



WAVERLY
COMMUNITY SCHOOLS
Pride. Tradition. Excellence.

Waverly Community Schools

Regular Meeting

Monday, May 15, 2017 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 May 15, 2017, beginning at 6:30 PM in the TBD.

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. Next Generation Science - Kelly Blake
 - B. Director of Student Services Report - Vince Perkins
- III. Correspondence
- IV. Public Comment
- V. Student Representative Report
- VI. Board Member Comment
- VII. Adoption of Agenda
- VIII. ***Approval of Minutes 4
- IX. Presentation of Reports
 - A. Advisory Committee Reports
 - 1. Personnel & Policy - Member Nester
 - 2. Finance & Facilities - Member Wright
 - 3. Teaching & Learning - Member Sherry
 - 4. Marketing & Communications - Member Witwer
 - 5. Sinking Fund - Member Sherry
 - B. Personnel & Policy
 - 1. ***Recommendation to approve Report #16-47, Personnel Recommendations 10
 - 2. ***Recommendation to approve Report #16-48, Policy - Second Reading 11
 - C. Finance & Facilities
 - 1. ***Recommendation to approve Report #16-49, Financial Recommendation 12
 - 2. Recommendation to approve Report #16-50, Colt Roof Replacement 18

3. Recommendation to approve Report #16-51, High School Track Resurfacing	26
4. Recommendation to approve Report #16-52, Budget Amendment Resolutions	29
D. Other	
1. Recommendation to approve Report #16-53, Ingham Intermediate School District (IISD) General Education Fund 2017-2018 Proposed Budget	33
X. Superintendent's Report	
XI. Other Board Business	
XII. Adjournment	

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
April 17, 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 Middle School Little Theatre, 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, Direction of Teaching & Learning
Mrs. Susan Friend, Director of Human Resources
Mrs. Tiffany Wright, Director of Special Education
Mr. David Palme, Director of Technology
Rebecca Pease
Chris Huff
Mike Moreno
Vickie Tisdale
Molly Francis
Tim Lyman
Helene McNeilly
Shawn Talifarro
Alicia Anderson
Nicole Ohl-Shaw
Pat Albright
Staff Members

Others Present:

Jennifer Dumont
Gabriella Gonzalez
Alicia Flores
Community Members
Eric Delaporte

Special Presentations

Superintendent Urquhart announced Item II. A. (Student Technology Showcase) has been deleted from the agenda. In its place will be a summary of the Fact Finding Report presented by Attorney Eric Delaporte.

Mr. Delaporte stated the Board and the Waverly Education Association (WEA) have been involved in negotiations approximately 15 months, seeking a successor bargaining agreement. They have met on 10 occasions, four more times with a mediator, in addition to two days of fact finding to assist us in finding a resolution. In May of last year, the Association requested fact finding, where a neutral party comes in and listens to both sides, looks at data, and comes to a conclusion. The fact finder comes from the Michigan Employment Relations Committee and is non-biased. The fact finder produced a report which was received April 14, 2017.

Mr. Delaporte reviewed the recommendations made by the Fact Finder. In the area of salary, the Fact Finder recommended the employees' salary proposal of an 11 step schedule with teachers advancing ½ step per year with

Special Presentations (cont.)

the following modification: if the Building Bonus is not achieved in any of the three (3) years, each teacher will be advanced to the next ½ step on the salary schedule beginning with the 4th year of the contract (August-September 2019). Teachers at the top of the schedule would be paid a flat sum of \$1,500 at the same time, if academic bonus is not met. The Fact Finder recommended the WEA proposal of a one-time off-schedule payment of \$2,000 to each teacher, pro rata for part time, payable on or about May 1, 2017. He also recommended the WEA proposal that the maximum amount allowable under state law on the hard cap be paid by the District each year. The parties have four less significant unresolved issues that, if remaining unresolved on April 25, the Fact Finder will make a recommendation and that would become Part 2 of his report. Mr. Delaporte suggested this recommendation be incorporated into a last best offer, with a final best offer on language based upon the mediator's proposal.

The question was asked if the District can afford the contract. Mr. Delaporte deferred to Evan Nuffer, Director of Finance and member of the negotiating team. Mr. Nuffer discussed variables including health insurance, academic achievement, and fund balance reserves. He noted there is no guarantee on future state aid payments and enrollment. If changes needed to be made to programs and services if the economic outlook changed, we would try to keep the cuts away from the classroom.

Mr. Delaporte's recommendation is to accept the Fact Finder's recommendation.

A motion was presented by Member Jones and supported by Member Martin. MOTION: The Board of Education enter into closed session for the purpose of discussing the Fact Finder's recommendation.

Roll call vote was taken with all members present voting aye (Members Slocum, Witwer, Martin, Wright, Sherry, Jones, and Nester) 7-0.

The Board of Education entered into closed session at 6:42 p.m. and returned to open session at 7:19 p.m.

A motion was presented by Member Martin and supported by Member Witwer. MOTION: The Board of Education adopt the resolution to accept the Fact Finder's report as presented.

Motion carried. VOTE – AYES – 6; NAYS – 0 (Member Sherry abstained)

Superintendent Selection Process

Superintendent Urquhart addressed the process of hiring a new superintendent, noting two major issues are timing and the cost involved in the selection of a superintendent. He stated there are two selection firms in the state, Michigan Association of School Boards (MASB) and Michigan Leadership Institute (MLI). Both firms offer a guarantee. If things don't work out in the first year, they will conduct another search at no charge. A traditional search takes 10-12 weeks. The cost through MLI would be a little bit cheaper.

The process includes a Board of Education presentation; development of a profile; posting the vacancy; interim (temporary person); length of term (up to Board to decide); posting/selection.

Member Nester asked if now is a good time to start the selection process. Superintendent Urquhart noted February is the time to pick a new Superintendent. There would be fewer candidates now. Member Jones stated he has been through the process and to get quality candidates, the interim process sounds the best at this time. Member Sherry agreed, noting we need to take our time. The Board took its time five years ago which helped us find a terrific candidate. Member Sherry noted in that search, we asked the hard questions, had quality people and students involved and took a thoughtful approach. Member Wright noted we really don't have a choice timewise. President Slocum concurred. Member Jones asked if an interim could apply to be a candidate when the District is ready to hire a permanent Superintendent. Member Martin stated as long as we've not said anything in a motion, he/she could be hired as superintendent.

Superintendent Selection Process (cont.)

Member Martin stated she has given the selection of a new Superintendent much thought and has looked at the credentials of those eligible. A motion was presented by Member Martin and supported by Member Wright. MOTION: The Board of Education name Kelly Blake as interim Superintendent of the Waverly Community Schools. Member Jones agreed with the nomination, noting Mrs. Blake has filled in for the Superintendent and handled it well. He stated he appreciates working with her in the District and on the Waverly Education Foundation.

There are minimum legal requirements, one of which is having Central Office/Superintendent's certification. This person can take over from a Central Office position.

VOTE: AYES – 7; NAYS – 0.

Special Presentations

Winans Elementary School Principal, Helene McNeilly, presented the 2016-2017 Winans Instructional Report. She provided information on M-Step proficiency, comparing scores from 2015 to scores in 2016 for 3rd and 4th grade students in the areas of ELA, Math, and Science. Mrs. McNeilly also addressed School Improvement Goals and accompanying strategies to achieve those goals. Goal #1 is all students will increase writing proficiency...as measured by local assessments and M-Step. Strategies include Professional Learning Committees (PLCs) at grade levels to create three common units of writing (narrative, opinion, informational); small group/differentiated instruction (reteach, enrichment) with pre- and post- test writing scores; intervention strategies to target need; NWEA language usage; technology to support differentiated instruction; and writing PD.

Goal #2 is all students will increase mathematics proficiency...as measured by AIMSWEB, NWEA, Go Math assessments, local assessments, and M-Step. Strategies include small group differentiated instruction; Go Math training, with additional support from ISD; grade level intervention strategies, NWEA data, and IXL/Xtra Math learning sites (differentiated). Systems to support growth include the following strategies: additional Go Math modeling/coaching here in year one; Project Based Learning (PBL) coaching model – opportunities to respond (OTRs); to increase student engagement; attendance PLC – incentives; data driven weekly /monthly; NWEA growth goals (predictor of M-Step proficiency); Building Positive Relationships PLC –mentors; Trauma sensitivity/behavior strategies PD; PBIS/CHAMPS behavior expectations (individual/grade level/building incentives); and Core Concepts – science objectives targeted.

These strategies will be attained through continuing PBL coaching – formative assessments next; targeting PBIS components for behavior goals; continuing Go Math additional support for year 2; researching driven intervention strategies; using technology to support learning; continuing targeted use of growth data through NWEA; using Problem Solving Team (PST) to address academic and behavior needs; increasing science and social studies proficiency by developing common assessments; continuing trauma sensitivity training/behavior intervention PD; and providing summer school for math and ELA.

Elmwood Elementary School Principal, Tim Lyman, presented Elmwood's School Improvement Goals. Goal 1 is all students at Elmwood Elementary will meet or exceed grade level reading expectations. Goal 2 is all students at Elmwood Elementary will meet or exceed grade level math expectations. Goal 3 is all students at Elmwood Elementary will meet or exceed grade level writing expectations. Goal 4 is all students at Elmwood Elementary will meet grade level science expectations. What is happening at Elmwood? Data review; interventions (Title 1 teacher and para support and Resource Room support); all staff, all students, every day, no excuses; and increased focus on math, ELA, science/social studies instruction. Mr. Lyman compared M-Step Results for 3rd grade and 4th grade for the 2015 and 2016 school years, and also provided information on state averages and ISD averages. Results to date for M-Step results include students did not perform as well in 2016 as they did in 2015. These declines are being addressed with what is happening at Elmwood. End of the year results have shown excellent student growth in NWEA testing. Results also show three of four grade levels ended the last school year at or above expected outcomes based on NWEA data. Students are growing and learning every day at Elmwood. No excuses!! Teachers are seeing results due to their hard work and efforts.

Special Presentations (cont.)

Mr. Lyman also provided 2016 Data for the NWEA MAP Test (Grade 1-4) and NWEA Results in Reading, Math, and Language Usage for grades 1-4, Next Gen Standards in Science, and building a culture for learning.

Colt Early Childhood Education Center Principal, Shawn Talifarro, with assistance from Jenny Baird, Dani Gimm, Nick Sauve, and Johanna Germain, presented Colt's Instructional Report. Graphs of NWEA Fall and Winter Assessment Data were presented, comparing Colt's scores in Reading and Math to the National norms. In all cases, Colt's scores were at or above national scores. Strategies for Success which include School Improvement Team Work, Quality Instruction, and Professional Learning Communities in the area of GoMath, Writing, Common Assessments, and NWEA, and paving the way for Digital Learners through creating, communicating, collaborating, and thinking critically were presented. This can be achieved through using a plethora of tools in the areas of creativity and demonstrating, learning and exploring, workflow, and coding and programming: using STEAM in Early Education, exposure to Robotics, Mini Makers, and Digital Citizenship and the "Digital Footprint".

Correspondence

Nick Sauve announced there will be a Student Technology Showcase at Waverly High School on May 3rd from 5:30-7:00 p.m. Technology Projects and Tools will be demonstrated by K-12 students.

It was also announced the Ingham ISD bi-annual election will be held on June 5, 2017.

Public Comment

Addressing the Board during Public Comment were Alicia Anderson, Nicole Ohl-Shaw, Jennifer Dumont, Gabriella Gonzalez, Pat Albright, and Alicia Flores.

Board Member Comment

Member Witwer announced that Jodi South, former Waverly parent, completed the Boston Marathon today. In relation to comments made during Public Comment, Member Witwer responded that the Board has actively pursued having a Student Representative and there has not been interest shown in that position. Member Witwer responded to a remark about Board members being paid. She clarified that Board members do not get paid for any meetings, and stated she does not want false facts and news out there.

Member Wright agreed with Member Witwer, noting he does not go on retreats or other things allowed in the bylaws. He stated he took one class and paid for it himself. He stated he is a Board member because he loves Waverly.

Member Sherry concurred, noting she also has never submitted anything for reimbursement. She reported she missed the last Board meeting because her mother is terminal. Member Sherry congratulated Mr. Carr and fellow teachers for another successful World Language night. She stated she abstained from the vote on the Fact Finders report because her husband is a teacher.

Member Nester reported she attended the National Honor Society Induction last week, and made brief remarks on behalf of the Board of Education. She stated she was proud of the Waverly students and congratulated them on their successes.

President Slocum concurred with remarks made by fellow Board members. He stated he has been on the Board for 15 years and the District has not paid one dime toward his Board certification. President Slocum noted he loves Waverly, his kids went through Waverly, and it is the most solid, diverse district around.

Adoption of Agenda

A motion was presented by Member Jones and supported by Member Witwer. MOTION: The Board of Education approves the agenda with the deletion of the Student Technology Showcase Report and addition of the Fact Finders' Report.

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

Personnel and Policy Advisory Committee

Superintendent Urquhart reviewed changes in policy revisions and updates at first reading. The policies will be presented on May 15 for second reading and approval.

Finance & Facilities Committee Report

Member Wright reported the Finance and Facilities Advisory Committee met today. Budget projections, budget amendments, and legislative proposals for what our budget might be were reviewed. It is unsure what we will get budget-wise for the next school year. Other items discussed were Special Education program reviews and bids for a Sinking Fund.

Teaching and Learning Committee Report

Member Sherry reported the Teaching and Learning Committee has not met. Kelly Blake reported the 6th-12th grade science teachers met to review Next Generation Science Standards.

Sinking Fund Committee Report

Member Sherry reported the Sinking Fund Committee met on March 29th. Attending were Superintendent Urquhart, Kyle Scriptor, Scott Castele, and Evan Nuffer. Items discussed were Colt's re-roofing project, varsity baseball field renovation, and High School track project (estimates to resurface). The next meeting of the committee will be April 21st.

Marketing/Communications Committee Report

Member Witwer reported the Marketing and Communications Committee, a new Board committee, had its organizational meeting tonight. More information from the committee will be presented at the next Board meeting.

******Personnel Report – Report #16-39 – For Action***

The Board of Education approved the retirement (administration) of Rhonda Sosnowski, Director of Transportation (27 years) (Correction from the February 27, 2017 Board Report - Title and Years of Service); the employment (non-certified) of Chad Brooks, Custodian; the retirement – (non-certified) of Rebecca Pease, Administrative Assistant to the Superintendent (28 years) and Vickie Nettles, Paraprofessional (22 years); and the resignation of Wayne Whiting, Custodian (personal).

Policy – First Reading – For Discussion

The Board of Education reviewed the following policies at first reading:

Bylaw 0168.1	Open Meeting
Revised Policy 2221	Mandatory Courses
New Policy 2461	Recording of District Meetings Involving Students and/or Parents
Revised Policy 2623	Student Assessment
Revised Policy 3120.04	Employment of Substitutes
Revised Policy 3121	Criminal History Record Check
Revised Policy 4121	Criminal History Record Check
New Policy 5330.02	Opioid Antagonists
Revised Policy 5517.01	Bullying and Other Aggressive Behavior Toward Students
Revised Policy 5610	Emergency Removal, Suspension, Expulsion of Nondisabled Students
Revised Policy 55610.01	Expulsions/Suspensions – Required by Statute
Revised Policy 7540.02	Web Content, Services and Apps
Revised Policy 8330	Student Records
Revised Policy 8400	School Safety Information
Revised Policy 8500	Food Services
Revised Policy 8510	Wellness

These policies will be presented to the Board of Education for action at its May 15th Board meeting.

*****Finance Report – Report #16-40 – For Action**

The Board of Education approved the Finance Report as presented.

Approve Resolution for Membership in Greater Lansing Regional Committee (the “GLRC”) – report 16-45 – For Action

A motion was presented by Member Witwer and support by Member Martin. MOTION: The Board of Education adopt the resolution for membership in the GLRC (discharge of storm water).

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

Recommendation to approve purchase of 2017 Chevrolet 3500 Express cutaway w/box - Report #16-46 – For Action

A motion was presented by Member Jones and supported by Member Witwer. MOTION: The Board of Education approve the purchase of a 2017 Chevrolet 3500 Express cutaway w/box to Berger Chevrolet per Board Policy 6320 (Purchasing).

Motion carried. VOTE: AYES – 7; NAYS – 0.
The primary purpose for this vehicle is food service transport.

Superintendent’s Report

Superintendent Urquhart stated he is proud of the Board to look at the Fact Finder’s report, agree with it, and authorize our Chief Negotiator to present it to the Waverly Education Association.

Other Board Business

Member Jones thanked the Board for making the move they did tonight. He asked about the status of the Windemere View property and suggested that the board convene a meeting with the community to let them hear what the status of Windemere View is and if there is anything that can be done to make a move on that property.

Member Martin stated she will not do anything illegal according to the laws of the State of Michigan because of the pledge she took when she was sworn into office.

Respectfully submitted,



Mary Ann Martin, Secretary
rlp

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
May 15, 2017**

Report #16-47

Subject: Personnel Report***

A. Retirement – Administration

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Terry Urquhart	Superintendent	6/30/17

B. Employment Administration

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Elizabeth Gimm-Bergh	Transportation Supervisor	\$60,000	5/16/17

C. Resignation – Certified

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Ben Darin	Elementary Teacher	Personal	6/30/17
Holly O'Brien	Teacher Consultant	Personal	6/30/17

**WAVERLY COMMUNITY SCHOOLS
REGULAR BOARD MEETING
May 15, 2017**

Report #16-48

FOR ACTION

Subject: ***Policy – Second Reading

Recommendation:

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

Bylaw 0168.1	Open Meeting
Revised Policy 2221	Mandatory Courses
New Policy 2461	Recording of District Meetings Involving Students and/or Parents
Revised Policy 2623	Student Assessment
Revised Policy 3120.04	Employment of Substitutes
Revised Policy 3121	Criminal History Record Check
Revised Policy 4121	Criminal History Record Check
New Policy 5330.02	Opioid Antagonists
Revised Policy 5517.01	Bullying and Other Aggressive Behavior Toward Students
Revised Policy 5610	Emergency Removal, Suspension, Expulsion of Nondisabled Students
Revised Policy 55610.01	Expulsions/Suspensions – Required by Statute
Revised Policy 7540.02	Web Content, Services and Apps
Revised Policy 8330	Student Records
Revised Policy 8400	School Safety Information
Revised Policy 8500	Food Services
Revised Policy 8510	Wellness

Statement of Purpose /Issue:

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

Budget Impact:

None

Background Information:

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/Alternatives:

The Board can refer policies to the Policy Committee for further review or all 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 Committee.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
MAY 15, 2017**

Report #16-49

FOR ACTION***

Subject:

Finance Report

Recommendation:

It is recommended the following be approved:

Financial Report:

The cash balance as of March 31, 2017 was \$6,079,741.38. Receipts during April, consisting of property taxes, state aid and other revenues in the amount of \$2,585,948.37 minus disbursements during April of \$2,055,321.21, left the district with a General Fund cash balance, as of April 30, 2017, of \$6,610,368.54, including \$1,500,000.00 from the issuance of a State Aid Note.

On a cash basis, current year General Fund revenues exceed expenditures by \$1,033,829. 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 \$38,847. 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 \$1,180,693. A summary of life to date activity is included in the supporting documentation

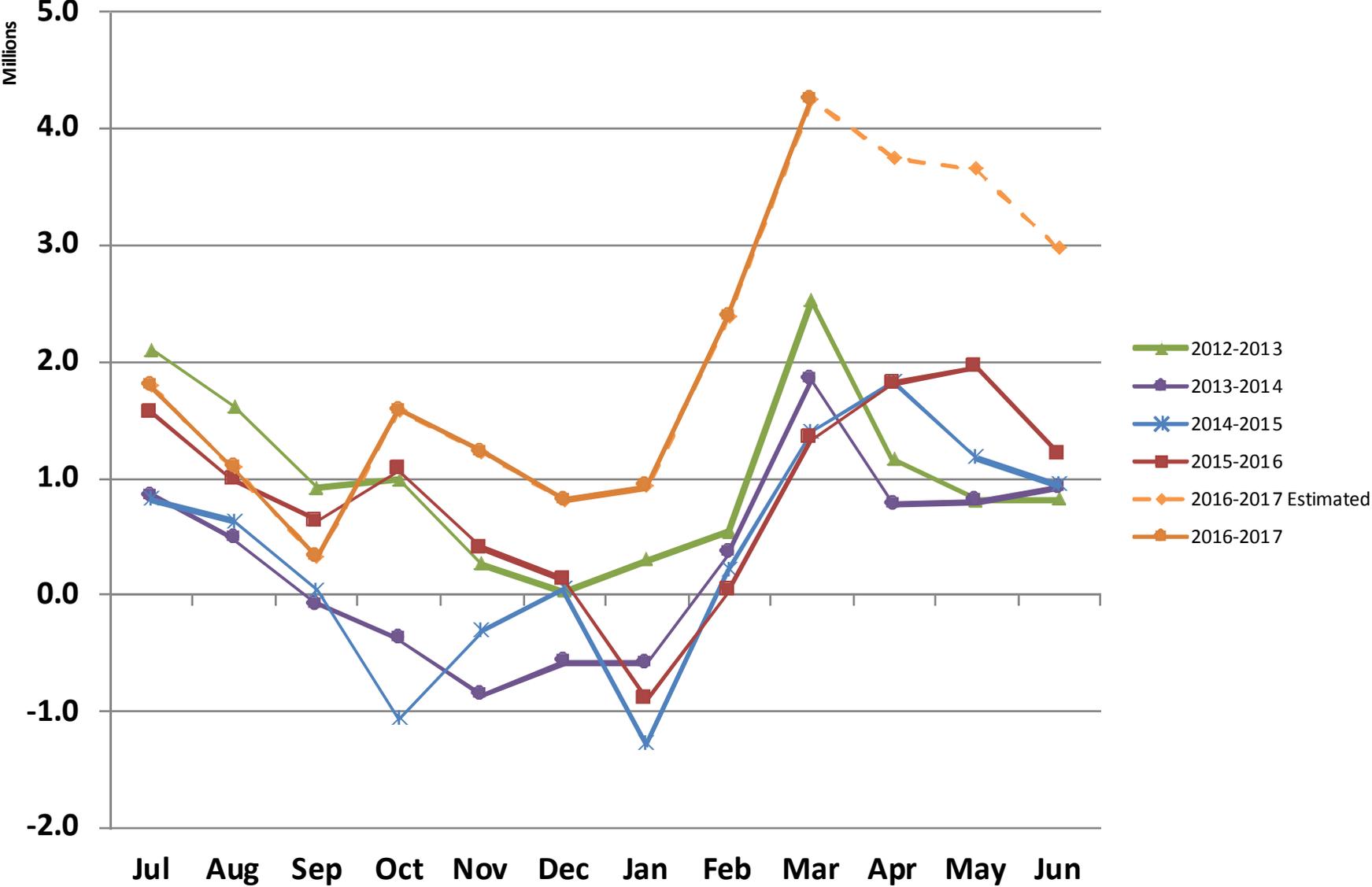
Waverly Community Schools

Finance Committee - Cash Position Report

For the Month Ended April 30, 2017

Balance on Hand March 31, 2017	6,079,741.38
Revenues	
State Aid	1,716,837.68
Taxes	27,020.74
Other Revenue	842,089.95
Interfund Transfers In	-
State Aid Note Proceeds	-
	<u>2,585,948.37</u>
Disbursements	
Payroll and Related Liabilities	(1,812,138.00)
Other Expenditures	(233,778.35)
State Aid Repayment	-
	<u>(2,045,916.35)</u>
Prior Month Adjustments During April 2017	(9,404.86)
Balance on Hand April 30, 2017	<u><u>6,610,368.54</u></u>
PNC Bank - General	6,510,486.25
MILAF	7,413.78
PNC Bank - Payroll	49,531.58
Comerica - Checking	42,936.93
	<u><u>6,610,368.54</u></u>

Waverly Community Schools Cash Flow Analysis (Monthly Lows)



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**Waverly Community Schools
Budgetary Comparison Schedule
For the Month Ended April 30, 2017**

	Revised Budget	Actual (Cash Basis)	Over (Under) Budget	% Available
Revenue				
Local sources	9,043,551	8,588,579	(454,972)	5.0%
State sources	18,775,178	12,189,889	(6,585,289)	35.1%
Federal sources	631,680	339,672	(292,008)	46.2%
Intergovernmental	2,568,460	1,827,944	(740,516)	28.8%
Transfers In	75,000	-	(75,000)	100.0%
Total revenue	31,093,869	22,946,083	(8,147,785)	26.2%
Expenditures				
Current:				
Instruction:				
Basic program	14,224,069	10,171,566	(4,052,502)	28.5%
Added needs	3,389,815	2,325,421	(1,064,394)	31.4%
Total instruction	17,613,884	12,496,988	(5,116,896)	29.1%
Support Services:				
Pupil	2,180,689	1,591,239	(589,450)	27.0%
Instructional staff	993,453	721,828	(271,625)	27.3%
General administration	529,722	457,936	(71,786)	13.6%
School administration	2,158,741	1,695,938	(462,803)	21.4%
Business	464,478	350,790	(113,688)	24.5%
Operations and maintenance	3,259,930	2,406,020	(853,910)	26.2%
Pupil transportation services	917,210	658,395	(258,815)	28.2%
Central	464,815	339,543	(125,272)	27.0%
Other	32,850	27,324	(5,526)	16.8%
Total support services	11,001,888	8,249,013	(2,752,875)	25.0%
Athletics	510,834	403,693	(107,141)	21.0%
Community services	30,039	30,014	(25)	0.1%
Non Publics	2,363	715	(1,648)	69.7%
Debt service:				
Principal	130,000	130,000	-	0.0%
Interest	16,850	16,850	-	0.0%
Capital outlay	377,220	70,525	(306,695)	81.3%
Payments to other public schools	835,442	514,457	(320,985)	38.4%
Total expenditures	30,518,520	21,912,255	(8,606,265)	28.2%
Excess of Revenue (Under)Over Expenditures	575,349	1,033,829	458,480	
Transfers Out	350,000	-	(350,000)	
Net Change in Fund Balance	225,349	1,033,829	808,480	
Favorable Expenditure Variance (1.5%)	457,778	328,684	(129,094)	
Projected Change in Fund Balance	683,127	1,362,513	(679,386)	
Fund Balance - Beginning of year	3,670,446	3,670,446		
Fund Balance - End of year	4,353,573	5,032,959		
	14.3%	16.5%		

Waverly Community Schools
2013 Building and Site Bonds, Series I
Budget Summary
As of April 30, 2017

	Budget	Actual	Encumbered	Balance Remaining
Construction				
Remodeling	2,339,068	2,419,052	(0)	(79,984)
Site Improvements	974,238	968,991	0	5,247
Technology Infrastructure	777,119	791,647	0	(14,528)
Construction Base Budget Subtotal	4,090,425	4,179,690	(0)	(89,265)
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)
AV Systems	450,736	467,536	0	(16,800)
Video Distribution/Video Production	-	-	-	-
Tech Equipment Contract Subtotal	1,867,577	1,887,533	0	(19,955)
Technology Equipment - Owner PO				
Computers/Mobile Devices	1,510,497	1,578,857	(1)	(68,359)
Servers/Backend Systems	118,806	154,228	(0)	(35,422)
Printers	184,737	185,395	(0)	(658)
AV Equipment	87,817	98,429	1,197	(11,810)
Non-Instructional Equipment (from FFE)	12,862	12,862	-	-
Tech Equipment Owner PO Subtotal	1,914,718	2,029,770	1,196	(116,249)
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	10,494,957	1,196	38,847

Waverly Community Schools
2016 Building and Site Bonds, Series II
Budget Summary
As of April 30, 2017

	Budget	Actual	Encumbered	Balance Remaining
Construction				
Remodeling	838,157	946,155	7,782	(115,781)
Site Improvements	96,342	228,638	(0)	(132,296)
Technology Infrastructure	-	-	-	-
Construction Base Budget Subtotal	934,499	1,174,793	7,782	(248,077)
Technology Equipment - Contract				
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
Tech Equipment Contract Subtotal	272,000	57,212	0	214,788
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	640,634	47,238	13,579
Project Contingency	-	-	-	-
Owner GC/Contingency/Issuance Costs	253,453	30,903	-	222,550
Field General Conditions	-	18,992	-	(18,992)
Architect	40,625	10,739	-	29,886
Tech Design/Construction Mgr	46,968	117,024	-	(70,056)
District Subtotal	1,042,498	818,292	47,238	176,967
Totals	3,500,000	2,264,286	55,021	1,180,693

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
MAY 15, 2017**

Report #16-50

FOR ACTION

Subject:

Approve Contract for Colt Roof Project

Recommendation:

In accordance with Board Policy 6320 (Purchasing), the Superintendent recommends the Board of Education approve the award to Hoekstra Roofing Company for the roof project at Colt Early Childhood Education Center.

Statement of Purpose:

The purpose of Sinking Fund Bid Package #1 – Colt Roof Replacement was to receive competitive proposals for the replacement of the roof at Colt Early Childhood Education Center.

Background Information:

On March 8, 2016 a special election was held for the purpose of proposing a ballot question to authorize Waverly Community Schools to levy not to exceed 1 mill for a period of 10 years to create a sinking fund for construction or repair of school buildings and all other purposes authorized by law. The ballot proposal having received sufficient votes was approved.

On Thursday, April 13, 2017 Bid Package #1 was released with responses due on Thursday, April 27, 2017. Only one bidder submitted a response to our Invitation to Bid. A satisfactory post bid interview was conducted with the sole bidder to ensure compliance with bid specifications. Absent other bid comparisons, a cost analysis was done with a recently completed project to demonstrate competitive pricing for our project. Additionally, independent letters of recommendation and past experience with our Architect demonstrate satisfactory performance of the contractor.

Budget Impact:

The total cost of this recommendation is FOUR HUNDRED FORTY-SEVEN THOUSAND FOUR HUNDRED and ZERO/100 DOLLARS (\$447,400.00). The contract will be funded entirely by the proceeds from the levy of the District Sinking Fund millage.

Discussion of Options:

The Board may entertain a motion to take one of the following actions:

- 1) Accept the bid recommendation, as presented
- 2) Reject the bid recommendation, as presented
- 3) Table the recommendation for further discussion

April 28, 2017

Mr. Evan Nuffer
Waverly Community Schools
515 Snow Rd.
Lansing, Michigan 48917

RE: Colt Early Childhood Roof Project – **Award Recommendation**
A/E No.: 4001-06

Dear School Board,

On Tuesday April 28, 2017 bids were received for Colt Early Childhood Roof Replacement. One bid was received. Hoekstra Roofing of Kalamazoo, Michigan, was the only bidder, in the amount of \$564,500.00 (\$4,500.00 Performance Bond)

Based on our review of the bid forms, the results of the post bid interview, the satisfactory past performance of this contractor, Kingscott Associates, Inc. recommends the following:

- That the Waverly Community Schools Board of Education enter contract with Hoekstra Roofing, Inc. of Kalamazoo, Michigan, for the Colt Early Childhood Roof Replacement Package as outlined in the plans and specifications prepared by Kingscott Associates, Inc. dated April 13, 2017 for the base bid project in the amount of Five Hundred Sixty-Four Thousand, Five Hundred Dollars and No Cents **(\$564,500.00)**
- That Performance and Payment Bonds be required in the amount of Four Thousand, Five Hundred Dollars and No Cents **(\$4,500.00)**
- It is also the recommendation that the district accepts the voluntary alternate proposed by Hoekstra Roofing for a deduct from the base bid in the amount of **\$121,600.00**.

- Power vacuum existing gravel

- Infrared scan of existing roof to determine if any wet insulation areas are in place

- Replace any wet insulation @ \$2.50/s.f.

- Fully adhere new tapered insulation saddles on top of new 2" ISO insulation that will be installed over the existing coal-tar roof membrane and existing insulation.

- Fully adhere 60 mil roof membrane w/ 20-year labor and material warranty

- **The total amount of the base contract will be \$447,400.00**

As with any remodeling project, Waverly Community Schools should maintain a contingency for unforeseen conditions of 8% (**\$35,800**) of the project cost. Kingscott will make bi-weekly visits to the site to observe progress of the installation and report to District Administration. Should you have any questions, please feel free to contact me.

With only one bid received, Kingscott wanted to show a comparison in cost between a full tear off last summer at Lakeshore Public Schools and Colt Early Childhood

Lakeshore Middle School: Full tear-off of a EPDM roof membrane and insulation to a tectum deck, install new insulation and new 90 Mil EPDM roof membrane.

Bid Award: \$155,500.00
Building s.f.: 15,850
Price per s.f.: \$9.81 s.f.

Colt Early Childhood: Full tear off of a coal-tar roof and insulation to a tectum deck, install new fully tapered insulation system insulation and new 60 Mil EPDM roof membrane

Bid Award: \$569.0000.00
Building s.f.: 52,420
Price per s.f.: \$10.85 s.f.

Per the post bid with Hoekstra Roofing, they pay their labor an extra \$2.00 a s.f. for the removal of the coal tar roofs. Also per Firestone, the cost of a fully tapered insulation system is an additional .60 s.f. over flat stock insulation, which was installed at Lakeshore Public Schools.

Based on those numbers I believe their bid price is fair and would have been competitive with others if they were submitted.

Enclosed with this letter of recommendation is a copy of the bid tabulation sheet, a letter of recommendation from Lakeshore Public Schools on behalf of Hoekstra, a letter of good standing for Hoekstra from Firestone, and a letter of approval for the proposed value engineering proposed by Hoekstra from Firestone.

Sincerely,



Mark Rimes
Construction Services Manager

Kingscott

WE BELIEVE IN PEOPLE
working together to create the extraordinary!



Mr. Mark Rimes
KingScott Associates

May 1st, 2017

I am writing to recommend the services of Hoekstra Roofing Company.

Hoekstra has been Lakeshore's choice on all our new roofing projects for nearly 9 years. They have completed all projects on or ahead of schedule and have provided a high quality installation. Their staff has been professional and respectful of District needs and rules.

We have hired them directly for new installations & major repairs under bid limit. Hoekstra has been the successful bidder on all of our bid projects. The last seven publicly bid projects ranging from \$300,000 to just under \$1,000,000.

We are pleased to recommend the services of Hoekstra Roofing Company. If you have any questions, feel free to contact me.

A handwritten signature in black ink, which appears to read "Nick White". The signature is fluid and cursive, written in a professional style.

Nick White, Director Operations/Maintenance

5771 Cleveland Avenue, Stevensville, MI 49127-9497 Fax: 269-465-3580 Phone: 269-428-1400 Ext. 2425
email: nwhite@remc11.k12.mi.us



Firestone Building Products Company, LLC
250 West 96th Street
Indianapolis, IN 46260
Phone: 317-575-7000
Fax: 317-575-7100

28 April 2017

Hoekstra Roofing Company (LIC# 01607)
1963 Olmstead Road
Kalamazoo, MI 49048-3393

Re: Licensed and Approved Applicator - **Letter of Good Standing**

To Whom It May Concern:

Please be advised that **Hoekstra Roofing Company** is a licensed Red Shield applicator in good standing with Firestone Building Products, LLC. As a Red Shield licensed contractor they are qualified and approved to install RubberGard EPDM, Ultraply TPO, BUR, SBS and APP Modified Bitumen, and Firestone Una-Clad Metal. **Hoekstra Roofing Company** has the ability to provide any and all warranties provided they comply with all Firestone specifications and installation guidelines.

Firestone is proud to include **Hoekstra Roofing Company** in our family of Quality Applicators. If you have any questions or concerns please feel free to contact me at the number below.

Best Regards,

FIRESTONE BUILDING PRODUCTS COMPANY, LLC

Tom Haug
North Central Region BSA
Quality Building Services Group
Office: 317-575-7026 **QBS:** 800-428-4511
Fax: 317-428-5718
HaugTom@qbsg.net

Cc: Charlie Appleby - MWA

NOBODY COVERS YOU BETTER

250 East 96th Street, Indianapolis, IN 46260 • 317-575-7000
Technical Hotline: 1-800-428-4511 • Technical Facsimile: 800-242-0504
<http://www.firestonebpc.com>

28 April 2017

Hoekstra Roofing Company (LIC# 01607)
1963 Olmstead Road
Kalamazoo, MI 49048-3393

**Firestone Building
Products Company, LLC**
250 West 96th Street
Indianapolis, IN 46260
Phone: 317-575-7000
Fax: 317-575-7100

Re: Waverly Schools 2017 Roofing

To Whom It May Concern:

Firestone Building Products is pleased to inform you that the roofing system listed below has been reviewed and is eligible for the **20-Year Firestone Red Shield Warranty**:

Firestone Fully-Adhered RubberGard EPDM Roofing System:

Construction: Recover, existing 4-ply asphalt gravel roof system
Scope: Sweep/vacuumed of existing loose gravel and dust, including removal of all flashings. Existing roof scanned and replace wet and damaged insulation with like material matching existing thickness in low rise
Deck: Structurally Sloped Tectum Deck
Insulation: Firestone ISO 95+, 2.00", 4'x4' boards (20PSI)
Attachment: Firestone Approved Low Rise Foam
Rate: Field/12" o.c. bead spacing, Perimeters/6" o.c. bead spacing, and Corners/4" o.c. bead spacing
Membrane: .060 Firestone RubberGard EPDM LSFR (Low-Slope Fire Retardant)
Attachment: Firestone BA-2004 T Bonding Adhesive, @ 60 sf/gallon, both mating Surfaces
Perimeter Metal: ANSI/SPRI ES-1 Edge Metal per Michigan Code and IBC.

***Existing roof components are not included in the Firestone Red Shield Warranty.**

ADDITIONAL WARRANTY COVERAGE

This Firestone Roofing System is also eligible for the following additional warranty coverage:

- None

If you have any questions or concerns please feel free to contact me at the number below.

Best Regards,

FIRESTONE BUILDING PRODUCTS COMPANY, LLC



Tom Haug
Firestone Building Products

Tom Haug
North Central Region BSA
Quality Building Services Group
Office: 317-575-7026 **QBS:** 800-428-4511
Fax: 317-428-5718
HaugTom@qbsg.net

Cc: Charlie Appleby - MWA

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**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
MAY 15, 2017**

Report #16-51

FOR ACTION

Subject:

Approve Contract for High School Track Resurfacing

Recommendation:

In accordance with Board Policy 6320 (Purchasing), the Superintendent recommends the Board of Education approve the award to American Asphalt Inc. for the High School Track Resurfacing Project.

Statement of Purpose:

The purpose of Sinking Fund Bid Package #2 – High School Track Resurfacing was to receive competitive proposals for the repair and/or resurfacing of the High School Track.

Background Information:

On March 8, 2016 a special election was held for the purpose of proposing a ballot question to authorize Waverly Community Schools to levy not to exceed 1 mill for a period of 10 years to create a sinking fund for construction or repair of school buildings and all other purposes authorized by law. The ballot proposal having received sufficient votes was approved.

On Tuesday, April 18, 2017 Bid Package #2 was released with responses due on Tuesday, May 2, 2017. A copy of the bid tabulation is included in the support materials for reference. A satisfactory post bid interview was conducted with the lowest responsible bidder to ensure compliance with bid specifications.

Budget Impact:

The total cost of this recommendation is ONE HUNDRED NINETY-FOUR THOUSAND THREE HUNDRED TWENTY AND NO/100 DOLLARS (\$194,320.00). The contract will be funded entirely by the proceeds from the levy of the District Sinking Fund millage.

Discussion of Options:

The Board may entertain a motion to take one of the following actions:

- 1) Accept the bid recommendation, as presented
- 2) Reject the bid recommendation, as presented
- 3) Table the recommendation for further discussion

May 4, 2017
Mr. Evan Nuffer
Waverly Community Schools
515 Snow Rd.
Lansing, Michigan 48917

RE: HS Track Upgrade Project – **Award Recommendation**
A/E No.: 4001-07

Dear School Board,

On Tuesday May 2, 2017 bids were received for HS Track Upgrades Project. In all, three bids were received ranging from \$192,220.00 – 316,010.00. American Asphalt Inc. of Lansing, Michigan, was the low bidder, in the amount of \$192,220.00 (\$2,100.00 Performance Bond)

Based on our review of the bid forms, the results of the post bid interview, Kingscott Associates, Inc. recommends the following:

- That the Waverly Community Schools Board of Education enter contract with American Asphalt Inc. of Lansing, Michigan, for the HS Track Upgrades project as outlined in the plans and specifications prepared by Kingscott Associates, Inc. dated April 18, 2017 for the base bid project in the amount of One Hundred Ninety-Two Thousand, Two Hundred Twenty Dollars and No Cents **(\$192,220.00)**
- That Performance and Payment Bonds be required in the amount of Two Thousand, One Hundred Dollars and No Cents **(\$2,100.00)**
- **The total amount of the base contract will be \$194,320.00**

As with any construction project, Waverly Community Schools should maintain a contingency for unforeseen conditions of 8% **(\$15,545)** of the project cost. Kingscott will make bi-weekly visits to the site to observe progress of the installation and report to District Administration. Should you have any questions, please feel free to contact me.

Enclosed with this letter of recommendation is a copy of the bid tabulation sheet

Sincerely,



Mark Rimes
Construction Services Manager

Kingscott

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CONTRACTOR	AFFIDAVIT 1	AFFIDAVIT 2	BID BOND	ADDENDUM 1	BASE BID	PERFORMANCE BOND	Alternate 1		
American Asphalt	x	x	x	x	\$192,220	\$2,100			
Dynamic Sports	x	x	x	x	316,010.00	\$9,132			
Michigan Paving	x	x	x	x	\$265,000	\$2,500			

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
MAY 15, 2017**

Report #16-52

FOR ACTION

Subject:

Approve 2016-17 Budget Amendment Resolutions

Recommendation:

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

The 2016-17 General Fund Resolution with revenues of \$31,093,869 and expenditures of \$30,868,520

The 2016-17 Special Revenue Fund Resolution with revenues of \$1,773,125 and expenditures of \$1,718,665

Statement of Purpose:

The chief administrative officer is required to provide the school board such information as the board requires for proper consideration of the recommended budget. (MCL 141.434)

Budget Impact:

The projected General Fund balance as of June 30, 2017 will be \$4,353,573, or 14.3% of current year operating expenditures.

The projected Community Services Fund balance as of June 30, 2017 will be \$49,917, or 12.6% of current year operating expenditures.

The projected Food Service Fund balance as of June 30, 2017 will be \$628,440, or 50.6% of current year operating expenditures.

Historical Perspective:

The budget is amended as needed throughout the year in accordance with the Uniform Budgeting and Accounting Act

Discussion of Options:

The Board may adopt the resolution as presented, reject the resolution as presented, or table the recommendation for further discussion.

Rationale for Recommendation:

In accordance with the Uniform Budgeting and Accounting Act, when revenues are going to be less than estimated or expenditures are going to be greater than estimated, the Superintendent is to make a recommendation to reduce expenditures or increase the amount of fund balance available to appropriate for current year expenditures.

Strategic Plan Reference:

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

**Waverly Community Schools
Budget Amendment - General Fund
May 15, 2017**

	Revised Budget	Original Budget	Difference (Revised - Original)
Revenue			
Local sources	9,043,551	9,015,786	27,765
State sources	18,775,178	18,033,727	741,451
Federal sources	631,680	581,357	50,323
Intergovernmental	2,568,460	2,124,161	444,299
Transfers In	75,000	90,000	(15,000)
Total revenue	31,093,869	29,845,031	1,248,838
Expenditures			
Current:			
Instruction:			
Basic program	14,224,069	14,438,637	(214,568)
Added needs	3,389,815	3,149,673	240,142
Total instruction	17,613,884	17,588,310	25,574
Support Services:			
Pupil	2,180,689	2,417,284	(236,595)
Instructional staff	993,453	899,933	93,520
General administration	529,722	475,069	54,653
School administration	2,158,741	1,991,726	167,015
Business	464,478	473,522	(9,044)
Operations and maintenance	3,259,930	3,252,489	7,441
Pupil transportation services	917,210	954,368	(37,158)
Central	464,815	520,937	(56,122)
Other	32,850	37,850	(5,000)
Total support services	11,001,888	11,023,178	(21,290)
Athletics	510,834	513,739	(2,905)
Community services	30,039	29,083	956
Non Publics	2,363	2,325	38
Debt service:			
Principal	130,000	130,000	-
Interest	16,850	16,850	-
Capital outlay	377,220	57,270	319,950
Payments to other public schools	835,442	666,710	168,732
Total expenditures	30,518,520	30,027,464	491,056
Excess of Revenue (Under)Over Expenditures	575,349	(182,433)	757,782
Transfers Out	350,000	250,000	100,000
Net Change in Fund Balance	225,349	(432,433)	657,782
Favorable Expenditure Variance (1.5%)	457,778	450,412	7,366
Projected Change in Fund Balance	683,127	17,979	665,148
Fund Balance - Beginning of year	3,670,446	3,670,446	
Fund Balance - End of year	4,353,573	3,688,425	
	14.3%	12.3%	

Waverly Community Schools
2016-2017 Food Services Fund Budget Amendment
May 15, 2017

	Original Budget	Revised Budget	Difference
Revenue			
Local sources	281,000	296,000	15,000
State sources	45,000	45,000	-
Federal sources	1,063,500	1,063,500	-
Transfers In	-	-	-
Total revenue	1,389,500	1,404,500	15,000
Expenditures			
Support Services:			
Business	29,948	30,171	223
Operations and maintenance	500	500	-
Food Services	1,054,040	1,129,546	75,506
Total support services	1,084,488	1,160,217	75,729
Capital outlay	30,000	30,000	-
Payments to other public schools	52,000	52,000	-
Total expenditures	1,166,488	1,242,217	75,729
Excess of Revenue (Under)Over Expenditures	223,012	162,283	(60,729)
Transfers Out	75,000	80,000	5,000
Net Change in Fund Balance	148,012	82,283	(65,729)
Fund Balance - Beginning of year	546,157	546,157	
Fund Balance - End of year	694,169	628,440	
	59.5%	50.6%	

Waverly Community Schools
2016-2017 Community Services Fund Amendment
May 15, 2017

	Original Budget	Revised Budget	Difference
Revenue			
Local sources	430,125	368,625	(61,500)
Transfers In	-	-	-
Total revenue	430,125	368,625	(61,500)
Expenditures			
Preschool Instruction	126,119	135,026	8,907
Community services	246,376	261,422	15,046
Total expenditures	372,495	396,448	23,953
Excess of Revenue (Under)Over Expenditures	57,630	(27,823)	(85,453)
Transfers Out	40,000	-	(40,000)
Net Change in Fund Balance	17,630	(27,823)	(45,453)
Fund Balance - Beginning of year	77,740	77,740	
Fund Balance - End of year	95,370	49,917	
	25.6%	12.6%	

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
MAY 15, 2017**

Report #16-53

FOR ACTION

Subject:

Ingham Intermediate School District (IISD) General Education Fund 2017-18 Proposed Budget

Recommendation:

The Superintendent recommends the Board of Education support the IISD Budget Resolution as presented in the support material.

Statement of Issue/Purpose:

Section 624 of the Revised School Code, as amended, requires the intermediate school district to submit its budget to the local school boards on or before May 1st of each year. The local school districts must do the following on or before June 1st: 1) review the proposed intermediate school district budget; 2) adopt a resolution expressing the board's support for or disapproval of the proposed budget; and 3) if the Board disapproves of the budget, submit to the intermediate school board any specific objections and proposed changes the constituent board has to the budget.

Budget Impact:

None.

Background Information:

Due to amendments to the school code regarding the general election funds of state Intermediate School Districts, it is necessary for the constituent districts of each ISD to either support or disapprove that ISD's budget. Board members received a packet of information from the IISD prior to the May 1st deadline pertaining to the IISD's budget.

Discussion of Options/Alternatives:

The Board is required by Section 624 of the Revised School Code to take action either supporting or disapproving the proposed budget. The Board may choose to disapprove the proposed budget and submit to the intermediate school board any specific objection and proposed changes it has to the budget.

Rationale for Recommendation:

IISD offers many programs and services to support its local districts and students in our service area.

Ingham Intermediate School District

Serving the Needs of Districts

2017-18 Proposed General Fund Budget

Ingham Intermediate School District's board, administrators and staff strive to create and enhance educational opportunities for all learners. Our budgets support our dedicated efforts toward fulfilling this mission and focus on 1) enhancing the achievement and success of all learners, 2) maximizing school and community resources, and 3) increasing community support for public education.

Our General Fund Budget encompasses a wide variety of programs and services to support our constituent districts. Ingham Intermediate School District (ISD) is focused on assisting districts in their efforts to increase student achievement and on creating and supporting collaborative programs and services.

Ingham ISD operates three funds: General Education, Special Education and Career Services and Technical Education. [Public Act 234 of 2004](#) mandates that local district boards of education adopt a resolution either in support or disapproval of Ingham ISD's General Fund Budget. The information in this report is designed to assist you as a board member in this process.

For more information, follow the [highlighted links](#) where indicated throughout this report.



How We Help

Ingham ISD offers many programs and services to support local districts and students in our service area. [How We Help](#) provides an overview of our programs and services.





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Total Expenses	7
Programs and Services Supported by General Fund	8-11
Next Steps and Responsibility	12

For more information, follow the [highlighted links](#) where indicated throughout this report.

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Ingham ISD General Fund Overview

Ingham ISD's General Fund Budget supports our mission to create and enhance educational opportunities for all learners in many different ways. Our programs and services are provided in collaboration with districts and are focused on individual district needs. Our General Fund Budget totals approximately \$31 million and encompasses:

Instructional programs ([see page 8](#))

- Alternative education programs
- Substitute consortium

Instructional supports to districts to improve student outcomes ([see page 9](#))

- Multi-Tiered System of Supports (MTSS)
- Content-area supports for literacy, behavior, and Science, Technology, Engineering and Math (STEM)
- School improvement
- Student instructional data systems and supports for the use of data
- Training and coaching

Early childhood initiatives to ensure school readiness ([see page 10](#))

Collaborations with districts to maximize resources ([see pages 10-11](#))

- General education transportation consortium
- Technology services
- Business services
- Communication services
- Software consortiums
- Cooperative purchasing
- Technology wide area network and internet bandwidth

The following pages and related links provide additional information regarding the Ingham ISD General Fund Budget.



Focus on Increasing Student Outcomes

Ingham ISD works collaboratively with districts to plan and provide services, training and professional development to support individual district needs for more than 40,000 students in over 80 buildings. A focus of the Ingham ISD General Fund Budget is to support local district instructional improvement efforts, aligned to building-level and district School Improvement Plans. Our collaboration utilizes a Multi-Tiered System of Supports (MTSS) to maximize student outcomes for early childhood through grade 12. MTSS is the practice of providing high quality instruction matched to students' needs and levels of performance to make instructional decisions. This framework is data-driven, research-based and there is evidence that utilizing key practices within an MTSS model increases the achievement and outcomes for all students.

In collaboration with our local districts, we are committed to an “All Education” model that encompasses general education, career and technical education, special education and early childhood. To that end, we support the following practices:

- Utilize data for continuous improvement
- Collect universal screening and progress monitoring data to identify student needs
- Utilize research-based curriculum and instructional practices
- Provide support in the areas of Positive Behavior Intervention Support (PBIS) and academics
- Provide targeted professional development opportunities including those that are job-embedded
- Support parent and family involvement
- Support the development of infrastructures that establish effective, sustainable systems
- Provide coaching supports for school leadership and teaching staff

As a result of this ongoing work within the areas of curriculum, instruction and assessment, Ingham ISD is strategically leveraging our General Fund resources and deploying staff to continue this collaborative work with our constituent districts.

This system of data-driven instructional support for all students will continue to evolve as districts fully implement the essential components of MTSS and align these practices with their School Improvement efforts to increase student achievement. Based on identified district needs, Ingham ISD continues to sustain and/or adjust programs and services within the areas of curriculum, instruction and assessment as well as provide support for instructional data/technology.

The Ingham ISD General Fund 2017-18 Proposed Budget includes increased resources for literacy, math, and science supports to improve student achievement. The supports include a structured, professional development coaching process that is customized to each district's needs.



General Fund 2017-18 Proposed Budget

	<u>2016-17 Revised</u>	<u>2017-18 Proposed</u>	<u>Increase/ (Decrease)</u>
Revenue	31,075,437	30,646,712	(428,725)
Expense	<u>31,007,836</u>	<u>31,065,896</u>	<u>58,060</u>
Excess Revenue 38 (Expense)	67,601	(419,184)	(486,785)
Beg Fund Balance	<u>3,025,183</u>	<u>3,092,784</u>	<u>67,601</u>
End Fund Balance	<u><u>3,092,784</u></u>	<u><u>2,673,600</u></u>	<u><u>(419,184)</u></u>

Program and service descriptions are on pages 8-11.

Budget Highlights

The Ingham ISD General Fund Budget represents a diverse collection of instructional programs, support services and outgoing transfers, which are described on the following pages and related links. These diverse programs and services are supported by a set of equally diverse funding sources.

The 2017-18 proposed budget includes revenue of \$30.6 million, expenditures of \$31.0 million and an ending fund balance of \$2.7 million. The planned use of fund balance is to add staffing to assist districts with literacy, math, and science support requested of Ingham ISD. Revenue information is provided on page 6, and expense budget highlights are included on page 7.

The majority of General Fund programs and services have a designated revenue source or fees, and this restricted revenue category has increased in recent years along with related and offsetting expenditures. A relatively small proportion of the General Fund programs and services is funded by undesignated sources.



General Fund Revenue - \$30.6 million

State - \$10.3 million

Early Childhood	\$7.90
State Aid Sec. 81 ISD Operations	1.50
State Aid Sec. 147(c) MPSERS	.50
Other	.40

Local - \$5.7 million

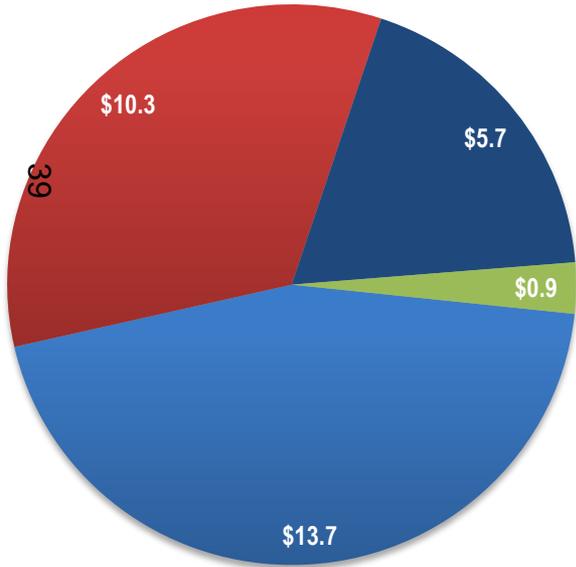
District Business, Technology & Communication Services	\$1.80
Property Taxes	1.60
REMC Statewide Coop Purchasing	1.10
Instructional Improvement	.50
Ingham Academy	.40
Other	.30

Federal - \$0.9 million

Title I, Priority & Focus Schools	\$0.80
Early Childhood	.10

Incoming & Other - \$13.7 million

General Education Transportation	\$5.80
Central Michigan Substitute System	4.10
The Early College at LCC & HSDCI	1.60
Ingham Academy	.60
Alternative Education Program	.50
Student Instructional Services, MTSS	.30
REMC 13	.20
Student Data & Assessment Software	.20
StarNET Wide Area Network	.20
Student Management Software	.10
Other	.10



Program and service descriptions are on pages 8-11.

Revenue Highlights

Budgeted total revenue for 2017-18 is \$30.6 million, a reduction from the \$31.0 million 2016-17 revised budget total revenue. The reduction is primarily due to a decrease in federal grant funds to support Priority and Focus schools, for which there is an offsetting grant expense reduction. General Fund revenue sources include property taxes, state aid, fees for programs/services, grants and incoming transfers. A significant portion of revenue is restricted for specific programs or grants and is not available for discretionary general appropriations.

The primary unrestricted revenue sources for the General Fund are property taxes and state aid section 81. Property taxes contribute \$1.6 million in revenue and are based on a levy of 0.19 mills. Property taxes are projected to increase 1.0% in the proposed budget. State aid section 81 revenue totals \$1.5 million and is budgeted at the same level as the current year.

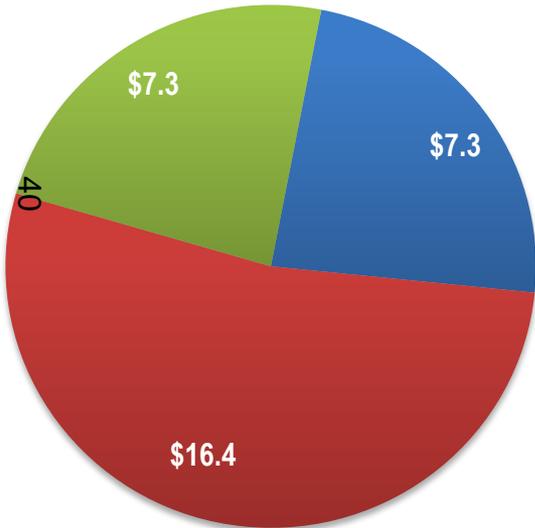
The majority of the revenue is restricted and relates directly to a specific expenditure. Examples include instructional programming at Ingham Academy and The Early College at LCC, early childhood programs and services, regional substitute consortium, local district transportation, technology, business, and communication services. As the revenue for these restricted items increases or decreases, there is also an increase or decrease in the related expenditure.



General Fund Expense - \$31.0 million

Instructional Programs - \$7.3 million

Central Michigan Substitute System	\$4.10
The Early College at LCC & HSDCI	1.60
Ingham Academy	.90
Alternative Education Program	.50
Core Math Curriculum	.10
Gifted and Talented	.10



Outgoing & Other - \$7.3 million

Early Childhood	\$6.30
REMC Statewide Coop Purchasing	.50
Central Michigan Substitute System	.20
Capital Projects Fund Transfers	.20
Other	.10

Support Services - \$16.4 million

General Education Transportation	\$6.00
Student Instructional Services, MTSS	3.00
Early Childhood	1.70
Administrative Services & Support	1.40
Technology Services	1.20
Instructional Data, Software & Analysis	1.00
REMC 13 & Statewide Cooperative	.90
Business Services	.60
StarNET Wide Area Network	.30
Pupil Accounting & Truancy	.20
Communication Services	.10

Program and service descriptions are on pages 8-11.

Expense Highlights

General Fund expenditures include a wide variety of programs and services, as noted on this graph. Expenses for 2017-18 are budgeted at \$31.0 million, which are at the same overall level as in the 2016-17 revised budget.

As noted in the Revenue Highlights, the majority of expenditures for this fund have specific and designated revenues. As these designated revenues increase or decrease, there is an offsetting change in the related expenditures.

Staffing changes include the addition of two new Student Instructional Services consultant positions to increase support to districts with literacy, math, science, and job-embedded professional development, based on district inputs. There is also a staffing decrease related to a federal grant reduction for Priority and Focus schools. The net overall staffing change is an increase of one position. Ingham ISD is in negotiations for bargaining unit contracts for 2017-18, and a contingency for a settlement is included for salaries and health care. For retirement expense, the district share of the MPERS rate is stable, and there is offsetting revenue and expense budgeted for the growing portion of retirement funded by a state aid categorical.

Expenditure increases include an upgrade in StarNET wide area network software and general education transportation consortium contract costs, which have revenue offsets. Decreases in expenses are included for a one-time grant for Educator Evaluation and a decline in enrollment for The Early College and High School Diploma Completion Initiative programs operated by Lansing Community College.

In the 2016-17 revised budget, increased requests for services for local district technology and communication services resulted in the addition of three staff positions in the current year.



Programs and Services Supported by Ingham ISD's General Fund

Instructional Programs

Central Michigan Substitute System **\$4.4 million***

Ingham ISD, along with Clinton County RESA, Eaton RESA and Shiawassee RESD, provides a regionalized substitute teacher system to identify and contract substitute teachers for participating districts. Ingham ISD provides coordination, contract administration and billing for schools.

The Early College at Lansing Community College **\$1.4 million**

The Early College at Lansing Community College (LCC) is a three-year program that provides high school students an opportunity for early entry to a higher education environment. Students can earn a post-secondary credential, up to 60 college credits, or an associate degree focused in Science, Technology, Engineering and Mathematics (STEM).

High School Diploma Completion Initiative (HSDCI) **\$0.2 million**

HSDCI is a partnership between Ingham ISD and LCC offering an alternative path to graduation for students who need a different environment to complete their high school diploma. Students are able to earn high school and college credit concurrently.

Ingham Academy **\$0.9 million**

Ingham ISD partners with the Ingham County Board of Commissioners and the Circuit Court to provide an alternative day-school offering for adjudicated youth that provides educational and behavioral support. Ingham Academy is funded by state aid with the remaining cost billed to the Circuit Court.

Alternative Education Program **\$0.5 million**

Ingham ISD offers an alternative education program that provides a rigorous, personalized, high school education through Ed Trek. This program has low student teacher ratios, online learning, and individualized work stations.

Math Curriculum **\$0.1 million**

A focus of the General Fund is working with districts to improve student math achievement. Ingham ISD conducted a collaborative review with districts which led to a cooperative purchase. The Ingham ISD General Fund Budget includes a 10% offset of local districts' GO Math!® curriculum purchases. Student Instructional Services staff are working closely with seven districts on training and implementation. See literacy and math services noted on next page.

Gifted and Talented **\$0.1 million**

Ingham ISD works cooperatively with local school districts, Lansing Community College and Michigan State University to provide challenging education enrichment opportunities for students and to provide support services for gifted and talented programs and services operated in local districts.

* Note: budget amounts on pages 8-11 reflect total of expenditures in all categories.

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Programs and Services Supported by Ingham ISD’s General Fund

Student Instructional Services (SIS), MTSS \$3.0 million*

Multi-Tiered System of Supports (MTSS)

Ingham ISD, in collaboration with our constituent districts, is committed to implementing the essential, research- and evidence-based practices of MTSS to increase achievement for all pre-K-12 students. Specifically, Ingham ISD supports stakeholders in the following ways:

Data Review

Ingham ISD provides training and facilitation for ongoing data reviews, utilizing a problem-solving process at the grade, building, and district level.

English Language Arts (ELA) Steering Committee

The ELA Steering Committee provides a platform and opportunity for literacy educators in the service area to learn about and implement the essential evidence-based literacy practices within an MTSS framework. The emphasis of this work focuses on four core areas: collaboration, professional development, assessment/data and research-based practices.

Early Warning Systems and Positive Behavioral Intervention & Support (PBIS)

Ingham ISD supports the collection and analysis of K-12 early warning indicators. Training and technical support are delivered for the implementation of school-wide and classroom PBIS systems.

Literacy and Math

Ingham ISD provides customized support, pre-K-12, for evidence-based curriculum, assessment and instructional practices within the universal tier and for supplemental and intensive support.

Survey of Enacted Curriculum

In collaboration with the University of Wisconsin, Ingham ISD provides training and support around the use of The Surveys of Enacted Curriculum (SEC) to assist district/school leadership and teachers in aligning instruction to the Common Core.

Science, Technology, Engineering, and Mathematics (STEM)

Ingham ISD provides training, support and technical assistance for implementing an integrated curriculum aligned with the Next Generation Science Standards, as well as Engineering design practices pre-K-12.

Project Practice

Ingham ISD provides job-embedded professional development and coaching, for teachers, targeting high impact, evidence-based instructional strategies utilizing a teacher coach mentor/mentee model. The model builds capacity among schools by training teachers how to collaborate to ensure evidence-based strategies are implemented in every classroom.

School Improvement and Priority and Focus Schools

Technical assistance and support are provided to identified schools consistent with our MTSS framework for Michigan’s required continuous school improvement model.

New Teacher Professional Learning Community (PLC)

New teachers participate in a PLC series and have the opportunity to network and collaborate with colleagues and Ingham ISD consultants. The 10-session series centers on a variety of student-focused topics that facilitates professional growth. Among the topics explored are explicit instruction, PBIS and instructional technology.

Teachers Learning Together (TLT)/Literacy Across the Disciplines (LAD)

Educators are paired together to observe each other’s teaching and provide feedback, particularly about students’ levels of engagement. Learning Walks provide further opportunities for teachers to observe each other and receive feedback on instruction. Using the TLT framework, teachers on multi-disciplinary implementation teams will learn high yield content reading strategies.

Michigan Integrated Behavior Learning Support Initiative (MiBLSi)

Ingham ISD partners with the State’s MiBLSi initiative to support consensus, infrastructures, and implementation of an MTSS framework.

* Note: budget amounts on pages 8-11 reflect total of expenditures in all categories.



Programs and Services Supported by Ingham ISD's General Fund

Early Childhood Programs

\$8.0 million*

Early Childhood

Ingham ISD provides Early Childhood administrative support and coordination for the implementation of a comprehensive continuum of early childhood programs and services for children birth to age 8 and their families. Through facilitation of the Ingham Great Start Collaborative (GSC), Ingham ISD guides local districts, human service agencies and families in the development, implementation and sustainability of an ISD-wide early childhood education and care system. The majority of these activities are grant funded and support core implementation of the GSC and the Great Start Parent Coalitions (GSPC).

Great Parents, Great Start (GPGS)

Ingham ISD provides a parent involvement and education program that offers personal visits, developmental screenings, playgroups and connections to community resources for families with children, birth to kindergarten, to improve school readiness.

Great Start Readiness Program (GSRP)

Ingham ISD operates the consortium in coordination with local districts, public school academies and community grantees which provides eligible, at-risk four-year olds with preschool programming.

Instructional Data, Software & Analysis

\$1.0 million

Data, Systems, and Analysis Team (DSA)

The DSA team assists district stakeholders in the use of data to improve student outcomes. This includes facilitating, collecting, moving, analyzing and making the data accessible and actionable. The DSA team also disseminates research, bridges the gap between research and practice, and develops innovative practices by conducting rigorous research. Research is interwoven in DSA and SIS activities by examining the effectiveness of Ingham ISD programs and services.

Student Data and Assessment Software

All twelve districts are part of a student data and assessment software collaboration utilizing Illuminate Education DnA, which helps districts manage and leverage student data and assessments to improve student outcomes.

Student Information Software

Eight districts and Ingham ISD are using PowerSchool as their student information system. Ingham ISD provides application support to seven school districts and hosts PowerSchool for five districts.

Regional Educational Media Center (REMC) \$1.4 million

REMC Statewide Cooperative Purchasing

The REMC Statewide \$AVE (Statewide Aggregated Volume for Education) Bid Project is provided as a service of the REMC Association of Michigan for all Michigan schools. It is managed through a fiscal agent agreement with Ingham ISD. The project provides large volume contracts for a variety of educational resources. By using REMC \$AVE contracts, Michigan schools have saved more than \$670 million since 1990.

Regional Educational Media Center 13 (REMC)

This regional collaboration among Ingham ISD, Clinton RESA and Eaton RESA provides services and instructional resources to REMC members within the service area.

* Note: budget amounts on pages 8-11 reflect total of expenditures in all categories.



Programs and Services Supported by Ingham ISD's General Fund

Other

General Education Transportation

\$6.0 million*

Nine districts take part in a general education transportation consortium formed to provide a cost-effective and quality transportation service option for consortium districts that elect to contract for these services. Four districts have implemented services and other districts are considering a future implementation.

Technology Services

\$1.2 million

Ingham ISD provides a variety of technology support services, including comprehensive technology services for five local districts, network engineering for two districts, and ad hoc services to other districts as needed. In addition, a large and growing number of other technology services are being provided or shared including Help Desk services, web content filtering, website hosting, data center hosting, VoIP phone system sharing, blended and online learning supports, technology integration, and various instructional resources such as Moodle and Edgenuity servers.

Business Services

\$0.6 million

Ingham ISD provides comprehensive business services including finance, accounting, payroll and benefits, budgeting and reporting services to two local districts and three public school academies as well as payroll and benefit services to a third local district.

Communication Services

\$0.1 million

Ingham ISD provides communication services including media support, crisis management, website support, writing and graphic design to one local district and one regional educational services agency.

Pupil Accounting & Truancy

\$0.2 million

Ingham ISD assists local districts by conducting Michigan Department of Education required audits to verify the accuracy of pupil membership counts, which determines the amount of state school aid a district receives. Statutorily-required student attendance and truancy services are also provided.

Sharing Technology and Academic Resources Network (StarNET) **\$0.3 million**

StarNET wide area network members (all twelve local districts and Ingham ISD) share resources, including a wide area network and internet bandwidth. Members collaborate on a variety of instructional and other resources including student information systems, web content filtering, data center hosting, shared application servers (Edgenuity video servers, WordPress and Meal Magic servers) and other shared technical resources. Cooperative purchasing and sharing of services, such as software for student data and assessment and special education are also done through StarNET.

Administrative Services & Support

\$1.4 million

General Fund (Partially Funded)

Ingham ISD's General Fund Budget partially funds programs designed to assist local districts such as district shared administrative services, facilitation and support for board members, curriculum directors, human resources directors, business directors and technology directors, acquisition of grant funds, communication and public information planning, property tax reporting assistance, Schools of Choice data collection and advertising, and purchasing collaborations.

General Fund (Fully Funded)

Ingham ISD provides programs and services to improve the effectiveness and efficiency of school operations supported by the General Fund. The following programs are supported with the use of Ingham ISD's General Fund dollars: Superintendents' Round Table facilitation, finance software system (MUNIS) and Human Resources employee application system.

Capital Projects Fund Transfers

\$0.2 million

The General Fund Budget includes two outgoing transfers to our Capital Projects Fund. A \$100,000 transfer is included to provide resources for facility mechanical systems, roof and space updates at the Thorburn Education Center. Additionally, a \$100,000 transfer is made to the Capital Projects Fund on behalf of the Ingham ISD Special Education Fund as an allocation of state aid, section 81.

* Note: budget amounts on pages 8-11 reflect total of expenditures in all categories.



Next Steps and Responsibility

Next Steps	Responsibility
Submit 2017-18 General Fund Budget to local districts by May 1.	Ingham ISD
By June 1, adopt a resolution either in support or in disapproval of the General Fund Budget. If disapproved, submit specific objections and proposed changes. Send resolution to Ingham ISD, c/o Superintendent's Office.	Local Districts
Adopt General Fund Budget by July 1.	Ingham ISD

If we can provide additional information please call 517.244.1212 or email moneil@inghamisd.org.



ISD BUDGET RESOLUTION

_____, Michigan (the "District")

A _____ meeting of the board of education of the District was held in the _____ in the District, on the _____ day of _____, 2017, at _____ o'clock in the _____.

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. Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed budget not later than May 1 of each year to the board of each constituent district for review; and
2. Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district budget, shall adopt a board resolution expressing its support or disapproval of the proposed intermediate school district budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

NOW, THEREFORE BE IT RESOLVED THAT:

1. The board of education has received and reviewed the proposed intermediate school district budget in accordance with Section 624 of the Revised School Code, as amended, and by the adoption of this resolution, expresses its support for the proposed intermediate school district budget.
2. The secretary of the board of education or his/her designee shall forward a copy of this resolution to the intermediate school board or its superintendent no later than June 1, 2017.

3. All resolutions insofar as they conflict with 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 _____, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a _____ meeting held on _____, 2017, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education