



WAVERLY
COMMUNITY SCHOOLS
Pride. Tradition. Excellence.

Waverly Community Schools

Regular Meeting

Monday, August 15, 2016 6:30 PM

Agenda of Regular Meeting

The Board of Education Waverly Community Schools

A Regular meeting of the Board of Education of Waverly Community Schools will be held August 15, 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 3
- 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 #16-18, Personnel Recommendations 9
 - 2. Recommendation to approve Report #16-11, Master Agreement Ratification - Waverly Educational Support Personnel Association (Tabled 7-25-16)
 - 3. Recommendation to approve Report #16-19, Master Agreement Ratification 10 - Waverly Educational Support Personnel Association (WESPA)
- X. Superintendent's Report
- XI. Closed Session for Purpose of Negotiations Update
- XII. Other Board Business
- XIII. Adjournment

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

Opening of Meeting

The special meeting of the Waverly Community Schools Board of Education was called to order by President Britt Slocum at 6:30 p.m. in the Board Room of the Administrative Center, 515 Snow Road, Lansing, Michigan.

Members Present: Mr. Britt Slocum, President
Mrs. Mary Ann Martin, Secretary
Mr. Joe Chahine, Vice Secretary-Treasurer
Mrs. Melissa Sherry, Trustee

Members Absent: Mrs. Angela Witwer, Vice President
Mr. Alan Wright, Treasurer
Mr. Calvin L. Jones, Trustee

Staff Present: Mr. Terry Urquhart, Superintendent
Mr. Evan Nuffer
Mr. Vincent Perkins
Mrs. Kelly Blake
Rebecca Pease

Others Present: Pat Barone

Board Pledge

Members of the Board read the Board Pledge in unison.

Correspondence

Member Martin reported the Board had received emails.

Adoption of Meeting Agenda

A motion was presented by Member Martin and supported by Member Chahine. MOTION: The Board of Education adopt the meeting agenda with the following change to Report #16-13, Personnel Report: in the area of Employment Certified, the step and salary for Nealie Holmes, Colt Kindergarten teacher was changed from Step 2.5 to Step 3, and salary from \$43,785.00 to \$45,294.00.

Motion carried. VOTE: AYES – 4; NAYS – 0 (Members Witwer, Wright, and Jones absent).

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

The minutes of the special meeting of June 20, 2016, the regular meeting of June 20, 2016, and the special meeting of July 7, 2016 were approved as presented.

******Designation of Date, Time & Location of School Board Meetings – Report #16-02 – For Action***

The Board of Education established the 2016-2017 meeting calendar as follows:

<u>2016</u>	<u>2017</u>
August 15	January 23
September 19	February 27
September 26 (PD)	March 6 (PD)

<u>2016</u>	<u>2017</u>
October 17	March 20
November 21	April 17
December 5 (PD)	May 15
December 12	June 19

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.

*****Annual Designation of School Depositories – Report #16-03 – For Action**

The Board of Education designated 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

*****Designation of Professional Service Consultants – Report #16-04 – For Action**

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

*****Designation of Audit Firm for 2016-17 – Report #16-05 – For Action**

The Board of Education designated Plante & Moran, PLLC, Certified Public Accounts, to audit the school district's financial records for the year end June 30, 2017.

*****Annual Designation of Authorized Signatories – Report #16-06 - For Action**

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

*****Annual Designation of Authorized Signatories – Report #16-06- - For Action (continued)**

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.

*****Designation of Electronic Transfer Officers (ETO) – Report #16-07 – For Action**

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

*****Designation of Person to Post Meetings – Report #16-08 – For Action**

The Board of Education approved the Recording Secretary to the Board 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.

*****Membership Resolution – Michigan High School Athletic Association – Report #16-09 – For Action**

The Board of Education continued its membership and relationship with the Michigan High School Athletic Association (MHSAA) and adopted the membership resolution provided by the MHSAA for the year August 1, 2016 through July 31, 2017.

*****Designation of Charitable Giving Fiscal Agent – Report #16-10 – For Action**

The Board of Education selected the Waverly Education Foundation as its charitable giving campaign fiscal agent for the 2016-2017 school year.

Master Agreement Ratification – Waverly Educational Support Personnel Association (WESPA) – Report #16-11 – For Action

A motion was presented by Member Martin and supported by President Slocum. MOTION: The Board of Education table Report #16-11, Master Agreement Ratification – Waverly Educational Support Personnel Association (WESPA) until WESPA has a chance to consider possible renegotiation of the contract.

Motion carried. VOTE: AYES- 4; NAYS – 0 (Members Witwer, Wright, and Jones absent)

Master Agreement Ratification – International Union of Operating Engineers AFL-CIO (Bus Drivers) – Report #16-12 – For Action

A motion was presented by Member Chahine and supported by Member Martin. MOTION: The Board of Education approve the tentative agreement as negotiated between the International Union of Operating Engineers AFL-CIO (Bus Drivers) and the Board of Education as presented.

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

*****Personnel Report - Report #16-13 – For Action**

The Board of Education approved the Employment Certified of Jessica Dillon (Teacher of Speech & Language Impaired); Danielle Greening (Elmwood 4th Grade Teacher); Nicole Hall (Elmwood 3rd Grade Teacher); Nealie Holmes (Colt Kindergarten Teacher); Jacklyn Paris (Elmwood 1st Grade Teacher); and Elizabeth Tompkins (Elmwood 4th Grade Teacher); the Transfer Certified of Sara Beauchamp-Hicks from MS .4 and Elmwood .1 Technology Teacher to MS and Elmwood Technology Teacher (1.0); Marco Magbitang (from layoff to Winans 4th Grade Teacher (1.0); and Suzanne Ziel (from .4 East Technology Teacher to Winans and East Technology teacher (1.0); the Transfer Non-Certified of Lee Halbin (from Custodian sub to HS, MS, and Colt 2nd shift custodian (7 hrs.); Michelle Smethurst (from HS Head Secretary to HS Registrar); Amber Carter (from Colt Special Education Parapro 1:1 (3.75 hr.) to Colt Special Education Parapro 1:1 (7.5 hrs.); and Mary Lunetta from Elementary Library Clerk and ELMS (19 hours combined/week) to Student Support Parapro (6.75 hrs.); Summer School Programs (Lance Enderle (MS Summer School Teacher); Gabe Lopez (MS Summer School Parapro); Nicole Hall (East Summer School Teacher); Sasha Jones (East Summer School Parapro); April Memmott (Elementary Summer School Teacher); Amber Carter (Elementary Summer School Parapro); Margot Bensinger; Wendi Bixeman; Rebecca Hager; Kysha Krenshaw; Virginia Larson; Courtney Miller; Edwina Riddle; Rachel Stanton; Sara St. John; and Emily Williams (Summer School Teachers); Ryan Houthoofd (Summer School Teacher Sub); Annette Laidlaw (Summer School Parapro Sub); Michelle Berry and Theresa Herbruck (Summer School Bus Drivers ½ time); Mashaun Trossel (Summer School Bus Driver); the resignation of Suzanne Haefner (Colt Special Ed. Parapro (7.5 hrs) and Megan Mitchell (H.S. Special Ed. Parapro 1:1 (7.25 hrs.); and the retirement of (Walter) Kirk Flintz (Winans Head Custodian).

*****Policy – Second Reading – Report #16-14 – For Action**

The Board of Education approved the following policy updates at second 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

Contract Award for Electrical Services – Report #16-15 – For Action

A motion was presented by Member Martin and supported by Member Sherry. MOTION: 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.

Motion carried. VOTE: AYES – 4; NAYS – 0 (Members Witwer, Wright, and Jones absent)

Contract Award for HVAC and Plumbing Services – Report #16-16 – For Action

A motion was presented by Member Chahine and supported by Member Sherry. MOTION: 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.

Motion carried. VOTE: AYES – 4; NAYS – 0 (Members Witwer, Wright, and Jones absent)

State Aid Note Program Borrowing Resolution – Report #16-17 – For Action

A motion was presented by Member Sherry and supported by Member Martin. MOTION: 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.

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

******For Information – Disposition of Surplus Equipment***

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.

Superintendent's Report

Superintendent Urquhart stated when the Board approved the Dates, Times, and Locations of School Board Meeting, it approved a PD session on September 26th at 9:00 a.m. at East Intermediate School. Discussion will take place about the status of Windemere View Elementary School.

Superintendent Urquhart announced Tuesday, July 26th at 4:00 p.m. is the deadline for individuals to file for the upcoming Board election. There are currently four people who have filed for three positions on the Board.

Superintendent Urquhart announced we are waiting for the State Board of Education to give advice on the LGBTQ policy and have tabled it until September.

Superintendent Urquhart stated he had received a letter from the Michigan School Business Officials that Evan Nuffer had completed coursework to become a Chief Financial Officer,

Public Comment

Addressing the Board during Public Comment was Patricia Barone regarding the condition of the Windemere View property.

Other Board Business

None

Adjournment

The meeting adjourned at 7:02 p.m.

Respectfully submitted,

Mary Ann Martin, Secretary

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
August 15, 2016**

Report #16-18

Subject: Personnel Report***

A. Employment Certified

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Nicholas Sauve	Colt .4 Technology Teacher	BA+20, 3/.4 \$17,514	08/23/2016

B. Employment Non-Certified

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Jeanne Vogelheim	HS Head Secretary	Class A/\$15.44	08/15/2016

C. Transfer Certified

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Marco Magbitang	From: Winans 4 th Grade To: MS Math/Science	BA+20, 3/\$45,294	08/23/2016

D. Resignation - Certified

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Candace Chappell	East .4 Orchestra Teacher	Personal	07/30/2016
Danielle Greening	Elmwood 4 th Grade Teacher	Personal	08/04/2016

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
August 15, 2016**

Report #16-19

FOR ACTION

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

Recommendation:

The Superintendent recommends the Board approve 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 three year contract for a 3% salary increase for 2016-2017, a 2% salary increase for 2017-2018, and a 1% increase for 2018-2019.

The Association is voting to ratify the contract the week of August 8, 2016.

Background Information:

Negotiations were for salary and benefits.

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.

Strategic Plan:

This is a required collective bargaining agreement.