



WAVERLY
COMMUNITY SCHOOLS
Pride. Tradition. Excellence.

Waverly Community Schools

Special Meeting

Monday, July 25, 2016 6:30 PM

Agenda of Special Meeting

The Board of Education Waverly Community Schools

A Special meeting of the Board of Education of Waverly Community Schools will be held July 25, 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 & Pledge to the Flag - President Britt Slocum
- II. Board Pledge 4
- III. Correspondence
- IV. Adoption of Meeting Agenda
- V. ***Approval of Minutes 5
- VI. Organizational Meeting Activities
 - A. ***Recommendation to approve Report #16-02, Designation of Date, Time & Location of School Board Meetings 13
 - B. ***Recommendation to approve Report #16-03, Annual Designation of School Depositories 14
 - C. ***Recommendation to approve Report #16-04, Designation of Professional Service Consultants - Attorneys 15
 - D. ***Recommendation to approve Report #16-05, Designation of Audit Firm 16
 - E. ***Recommendation to approve Report #16-06 - Designation of Authorized Signatories 17
 - F. ***Recommendation to approve Report #16-07 - Designation of Electronic Transfer Officer 18
 - G. ***Recommendation to approve Report #16-08, Designation of Person to Post Meetings 19
 - H. ***Recommendation to approve Report #16-09, Membership Resolution - Michigan High School Athletic Association 20
 - I. ***Recommendation to approve Report #16-10, Designation of Charitable 21

Giving Agent

VII. Recommended Items

A. Personnel and Policy

1. Recommendation to approve Report #16-11, Master Agreement Ratification 22
- Waverly Educational Support Personnel Association (WESPA)
2. Recommendation to approve Report #16-12, Master Agreement Ratification 23
- International Union of Operating Engineers AFL-CIO (Bus Drivers)
3. ***Recommendation to approve Report #16-13, Personnel 24
Recommendations
4. ***Recommendation to approve Report #16-14, Policy (Second Reading) 26

B. Finance & Facilities

1. Recommendation to approve Report #16-15, Contract for Electrical Services 27
2. Recommendation to approve Report #16-16, Contract for HVAC/Plumbing 28
Services
3. Recommendation to approve Report #16-17, Resolution for State Aid Note 29
Borrowing
4. ***For Information - Disposition of Surplus Equipment 39

VIII. Superintendent's Report

IX. Public Comment

X. Other Board Business

XI. Adjournment

XII. ***Denotes Consent Agenda

Pledge

In support of the Waverly Community Schools' Strategic Plan and with the deepest sense of responsibility and conviction we, the members of the Waverly Community Schools Board of Education, pledge the following:

- To understand our authority exists only when acting collectively with fellow board members.
- That our authority is derived from and obliged to serve the interests of our entire community.
- To exemplify ethical behavior and conduct that is above reproach.
- To engage in an ongoing process of board development and education and continuous improvement.
- To be prepared to participate in open, honest, and civil deliberation with and among my colleagues.
- To vote my conscience for the good of the school district and the community, and to support the decisions and policies we make.
- To honor the division of responsibility between the board, the superintendent and staff.
- To contribute in creating a spirit of true cooperation and mutually supportive relationships within our community.

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

Opening of Meeting

The special meeting of the Waverly Community Schools Board of Education was called to order by President Britt Slocum at 6:00 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
Mrs. Mary Ann Martin, Secretary
Mr. Alan Wright, Treasurer
Mr. Joe Chahine, Vice Secretary-Treasurer
Mrs. Melissa Sherry, Trustee
Mr. Calvin L. Jones, Trustee

Staff Present: Mr. Evan Nuffer
Mr. Vincent Perkins
Mrs. Kelly Blake
Mr. David Palme
Mr. Mike Moreno
Mrs. Shawn Tallifaro

Mr. Evan Nuffer gave a special presentation on the budget for the 2016-2017 year. Mr. Nuffer reviewed appropriations, major assumptions, revenues and expenditures. He then reviewed the pupil membership and reviewed all of the budget documents. Mr. Nuffer reviewed the graphs that need to be posted for transparency.

Public Comment:

There was no public comment.

Adjournment:

The meeting adjourned at 6:30 p.m.

Respectfully submitted,

Angela Witwer, Vice President

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

Opening of Meeting

The regular meeting of the Waverly Community Schools Board of Education was called to order by President Britt Slocum at 6:40 p.m. in the Board Room of the Administrative Center, 515 Snow Road, Lansing, Michigan.

President Slocum asked everyone to take a moment of silence in recognition of the recent death of former Board Member, Kim Smith.

Members Present:

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

Staff Present:

Mr. Evan Nuffer
Mr. Vincent Perkins
Mrs. Kelly Blake
Mrs. Tiffany Wright
Mr. David Palme
Chris Huff
Mike Moreno
Shawn Talifarro
Helene McNeilly
Molly Francis
Patty Rienstra
Denise Kehren
Amy Parsons
Renee Sarafin
Renee Guitierrez
Matt Oppenheim
Michelle Rowe
Becky McQuillan
Tony Pecararo
Kevin Kacel
Laurel Trombley
Kate Tonnos
Nathaniel Jarvie
Todd Simon
Ginny Murphy
Pat Albright
Gini Larson
Frank Klein
Mike Shuptar
Amy Fox
Rhonda Berns
Bevin Francis

Staff Present (cont.) Michelle Berry
Don Dimick
Amy Parsons
Betty Miclay
Michelle DeBrabander
Arden LaMere
Kristin Kochheiser
Craig Paksi
Celsius Magbitang
Gini Larson
Pat Albright
Nikki Harrison
Lisa Lam-Wilson
Amber Butler
Elizabeth Tembras-Gardner
Nancy Dombroski
Jeff Hager
Becky Hager

Others Present: Daniel Moreno, Jr.
Amber Moreno
Mark Pepicia
Alicia Guerara Warren
Greg Humphrey
Erin Houlroyd (Sandula)
Matthew Hice
Jane Stephens
Holly Nester
Daniel Moreno
Matt Hill
Dee Parker

Correspondence:

Member Martin reported the Board received several communications regarding end-of-the-year activities.

Public Comment:

Addressing the Board during Public Comment was Mr. Dave Pinici regarding students Brandy Janes and Clara Scofield winning Kindle Fires for arts program. In addition, Mr. Pinici presented \$300 to two teachers to buy art supplies for their 2016-17 classrooms.

Board Member Comment:

Member Chahine congratulated the district on the school year and graduation.

Member Sherry congratulated the staff on graduation and extended her thanks and congratulations to all of the retirees.

Member Wright expressed his condolences for the recent death of former board member, Kim Smith.

Board Member Comment (cont.)

Member Martin spoke briefly about events she had attended including Senior Honors Night, Reflections Concert and Commencement. Member Martin spoke on the death of Kim Smith and the sadness for her children. Member Martin complimented the staff on greeting the graduates.

Member Slocum announced a celebration of life on July 10th at 2:00 p.m. for former board member, Kim Smith. The service will be held at Tecumseh Park. In addition, President Slocum announced a GoFundMe account and encouraged people to donate. He went on to announce that Marie Papciak is celebrating retirement tonight of 16 years at the Delta Township Library. President Slocum wished her well.

Adoption of Agenda

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

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

Personnel/Policy Committee Report

Member Chahine reported on changes to twelve NEOLA policies. In addition, he announced the removal of the second public comment from board meetings. These policies were first readings and will be voted on at the next meeting.

Finance/Facilities Report

Member Wright announced that due to the work on the budget, the Finance/Facilities Advisory Committee did not meet.

Teaching and Learning Report

No report.

******Personnel Report – Report #15-64 – For Action***

The Board of Education approved the employment (Administration) of Scott Casteel (7-12 Athletic Director); the employment (Certified) of Stephanie Brokstad-Franks (High School Counselor) and Tonya Droessler (High School Counselor); the employment (Non-Certified) of Lacey Balzer (Child Care Staff - temporary); the transfer of Brenda Brock (Non-Certified) from Sub Bus Driver (training) to Back-Up Bus Driver; Margaret Galey from sub lunch assistant to East Lunch Assistant (2 hours); and Wesley Houghton from sub bus driver to bus driver; the layoff of Jacob Baker (MS/HS Social Studies, English); Glenn Briggs (MS Social Studies); Marco Magbitang (MS Math, Science); and Joseph Szombzti (MS/HS Phys. Ed, CTE); the retirement of Ann Ferrin (Bookkeeper – 30 years); and the termination of Erick Black (HS/MS/Colt 2nd Shift Custodian (7 hrs.)

******Policy (Second Reading) – Report #15-65 – For Action***

The Board of Education approved the following policies 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	Compliance for Tax-Exempt And Tax-Advantaged Obligations	Revised
Policy 6424	Purchasing Cards	New

*****Policy (Second Reading) – Report #15-65 – For Action (cont.)**

Policy 7217	Weapons	Revised
Policy 8142.01	Weapons	New

Policy (First Reading) – For Discussion

The Board of Education reviewed 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

*****Finance Report – Report #15-66 – For Action**

The Finance Report was approved as presented.

*****Child Care Tuition Rates for 2016-2107 – Report #15-67 – For Action**

The following rates for child care activities were approved 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 & holidays	\$32.00 per day

*****Certification of Summer Tax Levy – City of Lansing, Delta Township and Lansing Township – Report #15-68 – For Action**

The Board of Education adopted 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.

General Fund Budget Amendment – Report #15-69 – For Action

A motion was presented by Member Jones and supported by Member Sherry. The Board of Education approves the following resolution: The 2015-2016 General Fund Resolution with revenues of \$29,804,233 and expenditures of \$30,202,128.

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

Budget Resolutions – Report #15-70 – For Action

A motion was presented by Member Martin and supported by Member Wright. MOTION: The Board of Education approves the 2016-2017 Budget Resolutions as presented in Report #15-70.

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

President Slocum thanked Mr. Nuffer for his work.

Resolution to Purchase School Buses – Report #15-71 – For Action

A motion was presented by Member Martin and supported by Member Chahine. MOTION: The Board of Education approves the adoption of the purchase of two buses from Capital City Bus Sales.

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

Member Sherry congratulated the district for replacing the old busses. Member Slocum asked Mr. Nuffer to explain payment for the busses. Mr. Nuffer explained to the Board that Series 2 bonds of building and site bonds are paying for this expenditure.

Building and Site, Series II Technology Device Purchase Recommendations – Report #15-72 – For Action

A motion was presented by Member Wright and supported by Member Jones. MOTION: The Board of Education approves the purchase of technology devices through REMC in accordance with Board Policy 6320.

President Slocum asked Mr. Palme to give background on this resolution. Mr. Palme explained that these bonds will replace older technology in the Middle School. Waverly will now be 1:1 K-8 grade. Additionally, we will be purchasing Chrome Books for the high school, making the district a true 1:1 for students.

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

Approve Purchase of Elementary Sound System Equipment – Report #15-73 – For Action

A motion was presented by Member Wright and supported by Member Martin. The Board of Education approves the award to Sound Engineering, Inc., the lowest responsible bidder(s), for the purchase of elementary sound system equipment for Colt, Elmwood, and Winans, in accordance with Board Policy 6320. Member Wright explained this is the long awaited equipment for the gyms and cafeterias.

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

******Appointment to the Delta Township District Library Board – Report #15-74 – For Action***

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

Contract between Waverly Administrators Education Association – Report #15-75 – For Action

A motion was presented by Member Chahine and supported by Member Jones. The Board of Education approves the contract between the Waverly Administrators Education Association and the District. Mr. Perkins explained that this is a four-year contract with the principals. It puts all of the principals in alignment. Mr. Jones thanked everyone for working collaboratively to get this completed.

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

Superintendent's Report

Ms. Kelly Blake gave the report in the superintendent's absence. Waverly opened a new daycare program on June 10. The fall licenses are not quite approved. Ms. Blake announced the program directors. Summer school credit recovery is in progress. We have also started giving some transportation services to get students home. There has been a lot of Go Math and Reading Street training this week. Congratulations to the Girls Track Team for their State Championship.

Public Comment:

Addressing the Board for public comment was Matt Hill discussing Waverly soccer. He brought to the board's attention the concern for letting the high school coach go. Mr. Hill asked that the board consider changing the decision.

Daniel Moreno spoke as the JV coach and youth director for Waverly Football Club. Mr. Moreno gave additional background on the soccer program and youth program.

Jane Stevens spoke as a parent of a student in the soccer program. She expressed her sadness for this program decision.

Dee Parker spoke about the concern for the future of the soccer program. He asked that the Board strongly consider reversing these actions to continue the growth of our strong program.

Erin Houlroyd spoke as a parent regarding concern for the soccer program.

Other Board Business

Member Martin brought to the attention of the board the appointment of Tim Lyman as the new board member for the library representing Waverly Community Schools.

Mr. Slocum thanked Kelly Blake for running the board meeting.

Adjournment

The meeting adjourned at 7:30 p.m.

Respectfully submitted,

Angela Witwer, Vice President

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 7, 2016**

Opening of Meeting

The special board meeting of the Waverly Community Schools Board of Education was called to order by President Britt Slocum at 7:30 a.m. in the Board Room of the Waverly Community Schools' 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
Mrs. Melissa Sherry, Trustee

Member Absent: Mrs. Mary Ann Martin

Staff Present: Mr. Terry Urquhart, Superintendent
Rebecca Pease

Pledge

The pledge of allegiance was led by Rebecca Pease.

Adoption of Agenda

A motion was presented by Member Wright and supported by Member Jones. MOTION: The Board of Education approves the agenda as presented.

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

Contract for Winans Parking Lot – Report #16-01 – For Action

A motion was presented by Member Wright and supported by Member Jones. MOTION: The Board of Education approves the awards to the lowest responsible bidder(s), for the Parking Lot Improvements at Winans Elementary School as per the attached.

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

Public Comment

None

Other Board Business

None

Adjournment

The meeting adjourned at 7:32 p.m.

Respectfully submitted,

Joe Chahine, Vice Secretary-Treasurer

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 25, 2016**

Report #16-02

FOR ACTION***

Subject: **Designation of Date, Time & Location of School Board Meetings**

Recommendation:

In accordance with **Public Act No. 267 of the Michigan Public Acts of 1976**, the Superintendent recommends the Board of Education meeting calendar be established as follows:

<u>2016</u>	<u>2017</u>
August 15, 2016	January 23, 2017
September 19, 2016	February 27, 2017
September 26, 2016 (PD)	March 6, 2017 (PD)
October 17, 2016	March 20., 2017
November 21, 2016	April 17, 2017
December 5, 2016 (PD)	May 15, 2017
December 12, 2016	June 19, 2017

All regular meetings will begin at 6:30 P.M. and will be held in the Administrative Center’s Board Room. Professional Development meetings will begin at 9:00 A.M. and will be held in the East Conference Room.

A special organizational meeting of the Board of Education for the 2017-2018 school year will be held on Monday, July 10, 2017 at 6:30 p.m.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
JULY 25, 2016**

Report #16-03

FOR ACTION***

Subject:

Annual Designation of School Depositories

Recommendation:

The Superintendent recommends the Board of Education designate the following banking and investment institutions for the deposit of all funds over which the Board has direct or supervisory control.

PNC Bank

General Fund – Checking

General Fund – Checking (Payroll)

Debt Retirement Fund – Money Market

Capital Projects Fund (2013 Building and Site, Series I) – Money Market

Capital Projects Fund (2016 Building and Site, Series II) – Money Market

Capital Projects Fund (Sinking Fund) – Money Market

Capital Projects Fund (General Fund Appropriations) – Money Market

COMERICA BANK

Food Service Fund – Checking and Investments

Community Services Fund – Checking and Investments

General Fund – Checking and Investments

Trust & Agency Fund – Checking

MICHIGAN SCHOOL DISTRICT LIQUID ASSET FUND

General Fund – Checking and Investments

Statement of Purpose:

Board Bylaw 0154 requires that the Board shall designate depositories for school funds; M.C.L. 380.1221

Background Information:

The District uses PNC Bank for its primary depository institution for all activities related to the General Fund and Capital Projects. Funds for Trust & Agency, Preschool, Food Services and Debt Retirement are held with Comerica Bank in segregated accounts so as not to commingle those funds.

Budget Impact:

Not applicable

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
JULY 25, 2016**

Report #16-04

FOR ACTION***

Subject:

Designation of Professional Service Consultants – Attorneys

Recommendation:

The superintendent recommends the Board of Education retain Thrun Law Firm, P.C. to address legal issues of the school district.

Statement of Purpose:

The above recommended law firm has previously served as counsel to the Board with satisfactory performance. Approval of the Board's legal counsel at this time provides the administration with direction when needing legal advice during the school year.

Background Information:

In the past, the firm of Thrun Law Firm, P.C. has been authorized as professional counsel. The firm has performed legal services including elections, bonding proposals, state aid note preparation, negotiations, personnel matters, and other concerns.

Budget Impact:

The retainer charged in January 2016 by Thrun Law Firm, P.C. was \$1,600.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
JULY 25, 2016**

Report #16-05

FOR ACTION***

Subject:

Designation of Audit Firm for 2016-17

Recommendation:

The Superintendent recommends the Board of Education designate Plante & Moran, PLLC, Certified Public Accountants, to audit the school district's financial records for the year ended June 30, 2017

Statement of Purpose:

Board Policy 6830 requires that after the close of the fiscal year (June 30th), an audit of all accounts of the District be made annually by an independent, certified public accountant. The audit examination shall be conducted in accordance with generally accepted auditing standards and shall include all funds over which the Board has direct or supervisory control.

Background Information:

Plante & Moran performs audits for many school districts and works closely with the state of Michigan. The firm has audited the school district's financial records for over 20 years in a satisfactory manner.

Budget Impact:

The cost of the annual financial audit in 2014-2015 was \$30,750.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
JULY 25, 2016**

Report #16-06

FOR ACTION***

Subject:

Annual Designation of Authorized Signatories

Recommendation:

The Superintendent recommends the Board of Education designate the signatories for Waverly Community Schools' banking and investment transactions for the 2016-17 fiscal year.

All checks drawn against an authorized, demand account in the following funds will be signed by the Board Treasurer and countersigned by the Director, Finance and Operations.

**General Fund
Community Services Fund
Lunch Fund
Debt Fund
Capital Projects Fund(s)
Trust & Agency Fund**

The Director, Finance and Operations will be authorized to invest temporary, excess cash in the name of Waverly Community Schools and to liquidate such investments by deposit in authorized accounts.

The Superintendent recommends the Board of Education authorize the Director, Finance and Operations, or his/her designee, to sign purchase orders for the 2016-2017 fiscal year.

The Superintendent recommends the Board of Education authorize the Superintendent, or his/her designee, to sign contracts and agreements for the 2016-2017 fiscal year.

Statement of Purpose:

Board Bylaw 0154 requires that the Board shall designate those persons authorized to sign checks, contracts, agreements, and purchase orders

Background Information:

It is necessary for the Board of Education to officially designate its authorized signatories at the beginning of each school year.

Budget Impact:

Not applicable

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
JULY 25, 2016**

Report #16-07

FOR ACTION***

Subject:

Designation of Electronic Transfer Officer (ETO)

Recommendation:

The Superintendent recommends the Board of Education designate the Treasurer and the Director, Finance and Operations as the Electronic Transfer Officers (ETO) for the 2016-2017 school year

Statement of Purpose:

Board Bylaw 0154 requires that the Board shall designate the Electronic Transfer Officer (ETO) in accordance with Policy 6144 – Investments, which states, The Board may adopt a resolution at its annual organizational meeting, authorizing electronic transactions and the treasurer or the Electronic Transfer Officer (ETO) as authorized agent(s) to complete such transactions on behalf of the Board

Background Information:

The District executes electronic transfers for the interfund movement of cash for the purposes of making debt retirement payments, tax receipts for debt retirement, food service receipts and trust and agency payments.

Budget Impact:

Not applicable

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 25, 2016**

Report #16-08

FOR ACTION***

Subject: Designation of Person to Post Meetings

Recommendation:

The Superintendent recommends the Recording Secretary to the Board of Education be designated as the person to post meetings of the Board of Education. In her absence, the Superintendent shall appoint a person to post individual meetings as required.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 25, 2016**

Report #16-09

FOR ACTION***

Subject: Membership Resolution -- Michigan High School Athletic Association

Recommendation:

The superintendent recommends the Waverly Community School District continues its membership and relationship with the Michigan High School Athletic Association and that the following membership resolution, provided by the Michigan High School Athletic Association, be adopted for the year August 1, 2016 through July 31, 2017.

The secondary schools in the Waverly Community School District, City of Lansing, County of Eaton, State of Michigan, are hereby:

- (A) enrolled as members of the Michigan High School Athletic Association, Inc., a nonprofit association, and
- (B) are further enrolled to participate in the approved inter-school athletic activities sponsored by said association.

The Board of Education hereby delegates to the Superintendent or his designee(s) the responsibility for the supervision and control of said activities, and hereby accepts the Constitution and Bylaws of said association and adopts as its own the rules, regulations, and interpretations (as minimum standards), as published in the current Handbook and qualifications as published in the Bulletin as the governing code under which the said schools shall conduct their program of interscholastic activities and agrees to primary enforcement of said rules, regulations, interpretations, and qualifications. In addition, it is hereby agreed that schools which host or participate in the association's meets and tournaments shall follow and enforce all tournament policies, procedures and schedules.

This authorization shall be effective from August 1, 2016 and shall remain effective until July 31, 2017, during which time the authorization may not be revoked.

Background Information/Historical Perspective:

Through Policy 2431 "the Board further adopts those eligibility standard set by the Constitution of the Michigan High School Athletic Association (MHSAA) and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this Board."

Rationale for Recommendation:

Action is necessary to prevent a lapse in membership, and enable the district to participate in league activities.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 25, 2016**

Report #16-10

FOR ACTION***

Subject: Designation of Charitable Giving Fiscal Agent

Recommendation:

The Superintendent recommends the Waverly Community Schools Board of Education selects the Waverly Education Foundation as its charitable giving campaign fiscal agent for the 2016-2017 school year.

Statement of Purpose/Issue:

This action by the Board of Education establishes the Waverly Education Foundation as the only agency having access to the district's payroll deduction process for the purpose of conducting their charitable giving campaign for the 2016-2017 school year.

Background Information/Historical Perspective:

In past years, the Capital Area United Way was named the fiscal agent as an umbrella under which all charities seeking to use the district's payroll deduction process for charitable campaign giving must conform. The Waverly Education Foundation approached administration in 1995 with a plan to enhance its membership through offering a payroll deduction plan for district employees. This will ultimately benefit the district as Foundation monies will eventually filter back to the schools through enhancement of programs.

Rationale for Recommendation:

It is timely that the Board of Education selects its annual charitable workplace giving campaign fiscal agent in preparation for the Capital Area United Way and the Waverly Education Foundation campaigns. Traditionally the United Way campaign is conducted during the months of September and October. The Waverly Education Foundation offers membership to employees through payroll deduction on an ongoing basis.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 25, 2016**

Report #16-11

FOR ACTION

Subject: **Master Agreement Ratification –
Waverly Educational Support Personnel Association (WESPA)**

Recommendation:

The Superintendent recommends the Board approves the tentative agreement as negotiated between the Waverly Educational Support Personnel Association (WESPA) and the Board of Education as presented.

Statement of Purpose/Issue:

The current collective bargaining agreement expired on June 30, 2016. The proposed tentative agreement is a one year contract for a 3% salary increase for 2016-2017.

The Association ratified the contract on June 29, 2016.

Background Information:

Negotiations were for salary and benefits.

Budget Impact:

2016-17:

Discussion of Options/Alternatives:

1. Ratify the tentative agreement
2. Recommend changes to the tentative agreement
3. Reject the tentative agreement

Rationale for Recommendation:

It is a fair agreement between the Board and the Association and is not outside overall budgetary parameters. Agreement has been ratified by WESPA.

Strategic Plan:

This is a required collective bargaining agreement.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 25, 2016**

Report #16-12

FOR ACTION

Subject: **Master Agreement Ratification –
International Union of Operating Engineers AFL-CIO (Bus Drivers)**

Recommendation:

The Superintendent recommends the Board approve the tentative agreement as negotiated between the International Union of Operating Engineers AFL-CIO (Bus Drivers) and the Board of Education as presented.

Statement of Purpose/Issue:

The current collective bargaining agreement expired on June 30, 2016. The proposed tentative agreement is a three year contract for a \$.18 increase per hour for 2016-17, \$.18 increase per hour for 2017-2018, and \$.19 increase per hour for 2018-2019. This institutes steps of five years of :

	Proposed	Current
Probation-11 months:	\$14.00	\$13.32
12-23 months:	\$15.00	\$14.12
24-35 months:	\$16.00	\$14.97
36-47 months:	\$17.00	\$15.87
48-59 months	\$18.00	\$16.82
60 + months	\$18.45/\$18.63/\$18.82	\$18.27

The Association ratified the contract on June 29, 2016.

Background Information:

Negotiations were for salary and benefits.

Budget Impact:

2016-17: \$4,500
2017-18: \$4,500
2018-19: \$4,800
Total: \$13,800

Discussion of Options/Alternatives:

1. Ratify the tentative agreement
2. Recommend changes to the tentative agreement
3. Reject the tentative agreement

Rationale for Recommendation:

It is a fair agreement between the Board and the Union and is not outside overall budgetary parameters. Agreement has been ratified by the Union.

Strategic Plan:

This is a required collective bargaining agreement.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
July 25, 2016**

Report #16-13

Subject: Personnel Report***

A. Employment Certified

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Jessica Dillon	Teacher of Speech & Language Impaired	MA+0, 1.5/\$42,632.00	08/23/2016
Danielle Greening	Elmwood 4 th Grade Teacher	MA+0, 2.5/\$45,401.00	08/23/2016
Nicole Hall	Elmwood 3 rd Grade Teacher	MA+0, 3/\$47,010.00	08/23/2016
Nealie Holmes	Colt Kindergarten Teacher	BA+20, 2.5/\$43,785.00	08/23/2016
Jacklyn Paris	Elmwood 1 st Grade Teacher	BA+0, 0/\$37,184.00	08/23/2016
Elizabeth Tompkins	Elmwood 4 th Grade Teacher	BA+20, 1/\$40,700.00	08/23/2016

B. Transfer Certified

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Sara Beauchamp-Hicks	From: MS .4 & Elm. .1 Technology Teacher	MA+30, 3/\$25,208.50	08/23/2016
	To: MS & Elm. Technology Teacher (1.0)	MA+30, 3/\$50,417.00	
Marco Magbitang	From: Layoff		08/23/2016
	To: Winans 4 th Grade Teacher (1.0)	BA+20, 3/\$45,294.00	
Suzanne Ziel	From: .4 East Technology Teacher	BA+20, 0/\$15,517.00	08/23/2016
	To: Win. & East Technology Teacher (1.0)	BA+20, 0/\$38,793.00	

C. Transfer Non-Certified

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Lee Halbin	From: Custodian Sub	\$9.50	06/27/2016
	To: HS, MS & Colt 2 nd Shift Custodian (7)	\$11.50	
Michelle Smethurst	From: HS Head Secretary	Class A/\$17.61	07/01/2016
	To: HS Registrar	\$41,000.00	
Amber Carter	From: Colt Sp. Ed. Parapro 1:1 (3.75 hr.)	Class II/\$14.96	08/29/2016
	To: Colt Sp. Ed. Parapro 1:1 (7.5 hr.)	Class II \$14.96	
Mary Lunetta	From: Elementary Library Clerk	Class 1/\$16.70	08/29/2016
	To: ELMS (19 hours combined/week)	Class A/\$16.94	
	To: Student Support Parapro (6.75 hr.)	Class II/\$15.46	

D. Summer School Programs

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Lance Enderle	MS Summer School Teacher	\$20/hour	06/21/2016
Gabe Lopez	MS Summer School Parapro	\$10/hour	06/21/2016
Nicole Hall	East Summer School Teacher	\$20/hour	07/18/2016
Sasha Jones	East Summer School Parapro	\$10/hour	07/18/2016
April Memmott	Elementary Summer School Teacher	\$20/hour	07/18/2016
Amber Carter	Elementary Summer School Parapro	\$10/hour	07/18/2016
Margot Bensinger	Summer School Teacher	\$20/hour	07/18/2016
Wendi Bixeman	Summer School Teacher	\$20/hour	07/18/2016
Rebecca Hager	Summer School Teacher	\$20/hour	07/18/2016
Kysha Krenshaw	Summer School Teacher	\$20/hour	07/18/2016
Virginia Larson	Summer School Teacher	\$20/hour	07/18/2016
Courtney Miller	Summer School Teacher	\$20/hour	07/18/2016
Edwina Riddle	Summer School Teacher	\$20/hour	07/18/2016
Rachel Stanton	Summer School Teacher	\$20/hour	07/18/2016
Sara St. John	Summer School Teacher	\$20/hour	07/18/2016

Emily Willians	Summer School Teacher	\$20/hour	07/18/2016
Ryan Houthoofd	Summer School Teacher – Sub	\$20/hour	07/18/2016
Annette Laidlaw	Summer School Parapro – Sub	\$10/hour	07/18/2016
Michelle Berry	Summer School Bus Driver (1/2 time)	\$18.27/hour	07/18/2016
Theresa Herbruck	Summer School Bus Driver (1/2 time)	\$18.27/hour	07/18/2016
Mashaun Trossel	Summer School Bus Driver	\$18.27/hour	07/18/2016

E. Resignation – Non-Certified

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Suzanne Haefner	Colt Sp. Ed. Parapro (7.5 hrs.)	Personal	07/06/2016
Megan Mitchell	HS Sp. Ed. Parapro 1:1 (7.25 hrs.)	Personal	07/06/2016

F. Retirement – Non-Certified

<u>Name</u>	<u>Position</u>	<u>Years</u>	<u>Effective</u>
(Walter) Kirk Flintz	Winans Head Custodian	19	08/12/2016

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL BOARD MEETING
July 25, 2016**

Report #16-14

*****FOR ACTION*****

Subject: Policy – Second 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
SPECIAL BOARD MEETING
JULY 25, 2016**

Report #16-15

FOR ACTION

Subject:

Contract Award for Electrical Services

Recommendation:

The Superintendent recommends the Board of Education renew a service contract to JC Electric, for one additional year, in accordance with the terms and conditions of the RFP issued on April 24, 2015.

Statement of Purpose:

The purpose of the Electrical Services RFP was to receive pricing for a single vendor to provide electrical services during the 2015-16 school year at competitive hourly and materials rates. The terms and conditions of the proposal included an option to renew the contract for two (2) additional one-year periods. The District would like to renew the agreement with the vendor for the 2016-17 school year. The District has reserved the right to bid large projects independent of this service contract.

Background Information:

A request for proposal was released on April 24, 2015 to Mid-Michigan vendors with responses due on May 14, 2015. Based on evaluation of the District team, the original contract was awarded to JC Electric as the lowest responsible bidder after consideration by the Board of Education.

Budget Impact:

A blanket purchase order will be issued to the selected vendor at a cost not to exceed Twenty-Five Thousand and no/100 Dollars (\$25,000.00) for the 2016-17 school year to be billed at actual time and materials identified in their bid response. Any encumbered funds not spent by June 30, 2017 will be held by the District.

Discussion of Options:

The Board may entertain a motion to award the service contract, reject the service contract, or table the recommendation for further review.

Strategic Plan Reference:

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

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL BOARD MEETING
JULY 25, 2016**

Report #16-16

FOR ACTION

Subject:

Contract Award for HVAC and Plumbing Services

Recommendation:

The Superintendent recommends the Board of Education renew a service contract with Gunthorpe Plumbing and Heating, Inc. for one additional year, in accordance with the terms of the RFP issued on April 24, 2015.

Statement of Purpose:

The purpose of the HVAC and Plumbing RFP was to receive pricing for a single vendor to provide HVAC and plumbing services during the 2015-16 school year at competitive hourly and materials rates. The terms and conditions of the proposal included an option to renew the contract for two (2) additional one-year periods. The District would like to renew the agreement with the vendor for the 2016-17 school year. The District has reserved the right to bid large projects independent of this service contract.

Background Information:

A request for proposal was released on April 24, 2015 to Mid-Michigan vendors with responses due on May 14, 2015. Based on evaluation of the District team, the original contract was awarded to Gunthorpe Plumbing and Heating, Inc. as the lowest responsible bidder after consideration by the Board of Education.

Budget Impact:

A blanket purchase order will be issued to the selected vendor at a cost not to exceed Twenty-Five Thousand and no/100 Dollars (\$25,000.00) for the 2016-17 school year to be billed at actual time and materials identified in their bid response. Any encumbered funds not spent by June 30, 2017 will be held by the District.

Discussion of Options:

The Board may entertain a motion to award the service contract, reject the service contract, or table the recommendation for further review.

Strategic Plan Reference:

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

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
SPECIAL BOARD MEETING
JULY 25, 2016**

Report #16-17

FOR ACTION

Subject:

State Aid Note program borrowing resolution

Recommendation:

The Superintendent recommends the Board of Education approve the resolution to borrow money for school operations and issue its notes therefore pledging for the payment of moneys to be received by it pursuant to the State School Aid Act of 1979, Act 94 as amended

Statement of Purpose:

Based on a statement of cash flows prepared for upcoming 2016-2017 fiscal year, it is anticipated the District will need to borrow up to \$1,500,000 to maintain a minimum operating reserve cash balance of \$1,100,000 during the 2016-2017 fiscal year. \$900,000 is the approximate amount required to meet bi-weekly payroll and benefits.

Budget Impact:

Interest expense related to the short term borrowing is budgeted at 1.4%, or approximately \$20,700.

Historical Perspective:

Under the terms of Section 1225 of Act 451, the School District is authorized to borrow money for school operations and issue notes pledging for the repayment of those notes. For the first time in 2012-2013 the District needed to borrow from the Michigan Finance Authority (MFA) State Aid Note (SAN) program to meet cash needs. Last year the District borrowed direct from PNC Bank at a variable interest rate of 0.60% plus the one-month LIBOR Rate (currently 0.1865%) multiplied by 70%. This variable rate structure allowed the district to repay principal in the amount of \$1.5MM as of April 1, 2016 to reduce interest costs.

Discussion of Options:

The Board of Education can adopt the resolution as presented, or reject the resolution and seek an alternate source of short term borrowing for the upcoming fiscal year

Rationale for Recommendation:

Short term borrowing will be necessary to meet the cash flow obligations of the School District during the 2016-2017 school year. State Aid Notes, either through the MFA or through a direct bank placement, offer a low cost financing opportunity to borrow money for school operations by pledging monies received pursuant to the "State Aid Act", which shall be the full faith and credit obligation of the School 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 lifelong learner and contribute as a citizen of our global society.

STATE AID OPERATING NOTES RESOLUTION

Waverly Community Schools, Ingham, Eaton and Clinton Counties, Michigan (the "Issuer")

A regular meeting of the board of education of the Issuer (the "Board") was held in the Administrative Center Board Room, within the boundaries of the Issuer, on the 25th day of July, 2016, at ____ o'clock in the __.m.

The meeting was called to order by _____, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS:

1. Under the terms of Section 1225 of Act 451, Public Acts of Michigan, 1976, as amended ("Act 451"), a school district is authorized, either by achieving qualified status as described in Section 303(2) of Act 34, Public Acts of Michigan, 2001, as amended, or upon receiving prior approval of the authorized representative of the Department of Treasury, to borrow money for school operations and issue its notes therefor, pledging for the payment thereof monies to be received by it from the state school aid fund, which notes shall be the full faith and credit obligation of the Issuer; and

2. The estimated amount of such state aid appropriations allocated, or to be allocated, to this Issuer is \$18,033,727 for the fiscal year ending June 30, 2017, of which amount the sum of \$0 has been heretofore distributed and received, leaving a balance of \$18,033,727 as the estimated amount remaining to be distributed to the Issuer pursuant to Act 451; and

3. This Issuer has immediate need to borrow the sum of not to exceed One Million Five Hundred Thousand Dollars (\$1,500,000) to pay current operating expenses for fiscal year 2016-2017; and

4. The principal amount of the notes payable from the undistributed balance of the appropriations allocated to this Issuer for said fiscal year which have heretofore been issued and are now outstanding is \$0; and

5. Five percent (5%) of estimated fiscal year 2015-2016 operating expense is \$1,510,106; and

6. The process of soliciting bids by publishing a notice of sale in a publication as specified in Section 309(2) of Act 34, Public Acts of Michigan, 2001, as amended, is prohibitively more expensive than obtaining bids through the distribution of a solicitation for bids.



NOW, THEREFORE, BE IT RESOLVED THAT:

1. This Issuer shall borrow the sum of not to exceed One Million Five Hundred Thousand Dollars (\$1,500,000) or such lesser amount as the Department of Treasury may approve or as reduced by a member of either the administrative staff or the Board of the Issuer, and shall issue its note or notes (the "Notes") therefor. The Issuer hereby appropriates a sufficient amount of state aid to repay the principal of and interest on the Notes. In addition, the full faith and credit of the Issuer is hereby irrevocably pledged for payment of the principal and interest on the Notes, and in case of insufficiency of state aid, the Issuer shall pay the Notes from any funds legally available therefor, and, if necessary, levy taxes on all taxable property in the Issuer for the payment thereof, subject to applicable constitutional and statutory tax rate limitations, all pursuant to Act 451. The pledge of full faith and credit is subordinate to any encumbrances or tax levies pledged or to be pledged for the payment of tax anticipation notes issued or to be issued by the Issuer pursuant to Act 34, Public Acts of Michigan, 2001, as amended.

It is hereby declared that said borrowing is necessary for the purpose of securing funds for school operations and it is agreed with the purchaser of said Notes that the proceeds thereof will be used exclusively for that purpose.

2. Based upon expense considerations associated with publishing a notice of sale, as specified in Section 309(2) of Act 34, Public Acts of Michigan, 2001, as amended, the Board authorizes the distribution of a solicitation for bids, without publication, to obtain bids under the terms of Paragraph 5 of this resolution.

3. Said Notes shall be dated as of August 22, 2016, or the date of delivery, shall bear interest from the date thereof until paid at a rate not exceeding five percent (5%) per annum on the balance from time to time remaining unpaid, shall be in minimum denominations of \$100,000 or multiples of \$1,000 in excess of \$100,000, shall be payable to the Registered Owner, in lawful money of the United States of America, at such bank or trust company in the State of Michigan as shall be designated by the original purchaser of the Notes, which paying agent qualifies as such under the statutes of the State of Michigan or of the Federal Government, and shall be due and payable on August 21, 2017. If more than one note is issued, the Notes shall be numbered serially from 1 upwards. Such Notes may be designated, at the option of the purchaser thereof, as a "State Aid Note" or "State Aid Notes".

4. The form of the Notes shall be in substantially the form set forth and attached hereto as Exhibit A.

5. Once the Issuer has either achieved qualified status under Act 34, Public Acts of Michigan, 2001, as amended, or received prior approval for the issuance of the Notes from the authorized representative of the Department of Treasury, and based upon the determination of Paragraph 2 of this resolution, a member of either the administrative staff or the Board of the Issuer is authorized to arrange for the sale of such Notes without the taking of competitive bids thereon, provided that when bids, competitive or otherwise, are solicited and more than one bid received, such Notes shall be awarded to the lowest responsible bidder. The Notes shall be executed by the President and Secretary of the Board. In the absence of the President, the Superintendent may sign in the place of the President, and in the absence of the Secretary, the Treasurer of the Board may sign in place of the Secretary.

6. The form of solicitation for bids shall be in substantially the form set forth and attached hereto as Exhibit B.

7. If the Issuer has not achieved qualified status under Act 34, Public Acts of Michigan, 2001, as amended, a member of either the administrative staff or the Board of the Issuer is hereby authorized and directed to file a certified copy of this resolution with the authorized representative of the Department of Treasury for and on behalf of the Issuer and an application for an order approving such borrowing and issuance of said Notes, if applicable, and to pay any applicable fee therefor.

8. The Issuer hereby designates the Notes of this issue as "qualified tax-exempt obligations" for purposes of deduction of interest expense by financial institutions under the provisions of the Internal Revenue Code of 1986, as amended. In making said designation, the Board determines that the reasonably anticipated amount of tax-exempt obligations which will be issued by the Issuer or entities which issue obligations on behalf of the Issuer during calendar year 2016 will not exceed \$10,000,000.

9. The Board covenants to comply with existing provisions of the Internal Revenue Code of 1986, as amended, necessary to maintain the exemption of interest on the Notes from federal income taxation.

10. A member of either the administrative staff or the Board of the Issuer is further authorized to approve the specific interest rate to be borne by the Notes, not exceeding the maximum rate permitted by law, the purchase price of the Notes, and other terms and conditions relating to the Notes and the sale thereof. A member of either the administrative staff or the Board of the Issuer is directed to execute a certificate accepting the interest rate and purchase price of the Notes on behalf of the Issuer.

11. Within fifteen (15) business days after issuance of the Notes, the Board hereby authorizes and directs the Superintendent to cause to be filed with the Department of Treasury any and all documentation required subsequent to the issuance of the Notes, along with any statutorily required fee.

12. The President, Vice President, Secretary, Treasurer, Superintendent and the individual acting in the capacity of the school business official are each further authorized to execute any documents or certificates necessary to complete the transaction. Any of those officers may designate, in writing, an individual to act in their place with respect to the powers conveyed in this paragraph.

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

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Waverly Community Schools, Ingham, Eaton and Clinton Counties, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at a regular meeting held on July 25, 2016, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

Secretary, Board of Education

CJI/ssw



EXHIBIT A

**UNITED STATES OF AMERICA
STATE OF MICHIGAN
COUNTIES OF INGHAM, EATON AND CLINTON
WAVERLY COMMUNITY SCHOOLS
STATE AID NOTE**

<u>Rate</u>	<u>Maturity Date</u>	<u>Date of Original Issue</u> August 22, 2016	<u>CUSIP No.</u>
-------------	----------------------	--	------------------

**REGISTERED OWNER:
PRINCIPAL AMOUNT:**

Waverly Community Schools, Counties of Ingham, Eaton and Clinton, State of Michigan (the "Issuer"), for value received, hereby promises to pay to the Registered Owner specified above, or registered assigns, the Principal Amount specified above on the Maturity Date specified above, with interest thereon from the date hereof until paid at the Rate specified above based on a 360-day year, 30-day month, on presentation and surrender of this note (the "Note") at _____, Michigan (the "Paying Agent"). This Note is issued in minimum denominations of \$100,000 or multiples of \$1,000 in excess of \$100,000.

This Note is not subject to redemption prior to maturity.

This Note is issued under the provisions of Section 1225 of Act 451, Public Acts of Michigan, 1976, as amended, and Act 34, Public Acts of Michigan, 2001, as amended, for the purpose of providing money for school operations for the fiscal year ending June 30, 2017. The Issuer has pledged for the payment of this Note monies to be received by it from state school aid. As additional security the Issuer has pledged the full faith, credit and resources of the Issuer and, in the event of the unavailability or insufficiency of state school aid for any reason, this Note is payable from tax levies within the Issuer's constitutional and statutory limitations or from unencumbered funds of the Issuer. The pledge of the full faith, credit and resources is subordinate to any encumbrances of tax levies pledged for the payment of tax anticipation notes issued or to be issued by the Issuer pursuant to Act 34, Public Acts of Michigan, 2001, as amended.

The Issuer has designated this Note as a "Qualified Tax-Exempt Obligation" for the purpose of deduction of interest expense by financial institutions under the provisions of the Internal Revenue Code of 1986, as amended.

It is hereby certified and recited that all acts, conditions and things required by law, precedent to and in the issuance of this Note, have been done, exist and have happened in regular and due time and form as required by law, and that the total indebtedness of the Issuer, including this Note, does not exceed any constitutional or statutory limitation.

IN WITNESS WHEREOF, Waverly Community Schools, Counties of Ingham, Eaton and Clinton, State of Michigan, by its Board of Education, has caused this Note to be signed in the name of the Issuer by its President and Secretary, as of August 22, 2016.

Waverly Community Schools
Counties of Ingham, Eaton and Clinton
State of Michigan

By Form Only - Not for Execution
President

And Form Only - Not for Execution
Secretary

EXHIBIT B

SOLICITATION FOR BIDS

**WAVERLY COMMUNITY SCHOOLS
COUNTIES OF INGHAM, EATON AND CLINTON
STATE OF MICHIGAN
\$1,500,000
STATE AID NOTES**

Unconditional and firm bids for the purchase of not to exceed One Million Five Hundred Thousand Dollars (\$1,500,000) of State Aid Notes (the "Note" or "Notes") will be received by Waverly Community Schools, Ingham, Eaton and Clinton Counties, Michigan (the "Issuer") at its administrative offices located at 515 Snow Road, Lansing, Michigan 48897-4502, on the ___ day of _____, 2016, until ___ o'clock in the __.m., prevailing Eastern Time, at which time and place said bids will be publicly opened and read. Award of Notes will be made on behalf of the Issuer by an authorized officer of the Issuer on that date.

FAXED BIDS: Bidders may submit signed bids via facsimile transmission to the Issuer at (517) 321-8577 provided that the faxed bids are received prior to the time and date fixed for receipt of bids. Bidders submitting faxed bids bear the full risk of failed or untimely transmission of their bids. Bidders are encouraged to confirm the timely receipt of their full and complete bids by telephoning the Issuer at (517) 319-3027.

NOTE DETAILS; INTEREST RATE; PAYING AGENT; AND DENOMINATION: The Notes will be dated August 22, 2016, or date of delivery, due on August 21, 2017, and will bear interest at a rate not exceeding five percent (5%) per annum. Both principal and interest will be payable at a bank or trust company located in the State of Michigan; New York, New York; or Chicago, Illinois, to be designated by the original purchaser of the Notes, which paying agent qualifies as such under the statutes of the state in which it is located or of the United States, with paying agent fees, if any, to be paid by the purchaser of the Notes. The Notes shall be issued in minimum denominations of \$100,000 or multiples of \$1,000 in excess of \$100,000. If more than one Note is issued, the Notes shall be numbered serially from one upwards.

NO OFFICIAL STATEMENT: The Issuer will not provide a Near Final or final Official Statement. Further, compliance with Rule 15c2-12 of the Securities and Exchange Commission regarding sale to limited numbers of sophisticated investors is the sole responsibility of the successful bidder.

PRIOR REDEMPTION: The Notes are not subject to redemption prior to maturity.

AWARD OF NOTES: For the purpose of awarding the sale of the Notes, the interest cost of each unconditional and firm bid will be computed on a 360-day year, 30-day month, by determining, at the rate specified therein, the total dollar value of all interest on the Notes from August 22, 2016, to maturity and deducting therefrom any premium and adding thereto any discount. Any net premium bid on the Notes shall not result in a purchase price in excess of 101% of the par value of the Notes. The Notes will be awarded to the bidder whose unconditional and firm bid on the above computation produces the lowest dollar interest cost to the Issuer. No

proposal for the purchase of less than all the Notes or at a price less than their par value will be considered. Any and all fees or charges of the bidder must be incorporated into the rate.

SECURITY: The Notes are issued under the provisions of Section 1225 of Act 451, Public Acts of Michigan, 1976, as amended, and Act 34, Public Acts of Michigan, 2001, as amended, for the purpose of providing money for school operations for the fiscal year ending June 30, 2017. The Issuer has pledged for the payment of the Notes, monies to be received by it from state school aid.

As additional security the Issuer has pledged the full faith, credit and resources of the Issuer and, in the event of the unavailability or insufficiency of state school aid for any reason, the Notes are payable from tax levies within its constitutional and statutory limitations or from unencumbered funds of the Issuer. The pledge of full faith and credit is subordinate to any encumbrances or tax levies pledged or to be pledged for the payment of tax anticipation notes issued or to be issued by the Issuer pursuant to Act 34, Public Acts of Michigan, 2001, as amended.

LEGAL OPINION: Bids shall be conditioned upon the unqualified opinion of Thrun Law Firm, P.C., attorneys of East Lansing, Michigan, which opinion will be furnished without expense to the purchaser prior to the delivery thereof, approving the legality of the Notes.

TAX MATTERS: In the opinion of note counsel, assuming continued compliance by the Issuer with certain requirements of the Internal Revenue Code of 1986, as amended (the "Code"), interest on the Notes is excluded from gross income for federal income tax purposes, as described in the opinion, and the Notes and interest thereon are excluded from taxable income for State of Michigan income tax purposes. Further, the Note and the interest thereon are subject to inheritance and estate taxes and taxes on gains realized from the sale, payment or other disposition thereof. The Issuer has designated the Notes as "**QUALIFIED TAX-EXEMPT OBLIGATIONS**" within the meaning of the Code and has covenanted to comply with those requirements of the Code necessary to continue the exclusion of interest on the Notes from gross income for federal income tax purposes.

CERTIFICATE REGARDING "ISSUE PRICE": The successful bidder will be required to furnish, prior to the delivery of the Notes, a certificate in a form acceptable to note counsel as to the "issue price" of the Notes within the meaning of Section 1273 of the Internal Revenue Code of 1986, as amended.

INVESTMENT CERTIFICATE: As a condition of award, the successful bidder will be required to furnish prior to the delivery of the Notes a certificate in a form acceptable to note counsel that documents the investment experience of the successful bidder and provides representations that either the Notes are being purchased for the bidder's own portfolio without the intent to sell or re-offer the Notes or that if there is an intent to sell or re-offer the Notes, the bidder will obtain from the subsequent purchaser an investment certificate that is substantially identical to the certificate provided by the successful bidder. A sample form investment certificate acceptable to note counsel is available for review through note counsel prior to the sale and will be provided by note counsel to the successful bidder after the sale.

CLOSING DOCUMENTS: Drafts of all closing documents, including the form of Note and note counsel's legal opinion, may be requested from Thrun Law Firm, P.C. Final closing

documents will be in substantially the same form as the drafts provided. Closing documents will not be modified at the request of a bidder, regardless of whether the bidder's proposal is accepted.

DELIVERY OF NOTES: The Issuer shall furnish Notes ready for execution at its expense. Notes will be delivered without expense to the purchaser at a place located in the STATE OF MICHIGAN, to be mutually agreed upon between the purchaser and the Issuer. Delivery can also be made in Chicago, Illinois or New York, New York, but at the EXPENSE of the PURCHASER. The usual closing documents, including a certificate that no litigation is pending affecting the issuance of the Notes, will be delivered at the time of the delivery of the Notes. Accrued interest to the date of delivery of the Notes, if any, shall be paid by the purchaser at the time of delivery.

Payment for the Notes shall be in such manner as to assure receipt of funds by the Issuer on the day of delivery of the Notes.

BIDDER CERTIFICATION - NOT "IRAN-LINKED BUSINESS": By submitting a bid, the bidder shall be deemed to have certified that it is not an "Iran-Linked Business" as defined in Act 517, Public Acts of Michigan, 2012; MCL 129.311, et seq.

THE RIGHT IS RESERVED TO REJECT ANY OR ALL BIDS.

The bids should be plainly marked "Proposal for Waverly Community Schools State Aid Notes".

Form Only - Not for Execution
Superintendent
Waverly Community Schools

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
JULY 25, 2016**

FOR INFORMATION***

Subject:

Disposition of Surplus Equipment

Report:

Board policy 7310 (Disposition of Surplus Property) requires the Superintendent to report to the Board of Education on the disposition of surplus property. On June 17, 2016 buses #21 and #13 were listed for auction. Each bus received multiple bids but did not meet the minimum reserve amount required for sale. Each bus has been fully depreciated and has no residual book value. The District was able to sell each bus for scrap metal at an amount greater than the highest registered bid during the public auction.