



WAVERLY
COMMUNITY SCHOOLS
Pride. Tradition. Excellence.

Waverly Community Schools

Regular Meeting

Monday, October 16, 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 October 16, 2017, beginning at 6:30 PM in the Board Room, 515 Snow Road, Lansing, MI.

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

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

- I. Call to Order and Pledge to the Flag - President Slocum
- II. Special Presentations
 - A. Presentation of Audit by Plante Moran
 - B. Principal's Recognition
- 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. Sinking Fund - Member Sherry
 - B. Policy
 - C. Finance & Personnel
 - 1. ***Recommendation to approve Report #17-26, Finance Report 10
 - 2. ***Recommendation to approve Report #17-27, Personnel Report 16
 - 3. Recommendation to approve a contract for Varsity Baseball Field Renovation - Report #17-28 17
 - 4. Recommendation to approve a contract for WMS and WHS cafeteria renovations - Report #17-29 20

- 5. Recommendation to approve 2016-2017 Audited financial statements - Report #17-30 23
- 6. Recommendation to approve the purchase of Technology Devices - Report #17-31 24

X. Superintendent's Report

XI. Other Board Business

XII. Adjournment

XIII. ***Denotes Consent Agenda

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
September 18, 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 Administrative Center, 515 Snow Road, Lansing, Michigan.

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

St. Rep. Present Ms. Brina Williams

Staff Present: Mrs. Kelly Blake, Interim Superintendent/Director of Teaching and Learning
Mr. Evan Nuffer, Director of Finance
Mrs. Susan Friend, Director of Personnel
Mrs. Tiffany Wright, Director of Special Education
Mr. David Palme, Director of Technology
Patty Roost
Shannon Huff
Mike Moreno
Vickie Tisdale
Helene McNeilly
Vince Perkins
Todd Simon
Shawn Talifarro
Teri Collett-Such

Others Present: Pat Barone
Mrs. Beasley
Lara Slee – Ingham ISD

Pledge of Allegiance

The Pledge of Allegiance was led by Brina Williams – Student Representative for Waverly High School.

Special Presentations

Michigan's Integrated Behavior and Learning Support Initiative (MIBLSI) – Presented by Lara Slee, Ingham ISD in cooperation with Tiffany Wright & Shannon Huff.

Correspondence

None

Public Comment

Addressing the Board during Public Comment was Patricia Barone and Brian Gallup.

Student Representative Report

Brina Williams reminded everyone of activities going on at the high school for homecoming on September 29th, including a powder-puff game, spirit week and parade with floats (theme is The Great American Road Trip), and a homecoming dance on Sept. 30th.

Board Member Comment

Member Slocum mentioned that he was at East Intermediate on opening day in the traffic circle, directing traffic and that he finally figured out which doors are A, B, C & D. Member Slocum also wished many students and parents a Happy New Year.

Member Slocum addressed the folks that spoke about Windemere View and thanked them for coming and talking to us. Windemere View has never been a back burner item and it is going to be an agenda item for our upcoming PD meeting next week. Member Slocum also mentioned that Kelly Blake, Calvin Jones and Angela Witwer had recently gone through the building.

Member Witwer would like to thank Superintendent Blake for inviting the entire board to opening day for staff. All of the board members enjoyed the union presidents' speaking and welcoming their teams back to school. I appreciated the format and the comments.

With that said, Member Witwer said she had the opportunity to talk with some of the union leadership recently. On behalf of the board of education, Member Witwer wanted to apologize for the length of time that it took to settle the WEA contract. We - the board - are working with administration and ultimately the entire Waverly staff and community on better ways to communicate so that this never happens again.

Member Martin commented on how happy she was to be at Winans on opening day to welcome them and wish them Happy New Year. Member Martin has been to a couple of football games and loves the band. Member Martin also welcomed Brina as student representative to the board.

Member Wright mentioned that it was a great first day at Elmwood.

Member Sherry thanked Brina for joining the board as the student representative and stated that "it will be great to get that report every month". Member Sherry said she was excited about what is happening with the ISD and Tiffany and Shannon. Member Sherry also said Thank You to the Boynton neighbors.

Member Nester welcomed Brina as the student representative. Member Nester was at the high school on opening day.

Member Jones stated that two developers have gone through the Windemere View building, but it all takes time. Member Jones wanted to know if the building is available for any developer, but he is pleased that we are talking about this now. Windemere View would make a great place for senior living, etc....

Adoption of Agenda

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

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

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

The minutes of the regular meeting of August 18, 2017 were approved as presented.

Advisory Committee Reports

Personnel and Policy Advisory Committee - Member Nester reported they did not meet.

Finance and Facilities Advisory Committee - Member Wright reported they talked about cash. Budgets for 2017-2018 were made with a lot of guesses in June. Enrollment data is looking good.

Teaching & Learning Committee - Member Sherry reported they did not meet.

Marketing and Communication Committee - Member Witwer reported that Vince Perkins and Angela will be working on putting information in the Delta Waverly Community News twice per year.

Sinking Fund Committee - Member Sherry expresses that we need to update the community on what has been going on. Member Wright mentioned the Colt ECEC re-roof project, painting the lines on the H.S. track is supposed to be done tomorrow. There are a lot of projects for phase two including work on the Tennis courts, Varsity Baseball Field, new roof for Elmwood and playground updates.

Personnel Report – Report #17-21 – For Action

The Board of Education approved the employment (Administrative) of Shannon Huff as the District Discipline Supervisor; the employment (Certified) of Stephanie Biscorner (Elmwood 2nd Grade Teacher); Angela Burns (H.S. English Teacher); Traci Carter (Colt Kindergarten Teacher); Sarah Grabemeyer (Elmwood 1st Grade Teacher); Susan Luter (M.S. Math & Soc. Stud. Teacher); Edward Mason (East Spec. Ed. EI Teacher); Lisa Nestor (M.S. ELA and Science Teacher); Tiernan O'Rourke (H.S. Soc. Stud. Teacher); the employment (Non-Certified) of Dora Diaz-Lagunas (East Asst. Secretary); Marina Jones (Inst. Parapro); Kelly McLaren (Pre-School Lead Teacher); Marisa

Whittet (Colt Parapro); Carol Brown (Food Serv. Lunch Aide – East); Lucila Grove (Food Serv. Lunch Aide – East) the transfer (Non-Certified) of Brenda Emmert (East 2 Hr. Food Serv. To M.S. Food Serv.) and the resignation (Certified) of Greg Molenda (East EI Spec. Ed. Teacher) and Glenn Briggs (H.S. Teacher).

Board of Education PD Meetings – Location Change – Report #17-22

The Board of Education approved the change of Board of Education PD Meetings location from Waverly East Intermediate to Administrative Center PD Room.

Finance & Facilities Resolution for adoption of a 457 Plan – Report #17-23

The Board of Education approved the addition of a 457 plan.

A motion was presented by Member Witwer and supported by Member Wright.

Motion: The Board of Education support the 457 Plan – Report #17-23 as presented.

Discussion: Evan Nuffer updated the board that this will help our employees, giving them more options for their retirements. This is not part of the ORS.

Member Martin stated that we need to provide as many things as we can to our employees.

Member Sherry asked how we are getting this information out to our employees. Evan Nuffer responded that we periodically send things out to all of our employees. It will take a short amount of time to have it in place and then they will be notified.

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

Finance & Facilities Report – Report #17-24 – For Action

The Finance Report was approved as presented.

Recommendation to approve the purchase of Technology Devices – Report #17-25

The Board of Education approved the additional purchase of Technology Devices.

A Motion was made by Member Wright and supported by Member Martin.

Discussion: Replacements for old technology @ Elmwood, Winans and PD room for training. TV technology will last much longer than the projectors and provide a lot of flexibility.

Member Martin – Happy that we are getting rid of old technology that was probably there when her kids were here.

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

Superintendent's Report

Interim Superintendent Blake acknowledged that opening day went well.

Childcare was consolidated into one at East Intermediate. Because they will be using the large room that was being used for the backpack program, that program will be moving to WMS. Kelly Blake also mentioned that the Waverly Childcare just received a 4-star rating.

Superintendent Blake asked Susan Friend (Director of Human Resources) to give an update from Personnel. Susan reported that they have hired 31 certified teachers and 17 additional support staff. Out of the 326 employees – 49 are new employees. There are still 2 vacant positions and a vacant admin. Secretary position in Teaching and Learning. They only hired 2 teachers that have never taught before and hired one person that has taught for over 30 years. Susan is having a meeting with new teachers and mentors. We also have a few new teachers that have joined as athletic coaches.

Other Board Business

Member Sherry asked if things had calmed down for the Admin. Bldg. team.

Adjournment

The meeting adjourned at 7:24 p.m.

Respectfully submitted,

Mary Ann Martin, Secretary
par

WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
PROFESSIONAL DEVELOPMENT
September 25, 2017

Opening of Meeting

The special meeting of the Waverly Community Schools Board of Education was called to order by President Britt Slocum at 9:00 a.m. in the PD room of the Waverly Administrative Center at 515 Snow Rd., Lansing, Michigan.

Members Present: Mr. Britt Slocum, President
Mrs. Angela Witwer, Vice President
Mrs. Mary Ann Martin, Secretary
Mr. Calvin L. Jones, Trustee Member

Members Absent: Mrs. Melissa Sherry, Vice Secretary-Treasurer
Ms. Holly Nester, Trustee
Mr. Alan Wright, Treasurer

Staff Present: Mrs. Kelly Blake, Interim Superintendent & Director of Teaching & Learning.
Mr. Evan Nuffer, Director of Finance & Operations
Mrs. Susan Friend, Director of Human Resources
Mrs. Tiffany Wright, Director of Student Services
Mrs. Allison Orwat, K-4 District Instructional Coach

Purpose:

The purpose of the meeting was Board Professional Development. Allison Orwat presented the new 3rd Grade Reading Standards. The Board of Education and administration discussed WHS/WMS Cafeteria Redesign, Michigan Law – Zero Tolerance Law, Teacher Academic Bonus, possible restructuring for future growth, Schools of Choice, Windemere View building and the Waverly Education Foundation.

Adjournment:

Meeting adjourned at 12:53 p.m.

Respectfully submitted,

Mary Ann Martin, Secretary
par

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
OCTOBER 16, 2017**

Report #17-26

FOR ACTION***

Subject:

Finance Report

Recommendation:

It is recommended the following be approved:

Financial Report:

The cash balance as of August 31, 2017 was \$3,605,397.09. Receipts during September, consisting of property taxes, state aid and other revenues in the amount of 1,649,044.38 minus disbursements during September of \$3,286,043.63, left the district with a General Fund cash balance, as of September 30, 2017, of \$1,968,397.84, including \$1,500,000.00 from the issuance of a State Aid Note.

On a modified accrual basis, 2017-18 General Fund expenditures exceed revenues by \$4,305,727. A summary of year to date activity in comparison to the original budget is included in the supporting documentation.

On a modified accrual basis, 2017-18 Sinking Fund expenditures exceed revenues by \$435,769. A summary of year to date activity in comparison to the original budget is included in the supporting documentation.

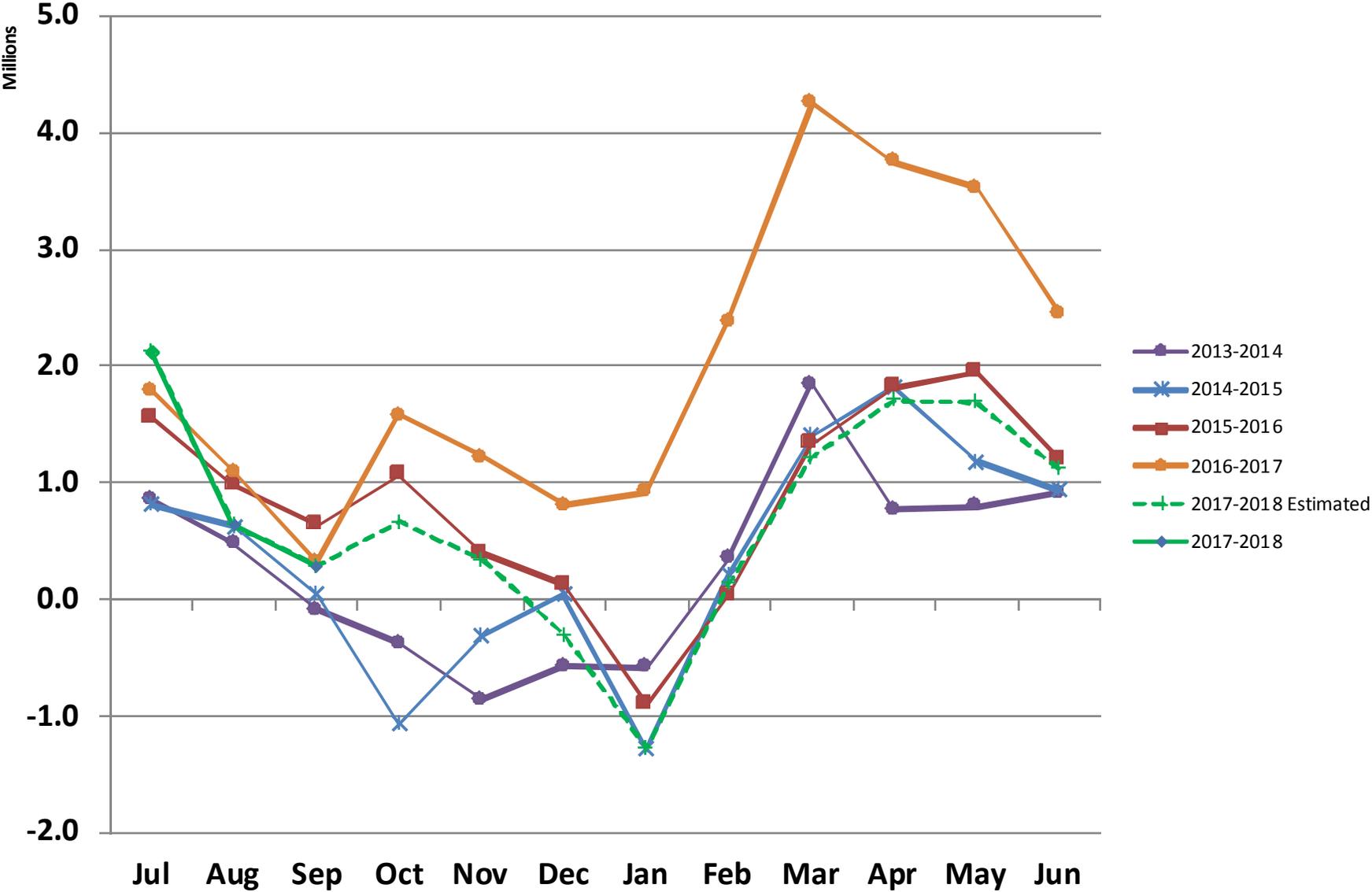
The balance of the 2016 Building and Site, Series II Bonds remaining to be allocated, including \$7,815 of accrued interest, is \$1,019,207. A summary of life to date activity is included in the supporting documentation

Waverly Community Schools

Finance Committee - Cash Position Report
For the Month Ended September 30, 2017

Balance on Hand August 31, 2017	3,605,397.09
Revenues	
State Aid	-
Taxes	1,005,970.26
Other Revenue	71,566.69
Interfund Transfers In	571,507.43
State Aid Note Proceeds	-
	<u>1,649,044.38</u>
Disbursements	
Payroll and Related Liabilities	(2,681,876.94)
Other Expenditures	(603,075.58)
State Aid Repayment	-
	<u>(3,284,952.52)</u>
Prior Month Adjustments During September 2017	(1,091.11)
Balance on Hand September 30, 2017	<u><u>1,968,397.84</u></u>
PNC Bank - General	1,868,988.05
MILAF	7,444.72
PNC Bank - Payroll	50,496.22
Comerica - Checking	41,468.85
	<u><u>1,968,397.84</u></u>
Difference	(0.00)

Waverly Community Schools Cash Flow Analysis (Monthly Lows)



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

	Original Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	9,293,714	1,571,796	(7,721,918)	83.1%
State sources	18,945,949	967	(18,944,982)	100.0%
Federal sources	538,148	-	(538,148)	100.0%
Intergovernmental	2,568,460	29,011	(2,539,449)	98.9%
Transfers In	105,000	-	(105,000)	100.0%
Total revenue	31,451,271	1,601,774	(29,849,497)	94.9%
Expenditures				
Current:				
Instruction:				
Basic program	14,715,094	2,489,067	(12,226,026)	83.1%
Added needs	4,224,136	600,049	(3,624,088)	85.8%
Total instruction	18,939,230	3,089,116	(15,850,114)	83.7%
Support Services:				
Pupil	2,289,416	404,400	(1,885,017)	82.3%
Instructional staff	1,118,670	246,572	(872,098)	78.0%
General administration	270,623	89,419	(181,204)	67.0%
School administration	2,294,379	552,004	(1,742,375)	75.9%
Business	462,857	95,334	(367,523)	79.4%
Operations and maintenance	3,185,729	726,415	(2,459,314)	77.2%
Pupil transportation services	942,931	136,355	(806,576)	85.5%
Central	410,982	114,871	(296,111)	72.0%
Other	37,850	14,146	(23,704)	62.6%
Total support services	11,013,437	2,379,518	(8,633,920)	78.4%
Athletics	517,419	103,321	(414,098)	80.0%
Community services	30,823	9,709	(21,114)	68.5%
Non Publics	2,363	100	(2,263)	95.8%
Debt service:				
Principal	130,000	-	(130,000)	100.0%
Interest	16,850	-	(16,850)	100.0%
Capital outlay	57,045	70,113	13,068	-22.9%
Payments to other public schools	885,434	255,625	(629,809)	71.1%
Total expenditures	31,592,601	5,907,501	(25,685,100)	81.3%
Excess of Revenue (Under)Over Expenditures	(141,331)	(4,305,727)	(4,164,397)	
Transfers Out	250,000	-	(250,000)	
Budgeted Change in Fund Balance	(391,331)	(4,305,727)	(3,914,397)	
Favorable Expenditure Variance (1.5%)	473,889			
Projected Change in Fund Balance	82,559			
Fund Balance - Beginning of year	4,220,636			
Fund Balance - End of year	4,303,195			
	13.6%			

Waverly Community Schools
Sinking Fund - Budgetary Comparison Schedule
For the Month Ended September 30, 2017

	Original Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	815,046	132,804	(682,242)	83.7%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	-	-	-	0.0%
Transfers In	-	-	-	0.0%
Total revenue	815,046	132,804	(682,242)	83.7%
Expenditures				
Current:				
Support Services - Business	-	-	-	0.0%
Support Services - Central	-	-	-	0.0%
Facilities Acquisition, Construction and Improvements:				
Site Acquisition Services	-	-	-	0.0%
Site Improvement Services	194,320	162,403	(31,917)	16.4%
Architecture and Engineering Services	10,725	3,510	(7,215)	67.3%
Building Acquisition and Construction Services	-	-	-	0.0%
Building Improvement Services	447,400	402,660	(44,740)	10.0%
Other Acquisition and Construction Services	-	-	-	0.0%
Total expenditures	652,445	568,573	(83,872)	12.9%
Excess of Revenue (Under)Over Expenditures	162,601	(435,769)	(598,370)	
Transfers Out	-	-	-	
Net Change in Fund Balance	162,601	(435,769)	(598,370)	
Fund Balance - Beginning of year (unaudited)	765,909			
Fund Balance - End of year	928,510			

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

	Budget	Actual	Encumbered	Balance Remaining
Construction				
Remodeling	838,157	946,155	0	(107,999)
Site Improvements	96,342	228,638	(0)	(132,296)
Technology Infrastructure	-	-	-	-
Construction Base Budget Subtotal	934,499	1,174,793	0	(240,295)
Technology Equipment - Contract				
Interactive Classroom	-	-	-	-
Network Equipment	-	-	-	-
Wireless Network	-	-	-	-
Phone System	-	-	-	-
AV Systems	122,000	57,212	810	63,978
Video Distribution/Video Production	150,000	-	-	150,000
Tech Equipment Contract Subtotal	272,000	57,212	810	213,978
Technology Equipment - Owner PO				
Computers/Mobile Devices	1,162,653	244,481	24,918	893,254
Servers/Backend Systems	35,000	(14,342)	-	49,342
Printers	-	-	-	-
AV Equipment	53,350	-	52,713	637
Non-Instructional Equipment (from FFE)	-	-	-	-
Tech Equipment Owner PO Subtotal	1,251,003	230,139	77,631	943,233
District				
Loose Equipment (Furniture & Transportation)	701,452	717,132	53,233	(68,913)
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	894,790	53,233	94,475
Totals	3,500,000	2,356,934	131,674	1,011,392

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
October 16, 2017**

Report #17-27

Subject: **Personnel Report****

A. Employment – Certified

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Alexandra Distan	Colt Speech & Language Teacher	MA1/\$41,468	9/25/17
Heather Salais	Winans Resource Room Teacher	MA9/\$63,498	10/4/17

B. Employment – Non-Certified

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Majorie Barrette	Back-Up Bus Driver	\$14.00/hour	9/12/17
Juanita Valencia	Back-Up Bus Driver	\$14.00/hour	9/12/17
Terry Dills	Back-Up Bus Driver	\$14.00/hour	10/3/17
Stephen Tisdale	Paraprofessional	\$14.67/hour	10/4/17
Mary Potter	Paraprofessional	\$14.67/hour	10/9/17

C. Transfer – Non-Certified

<u>Name</u>	<u>From Position</u>	<u>To Position</u>	<u>Effective</u>
DaVasha Lobbins	Colt Head Secretary	Admin Asst. to Director of Teach & Learn	10/16/17

D. Resignation – Certified

<u>Name</u>	<u>From Position</u>	<u>Reason</u>	<u>Effective</u>
Jeffrey Smith	High School Teacher	Personal	10/6/17

E. Resignation – Non-Certified

<u>Name</u>	<u>From Position</u>	<u>Reason</u>	<u>Effective</u>
Ann Marie Lindsay	HR Administrative Assistant	Personal	11/10/17

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
OCTOBER 16, 2017**

Report #17-28

FOR ACTION

Subject:

Approve Contract for Varsity Baseball Field Renovation

Recommendation:

In accordance with Board Policy 6320 (Purchasing), the Superintendent recommends the Board of Education approve the award to Sandborn Construction, Inc. for the Varsity Baseball Field Renovation Project.

Statement of Purpose:

The purpose of Sinking Fund Bid Package #3 – Varsity Baseball Field Renovation was to receive competitive proposals for reconstruction of the Varsity Baseball Field for the purpose of improving player safety by improving drainage and playability of the surface.

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, September 26, 2017 Bid Package #3 was released with responses due on Tuesday, October 10, 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 TWO HUNDRED FORTY-FIVE THOUSAND FIVE HUNDRED AND NO/100 DOLLARS (\$245,500.00). 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

October 10, 2017

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

RE: High School Baseball Field Grading Project – **Award Recommendation**
A/E No.: 4001-08

Dear School Board,

On Tuesday October 10, 2017 bids were received for High School Baseball Field Grading Project. In all, three bids were received ranging from \$242,000.00 to \$293,000.000. Sandborn Construction of Portland, Michigan, was the low bidder, in the amount of \$242,000.00 (\$3,500.00 Performance Bond).

There was an exception to Sandborn Construction's bid to the bidding documents. They clarified they did not receive pricing from a certified Dura Edge installer as indicated on the construction documents. During the post bid interview Sandborn indicated all certified installers they contacted are busy and were unable to give out pricing, however they are willing to find a certified installer if the engineer and owner require it. Prior to contract agreement with Sandborn, Kingscott and the district will require a certified installer, or firm who can certify the installation of the Dura Edge to maintain warranty.

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 Sandborn Construction. of Portland, Michigan, for the High School Baseball Field Grading Project as outlined in the plans and specifications prepared by Kingscott Associates, Inc. dated September 26, 2017 for the base bid project in the amount of Two Hundred Forty-Two Thousand, Dollars and No Cents (**\$242,000.00**)
- That Performance and Payment Bonds be required in the amount of Three Thousand, Five Hundred Dollars and No Cents (**\$3,500.00**)
- **The total amount of the base contract will be \$245,500.00**

As with any remodeling project, Waverly Community Schools should maintain a contingency for unforeseen conditions of 8% (**\$19,640**) 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

WE BELIEVE IN PEOPLE
working together to create the extraordinary!

CONTRACTOR	AFFIDAVIT 1	AFFIDAVIT 2	BID BOND	ADDENDUM 1	BASE BID	PERFORMANCE BOND	Alternate 1		
Moore Trosper	x	x	x	x	\$293,000	\$1,935	n/a		
Sandborn	x	x	x	x	242,000.00	\$3,500	n/a		
Laux	x	x	x	x	\$291,900	\$2,467	n/a		

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
OCTOBER 16, 2017**

Report #17-29

FOR ACTION

Subject:

Approve Contract for High School and Middle School Cafeteria Renovations

Recommendation:

In accordance with Board Policy 6320 (Purchasing), the Superintendent recommends the Board of Education approve the award to Laux Construction, Inc. for the Cafeteria Renovation Projects.

Statement of Purpose:

The purpose of High School and Middle School Cafeteria Renovation Project was to receive competitive proposals for renovating the cafeterias. The food service fund is operating with an excess of the permitted fund balance of 3 months operating expenditures. MDE has preliminarily approved the plan to renovate the cafeterias as a way to spend down the excess fund balance.

Background Information:

On Tuesday, September 26, 2017 the Cafeteria Bid Package was released with responses due on Tuesday, October 10, 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 TWO HUNDRED EIGHTEEN THOUSAND SEVEN HUNDRED FIFTY AND NO/100 DOLLARS (\$218,750.00). The contract will be funded entirely by the Food Service Fund. After completing the project, the District will have a remaining Food Service fund balance of \$365,971, or 26.1% of operating expenditures.

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

October 10, 2017

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

RE: Middle School and High School Café Remodel Project – ***Award Recommendation***
A/E No.: 4001-09

Dear School Board,

On Tuesday October 10, 2017 bids were received for Middle School and High School Café Remodel Project. In all, two bids were received ranging from \$216,900.00 to \$239,870.000. Laux Construction of Holt, Michigan, was the low bidder, in the amount of 216,900.00 (\$1,850.00 Performance Bond). A third bidder, L.J. Trumble from Lansing Michigan was present, however turned in their bid past the 2pm deadline, thus making their bid unacceptable.

There was an exception to Laux Construction's bid to the bidding documents. They clarified they did not include any price for performance bonds for any of the alternates. If any alternate is accepted, there would be a 1% addition to that cost.

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 Laux Construction. of Holt, Michigan, for the Middle School and High School Café Remodel Project as outlined in the plans and specifications prepared by Kingscott Associates, Inc. dated September 26, 2017 for the base bid project in the amount of Two Hundred Sixteen Thousand, Nine Hundred Dollars and No Cents **(\$216,900.00)**
- That Performance and Payment Bonds be required in the amount of One Thousand, Eight Hundred Fifty Dollars and No Cents **(\$1,850.00)**
- **The total amount of the base contract will be \$218,750.00**

In addition to the base bid, there were a total of seven add alternates to the base bid. If the district chooses to accept any alternate, it would be added to the base bid contract of the low bidder:

- **Alternate No. A1 (\$3,300.00)**
Provide add alternate pricing to paint existing ceiling and bulkheads at the Middle School as noted on the color layout plan.
- **Alternate No. A2 (\$7,000.00)**
Provide add alternate pricing to provide student backpack cubbies in the cafeteria at the Middle School as noted on the color layout plan.
- **Alternate No. E1 (\$58,500.00)**
Provide add alternate pricing to replace general lighting at the High School as noted on the lighting plans.
- **Alternate No. E2 (\$23,200.00)**
Provide add alternate pricing to provide color changing sconces in the cafeteria at the High School as noted on the lighting plans.
- **Alternate No. E3 (\$19,000.00)**
Provide add alternate pricing to provide recessed dimmable downlights and stage track lighting at the High School as noted on the lighting plans.
- **Alternate No. E4 (\$84,000.00)**
Provide add alternate pricing to replace general lighting at the Middle School as noted on the lighting plans.
- **Alternate No. E5 (\$10,600.00)**
Provide add alternate pricing to provide color changing sconces in the cafeteria at the Middle School as noted on the lighting plans.

As with any remodeling project, Waverly Community Schools should maintain a contingency for unforeseen conditions of 8% (**\$17,352**) 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

WE BELIEVE IN PEOPLE

working together to create the extraordinary!

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
OCTOBER 16, 2017**

Report #17-30

FOR ACTION

Subject: Approval of 2016-2017 Audit Reports

Recommendation:

The Superintendent recommends the Board of Education authorize the Director, Finance and Operations to file the annual financial audit reports with Ingham ISD and the Department of Education for the 2016-2017 fiscal year.

Statement of Purpose:

The Michigan Department of Education shall require that each district have an audit of the District's financial and pupil accounting records conducted at least annually, at the expense of the district, by a certified public accountant or by the intermediate district superintendent, as may be required by the department. A district shall file the annual financial audit reports with the intermediate district and the Michigan Department of Education not later than November 1 each year. (MCL 388.1618)

Budget Impact:

The District pays approximately \$30,000 in fees for the audit to be completed.

Discussion of Options:

The annual audit is a statutory requirement. The Board of Education shall accept the recommendation as presented or table the recommendation for further review.

Strategic Plan Reference:

Strategy #1 – Communication: We will enhance communications within the district and with the community to improve relationships among all key constituent groups to better achieve our mission.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
October 16, 2017**

Report #17-31

FOR ACTION

Subject:

Capital Funds Technology Device Purchase Recommendations

Recommendation:

The Superintendent recommends the Board of Education approve the purchase of technology devices through REMC, as per the attached summary, in accordance with Board Policy 6320 (Purchasing).

Statement of Purpose:

The purpose of this recommendation is to purchase technology devices from Capital Funds.

Budget Impact:

The total cost of this recommendation is not to exceed Thirty-One Thousand Five Hundred Seventy Eight and 00/100 Dollars (\$31,578.00). The purchases will be funded with Capital Fund dollars. The total cost of this recommendation is within the budget allocated for these purchases.

Historical Information:

Due to student count increases, the Middle School added classrooms. This recommendation is for the purchase of two (2) classroom sets of Chromebooks and Carts for those classrooms.

REMC purchases save schools time and money by providing bids compliant with the Revised School Code, allowing schools to buy without bidding independently.

Rationale for Recommendation:

The rationale for this recommendation is to align technology access across the MS. This request is to purchase two classroom sets of Chromebooks and carts. To meet the needs of these two classrooms, devices must be purchased now.

Strategic Plan Reference:

We will enhance and implement the tools and instruction to develop each student's proficiency in 21st century technology.

Waverly Community Schools

Technology Device Recommendation

Description	Qty	Unit Price	Total
MS Student Chromebook	74	\$397.00	\$29,378.00
MS Student Cart	2	\$1,100.00	\$2,200.00
Total Recommendation			\$31,578.00