



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

**Waverly Community Schools**

**Regular Meeting**

**Monday, February 27, 2017 6:30 PM**

# Agenda of Regular Meeting

## The Board of Education Waverly Community Schools

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A Regular meeting of the Board of Education of Waverly Community Schools will be held February 27, 2017, beginning at 6:30 PM in the Waverly Middle School Little Theatre, 620 Snow Road.

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
    - 2. Finance & Facilities - Member Wright
    - 3. Teaching & Learning - Member Sherry
    - 4. Sinking Fund Committee
  - B. Personnel & Policy
    - 1. \*\*\*Recommendation to approve Report #16-37, Personnel Recommendations 9
  - C. Finance & Facilities
    - 1. \*\*\*Recommendation to approve Report #16-38, Financial Recommendation 10
  - D. Teaching & Learning
- X. Superintendent's Report
- XI. Other Board Business
- XII. Adjournment

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
January 23, 2017**

***Opening of Meeting***

The regular meeting of the Waverly Community Schools Board of Education was called to order by President Britt Slocum at 6:30 p.m. in the Waverly High School Auditorium, 160 Snow Road, Lansing, Michigan.

***Members Present:***

Mr. Britt Slocum, President  
Mrs. Angela Witwer, Vice President  
Mrs. Mary Ann Martin, Secretary  
Mr. Alan Wright, Treasurer  
Mrs. Melissa Sherry, Vice Secretary/Treasurer  
Mr. Calvin Jones, Trustee  
Mrs. Holly Nester, Trustee

***Staff Present:***

Mr. Terry Urquhart, Superintendent  
Mr. Evan Nuffer, Director of Finance  
Mrs. Susan Friend, Director of Human Resources  
Mrs. Kelly Blake, Director of Curriculum  
Mrs. Tiffany Wright, Director of Special Education  
Rebecca Pease  
Chris Huff  
Tony Terranova  
Tracy Thomas  
Mike Moreno  
Vickie Tisdale  
Molly Francis  
Tim Lyman  
Helene McNeilly  
Vince Perkins  
Shawn Talifarro  
Pat Albright  
Bevin Francis  
Kelvin McGill  
Alicia Anderson  
Gini Larson  
Waverly Staff and Students

***Others Present:***

LuAnn Stuible  
Barb Shephard  
Sandy West  
Susie Pavlik  
Vickie Cameron  
Helena Conwell  
Mike Kevern  
Tom Kochheiser  
Janda Craig  
Brittany Fields  
Community Members

***Special Presentation – M-Step Performance Review***

Superintendent Urquhart presented information on comparison of scores on the M-Step test throughout Ingham County.

***Public Comment***

Addressing the Board during Public Comment were Pat Albright, Bevin Francis, Janda Craig, LuAnn Stuible, Barb Shephard, Kelvin McGill, Alicea Anderson, Sandy West, Kristie Pavlik, Vickie Cameron, Helena Conwell, Mike Kevern, Tom Kochheiser, Chris Beasley, and Brittany Fields.

***Motion to go to Closed Session***

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

Motion carried, with all Board members voting aye.

While in closed session, the following people provided comment: Alicia Anderson, Gini Larson, students

***Return to Open Session***

The Board returned to open session at 8:51 p.m.

***Board Member Comment***

Member Martin welcomed Susan Friend back to Waverly. She stated she is proud of winter sports participants and how well they are doing. Member Martin remarked she is excited Marcus Taylor is being inducted into the Lansing Sports Hall of Fame. President Slocum concurred.

***Adoption of Agenda***

A motion was presented by Member Jones and supported by Member Wright. MOTION: The Board of Education adopt the agenda as modified, moving XII Closed Session to IV on the agenda.

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

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

The minutes of the December 14, 2016, January 9, 2017 (6:00 p.m.), and January 9, 2017 (6:30 p.m.) were approved as presented.

***Personnel and Policy***

No report.

***Finance and Facilities***

No report.

***Teaching & Learning***

Member Sherry reported several of our teachers (31) have completed or are completing Next Generation Science Teaching Training this year. The focus of science instruction will begin to shift to students engaging in sophisticated science and engineering investigations, solving problems, and engaging in science discussions as they are guided by their teacher. Our teachers have found this training very worthwhile, and the trainer from our ISD, Rob Stevenson, is top notch. Member Sherry further reported a trainer from California is coming to Waverly for two days to provide professional development on “Project Based Learning”. Project Based Learning is a teaching method in which students gain knowledge and skills by working for an extended period of time to investigate and respond to an authentic, engaging and complex question, problem or challenge. We will host teachers from districts in the ISD for the first day of the training, and on the second day the trainer will only work with Waverly staff. In addition, Waverly

***Teaching & Learning (cont.)***

High School students finished their first semester exams on Friday, January 20<sup>th</sup>, and NWEA winter testing window begins today, January 23<sup>rd</sup>.

***\*\*\*Personnel Report – Report #16-34 – For Action***

The Board of Education approved the employment (Administration) of Susan Friend (Director of Human Resources); the transfer (Administration) of Vincent Perkins (Director of Student Success); the employment (Certified) of Tarra Boris (School Social Worker); the transfer (Certified) of Ann Kennedy from MS Special Education Teacher (.5) to Winans Special Education Teacher 1.0, and Becky Parker from Winans Special Education Teacher (1.0) to Special Education Teacher Middle School (.5) and High School (.5); the retirement of Sovann Keo (Head Custodian – Colt); the resignation of Audrey Hager (H.S. Science Teacher); Gerald Purol (bus driver); Kim Walker (Human Resources Administrative Assistant); and Jennifer Erbele (Auditorium Manager); and the termination of Michael Smith (Custodian).

***\*\*\*Finance Report – Report #16-35 – For Action***

The Finance Report was approved as presented.

***\*\*\*Waverly High School Program of Studies 2017-2018 – Report #16-36 – For Action***

The 2017-2018 Waverly High School Program of Studies was approved with the following changes: changed names of staff replaced, updated terminology and dates, updated requirements, clarified test-out procedures, Personal Curriculum protocols, granting credit for transfer students, highlighted courses that meet the requirements for 4<sup>th</sup> year of math, adjusted Top 10 to include only students who have spent more than half of their HS career at WHS, and added Integrated Physical Education and Blended Learning as new classes.

***\*\*\*Extended Field Trip – For Information***

A proposal for an extended student trip submitted by David Gorbe and Maureen Nauss has been approved. The trip is for the Waverly Marching and Choir students to travel to Orlando, Florida, with a departure date of Thursday, May 24, 2018 and a return of Tuesday, May 29, 2018.

The students will participate in performances and workshops at one of the Disney parks in Orlando, Florida. The band workshop is a recording studio experience called “You’re Instrumental”, that gives the students the chance to record music set to a Disney animated film excerpt. The choir workshop is focused on stylistic interpretation and vocal dynamics long associated with Disney live performances and sound tracks. The marching and choir performances give the students a chance to perform in a famous venue in front of a large crowd. The workshops will give the students a glimpse of a career in music performance, as well as giving them a chance to perform in a very famous venue (most likely the Magic Kingdom).

The goal is for 130 students to participate. The number could vary depending on how many choose to take part. David Gorbe, band director, and Maureen Nauss, choir director, will be in charge. They have previous experience in conducting overnight or extended field trips. Twelve to fifteen chaperones will also travel with the group. Students will miss three school days (Thursday, May 24, Friday, May 25, and Tuesday, May 29 – Monday, May 28 is Memorial Day). The group will travel to and from Florida by motor coaches arranged through Educational Tours. Housing accommodations will be through the Park Inn (by Radisson) in Kissimmee, Florida.

The estimated cost per students is estimated at \$1,259, which could fluctuate depending on the actual number of participants. Student activity accounts are set up after students have participated in a fund raiser and are available to the student to pay for trips and band camp. Parents pay the difference.

***Superintendent’s Report***

Superintendent Urquhart reported East has been removed as a focus school.

Superintendent Urquhart asked Board members to add Monday, February 6, 2017 to their calendars as a special meeting for the Superintendent’s evaluation.

***Superintendent's Report (cont.)***

Superintendent Urquhart announced the Ingham ISD is considering a Regional Enhancement Millage, asking for one, two or three mills over 10, 20, or 30 years. He indicated he is not in favor of going to the community again after we have promised them that we wouldn't.

Superintendent Urquhart reported the Sinking Fund Committee is meeting in the month of February. Member Sherry is the representative. He stated he will get a schedule to everyone soon.

Superintendent Urquhart announced January is School Board Recognition Month and acknowledged Board members.

***Adjournment***

The meeting adjourned at 8:58 p.m.

Respectfully submitted,

Mary Ann Martin, Secretary  
rlp

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
SPECIAL BOARD MEETING  
February 6, 2017**

***Opening of Meeting***

The special meeting of the Waverly Community Schools Board of Education was called to order by President Britt Slocum in the Little Theatre of the Waverly Middle School, 620 Snow Road, Lansing, Michigan.

***Members Present:***

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

***Staff Present:***

Mr. Terry Urquhart, Superintendent  
Mr. Evan Nuffer, Director of Finance  
Mrs. Kelly Blake, Director of Teaching & Learning  
Mrs. Tiffany Wright, Director of Special Education  
Mrs. Susan Friend, Director of Human Resources  
Mr. Vince Perkins, Director of Student Success  
Chris Huff  
Mike Moreno  
Vickie Tisdale  
Molly Francis  
Helene McNeilly  
Tim Lyman  
Marissa Thaler  
Gini Larson  
Rebecca Pease  
Staff Members

***Others Present:***

Eric Fitton  
Amy Lindstrom  
Andrew Gallup  
Dr. Daniel Thaler  
Holly LaPratt  
Marlo Allen  
Chris Beasley  
Veronica Beasley  
Jasmine Williams  
Jenny Dumont  
Gabiella Gonzales  
Alicia Flores  
Community Members

***Correspondence***

None

***Board Member Comment***

President Slocum read a statement on Public Comment: “The Board of Education wishes to apologize to the community for the decision at its January 23 meeting to limit the period of Public Comment. The intent of this decision

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

was not to stifle public comment or deny persons the opportunity to speak, but to keep the comment period at a reasonable length to allow the Board to conduct its business. Citizen comment has lately occupied a large portion of Board meetings. It has been a difficult task for the Board to balance the desire to hear from the public with its need to conduct school district business.

At the time, the Board believed it was acting appropriately within the framework of its policies. The Board has since learned through its legal counsel that its current policy on Public Comment is not legal; that although the Board may limit the time each individual has to speak, it may not limit the total time provided for public comment if by doing so, some persons are completely prevented from commenting.

The Board regrets its actions and will be correcting its practice for Public Comment at all future Board meetings. The Board of Education has scheduled a special meeting for Monday, February 6, at 6:30 p.m. at the Waverly Middle School to provide an opportunity to speak to those who were prevented from doing so on January 23.”

President Slocum personally apologized for the actions taken at the January 23, 2017 regarding Public Comment.

President Slocum also read the following statement regarding Rules of Decorum for audience Members: Clapping, applauding, heckling or verbal outbursts in support or opposition to a speaker are discouraged, and the presiding officer has authority to recess the Board meeting when such behavior becomes disruptive to the order of the meeting.

Persons entering and exiting the board meeting room must do so quietly. Signs, placards, banners, or items used to display an audience member’s message shall not disrupt the meeting or interfere with others’ visual rights. Audience members shall be prohibited from approaching the board table unless directed to do so by the presiding officer.

Addressing the Board during Public Comment were Eric Fitton, Amy Lindstrom, Andrew Gallup, Dr. Daniel Thaler, Holly LaPratt, Marlo Allen, Marissa Thaler, Chris Beasley, Veronica Beasley, Jasmine Williams, Ginny Larson, Jenny Dumont, Gabrielle Gonzales, and Alicia Flores.

***Board Member Comment***

Member Witwer remarked that if community members had anything to post on Facebook, they can send it to her and she would be glad to post it.

***Superintendent’s Report***

Mr. Urquhart thanked everyone for coming to the meeting. He reported negotiations will be held tomorrow.

***Adjournment***

The meeting adjourned at 7:26 p.m.

Respectfully submitted,

Mary Ann Martin, Secretary  
rlp

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
February 27, 2017**

**Report #16-37**

**Subject: Personnel Report\*\*\***

**A. Employment Certified**

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Jeffrey Parks	High School Science Teacher	BA+0, 1/\$39,002	01/17/2017

**B. Retirement – Administration**

<u>Name</u>	<u>Position</u>	<u>Years</u>	<u>Effective</u>
Rhonda Sosnowski	Transportation Supervisor	23	06/30/2017

**C. Employment Non – Certified**

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Ann Marie Lindsay	HR Administrative Assistant	\$47,000	01/30/2017

**D. Retirement – Certified**

<u>Name</u>	<u>Position</u>	<u>Years</u>	<u>Effective</u>
Jamie Holland	Elmwood Title I Teacher	30	06/30/2017
Ernest Luttig	Waverly High School Teacher	26	06/30/2017
Catherine Mosher	Elmwood Special Ed Teacher	38	06/30/2017
Randolph Roberts	Waverly High School Teacher	23	06/30/2017
Patricia Rowden	East Intermediate 6 <sup>th</sup> Grade Teacher	31	06/30/2017
Ingrid Schwab	Winans 2 <sup>nd</sup> Grade Teacher	29	06/30/2017

**E. Resignation – Non-Certified**

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Darrell Greenhoe	Custodian – Colt Elementary	Personal	02/24/2017

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
FEBRUARY 27, 2017**

**Report #16-38**

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

**Subject:**

Finance Report

**Recommendation:**

It is recommended the following be approved:

**Financial Report:**

The cash balance as of December 31, 2016 was \$3,182,880.03. Receipts during January, consisting of property taxes, state aid and other revenues in the amount of \$4,234,351.36 minus disbursements during January of \$2,595,844.93, left the district with a General Fund cash balance, as of January 31, 2017, of \$4,821,386.46, including \$1,500,000.00 from the issuance of a State Aid Note.

On a cash basis, current year General Fund expenditures exceed revenues by \$602,958. 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 \$22,890. 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 \$1,183,443. A summary of life to date activity is included in the supporting documentation

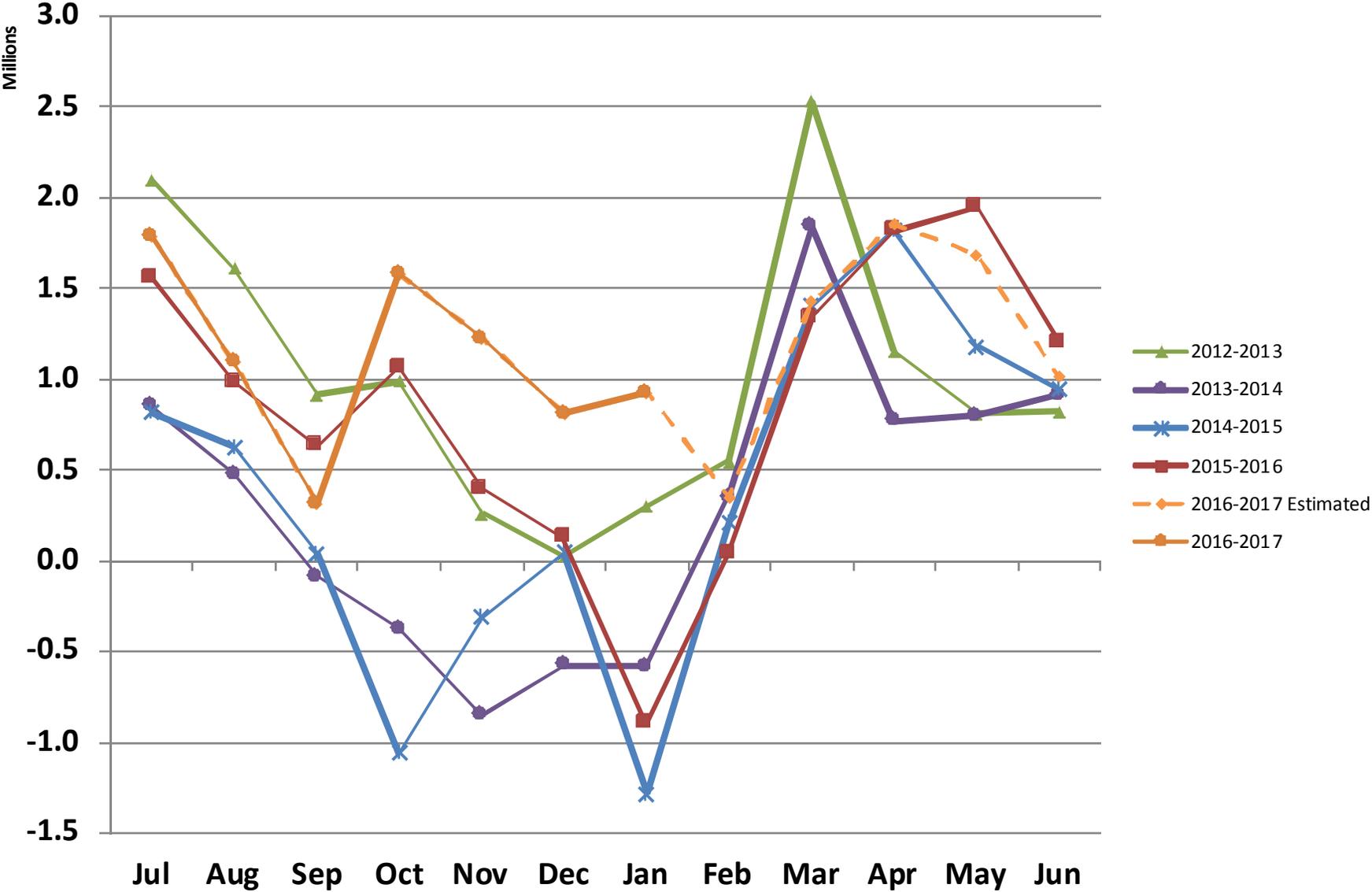
# Waverly Community Schools

## Finance Committee - Cash Position Report

For the Month Ended January 31, 2017

Balance on Hand December 31, 2016	3,182,880.03
Revenues	
State Aid	1,900,592.68
Taxes	1,419,839.84
Other Revenue	913,918.84
Interfund Transfers In	-
State Aid Note Proceeds	-
	<u>4,234,351.36</u>
Disbursements	
Payroll and Related Liabilities	(1,871,664.12)
Other Expenditures	(723,395.10)
State Aid Repayment	-
	<u>(2,595,059.22)</u>
Prior Month Adjustments During January 2017	(785.71)
Balance on Hand January 31, 2017	<u><u>4,821,386.46</u></u>
PNC Bank - General	4,724,778.91
MILAF	7,404.01
PNC Bank - Payroll	45,514.01
Comerica - Checking	43,689.53
	<u><u>4,821,386.46</u></u>

# Waverly Community Schools Cash Flow Analysis (Monthly Lows)



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**Waverly Community Schools  
Budgetary Comparison Schedule  
For the Month Ended January 31, 2017**

	Original Budget	Actual (Cash Basis)	Over (Under) Budget	% Available
<b>Revenue</b>				
Local sources	9,015,786	5,272,898	(3,742,888)	41.5%
State sources	18,033,727	7,061,807	(10,971,920)	60.8%
Federal sources	581,357	19,592	(561,765)	96.6%
Intergovernmental	2,124,161	1,205,414	(918,747)	43.3%
Transfers In	90,000	-	(90,000)	100.0%
<b>Total revenue</b>	<b>29,845,031</b>	<b>13,559,711</b>	<b>(16,285,320)</b>	<b>54.6%</b>
<b>Expenditures</b>				
Current:				
Instruction:				
Basic program	14,438,637	6,522,962	(7,915,675)	54.8%
Added needs	3,149,673	1,388,225	(1,761,448)	55.9%
<b>Total instruction</b>	<b>17,588,310</b>	<b>7,911,186</b>	<b>(9,677,124)</b>	<b>55.0%</b>
Support Services:				
Pupil	2,417,284	1,042,152	(1,375,132)	56.9%
Instructional staff	899,933	508,908	(391,026)	43.5%
General administration	480,069	319,184	(160,885)	33.5%
School administration	1,991,726	1,117,104	(874,622)	43.9%
Business	473,522	263,038	(210,484)	44.5%
Operations and maintenance	3,252,489	1,641,405	(1,611,084)	49.5%
Pupil transportation services	954,368	408,090	(546,278)	57.2%
Central	515,937	252,476	(263,461)	51.1%
Other	37,850	19,835	(18,015)	47.6%
<b>Total support services</b>	<b>11,023,178</b>	<b>5,572,190</b>	<b>(5,450,988)</b>	<b>49.5%</b>
Athletics	513,739	242,369	(271,370)	52.8%
Community services	29,083	20,511	(8,571)	29.5%
Non Publics	2,325	195	(2,130)	91.6%
Debt service:				
Principal	130,000	65,000	(65,000)	50.0%
Interest	16,850	8,750	(8,100)	48.1%
Capital outlay	57,270	33,835	(23,435)	40.9%
Payments to other public schools	916,710	308,632	(608,078)	66.3%
<b>Total expenditures</b>	<b>30,277,464</b>	<b>14,162,669</b>	<b>(16,114,795)</b>	<b>53.2%</b>
Excess of Revenue (Under)Over Expenditures	(432,433)	(602,958)	(170,525)	
Transfers Out	-	-	-	
Net Change in Fund Balance	(432,433)	(602,958)	(170,525)	
Favorable Expenditure Variance (1.5%)	454,162	212,440	(241,722)	
Projected Change in Fund Balance	21,729	(390,518)	412,247	
Fund Balance - Beginning of year	3,670,446	3,670,446		
Fund Balance - End of year	3,692,175	3,279,928		
	12.2%	10.8%		

**Waverly Community Schools**  
**2013 Building and Site Bonds, Series I**  
**Budget Summary**  
**As of January 31, 2017**

	Budget	Actual	Encumbered	Balance Remaining
<b>Construction</b>				
Remodeling	2,339,068	2,419,052	10,877	(90,862)
Site Improvements	974,238	968,991	5,247	-
Technology Infrastructure	777,119	791,647	302	(14,830)
<b>Construction Base Budget Subtotal</b>	<b>4,090,425</b>	<b>4,179,690</b>	<b>16,427</b>	<b>(105,692)</b>
<b>Technology Equipment - Contract</b>				
Interactive Classroom	656,244	658,567	(0)	(2,322)
Network Equipment	374,627	374,627	0	(0)
Wireless Network	176,389	176,389	(0)	0
Phone System	209,581	210,414	(833)	(0)
AV Systems	450,736	467,536	363	(17,163)
Video Distribution/Video Production	-	-	-	-
<b>Tech Equipment Contract Subtotal</b>	<b>1,867,577</b>	<b>1,887,533</b>	<b>(470)</b>	<b>(19,485)</b>
<b>Technology Equipment - Owner PO</b>				
Computers/Mobile Devices	1,510,497	1,577,832	1,024	(68,359)
Servers/Backend Systems	118,806	154,228	(0)	(35,422)
Printers	184,737	185,395	(0)	(658)
AV Equipment	87,817	96,232	3,395	(11,810)
Non-Instructional Equipment (from FFE)	12,862	12,862	-	-
<b>Tech Equipment Owner PO Subtotal</b>	<b>1,914,718</b>	<b>2,026,548</b>	<b>4,419</b>	<b>(116,249)</b>
<b>District</b>				
Loose Equipment (Furniture & Transportation)	1,078,524	1,079,257	0	(733)
Project Contingency	50,000	-	-	50,000
Owner GC/Contingency/Issuance Costs	360,039	91,352	-	268,687
Field General Conditions	200,500	83,323	(0)	117,178
Architect	138,909	184,212	-	(45,303)
Tech Design/Construction Mgr	834,308	959,820	(0)	(125,512)
<b>District Subtotal</b>	<b>2,662,280</b>	<b>2,397,964</b>	<b>(0)</b>	<b>264,316</b>
<b>Totals</b>	<b>10,535,000</b>	<b>10,491,734</b>	<b>20,375</b>	<b>22,890</b>

**Waverly Community Schools**  
**2016 Building and Site Bonds, Series II**  
**Budget Summary**  
**As of January 31, 2017**

	Budget	Actual	Encumbered	Balance Remaining
<b>Construction</b>				
Remodeling	838,157	943,567	7,782	(113,193)
Site Improvements	96,342	228,638	(0)	(132,296)
Technology Infrastructure	-	-	-	-
<b>Construction Base Budget Subtotal</b>	<b>934,499</b>	<b>1,172,205</b>	<b>7,782</b>	<b>(245,489)</b>
<b>Technology Equipment - Contract</b>				
Interactive Classroom	-	-	-	-
Network Equipment	-	-	-	-
Wireless Network	-	-	-	-
Phone System	-	-	-	-
AV Systems	122,000	57,212	0	64,788
Video Distribution/Video Production	150,000	-	-	150,000
<b>Tech Equipment Contract Subtotal</b>	<b>272,000</b>	<b>57,212</b>	<b>0</b>	<b>214,788</b>
<b>Technology Equipment - Owner PO</b>				
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)	-	-	-	-
<b>Tech Equipment Owner PO Subtotal</b>	<b>1,251,003</b>	<b>213,988</b>	<b>(0)</b>	<b>1,037,015</b>
<b>District</b>				
Loose Equipment (Furniture & Transportation)	701,452	640,634	47,238	13,579
Project Contingency	-	-	-	-
Owner GC/Contingency/Issuance Costs	253,453	30,903	-	222,550
Field General Conditions	-	18,830	-	(18,830)
Architect	40,625	10,739	-	29,886
Tech Design/Construction Mgr	46,968	117,024	-	(70,056)
<b>District Subtotal</b>	<b>1,042,498</b>	<b>818,131</b>	<b>47,238</b>	<b>177,129</b>
<b>Totals</b>	<b>3,500,000</b>	<b>2,261,536</b>	<b>55,021</b>	<b>1,183,443</b>