



WAVERLY
COMMUNITY SCHOOLS
Pride. Tradition. Excellence.

Waverly Community Schools

Regular Meeting

Monday, November 21, 2016 6:30 PM

Agenda of Regular Meeting

The Board of Education Waverly Community Schools

A Regular meeting of the Board of Education of Waverly Community Schools will be held November 21, 2016, beginning at 6:30 PM in the Board Room, 515 Snow Road, Lansing, MI.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

- I. Call to Order and Pledge to the Flag - President Britt Slocum
- II. Special Presentations
 - A. Recognition of Mari Tapia, 2nd Place Winner in Mayor Bernaro's Ramadan Dinner Essay Contest
 - B. Presentation of Alternative Education Diploma to Ruby Eubank
 - C. Recognition of Rotary Backpack Program
- III. Correspondence
- IV. Public Comment
- V. Student Representative Report
- VI. Board Member Comment
- VII. Adoption of Agenda
- VIII. ***Approval of Minutes
- IX. Presentation of Reports
 - A. Personnel & Policy
 - 1. ***Recommendation to approve Report #16-27, Personnel Recommendations 3
 - B. Finance & Facilities
 - 1. ***Recommendation to approve Report #16-28, Financial Recommendation 4
 - 2. ***Recommendation to approve Report #16-29, Summer Tax Collection Resolution 10
- X. Superintendent's Report
- XI. Other Board Business
- XII. Closed Session for the Purpose of Negotiations Update
- XIII. Adjournment

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

Report #16-27

Subject: Personnel Report***

A. Employment Certified

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Ann Kennedy	MS Sp. Ed. Teacher .5	MA+0, 10/\$33,932.00	11/07/2016
Jenna Davis	HS Sp. Ed. Teacher	BA+0, 1/\$39,002.00	12/05/2016

B. Employment Non-Certified

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
DaVasha Lobbins	Elmwood Head Secretary (8 hrs.)	Class A/\$15.90	10/17/2016
Calvin Carter	Colt Student Support Parapro (7.25 hrs.)	Class II/\$14.38	11/03/2016
Mary Potter	Winans Title I Parapro (19 hrs./week)	Class II/\$14.38	11/14/2016

C. Transfer Certified

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Holly O Brien	From: HS Alt. Ed. Sp. Ed. Teacher .7	MA+0, 7/\$40,464.20	10/24/2016
	To: HS Alt. Ed. Sp. Ed. Teacher .6	MA+0, 7/\$57,806.00	
	& East Technology Teacher .4		

D. Transfer Non-Certified

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Gayle Garza	From: Lunch Sub	\$8.50	10/17/2016
	To: MS Food Service Helper (2 hrs.)	FS4/\$10.00	
Mary Lunetta	From: Colt Student Support Parapro (7.25)	Class II/\$16.60	11/07/2016
	To: K-6 ELL Parapro (7.25)	Class A/\$18.14	

E. Resignation – Non-Certified

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Brenda Brock	Bus Driver	Personal	11/04/2016
Robert Hollis	Bus Driver	Personal	09/23/2016

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

Report #16-28

FOR ACTION***

Subject:

Finance Report

Recommendation:

It is recommended the following be approved:

Financial Report:

The cash balance as of September 30, 2016 was \$1,817,262.21. Receipts during October, consisting of property taxes, state aid and other revenues in the amount of \$4,435,298.70 minus disbursements during October of \$2,504,974.14, left the district with a General Fund cash balance, as of October 31, 2016, of \$3,747,586.77, including \$1,500,000.00 from the issuance of a State Aid Note.

Current year General Fund expenditures exceed revenues by \$1,728,550. 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 \$91,821. 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 \$1,331,199. A summary of life to date activity is included in the supporting documentation

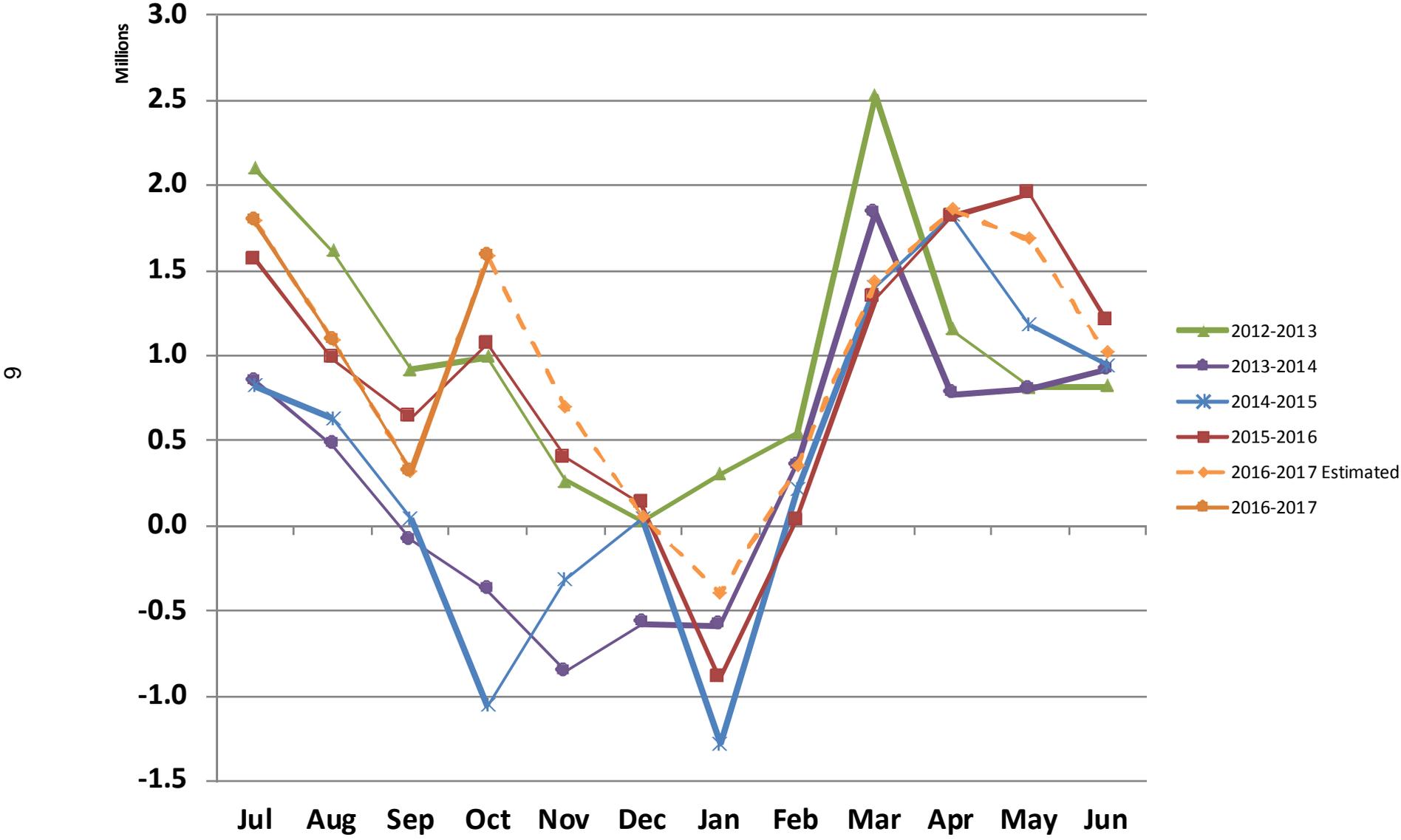
Waverly Community Schools

Finance Committee - Cash Position Report

For the Month Ended October 31, 2016

Balance on Hand September 30, 2016	1,817,262.21
Revenues	
State Aid	1,503,519.12
Taxes	2,344,923.93
Other Revenue	586,855.65
Interfund Transfers In	-
State Aid Note Proceeds	-
	<u>4,435,298.70</u>
Disbursements	
Payroll and Related Liabilities	(1,782,259.82)
Other Expenditures	(721,898.08)
State Aid Repayment	-
	<u>(2,504,157.90)</u>
Prior Month Adjustments During October 2016	(816.24)
Balance on Hand October 31, 2016	<u><u>3,747,586.77</u></u>
PNC Bank - General	3,657,261.01
MILAF	7,387.51
PNC Bank - Payroll	37,545.78
Comerica - Checking	45,392.47
	<u><u>3,747,586.77</u></u>

Waverly Community Schools Cash Flow Analysis (Monthly Lows)



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

	Original Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	9,015,786	3,780,248	(5,235,538)	58.1%
State sources	18,033,727	1,476,413	(16,557,314)	91.8%
Federal sources	581,357	15,854	(565,503)	97.3%
Intergovernmental	2,124,161	387,368	(1,736,793)	81.8%
Transfers In	90,000	-	(90,000)	100.0%
Total revenue	29,845,031	5,659,882	(24,185,149)	81.0%
Expenditures				
Current:				
Instruction:				
Basic program	14,438,637	3,205,830	(11,232,806)	77.8%
Added needs	3,149,673	682,491	(2,467,182)	78.3%
Total instruction	17,588,310	3,888,322	(13,699,988)	77.9%
Support Services:				
Pupil	2,417,284	536,032	(1,881,251)	77.8%
Instructional staff	899,933	299,814	(600,119)	66.7%
General administration	480,069	189,657	(290,412)	60.5%
School administration	1,991,726	649,831	(1,341,895)	67.4%
Business	473,522	148,251	(325,271)	68.7%
Operations and maintenance	3,252,489	983,643	(2,268,846)	69.8%
Pupil transportation services	954,368	207,699	(746,669)	78.2%
Central	515,937	175,576	(340,361)	66.0%
Other	37,850	14,978	(22,872)	60.4%
Total support services	11,023,178	3,205,482	(7,817,696)	70.9%
Athletics	513,739	151,197	(362,542)	70.6%
Community services	29,083	12,336	(16,747)	57.6%
Non Publics	2,325	-	(2,325)	100.0%
Debt service:				
Principal	130,000	65,000	(65,000)	50.0%
Interest	16,850	8,750	(8,100)	48.1%
Capital outlay	57,270	18,838	(38,432)	67.1%
Payments to other public schools	916,710	38,507	(878,203)	95.8%
Total expenditures	30,277,464	7,388,432	(22,889,032)	75.6%
Excess of Revenue (Under)Over Expenditures	(432,433)	(1,728,550)	(1,296,117)	
Transfers Out	-	-	-	
Net Change in Fund Balance	(432,433)	(1,728,550)	(1,296,117)	
Fund Balance - Beginning of year	3,670,446	3,670,446		
Fund Balance - End of year	3,238,013	1,941,896		
	10.7%	6.4%		

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

	Budget	Actual	Encumbered	Balance Remaining
Construction				
Remodeling	2,339,068	2,390,196	9,427	(60,556)
Site Improvements	974,238	968,991	5,247	-
Technology Infrastructure	777,119	791,647	302	(14,830)
Construction Base Budget Subtotal	4,090,425	4,150,834	14,977	(75,386)
Technology Equipment - Contract				
Interactive Classroom	656,244	658,567	(0)	(2,322)
Network Equipment	374,627	374,627	0	(0)
Wireless Network	176,389	176,389	(0)	0
Phone System	209,581	210,414	(833)	(0)
AV Systems	450,736	467,536	363	(17,163)
Video Distribution/Video Production	-	-	-	-
Tech Equipment Contract Subtotal	1,867,577	1,887,533	(470)	(19,485)
Technology Equipment - Owner PO				
Computers/Mobile Devices	1,510,497	1,532,904	10,875	(33,283)
Servers/Backend Systems	118,806	154,228	(0)	(35,422)
Printers	184,737	185,395	(0)	(658)
AV Equipment	87,817	92,746	3,332	(8,261)
Non-Instructional Equipment (from FFE)	12,862	12,862	-	-
Tech Equipment Owner PO Subtotal	1,914,718	1,978,135	14,207	(77,624)
District				
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	184,212	-	(45,303)
Tech Design/Construction Mgr	834,308	959,820	(0)	(125,512)
District Subtotal	2,662,280	2,397,964	(0)	264,316
Totals	10,535,000	10,414,466	28,713	91,821

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

	Budget	Actual	Encumbered	Balance Remaining
Construction				
Remodeling	834,000	746,091	187,658	(99,749)
Site Improvements	100,000	217,206	15,090	(132,296)
Technology Infrastructure	-	-	-	-
Construction Base Budget Subtotal	934,000	963,297	202,748	(232,045)
Technology Equipment - Contract				
Interactive Classroom	-	-	-	-
Network Equipment	-	-	-	-
Wireless Network	-	-	-	-
Phone System	-	-	-	-
AV Systems	122,000	-	-	122,000
Video Distribution/Video Production	150,000	-	-	150,000
Tech Equipment Contract Subtotal	272,000	-	-	272,000
Technology Equipment - Owner PO				
Computers/Mobile Devices	1,162,653	213,988	(0)	948,665
Servers/Backend Systems	35,000	-	-	35,000
Printers	-	-	-	-
AV Equipment	53,350	-	-	53,350
Non-Instructional Equipment (from FFE)	-	-	-	-
Tech Equipment Owner PO Subtotal	1,251,003	213,988	(0)	1,037,015
District				
Loose Equipment (Furniture & Transportation)	701,452	636,735	51,138	13,579
Project Contingency	-	-	-	-
Owner GC/Contingency/Issuance Costs	253,952	30,903	-	223,049
Field General Conditions	-	7,669	-	(7,669)
Architect	40,625	10,739	-	29,886
Tech Design/Construction Mgr	46,968	51,586	-	(4,618)
District Subtotal	1,042,997	737,631	51,138	254,228
Totals	3,500,000	1,914,916	253,886	1,331,199

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

Report #16-29

FOR ACTION ***

Subject:

Summer Tax Collection Resolution

Recommendation:

The Superintendent recommends the Board of Education adopt the Annual Summer Tax Resolution, invoking for 2017 its previously adopted, ongoing resolution imposing a summer tax levy of one-half (1/2) of school property taxes upon property located within the School District. A copy will be affixed to the official minutes of this meeting.

Statement of Purpose:

Adoption of the summer tax collection resolution will allow local units of government to collect summer property taxes for the District.

Budget Impact:

If the resolution is not adopted, the district will be unable to collect summer taxes. This would create cash flow problems as well as added expense in interest and legal fees.

Historical Perspective:

By January 1st of each year, the school district is required to notify the various taxing authorities of the intention to request collection of summer taxes.

Through correspondence from the school district's legal counsel, it has been suggested that the district adopt a resolution to meet legal requirements of School Code Section 1613, more particularly, 1982 P.A. 333 (Summer Tax Collection Statute).

A Michigan Court of Appeals decision has been issued "...Where a school board has adopted an ongoing resolution establishing summer tax collection, the board is required each year, before January 1, to take official action invoking the previously adopted resolution to collect the summer tax levy by requesting each township and city to collect. The ongoing resolution eliminates the yearly need to publish notice of a public meeting to institute a summer tax levy...".

Discussion of Options:

The Board may entertain a motion to adopt the resolution as presented or reject the resolution. If the resolution is rejected the District will only levy property taxes for the winter tax levy.

Rationale for Proposal:

It is necessary to adopt this resolution to allow for the collection of summer property taxes, which will aid the District in cash flow.

Strategic Plan Reference:

Strategy #2 – Communication: We will enhance communications within the district and with the community to improve relationships among all key constituent groups to better achieve our mission.

WAVERLY COMMUNITY SCHOOLS
ANNUAL SUMMER TAX RESOLUTION

Ingham, Eaton, and Clinton Counties, Michigan

A regular meeting of the Board of Education of said District was held at the Administrative Center, 515 Snow Road, Lansing, Michigan, in said District, on the 21st day of November 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, this Board of Education by resolution of January 26, 1983, determined to impose a summer property tax levy to collect one-half (1/2) of school property taxes, including debt services, upon property located within the School District, beginning with 1983 and continuing from year to year until specifically revoked by the Board of Education.

NOW THEREFORE, BE IT RESOLVED THAT:

1. This Board of Education, pursuant to 1976 PA 451, as amended, hereby invokes for 2017 its previously adopted ongoing resolution imposing a summer tax levy of one-half (1/2) of school property taxes, including debt service, beginning with 1983, and continuing from year to year until specifically revoked by this Board of Education, and requests each city and/or township in which this District is located to collect those summer taxes.
2. The Superintendent or designee is authorized and directed to forward to the governing body of each city and/or township in which this district is located, a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2017 in the amount specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be sent so that the appropriate governing bodies receive them before January 1, 2017.
3. The Superintendent or designee is authorized and directed to negotiate on behalf of this District, with the governing body of each city and/or township in which the District is located for the reasonable expenses for collection of the District's summer tax levy that the city and/or township may bill under MCLA 380.1611 or MCLA 380.1612. Any such property agreement shall be brought before this Board for its approval or disapproval.
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same are hereby rescinded.

Ayes:

Nays:

Absent:

RESOLUTION DECLARED ADOPTED.

**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 November 21, 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).

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