <b>06/06/16</b>
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**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President			

\* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

\*\* **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2016 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	<b>Rate ***</b>
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	2.2311
For Commercial Personal	5.2284
For all Other	8.9973

**\*\*\* FOR JULY 1 LEVY**

**2016 Tax Rate Request (This form must be completed and submitted on or before September 30, 2016)**

**MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

**Carefully read the instructions on page 2.**

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes <b>Eaton County - Delta Township</b>	2016 Taxable Value for ALL Properties in the Unit as of 5-23-16. <b>593,083,176</b>
Local Government Unit Requesting Millage Levy <b>Waverly Community Schools</b>	For LOCAL School Districts: 2016 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. <b>"Not yet known"</b>

**This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2016 tax roll.**

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election, Charter, etc.	(5)** 2015 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2016 Current Year "Headlee" Millage Reduction Fraction	(7) 2016 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Extra Voted	Operating NON-HOME	05/2012	18.0000	18.0000	0.9997	17.9946	1.0000	17.9946	6.7662		12/2022
Hold Harmless Extra Voted	Operating ALL	05/2012	9.3000	9.3000	1.0000	9.3000	1.0000	9.3000	2.2311		12/2022
Extra Voted	2013 Refunding DEBT-ALL	06/2000	6.4500	N/A	1.0000	N/A	1.0000	6.4500	3.2250		12/2020
Extra Voted	2013 Bldg/Site DEBT-ALL	05/2013	0.3800	N/A	1.0000	N/A	1.0000	0.3800	0.1900		12/2022
Extra Voted	2016 Bldg/Site DEBT-ALL	05/2013	0.1700	N/A	1.0000	N/A	1.0000	0.1700	0.0850		12/2022
Extra Voted	Sinking Fd ALL	03/2016	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	0.5000		12/2025

Prepared by <b>Heather Walls</b>	Telephone Number <b>(517) 244-1291</b>	Title of Preparer <b>Ingham ISD Accounting Specialist</b>	Date <b>06/06/16</b>
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Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	<b>Rate ***</b>
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	2.2311
For Commercial Personal	5.2284
For all Other	8.9973

**\*\*\* FOR JULY 1 LEVY**

**2016 Tax Rate Request (This form must be completed and submitted on or before September 30, 2016)**

**MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

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County(ies) Where the Local Government Unit Levies Taxes <b>Eaton County - City of Lansing</b>	2016 Taxable Value for ALL Properties in the Unit as of 5-23-16. <b>2,100</b>
Local Government Unit Requesting Millage Levy <b>Waverly Community Schools</b>	For LOCAL School Districts: 2016 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. <b>"Not yet known"</b>

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Extra Voted	Operating NON-HOME	05/2012	18.0000	18.0000	0.9997	17.9946	1.0000	17.9946	6.7662		12/2022
Hold Harmless Extra Voted	Operating ALL	05/2012	9.3000	9.3000	1.0000	9.3000	1.0000	9.3000	2.2311		12/2022
Extra Voted	2013 Refunding DEBT-ALL	06/2000	6.4500	N/A	1.0000	N/A	1.0000	6.4500	3.2250		12/2020
Extra Voted	2013 Bldg/Site DEBT-ALL	05/2013	0.3800	N/A	1.0000	N/A	1.0000	0.3800	0.1900		12/2022
Extra Voted	2016 Bldg/Site DEBT-ALL	05/2013	0.1700	N/A	1.0000	N/A	1.0000	0.1700	0.0850		12/2022
Extra Voted	Sinking Fd ALL	03/2016	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	0.5000		12/2025

Prepared by <b>Heather Walls</b>	Telephone Number <b>(517) 244-1291</b>	Title of Preparer <b>Ingham ISD Accounting Specialist</b>	Date <b>06/06/16</b>
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**\*\*\* FOR JULY 1 LEVY**

**2016 Tax Rate Request (This form must be completed and submitted on or before September 30, 2016)**

**MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

**Carefully read the instructions on page 2.**

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County(ies) Where the Local Government Unit Levies Taxes <b>Ingham County - City of Lansing</b>	2016 Taxable Value for ALL Properties in the Unit as of 5-23-16.  <b>1,817,741</b>
Local Government Unit Requesting Millage Levy <b>Waverly Community Schools</b>	For LOCAL School Districts: 2016 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.  <b>"Not yet known"</b>

**This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2016 tax roll.**

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Extra Voted	2013 Bldg/Site DEBT-ALL	05/2013	0.3800	N/A	1.0000	N/A	1.0000	0.3800	0.1900		12/2022
Extra Voted	2016 Bldg/Site DEBT-ALL	05/2013	0.1700	N/A	1.0000	N/A	1.0000	0.1700	0.0850		12/2022
Extra Voted	Sinking Fd ALL	03/2016	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	0.5000		12/2025

Prepared by <b>Heather Walls</b>	Telephone Number <b>(517) 244-1291</b>	Title of Preparer <b>Ingham ISD Accounting Specialist</b>	Date <b>06/06/16</b>
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**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President			

\* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

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Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	<b>Rate ***</b>
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	2.2311
For Commercial Personal	5.2284
For all Other	8.9973

**\*\*\* FOR JULY 1 LEVY**

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
JUNE 20, 2016**

**Report #15-69**

**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 \$29,804,233 and expenditures of \$30,202,128

**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, 2016 will be \$3,378,256, or 11.2% 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	\$8,918,876
State	17,835,091
Federal	701,294
Other Financing Sources	2,348,972
Total Revenue	\$29,804,233
Total Fund Balance, July 1 Available to Appropriate	\$3,323,119
Total Available to Appropriate	\$33,127,352

**BE IT FURTHER RESOLVED**, that \$30,202,128 of the total available to appropriate in the general fund is hereby appropriated in the amounts and for the purposes set forth below:

**Expenditures:**

Instruction	
Basic Programs	\$14,983,639
Added Needs	3,300,721
Support Services	
Pupil Support	2,299,061
Instructional Staff Support	1,001,551
General Administration	466,498
School Administration	1,936,618
Business Services	550,888
Operations and Maintenance	3,155,822
Transportation	951,044
Central Support	787,223
Other Support	500,567
Community Activities	16,720
Nonpublic Schools	2,325
Facilities Acquisitions and Debt Service	149,450
Other Financing Uses	100,000
Total Appropriated	\$30,202,128

**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  
June 20, 2016**

	Final Budget	Revised Budget	Difference (Final - Revised)
<b>Revenue</b>			
Local sources	8,918,876	8,921,484	(2,608)
State sources	17,835,091	17,750,737	84,354
Federal sources	701,294	671,430	29,864
Intergovernmental	2,207,972	2,139,161	68,811
Transfers In	141,000	141,000	-
<b>Total revenue</b>	<b>29,804,233</b>	<b>29,623,812</b>	<b>180,421</b>
<b>Expenditures</b>			
<b>Current:</b>			
<b>Instruction:</b>			
Basic program	14,826,289	14,876,028	(49,739)
Added needs	3,245,911	3,185,834	60,077
<b>Total instruction</b>	<b>18,072,201</b>	<b>18,061,863</b>	<b>10,338</b>
<b>Support Services:</b>			
Pupil	2,299,061	2,279,155	19,906
Instructional staff	931,076	930,602	474
General administration	466,498	466,498	-
School administration	1,929,273	1,893,121	36,153
Business	479,639	479,639	-
Operations and maintenance	3,115,047	3,112,354	2,693
Pupil transportation services	951,044	951,044	-
Central	478,688	500,142	(21,454)
Other	32,850	32,850	-
<b>Total support services</b>	<b>10,683,177</b>	<b>10,645,404</b>	<b>37,772</b>
Athletics	462,417	462,417	-
Community services	16,720	16,720	-
Non Publics	2,325	2,325	-
<b>Debt service:</b>			
Principal	130,000	130,000	-
Interest	19,450	19,450	-
Capital outlay	75,425	48,125	27,300
Payments to other public schools	740,414	735,414	5,000
<b>Total expenditures</b>	<b>30,202,128</b>	<b>30,121,718</b>	<b>80,410</b>
Excess of Revenue (Under)Over Expenditures	(397,895)	(497,906)	100,011
Transfers Out	-	-	-
Net Change in Fund Balance	(397,895)	(497,906)	100,011
Favorable Expenditure Variance (1.5%)	453,032	451,826	1,206
Projected Change in Fund Balance	55,137	(46,080)	101,217
Fund Balance - Beginning of year	3,323,119	3,323,119	
Fund Balance - End of year	3,378,256	3,277,039	
	11.2%	10.9%	

# Waverly Community Schools

## Budget Summary For the 2015-16 Fiscal Year

	Final FY 2015-16	Revised FY 2015-16	Change
<b>Major Assumptions:</b>			
Property Taxable Values	804,650,939	808,658,575	-0.5%
Blended Enrollment	2,819.90	2,823.23	(3.33)
Foundation Allowance	8,553	8,553	-
Certified Staff FTE	165.8	165.3	0.6
MPSERS Local Contribution Rate	25.78%	25.78%	0.0%
<b>Revenues:</b>			
Local	8,918,876	8,921,484	(2,608)
State			
Prop A/SE Headlee/Discretionary	15,789,128	15,718,037	71,091
Best Practices	-	-	-
Performance Based Funding	-	-	-
MPSERS	2,023,963	2,032,700	(8,737)
Technology Readiness	22,000	-	22,000
Prior Year Adjustments	-	-	-
Federal			
Consolidated App (Title I/Title II)	658,721	628,857	29,864
School Improvement Grant (SIG)	-	-	-
Other	42,573	42,573	-
Intergovernmental			
ISD SE Allocation	2,207,972	2,139,161	68,811
Transfers In/Other	141,000	141,000	-
<b>Total Revenues</b>	<u>29,804,233</u>	<u>29,623,812</u>	<u>180,421</u>
<b>Expenditures:</b>			
Salaries	15,759,787	15,706,617	53,170
Benefits			
Health Insurance	2,250,442	2,253,687	(3,245)
Retirement (MPSERS)	5,865,326	5,846,565	18,761
ERI Incentive	290,500	290,500	-
Other	1,832,419	1,828,297	4,122
Purchased Services	1,457,525	1,447,655	9,870
Supplies & Materials			
Instructional Supplies	624,670	659,238	(34,568)
Natural Gas and Electricity	906,750	906,750	-
Transportation Supplies	123,460	123,460	-
Capital Outlay	75,425	48,125	27,300
Other Expenditures			
Principal and Interest	170,150	170,150	-
Other	105,260	105,260	-
Outgoing Transfers and Other Transactions	740,414	735,414	5,000
<b>Total Budgeted Expenditures</b>	<u>30,202,128</u>	<u>30,121,718</u>	<u>80,410</u>
Excess of Revenue (Under) Over Expenditures	(397,895)	(497,906)	100,011
Favorable Expenditure Variance (1.5%)	453,032	451,826	1,206
Projected Change in Fund Balance	55,137	(46,080)	98,805

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
JUNE 20, 2016**

**Report #15-70**

**FOR ACTION**

**Subject:**

Waverly Community Schools 2016-17 Budget Resolutions

**Recommendation:**

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

The 2016-17 General Fund Resolution with revenues of \$29,845,031 and expenditures of \$30,277,464

The 2016-17 Debt Retirement Fund Resolution with revenues of \$5,630,325 and expenditures of \$5,700,460

The 2016-17 Special Revenue Funds Resolution with revenues of \$1,819,625 and expenditures of \$1,653,983

The 2016-17 Sinking Fund Resolution with revenues of \$804,190 and expenditures of \$-0-

**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, 2017 will be \$3,394,735, or 11.3% of current year operating expenditures.

The projected Debt Retirement Fund balance as of June 30, 2017 will be \$854,590, or 15.0% of current year operating expenditures.

The projected Community Services Fund balance as of June 30, 2017 will be \$81,486, or 21.9% of current year operating expenditures.

The projected Food Service Fund balance as of June 30, 2017 will be \$556,162, or 47.7% of current year operating expenditures.

The projected Sinking Fund balance as of June 30, 2017 will be \$804,190

**Historical Perspective:**

School districts are required to adopt their 2016-17 budget(s) by June 30, 2016 for the fiscal year beginning July 1, 2016.

**Discussion of Options:**

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

**Rationale for Recommendation:**

The Board of Education has the responsibility of reviewing the budget presented, holding a public hearing, modifying it as necessary, and approving it for implementation prior to the beginning of the fiscal year. (MCL 141.434)

**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	\$8,918,876
State	17,835,091
Federal	701,294
Other Financing Sources	2,348,972
Total Revenue	\$29,804,233
Total Fund Balance, July 1 Available to Appropriate	\$3,323,119
Total Available to Appropriate	\$33,127,352

**BE IT FURTHER RESOLVED**, that \$30,202,128 of the total available to appropriate in the general fund is hereby appropriated in the amounts and for the purposes set forth below:

**Expenditures:**

Instruction	
Basic Programs	\$14,983,639
Added Needs	3,300,721
Support Services	
Pupil Support	2,299,061
Instructional Staff Support	1,001,551
General Administration	466,498
School Administration	1,936,618
Business Services	550,888
Operations and Maintenance	3,155,822
Transportation	951,044
Central Support	787,223
Other Support	500,567
Community Activities	16,720
Nonpublic Schools	2,325
Facilities Acquisitions and Debt Service	149,450
Other Financing Uses	100,000
Total Appropriated	\$30,202,128

**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

**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 2016-2017 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 2016-2017 which includes 17.9946 operating mills to be levied on all property, except principal residence and other property exempted by law and 4.4621 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	\$9,015,786
State	18,033,727
Federal	581,357
Other Financing Sources	2,214,161
Total Revenue	\$29,845,031
Total Fund Balance, July 1 Available to Appropriate	\$3,378,256
Total Available to Appropriate	\$33,223,287

**BE IT FURTHER RESOLVED**, that \$30,277,464 of the total available to appropriate in the general fund is hereby appropriated in the amounts and for the purposes set forth below:

**Expenditures:**

Instruction	
Basic Programs	\$14,590,987
Added Needs	3,204,483
Support Services	
Pupil Support	2,417,284
Instructional Staff Support	953,578
General Administration	480,069
School Administration	1,999,071
Business Services	570,897
Operations and Maintenance	3,297,409
Transportation	954,368
Central Support	824,472
Other Support	556,589
Community Activities	29,083
Nonpublic Schools	2,325
Facilities Acquisitions and Debt Service	146,850
Other Financing Uses	250,000
Total Appropriated	\$30,277,464

**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

**SPECIAL REVENUE FUNDS APPROPRIATIONS**  
**Resolution for Adoption by**  
**The Waverly Community Schools Board of Education**

**RESOLVED** that this resolution shall be the Special Revenue appropriations of Waverly Community Schools for the 2016-2017 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 Waverly Community Schools.

**BE IT FURTHER RESOLVED**, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the Special Revenue Funds of the school district for fiscal year 2016-2017 is as follows:

<b>Revenue:</b>	
Local	\$711,125
State	45,000
Federal	1,063,500
 Total Revenue	 \$1,819,625
 Total Fund Balance, July 1 Available to Appropriate	 \$472,006
 <b>Total Available to Appropriate</b>	 <b>\$2,291,631</b>

**BE IT FURTHER RESOLVED**, that \$1,653,983 of the total available to appropriate in the Special Revenue Funds is hereby appropriated in the amounts and for the purposes set forth below:

<b>Expenditures:</b>	
Instructional Services	\$126,119
Business Services	29,948
Operations and Maintenance	500
Food Services	1,136,040
Community Services	246,376
Fund Modifications (Transfers Out)	115,000
 <b>Total Appropriated</b>	 <b>\$1,653,983</b>

**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 \_\_\_\_\_, 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

**DEBT SERVICE FUNDS APPROPRIATIONS**  
**Resolution for Adoption by**  
**The Waverly Community Schools Board of Education**

**RESOLVED** that this resolution shall be the Debt Retirement appropriations of Waverly Community Schools for the 2016-2017 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 Waverly Community Schools.

**BE IT FURTHER RESOLVED**, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the Debt Service Funds of the school district for fiscal year 2016-2017 which includes 7.00 debt service mills to be levied on all property not otherwise exempted by law is as follows:

<b>Revenue:</b>	
Local sources	\$5,630,325
Total Revenue	\$5,630,325
Total Fund Balance, July 1 Available to Appropriate	\$924,725
<b>Total Available to Appropriate</b>	<b>\$6,555,050</b>

**BE IT FURTHER RESOLVED**, that \$5,717,204 of the total available to appropriate in the Debt Service Funds is hereby appropriated in the amounts and for the purposes set forth below:

<b>Expenditures:</b>	
Principal	\$4,960,000
Interest	\$740,460
<b>Total Appropriated</b>	<b>\$5,700,460</b>

**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

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

**RESOLVED** that this resolution shall be the Sinking Fund appropriations of Waverly Community Schools for the 2016-2017 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 Waverly Community Schools.

**BE IT FURTHER RESOLVED**, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the Sinking Fund of the school district for fiscal year 2016-2017 which includes 1.00 sinking fund mills to be levied on all property not otherwise exempted by law is as follows:

<b>Revenue:</b>	
Local sources	\$804,190
Total Revenue	\$804,190
Total Fund Balance, July 1 Available to Appropriate	\$0
<b>Total Available to Appropriate</b>	<b>\$804,190</b>

**BE IT FURTHER RESOLVED**, that \$0 of the total available to appropriate in the Debt Service Funds is hereby appropriated in the amounts and for the purposes set forth below:

<b>Expenditures:</b>	
Facilities Acquisition, Construction & Improvement	\$0
<b>Total Appropriated</b>	<b>\$0</b>

**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  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
JUNE 20, 2016**

**Report #15-71**

**FOR ACTION**

**Subject:**

Resolution to Purchase School Buses

**Recommendation:**

The Superintendent recommends the Board of Education adopt the resolution for participation in the MSBO Bus Purchase Program and approve the purchase of two (2) buses from Capital City Bus Sales

**Statement of Purpose:**

The purpose is to replace two (2) buses, currently 17 years old and older, with proceeds from the 2016 Building and Site, Series II Bonds.

**Budget Impact:**

The total cost of this recommendation is One Hundred Seventy-Four Thousand One Hundred Six and 00/100 Dollars (\$174,106.00). The total cost of this recommendation exceeds the current bond budget for buses by \$14,106. There are sufficient contingency resources in Series I and II to support this overage.

**Background Information:**

In 1994, Michigan School Business Officials (MSBO) joined with Michigan Association of Pupil Transportation (MAPT) to initiate a group bus purchasing program to save members time, money and concern by providing bids compliant with the Revised School Code, allowing schools to buy without bidding independently. An average of over 200 buses are purchased annually through this program for Michigan school districts.

The District obtained bids for two (2) buses. A Bus Purchase Bid Sheet Summary, with bus specifications, is provided in the support materials with the bids from three approved vendors through the MSBO Bus Purchase Program.

**Rationale for Recommendation:**

In order to provide safe and efficient transportation, it is recommended that buses are replaced on a 10-year replacement cycle or approximately two buses every year. The District has two buses, used as substitutes for repairs, field trips or athletics, which are currently 10 years old or older.

**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.

**Cooperative Purchasing**  
**Price Comparison Report - Spec #7294**  
 May 11, 2016 9:06 AM

**Buying Organization**      **Waverly Community Schools**  
 515 Snow Rd  
 Lansing MI 48917-4501

Notes                              2016

Product Category              Conventional (2015-2016 Phase II)

Product                            77 Passenger

Quantity                          2

Option	Option SKU	Buyer Comments	Capital City	Hoekstra	Holland
<b>Product Base Price</b>			<b>\$81,350.00</b>	<b>\$81,823.00</b>	<b>\$80,609.00</b>

**Chassis Options**

<b>Air Dryer</b>					
Bendix AD-IP dryer w/spin-on filter	C101		\$61.00	\$94.00	(\$184.00)
<b>Axle, Rear: minimum load</b>					
21,000 lbs.	C152		S/E	S/E	N/A
<b>Brake Dust Shield</b>					
Brake dust shield on all wheels	C170		S/E	S/E	S/E
<b>Brakes, Traction Control</b>					
For air brakes	C180		\$200.00	\$194.00	\$325.00
<b>Engine</b>					
Cummins ISB 240 hp w/PTS2500 trans	C202		\$359.00	\$727.00	\$1,250.00
<b>Fan Drive</b>					
Electromagnetic On/Off Type	C195		N/C	\$276.00	S/E
<b>Fuel Tank</b>					
Increase to 100-gallon diesel tank	C251		\$366.00	\$388.00	\$271.00
<b>Full Instrumentation Package (Engine)</b>					
Low Coolant indicator with audible alarm	C260		S/E	S/E	S/E
<b>Idle Management Control</b>					
Programmable	C280		S/E	S/E	N/C
<b>Paint, Wheels</b>					
Wheels finish coated black inside and out	C300		(\$52.00)	S/E	N/C
<b>Switches, Ignition</b>					
Keyed alike	C350		N/C	N/C	\$7.00
<b>Transmission, Warranty</b>					

5 year; PTS2500 trans	C411	S/E	S/E	S/E
<b>Turn Signals</b>				
Fender-mounted	C421	\$57.00	S/E	S/E
<b>Winter Warmup Equipment</b>				
Winter front	C490	\$82.00	S/E	\$75.00

## Body Options

<b>All Light Monitor System</b>				
Add all light monitor system	B160	\$33.00	S/E	\$48.00
<b>Antenna</b>				
Flexible rubber radio antenna	B170	\$50.00	N/A	S/E
<b>Back Up Alarm and Sticker</b>				
Delete base spec	B180	(\$45.00)	(\$45.00)	(\$86.00)
<b>Booster Pump</b>				
Add booster pump	B210	\$81.00	\$119.00	\$183.00
<b>Color, Interior</b>				
Walls white	B234	S/E	N/A	S/E
<b>Crossing Gate Arm</b>				
Air w/stow bracket	B240	\$336.00	\$216.00	\$286.00
<b>Defogger Fans</b>				
Increase from 2 to 3	B250	\$73.00	N/A	\$50.00
<b>Door, Entrance, Dryer</b>				
Ambient air dryer for air door	B270	N/C	N/A	N/A
<b>Exit, Roof Hatch</b>				
2 Transpec Low Profile, 1970 series	B322	(\$228.00)	(\$189.00)	(\$177.00)
<b>Floor Covering</b>				
1 piece, black	B372	\$319.00	\$704.00	N/A
<b>Fuel Filler Door</b>				
Latching	B392	S/E	S/E	S/E
<b>Heater, Auxiliary</b>				
ProHeat X45, 45,000 BTU, quartz timer	B410	\$3,200.00	\$3,338.00	\$3,262.00
<b>Light Visor</b>				
Overhead flasher light visor	B455	S/E	S/E	S/E
<b>Light, Exterior</b>				
Light check system	B460	S/E	S/E	S/E
<b>Mirror System</b>				
Increase driver mirror to 10" x 30"	B520	\$19.00	N/A	\$15.00
<b>Mirrors, Crossview, Arms</b>				
Stainless steel arms	B555	\$30.00	\$62.00	\$29.00
<b>Mirrors, Rearview</b>				

Rosco Open View, remote, heated, split view	B572	\$164.00	N/A	\$200.00
<b>Mirrors, Rearview, Arms</b>				
Stainless steel arms	B590	\$60.00	\$55.00	\$24.00
<b>Noise Reduction System</b>				
Perforated ceiling, full bus	B595	N/C	S/E	\$542.00
<b>Power Source</b>				
12-volt power source in driver's area	B615	N/C	\$31.00	S/E
<b>Radio &amp; Public Address System</b>				
AM/FM radio, CD, clock, PA system inside & outside	B626	\$290.00	\$345.00	\$452.00
<b>Rust Proofing</b>				
All interior doors	B645	S/E	S/E	S/E
<b>Rust Proofing, Stepwell</b>				
Anti-corrosion spray coating, inside & outside	B647	S/E	\$244.00	\$348.00
<b>Seat, Driver's</b>				
National, air ride w/o arm rests	B663	\$83.00	\$138.00	\$142.00
<b>Seat, Driver's Belt</b>				
Driver's belt, blaze orange	B676	S/E	\$44.00	N/C
<b>Seats, Fire Block</b>				
Delete fire block	B703	(\$760.00)	(\$551.00)	(\$632.00)
<b>Seats, Passenger: Color</b>				
Blue/light blue	B712	N/C	N/C	N/C
<b>Step Tread</b>				
Pebble tread w/non-metal backing	B752	S/E	\$276.00	\$221.00
<b>Stop Arm Signals</b>				
Specialty, air	B760	(\$284.00)	(\$154.00)	(\$167.00)
<b>Storage Pouch</b>				
Mounted on barrier behind driver	B782	\$50.00	\$21.00	\$12.00
<b>Windows</b>				
Delete 28% tinted	B875	(\$504.00)	(\$53.00)	(\$198.00)
<b>Dealer Options</b>				
A Parts Warehouse Camera System		\$1,663.00		
A Parts Warehouse Camera System			\$1,663.00	
A Parts Warehouse Camera System				\$1,663.00
		<b>Capital City</b>	<b>Hoekstra</b>	<b>Holland</b>
		<b>Unit Price \$87,053.00</b>	<b>\$89,766.00</b>	<b>\$88,570.00</b>
		<b>Total Price \$174,106.00</b>	<b>\$179,532.00</b>	<b>\$177,140.00</b>
		<b>Grand Total \$174,106.00</b>	<b>\$179,532.00</b>	<b>\$177,140.00</b>

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION RESOLUTION**

**2015-2016 MSBO Bus Purchasing Program**

**Ingham, Eaton, and Clinton Counties, Michigan**

A regular meeting of the Board of Education of Waverly Community Schools (“WCS”) was held at the Administrative Center Board Room, 515 Snow Road, Lansing, Michigan, in said District, on the 20<sup>th</sup> day of June 2016, at 6:30 o’clock p.m.

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

**PRESENT:**

**ABSENT:**

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

**WHEREAS**, WCS desires to participate in the 2015-2016 Michigan School Business Officials (“MSBO”) Bus Purchase Program (“Bus Purchase Program”); and

**WHEREAS**, the Board of Education has reviewed the Bus Purchase Program Vendor Invitation to Bid, the Vendors’ Responses to the Invitation to Bid, the Base Bus Specifications, the Bus Specification Options, the School District’s Purchase Order and the School District’s Bid Comparison Spreadsheet (Collectively “Bid Documents”); and

**WHEREAS**, WCS understands that it is subject to all of the terms and conditions contained in the Bid Documents and any Bus Purchase Program procedures currently in place, or as may be implemented in the future by the MSBO; and

**WHEREAS**, the Board of Education understands that the sole responsibility of MSBO in the Bus Purchase Program is to solicit bids from Vendors, inform the Districts of the bid results and coordinate the aggregate purchase of buses; and

**WHEREAS**, the Board of Education understands that the School District must have at least one (1) fully paid membership in either the MSBO in order to participate in the Bus Purchase Program; and

**WHEREAS**, the Board of Education understands that any contracts for the purchase of school buses under the Bus Purchase Program will be between the School District and the Bus Vendor directly; and

**WHEREAS**, the Board of Education has determined that it is in the best interest of WCS to participate in the Bus Purchasing Program

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

1. WCS is hereby authorized to participate in the 2015-2016 MSBO School Bus Purchase Program and agrees to be bound by all of the terms and conditions contained in the Bid Documents, which Bid Documents are incorporated herein by reference.

2. The Superintendent, or designee, is hereby authorized and directed to execute any and all documents which are necessary for WCS to participate in the Bus Purchase Program upon the terms and conditions contained in the Bid Documents and any of the Bus Purchase Program procedures.

**Ayes:**

**Nays:**

**Absent:**

**RESOLUTION DECLARED ADOPTED.**

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**Mary Ann Martin, Secretary  
Waverly Community Schools  
Board of Education**

The undersigned, duly qualified Secretary of the Board of Education of Waverly Community Schools of Lansing, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Education at a regular meeting held on June 20, 2016, the original of which is part of the Board's official 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, PA 1976, as amended).

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**Mary Ann Martin, Secretary  
Waverly Community Schools  
Board of Education**

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
June 20, 2016**

**Report #15-72**

**FOR ACTION**

**Subject:**

Building and Site, Series II Technology Device Purchase Recommendations

**Recommendation:**

The Superintendent recommends the Board of Education approve the purchase of technology devices through REMC, as per the attached summary, in accordance with Board Policy 6320 (Purchasing).

**Statement of Purpose:**

The purpose of this recommendation is to begin purchasing technology devices as part of the Building and Site, Series II Bond implementation.

**Budget Impact:**

The total cost of this recommendation is not to exceed Two Hundred Sixteen Thousand Seven Hundred Eleven and 90/100 Dollars (\$216,711.90). The purchases will be funded with the proceeds from the sale of \$3,500,000 Building and Site, Series II bonds and remaining contingency funds from the Building and Site, Series I bonds. The total cost of this recommendation is within the budget allocated for these purchases. These device purchases will also be eligible for a rebate estimated between \$37.50 per desktop device and \$50 per mobile device.

**Historical 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.

REMC purchases save schools time and money by providing bids compliant with the Revised School Code, allowing schools to buy without bidding independently.

**Rationale for Recommendation:**

The rationale for this recommendation is to continue implementing the technology initiatives as planned in the bond proposal. As a result of estimated savings from the extensive review and selection of a 1:1 device, this recommendation expands the 1:1 initiative from K-6 to K-12. To be prepared for Fall classes, devices must be purchased now.

**Strategic Plan Reference:**

We will enhance and implement the tools and instruction to develop each student's proficiency in 21<sup>st</sup> century technology.

**Waverly Community Schools**  
Technology Device Recommendation

Description	Qty	Unit Price	Total
MS Student Chromebook: 1:1	490	\$303.93	\$148,925.70
MS Staff Chromebook: 1:1	20	\$303.93	\$6,078.60
MS Student Cart	18	\$1,348.29	\$24,269.22
HS Student Chromebook: 1:1	101	\$303.93	\$30,696.93
HS Student Cart	5	\$1,348.29	\$6,741.45
Total Recommendation			\$216,711.90

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
JUNE 20, 2016**

**Report #15-73**

**FOR ACTION**

**Subject:**

Approve Purchase of Elementary Sound System Equipment

**Recommendation:**

In accordance with Board Policy 6320 (Purchasing), the Superintendent recommends the Board of Education approve the award to Sound Engineering, Inc. the lowest responsible bidder(s), for the purchase of sound system equipment for Colt, Elmwood, Winans and East Intermediate.

**Statement of Purpose:**

The purpose of Bid Package #11 – Sound System Equipment was to receive competitive proposals for the installation of new sound system equipment in the gym/cafeteria at Colt, Elmwood, Winans and East Intermediate.

**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 Tuesday, May 14, 2016 Bid Package #11 was released with responses due on Tuesday, June 7, 2016. Bid categories include Sound System Equipment and Installation. Recommendations are made for the lowest responsible bidder(s) who meet or exceed the specifications developed for this project.

**Budget Impact:**

The total cost of this recommendation is Fifty-Seven Thousand Two Hundred Twelve and 00/100 Dollars (\$57,212.00). The contract(s) will be funded entirely by the proceeds from the sale of \$3,500,000 Building and Site, Series II bonds. The cost of this recommendation is within the budget established for this project.

**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

#  
June 8, 2016

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

RE: 2013 Bond Project: Bid Package 11 Gymnasium and Cafeteria Sound System Equipment

Dear Mr. Urquhart,

Bid documents were issued for Bid Package 11 which included installation of new sound system equipment at the gym/cafeteria in Colt, Elmwood, Winans, and East Intermediate. Known interested bidders were contacted. Bids were received and publicly opened on June 7, 2016.

**Bid Evaluation Summary and Recommendations**

The attached bid summary indicates bid pricing received. Post bid interviews were conducted with the low bidder to verify the proposal was inclusive of the scope of work and schedule. The project team of Barton Malow and Waverly Staff reviewed the bid information. The low bid included different alternates and options to be reviewed with building personnel. This award is for base bid and does not include any additional alternates or options.

Based upon the evaluation of the project team we present the following company for consideration by the administration and Board of Education.

<u>Bid Category</u>	<u>Company</u>	<u>Base Bid</u>
Sound system Equipment	Sound Engineering, Inc.	\$57,212

**TOTAL: \$57,212**

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

Waverly Community Schools  
BP 11

Bid Date: <b>June 7, 2016</b>		<b>BID TABULATION</b>								
		Bidder	Bid Bond	Disclosure	Iran	Base Bid	Alternate 1: Additional Manual Projection Screens	Alternate 2: Additional Projection Screens	Alternate 3: Loudspeakers for Systems	Alternate 4: Portable PA System
Bid Package No. <b>11</b>	<b>Sound Engineering, Inc.</b>	Y	Y	Y	\$ 57,212.00	\$ 2,750.00	\$ 1,100.00	\$ 2,255.00	\$ 1,616.00	\$ 57,212.00
Sound System Equipment and Installation	Innovative Communications, Inc	Y	Y	Y	\$ 68,314.00	\$ 1,725.00	\$ 1,185.00	\$ 5,220.00	\$ 1,485.00	\$ 68,314.00
	ICOMM	Y	Y	Y	\$ 85,913.68	\$ 501.00	\$ 515.00	\$ 1,218.00	\$ 525.00	\$ 85,913.68
Notes ** Alternates and option to be reviewed with building personnel										



**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
June 20, 2016**

**Report # 15-74**

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

**Subject:** Appointment to Delta Township District Library Board

**Recommendation:**

The Superintendent recommends the Board of Education appoints Tim Lyman to the Delta Township District Library Board for a term beginning July 1, 2016 and ending June 30, 2020.

**Statement of Purpose:**

Under the terms of the Delta Township District Library agreement, the Waverly Community Schools has the right to appoint two of the six members on the District Library Board.

**Budget Impact:**

None

**Historical Perspective:**

The Waverly Community Schools entered into an agreement with Delta Township on March 9, 1998 to form a district library under Michigan Public Act 24 of 1989. Under the terms of the agreement, Waverly Community Schools has the right to appoint two members to the Delta Township District Library Board.

As specified in the library agreement, the appointed member must be a “qualified elector and resident of Delta Township”.

**Discussion of Options/Alternatives:**

The Board of Education may direct the administration to recommend another candidate.

**Rationale for Recommendation:**

Tim Lyman, Elmwood Elementary School Principal, is a qualified elector and resident of Delta Township, and is interested in filling this position.

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
June 20, 2016**

**Report #15-65**

**FOR ACTION**

**Subject:**

Contract between Waverly Administrators Education Association (WAEA) and the Waverly Community Schools for 2016/17, 2017/18, 2018/19, & 2019/20

**Recommendation:**

The Superintendent recommends the Board of Education approve the between the WAEA and the District as presented.

**Statement of Purpose/Issue:**

This is a four year contract with the ten member unit at a guaranteed cost to the district over the four years of the contract at \$28,766 or \$7191.50 yearly. This contract for the 1<sup>st</sup> time in recent history correctly aligns the compensation for the administrators based on responsibility.

**Budget Impact:**

Cost is as referred to as above and will be handled by the general budget. Budget impact is well within a reasonable range for this size district

**Historical Perspective:**

This association of administrators are required employees at most levels for us to operate as a school system within the State of Michigan.

**Discussion of Options:**

There are three possible options in deciding on this proposed contract:

1. Ratify
2. Reject
3. Table the decision

**Rationale for Proposal:**

The Administrators have a right to collective bargaining based on the Collective Bargaining Act of 1965 and have bargained with the Waverly Community Schools in good faith.

**Reference to BOE and Superintendent Goals:**

All of the prescribed goals that make up our 5 – 7 year plan at Waverly Community Schools cannot be accomplished without this group of administrators.