



## **Waverly Community Schools**

### **Regular Meeting**

**Monday, November 20, 2017 6:30 PM**

# Agenda of Regular Meeting Meeting

## The Board of Trustees Waverly Community Schools

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A Regular Meeting meeting of the Board of Trustees of Waverly Community Schools will be held November 20, 2017, beginning at 6:30 PM at Board Room, 515 Snow Road, Lansing, MI.

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

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

- I. Call to Order and Pledge to the Flag - President Britt Slocum
- II. Special Presentations
- III. Correspondence
- IV. Public Comment
- V. Student Representative Report - Brina Williams
- 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 #17-32., Personnel Report 9
    - 2. Recommendation to approve the Addendum to the Master Agreement between WESPA & the Board of Education - Report #17-33 10
  - C. Finance & Facilities
    - 1. Recommendation to approve the purchase of a 2018 Ford Transit F150-XL Passenger Van - Report #17-34 15
    - 2. Recommendation to approve the purchase of High School Cafeteria Furniture - Report #17-35 20

3. \*\*\*Recommendation to approve Report #17-36 - Finance Report

29

D. Discussion to hire a permanent Superintendent

1. Offer the Superintendent's position to the current Interim Superintendent

2. Start a Superintendent Search for a new Superintendent

X. Superintendent's Report

XI. Other Board Business

XII. Adjournment

XIII. \*\*\*Denotes Consent Agenda

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

**Opening of Meeting**

The regular meeting of the Waverly Community Schools Board of Education was called to order by President Britt Slocum at 6:32 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

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

**Others Present:** Mike Foster – Plante Moran  
Tiffany Stacey – Plante Moran

***Pledge of Allegiance***

The Pledge of Allegiance was led by Mike Moreno, Principal of Waverly Middle School

***Special Presentations***

1. Presentation of Audit by Plante Moran
2. Principal's Recognition – Superintendent Blake thanked all of the Principals for their hard work. Member Slocum read a resolution that was given to each of the Principals.

### ***Correspondence***

Secretary Martin reported correspondence was received and she will touch base with Evan Nuffer about it. (State of MI Dept. of Ed.)

### ***Public Comment***

Addressing the Board during Public Comment was Terri Collett-Such extending an invitation to Board Members for the Trunk or Treat event that the WEA & WESPA are putting on at the high school.

### ***Student Representative Report – None (Absent)***

### ***Board Member Comment***

Member Sherry said Congratulations and Thank You to the principals for their hard work. Member Sherry also mentioned some of the things that they help facilitate for our students like Gandhi's grandson's visit, the visit from the Argentina folks through the Latin program. Member Sherry said Thank You to the WESPA & WEA staff for organizing the Trunk or Treat for the kids, and to Evan and his team for a great audit.

Member Martin wanted the principals to know how much she values them. Member Martin did get to see the Gandhi presentation and said it was just awesome. Member Martin mentioned that the Board PD day was wonderful. Member Martin was able to meet the Argentina staff and is going to try to be at the rotary meeting on the 17<sup>th</sup> of this month. Member Martin also wanted to thank Evan and staff and said that his group does such a great job for the audit.

Member Nester – No comment.

Member Jones thanked Scott Casteel and Chris Huff for the academic awards breakfast. They did a great job for the parents and the students. Member Jones also thanked Superintendent Blake and staff for the Board PD day. Member Jones also wanted to remind everyone that at noon on October 17<sup>th</sup> the Rotary will recognize the students of the month for September and October

Member Wright was sorry he missed the Board PD Meeting. Member Wright did however get out to the Grand Ledge Band Invitational to see the Waverly Warrior Band play.

Member Witwer said that the presentations that Mr. Lurie does are great and also thanked Superintendent Blake for getting the media there. Member Witwer also mentioned that Gandhi's grandson said that this is his most important stop.

Member Slocum said Ditto, Ditto, Ditto to everyone else's comments. Member Slocum was sorry he had to miss seeing Gandhi's grandson.

### ***Adoption of Agenda***

Kelly Blake – Superintendent recommends the adoption of the Agenda.

A motion was presented by Member Nester and supported by Member Witwer. 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 September 18, 2017 were approved as presented.

**Advisory Committee Reports**

**Personnel and Policy Advisory Committee** - Member Nester reported they have not met, but will be meeting soon.

**Finance and Facilities Advisory Committee** - Member Wright reported they haven't met.

**Teaching & Learning Committee** - Member Sherry reported that they haven't met.

**Sinking Fund Committee** Member Sherry reported that Superintendent Blake has a great article in the October issue of Images outlining everything that has been going on.

**Finance & Facilities Report – Report #17-26 – For Action**

The Finance Report was approved as presented.

**Personnel Report – Report #17-27 – For Action**

The Board of Education approved the employment (**Certified**) of: Alexandra Distan (Colt Speech & Language Teacher); Heather Salais (Winans Resource Room Teacher); the employment (**Non-Certified**) of: Majorie Barrette, Juanita Valencia & Terry Dills (Back-up Bus Drivers); Stephen Tisdale (Paraprofessional); Mary Potter (Paraprofessional); the transfer (**Non-Certified**) of: DaVasha Lobbins from Elmwood Head Secretary to Admin. Asst. to the Director of Teaching & Learning; the Resignation (**Certified**) of: Jeffrey Smith (High School Teacher) and the Resignation (**Non-Certified**) of Ann Marie Lindsay (HR Administrative Assistant).

**Recommendation to approve the Contract with Sandborn Construction for Varsity Baseball Field Renovation – Report #17-28**

The Board of Education approved the contract with Sandborn Construction for renovations to the Varsity Baseball Field. A Motion was made by Member Jones and supported by Member Martin.

Discussion: Member Wright asked about what we are actually doing to the field. Evan Nuffer answered: Moving dirt, moving sprinkler heads and fencing back. Adding Athletic clay. The field will not be ready for the 2018 season so the team will be moved to various approved fields.

Motion carried: VOTE: AYES-7, NAYS-0

**Recommendation to approve the Contract for WMS & WHS Cafeteria Renovations – Report #17-29**

The Board of Education approved the contract with Laux Construction, Inc. for the renovations to the WMS & WHS cafeterias. A Motion was made by Member Martin and supported by Member Nester.

Discussion: Member Nester asked “What are we doing in the cafeterias”? Evan Nuffer answered: We are using excess money from food service. With this money we are trying to improve spaces

to make them more inviting, New paint, finishes, acoustical panels, etc.... Also opening another line @ the high school because we are feeding so many more students this year.

Motion carried: VOTE: AYES-7, NAYS-0

***Recommendation to approve the Audited financial statements – Report #17-30***

The Board of Education approved the 2016-2017 Audit Reports. A Motion was made by Member Wright and supported by Member Martin.

No Discussion.

Member Slocum mentioned that without Evan and his employees we wouldn't be in the position we are in. Evan Nuffer then spoke up and said that Emma & Shawn make it so much easier with their hard work. They deserve most of the credit.

Motion carried: VOTE: AYES-7, NAYS-0

***Recommendation to approve the purchase of Technology Devices – Report #17-31***

The Board of Education approved the purchase of additional Technology Devices. A Motion was made by Member Jones and supported by Member Witwer.

Discussion: Member Nester asked what a student cart is for. David Palme answered that it is for storage and charging of the devices. Member Martin asked if the devices are taken home with students. David Palme answered NO.

Motion carried: VOTE: AYES-7, NAYS-0

***Superintendent's Report***

Interim Superintendent Blake reported that we had a great week!

Superintendent Blake reported that on November 7<sup>th</sup> @ 6:00 pm in the High School ITC (Library) there will be a community forum to talk about Windemere View School. There are four ideas right now including a possible Library, tear down the building, tear down ½ the building or refurbish the entire building. Waverly principals are currently doing space audits on their buildings. A letter will be sent out to all of the Windemere View neighborhood, and an announcement will be put on the website and the Facebook pages. Letters will also be sent to Lansing Township, Delta Township and the City of Lansing.

Superintendent Blake also mentioned that Colt received the Academic Bonus and that the Kindergarteners are maintaining their education going into 1<sup>st</sup> grade. Colt also recently celebrated "Walk to School Day" and had a great turnout.

Superintendent Blake reported that she is planning to talk to WEA about rating on growth.

***Other Board Business***

Member Jones thanked the principals and told Superintendent Blake that it is very noticeable how much she is out in the community.

Member Martin mentioned to Superintendent Blake how great it is that she gets out into the buildings and also sits and has lunch with the students.

Member Slocum was happy that we are moving forward on Windemere View. Member Slocum also made a request for an agenda item for next month's meeting – Decide if we are doing a Superintendent search or offering Kelly the Superintendent position permanently. He wants the other Board members to start thinking about this and set up a date with Kelly to discuss the position.

Interim Superintendent Blake mentioned that a crew went over to work and do clean-up at Windemere View. It looks better than it did.

***Adjournment***

The meeting adjourned at 7:36 p.m.

Respectfully submitted,

Mary Ann Martin, Secretary  
par

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
November 20, 2017**

**Report #17-32**

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

**Recommendation:**

It is recommended the following be approved:

**A.        Employment – Certified**

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Angela Krause	Elmwood Grades 1-4 Resource Room Co-Teacher	BA Step 1.5/\$39,595	10/30/17
Rebecca Stewart	High School Social Studies Teacher	MA+15 Step 5/\$54,581	10/30/17
Denise Noble	Winans ASD Teacher	MA+30 Step 8.5/\$66,464	11/9/17
David Schmidt	High School Math Teacher	MA Step 10/\$67,864	11/27/17

**B.        Employment – Non-Certified**

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Jeannette Barbour	Elmwood Head Secretary	\$16.22/hour	10/16/17
Linda Greisinger	Middle School Head Secretary	\$16.22/hour	11/07/17

**C.        Transfer – Non-Certified**

<u>Name</u>	<u>From Position</u>	<u>To Position</u>	<u>Effective</u>
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**D.        Resignation – Certified**

<u>Name</u>	<u>From Position</u>	<u>Reason</u>	<u>Effective</u>
Eric Anderson	High School Math Teacher	Personal	11/6/17
Jeremy Tuller	High School Teacher	Personal	11/22/17

**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  
NOVEMBER 20, 2017**

**Report #17-33**

**FOR ACTION**

**Subject:**

Recommendation to approve the Addendum to the WESPA Master Agreement.

**Recommendation:**

The Superintendent recommends the Board of Education approve the Addendum to the Master Agreement between WESPA, Waverly Community Schools and the Board of Education.

**ADDENDUM TO THE MASTER AGREEMENT**

**between**

**Waverly Educational Support Professionals Association**

**and the**

**BOARD OF EDUCATION OF THE WAVERLY COMMUNITY SCHOOLS (the "District")**

The purpose of this Addendum is to amend the Master Agreement between the District and the Union based on a proposal submitted to the Union on October 27, 2017. The Addendum affects only the specific items outlined below. The parties agree to the following regarding:

Length of the Agreement

The Master Agreement will be in effect from August 16, 2016 through June 30, 2020.

Article 4 Working Conditions W.2

Insert after First Paragraph:

An additional fifty cents (.50) per hour will be paid to Para Professionals working with medically fragile students (Tracheostomy, Colostomy, Feeding Tube, Ventilator, mechanically assisted toileting and other life threatening conditions to be determined by the Human Resource and Special Education Departments in conjunction with the School Nurse).

**This provision will go into effect, January 1, 2018**

Article 10 Paid leaves of Absence A. Sick leave

Effective 7/1/17 all leave time will be reported in hours. For twenty or more hour employees sick leave of the equivalent of ten (10) days of scheduled hours (7.25 hours per day times 10= 72.50 hours sick leave) for less than 52 week employees and for 52-two week employees sick leave of the equivalent of twelve (12) days of scheduled hours (8 hours per day times 12= 96 hours sick leave).

Article 10.2 f. A sick leave incentive plan of \$500 will be established annually for each full-time bargaining unit employee, to be used as an incentive plan for not using sick days. \$50.00 will be subtracted from the incentive plan for each sick day used (7.25 or 8.0 hours, depending on employee's schedule) by the bargaining unit employee up to ten (10) equivalent days. (remainder of article remain unchanged).

Article 10. B Personal Leave

Strike: Before employees can use unpaid leave, employees shall be required to use their personal leave days.

Article 12: Position Classification B. Job Classifications:

**Class A1:**

Bookkeeper-Business Office (Accounts Payable and Accounts Receivable)

Payroll Specialist

Student Services Secretary-District

Secretary to Director of Teaching and Learning

Secretary to the Director of Special Education

Secretary-Service Building

Central Office Administrative Assistant

Article 12: Position Classification D:

Insert after first paragraph:

All Requests to be reclassified from A to A1 will be able to take place once per contract year (July 1 to June 30). The reclassification process will initially include a district administered assessment of skills. If the individual passes the assessment, they will be moved on to professional assessments administered by a 3<sup>rd</sup> party.

Article 14 A. Insurance

Insert the following between the first and second paragraph of Article A1.:

The District's monthly insurance premium/medical benefit Plan cost contribution to eligible employees shall be the applicable Public Act 152 of 2012 hard cap, expressed as a monthly amount (the statutory hard cap divided by 12 months).

The District's monthly contribution shall be applied to the monthly premium costs of the offered plans. If the District's monthly premium contribution to an IRS qualified high deductible health plan (HDHP) should exceed an employee's monthly premium cost, the District shall provide the remaining amount in said employee's Health Savings Account (HSA).

Article 14 C 1. Vacations:

Effective 7/1/17 all leave time will be reported in hours.

**Changes will be effective July 1, 2018**

Fifty –two week secretaries

Less than 1 year	8 days (64 hours)
1 year to less than 5 years	15 days (120 hours)
5 years to less than 9 years	20 days (160 hours)
9 years or more	22 days (176 hours)

Appendix A: Wages

**A Rates Increased Effective January 1, 2018 (\$1.25 per hour all steps)**

2017-2018

<i>First 3 Months</i>	<i>4-12 Months</i>	<i>Second Year</i>	<i>Third Year</i>
17.47	18.52	19.05	19.75

**\*2018-2019 2% all A, I, II FS1, FS2, FS3, FS4 Steps effective July 1, 2018**

***Insert Wage scale***

2019-2020 2% all A, I, II FS1, FS2, FS3, FS4 Steps effective July 1, 2019

***Insert wage scale***

**A1 Rates Effective January 1, 2018**

2017-2018

<i>First 3 Months</i>	<i>4-12 Months</i>	<i>Second Year</i>	<i>Third Year</i>
20.14	21.31	21.95	22.84

2018-2019 (1%)

20.34	21.52	22.17	23.07
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2019-2020 (no Increase)

20.34	21.52	22.17	23.07
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Educational Credit:

**Effective July 1, 2018**

Year 2 wages at any classification for an Associate's Degree

Year 3 wages at any classification for a Bachelor's Degree

It is recognized and acknowledged that the above provisions constitute an extension of the existing contract. This Addendum shall remain in effect for the duration of the Master Agreement.

**BOARD OF EDUCATION  
WAVERLY COMMUNITY SCHOOLS**

**WESPA**

\_\_\_\_\_

\_\_\_\_\_

**By:** \_\_\_\_\_

\_\_\_\_\_

**Its:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Its:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
NOVEMBER 20, 2017**

**Report #17-34**

**FOR ACTION**

**Subject:**

Recommendation to approve purchase of 2018 Ford Transit F150XL Passenger Van

**Recommendation:**

The Superintendent recommends the Board of Education approve the purchase of a 2018 Ford Transit F150XL Passenger Van to Gorno Ford per Board Policy 6320 (Purchasing)

**Statement of Purpose:**

The purpose of this recommendation is to add a new vehicle to our transportation fleet for multiple uses, including homeless student transportation, special education student transportation and athletic team transportation (i.e. Golf)

**Background Information:**

The State of Michigan Department of Technology, Management and Budget Mi –Deal Purchasing Cooperative saves schools time and money by providing bids compliant with the Revised School Code, allowing schools to buy without bidding independently.

**Budget Impact:**

The total cost of this recommendation is not to exceed Twenty-Seven Thousand Three Hundred Fifty and 00/100 Dollars (\$27,350.00). This purchase will be funded through the general fund. The total cost of this recommendation is within the revised budget allocated for this purchase.

**Rationale for Recommendation:**

Waverly Community Schools recognizes the benefit of the safe and efficient transportation of all eligible students. Currently, students in the Moderate Cognitive Impairment classroom at the High School are being transported in a personal vehicle for various Work-Life Transition experiences. Additionally, the District provides transportation to students identified as Homeless through a 3<sup>rd</sup> party carrier, such as a taxi cab service. Lastly, a lower cost option can be available for our smaller athletic teams to safely transport students to and from events. These identified activities do not represent a comprehensive list of opportunities that could be leveraged with a smaller transport vehicle. The Superintendent shall create a process to request use of the vehicle for District related activities and the process will be managed by the Transportation Department.

**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 lifelong learner and contribute as a citizen of our global society

**GORNO FORD**  
22025 ALLEN ROAD  
WOODHAVEN, MI 48183

DATE: 10/12/17 (Rev. 10.29.17) **(Low-Roof)**

TO: EVAN NUFFER, WAVERLY PUBLIC SCHOOLS  
517-319-3027 (DIRECT) [enuffer@waverlyk12.net](mailto:enuffer@waverlyk12.net)

FROM: JIM AGNEY, GORNO FORD, GOVERNMENT & FLEET SALES  
734-671-4033 (DIRECT) (FAX) 734-676-7647 [jagney@gornoford.com](mailto:jagney@gornoford.com)

RE: **MiDEAL # 3905-0037 – CONTRACT# 071B1300005**  
**2018MY FORD TRANSIT-150 XL, LOW-ROOF 10 Pass. –WAGON Option,**  
**130” WB, OXFORD WHITE/PEWTER VINYL, 3.7L L V6, 6spd.A/T,**  
**235/65R16AS, 3.73 LTD.SLIP AXLE, CURB SIDE SLIDER/REAR HINGED DOORS,**  
**AM/FMw/CLOCK MSG. CTR ., ADVANCE TRACKw/ROLL STABILITY CNTRL.,**  
**TPMS, H.D. ALT., PWR. DISC BRKSw/ABS, FULL AIRBAGS, FRNT./REAR A/C,**  
**TILT/CRUISE, 8,550# GVWR, PWR. WINDOWS/LOCKS/Htd.MIRRORS, DRL’S,**  
**REVERSE SAFETY BEEPER, REAR DEFOG, PRIVACY TINT GLASS, (2) SPARE-**  
**KEYS,REAR VIEW CAMERA, SPARE TIRE/WHL.,FRNT./REAR VINYL FLOOR,**  
**AUTOLAMP/RAIN SENSING WIPERS, REVERSE SENSORS,**  
**H.D. ALL-WEATHER FLR. MATS**

F.O.B. DELIVERED TO LANSING., MI ..... \$27,350.00  
(MSRP = \$40,925.00)

*Quoted price expires November 30, 2017.*

Current lead time is 14 – 16 weeks from receipt of Purchase Order.

**OPTION:**

<b>MID-ROOF HEIGHT .....</b>	<b>3,823.00</b>
<b>TRAILER TOW PKG. ....</b>	<b>485.00</b>
<b>ELEC. TRLR. BRK. CNTRLR. ....</b>	<b>230.00</b>
<b>TRAILER TOW MIRRORS .....</b>	<b>220.00</b>

Please review, sign and fax/e-mail back or fax/e/mail Purchase Order to Jim Agney.

Customer Signature: \_\_\_\_\_

Thank you,

*Jim Agney*

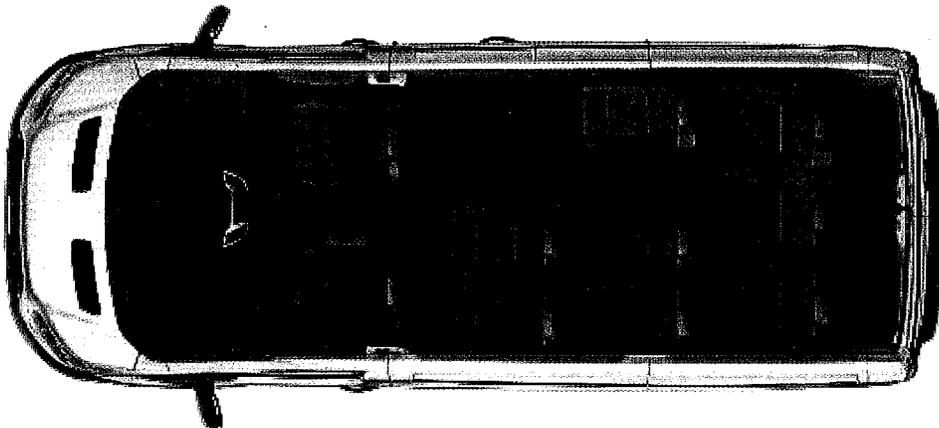
This quotation is confidential and privileged and is intended solely for the use of Gorno Ford and Waverly Community Schools . This quotation is compiled in association with the MiDEAL Contract and intended for use by MiDEAL Members and State of Michigan government agencies stated above. Information/specifications in this quotation have been established by and are intended only for use by the stated parties. This document is not to be disclosed, distributed, used/re-used as a basis for specifications subsequent bids or request(s) for quotation(s) to any other party or bidders other than the intended parties and/or their authorized personnel.

# 2018 Transit XL Passenger Wagon

Exterior Interior

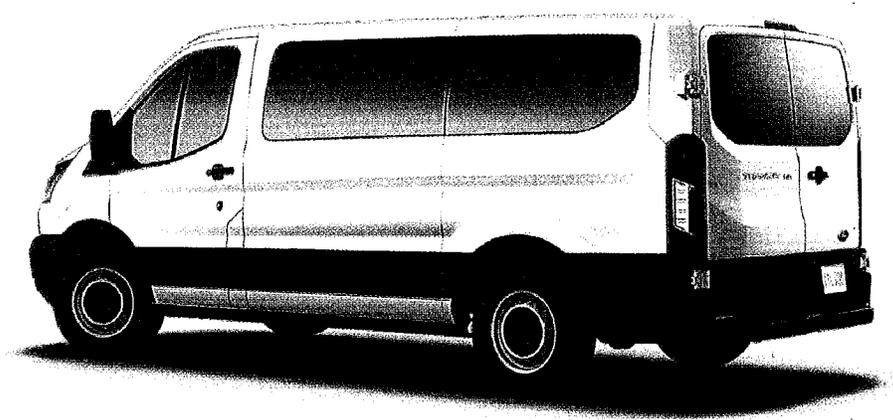


Representative exterior shown. Actual exterior may vary. See your dealer for details.



# 2018 Transit XL Passenger Wagon

Exterior Interior



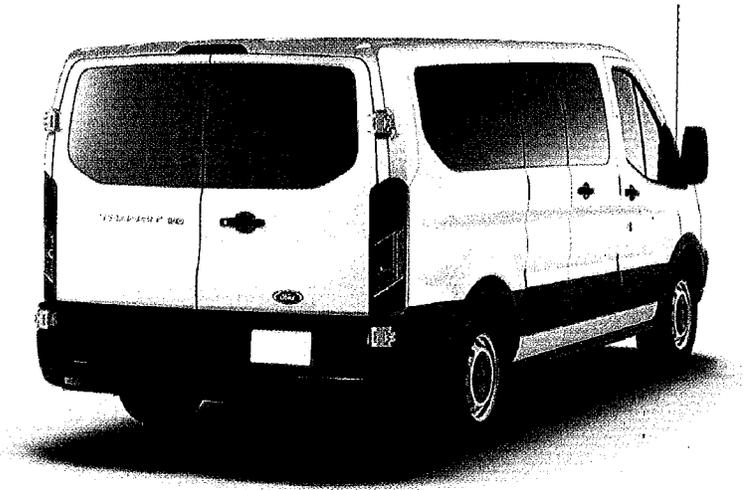
Representative exterior shown. Actual exterior may vary. See your dealer for details.



# 2018 Transit

## XL Passenger Wagon

Exterior Interior



Representative exterior shown. Actual exterior may vary. See your dealer for details.



**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
NOVEMBER 20, 2017**

**Report #17-35**

**FOR ACTION**

**Subject:**

High School Cafeteria Furniture Purchase Recommendation

**Recommendation:**

The Superintendent recommends the Board of Education approve the purchase of furniture from Dew-El Corporation, in accordance with Board Policy 6320 (Purchasing).

**Statement of Purpose:**

The purpose of this recommendation is to complete the High School Cafeteria renovation project.

**Budget Impact:**

The total cost of this recommendation is Forty-Six Thousand Six Hundred Eighty and 72/100 Dollars (\$46,680.72). The purchase will be funded by the General Fund.

**Historical Information:**

On October 16, 2017 the Board of Education approved the prime contract for the Middle School and High School Cafeteria renovation project. The contract included all general trades to renovate the cafeteria infrastructure as per the design specifications. Furnishings were not included in this contract.

Cooperative Purchasing saves schools time and money by providing bids compliant with the Revised School Code, allowing schools to buy without bidding independently. The recommended vendor provided pricing based on the National Cooperative Purchasing Alliance (NCPA) contract 07-42.

**Rationale for Recommendation:**

On occasion, the High School cafeteria is used for purposes other than providing food to pupils and staff. This purchase, when combined with the prime contract for the general trades renovation, represents a utilization of 18% of the cafeteria space for non-food service related activities and therefore will be charged to the general fund.

**Discussion of Options:**

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

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



**What is NCPA?**

**NCPA** (National Cooperative Purchasing Alliance) is a leading national government purchasing cooperative working to reduce the cost of goods and services by leveraging the purchasing power of public agencies in all 50 states. NCPA utilizes state of the art procurement resources and solutions that result in cooperative purchasing contracts that ensure all public agencies are receiving products and services of the highest quality at the lowest prices.

**NCPA's Process**

NCPA works with a lead public agency, who competitively solicits master contracts. Contracts are based on quality, performance, and most importantly pricing. These contracts are established using the following process:

- The Lead Agency issues a competitive solicitation for a product or service on behalf of NCPA and all public agencies.
- The solicitation is advertised nationally for a minimum of 30 days. You can view our [current solicitations](#) on our website.
- The solicitation contains language that allows the contract to be accessible nationally to public agencies in states whose laws allow for intergovernmental contract use (also known as “piggybacking” or “adopting”)
- Vendors respond to the solicitation with sealed responses that are recorded and publicly opened.
- The Lead Agency evaluates the responses based on “Identified Evaluation Criteria” and awards contracts.

**Who Can Use NCPA's Contracts**

There are over 90,000 agencies nationwide from both the public and nonprofit sectors that are eligible to utilize NCPA's [cooperative purchasing contracts](#). Registration/Membership may be free for these agencies. These include, but are not limited to the following agency types:

- School Districts (including K-12, Charter schools, and Private K-12)
- Higher Education (including Universities, Community Colleges, Private Colleges, and Technical / Vocational Schools)
- Cities, Counties, and any Local Government
- State Agencies
- Healthcare Organizations
- Church/Religious
- Nonprofit Corporations

**State Statutes**

Want to see your state's laws on cooperative purchasing? Click here to view [your state's laws on cooperative purchasing](#).

<b>Awarded Vendor:</b>	Silver Street
<b>Contract Awarded:</b>	Furniture
<b>Contract Number:</b>	07-42
<b>Lead Agency:</b>	Region 14 ESC
<b>Contract Term:</b>	3 year Term, October 1 2015 to October 31, 2018 *Option to renew for five (5) additional one (1) year periods.

Continued on next page

892 Industrial Park Dr. • Shelby, MI 49455  
Phone: 231.861.2194 • Fax: 231.861.8868  
www.mediatechnologies.com  
sales@mediatechnologies.com

- Discount:** 44% Minimum; by Catalog
- Catalogs/Pricers:** mediatechnologies@ Anyspace Collection Price List 2016  
mediatechnologies@ mediaspace Collection 2016  
mediatechnologies@ elements Collection 2016
- Freight & Installation:** Not included; Can be included in pricing at Dealer's discretion
- Manufacturer's Warranty:** 5 Years
- Furniture Solutions:** Library Furniture  
Classroom Furniture  
Tables  
Seating  
Workstations  
Science Lab Furniture  
Case Goods  
Lounge & Reception Furniture  
Installation Services

**Vendor Contact**

- Sales:** Jake Seaver  
231-861-2194 Ext. 414  
jseaver@mediatechnologies.com
- Contract Program Manager:** Briona Seaver  
Accounts Manager  
231-861-2194 Ext. 400  
bseaver@mediatechnologies.com
- Dealer Locator:** [Click Here](#)

Disclaimer: This document is a general summary sheet and is not intended to replace or supercede the contract to which it refers. For complete contract information, please contact the vendor contacts listed above.

892 Industrial Park Dr. • Shelby, MI 49455  
Phone: 231.861.2194 • Fax: 231.861.8868  
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Waverly Community Schools - Cafeteria Furntiure  
 Quote Comparison  
 6-Nov-17

TAG	PRODUCT	QTY	INTERIOR ENVIRONMENTS	INTERIOR ENVIRONMENTS W/ INSTALL	DEW EL	CUSTER	CUSTER W/ INSTALL	RECOMMENDATIONS	NOTES
<b>BOOTH SECTION</b>									
B-1	Single Faced Booth	4	\$ 5,194.52	\$ 5,854.22	\$ 5,412.00	\$ 6,377.80	\$ 6,677.80		
B-1 ALT	Single Faced Booth - ALT	4	\$ 5,194.52	\$ 5,854.22	\$ 5,412.00	\$ 6,377.80	\$ 6,677.80		
<b>STOOL SECTION</b>									
ST-20Y	20 h Freestanding Stool	2	\$ 691.96	\$ 779.84	\$ 719.20	\$ 642.50	\$ 642.50		
ST-20Y ALT	20 h Freestanding Stool	2	\$ 691.96	\$ 779.84	\$ 719.20	\$ 642.50	\$ 642.50		
ST-20Y	20 h Floor mounted Stool	6	\$ 2,075.88	\$ 2,339.52	\$ 2,157.60	\$ 1,927.50	\$ 1,927.50		
ST-20Y ALT	20 h Floor mounted Stool	6	\$ 2,075.88	\$ 2,339.52	\$ 2,157.60	\$ 1,927.50	\$ 1,927.50		
S-24	24 h Freestanding Stool with Footring	12	\$ 5,466.72	\$ 6,160.99	\$ 5,588.40	\$ 5,066.76	\$ 5,066.76		
S-30X	30 h Floor mounted Stool with Footring	16	\$ 7,288.96	\$ 8,214.66	\$ 7,451.12	\$ 6,979.68	\$ 6,979.68		
								<b>\$10,824.00</b>	Dew El / Media Technology Booth

S-30B	30 h Floor mounted with Footring	12	\$	5,466.72	\$	6,160.99	\$	5,588.40	\$	4,934.76	\$	4,934.76	
S-30G	30 h Floor mounted with Footring	8	\$	3,644.48	\$	4,107.33	\$	3,725.60	\$	3,489.84	\$	3,489.84	
S-30X	30 h Floor mounted with Footring	4	\$	1,822.24	\$	2,053.66	\$	1,862.80	\$	1,744.92	\$	1,744.92	
													Dew-EI Media Technologies / Toadstool *Dew-EI stool has a better warranty then low bid
<b>TABLE SECTION</b>													
T-3	Table 24 x 60 x 42h (Middle School)	4	\$	1,373.32	\$	1,547.73	\$	1,494.00	\$	1,709.16	\$	1,801.64	
T-4	Table 24 x 60 x 42h (Middle School)	2	\$	792.70	\$	893.37	\$	849.80	\$	854.58	\$	900.82	
T-1	Table 30 x 60 x29h	4	\$	1,173.60	\$	1,322.65	\$	1,300.00	\$	1,604.48	\$	1,604.48	
T-1	Table 30 x 60 x29h	4	\$	1,173.60	\$	1,322.65	\$	1,300.00	\$	1,604.48	\$	1,604.48	
T-2	Table 30 x 72 x 36h	2	\$	723.76	\$	815.68	\$	783.00	\$	905.16	\$	951.40	
													Dew-EI Media Technologies / Goo Table
MISC													\$29,969.92
E-1	Wire Manager	4	\$	76.00	\$	85.65	\$10/ft					160.00	\$160.00
													16 LF / Stay with Dew-EI



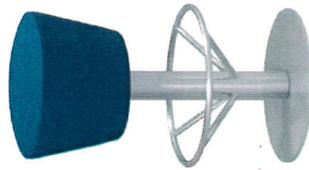


# Waverly Cafeteria Remodel – Recommended Items

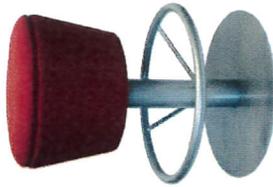


Media Technologies Shirley Booth

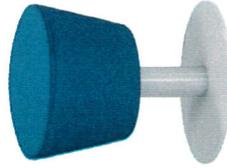
Media Technologies GrooTable



Media Technologies Toadstool 30"



Media Technologies Toadstool 24"



Media Technologies Toadstool 20"





**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
NOVEMBER 20, 2017**

**Report #17-36**

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

**Subject:**

Finance Report

**Recommendation:**

It is recommended the following be approved:

**Financial Report:**

The cash balance as of September 30, 2017 was \$1,968,397.84. Receipts during October, consisting of property taxes, state aid and other revenues in the amount of \$4,928,488.17 minus disbursements during October of \$3,218,421.19, left the district with a General Fund cash balance, as of October 31, 2017, of \$3,678,464.82, 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 \$2,314,836. 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 \$237,971. 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 \$8,377 of accrued interest, is \$985,991. A summary of life to date activity is included in the supporting documentation

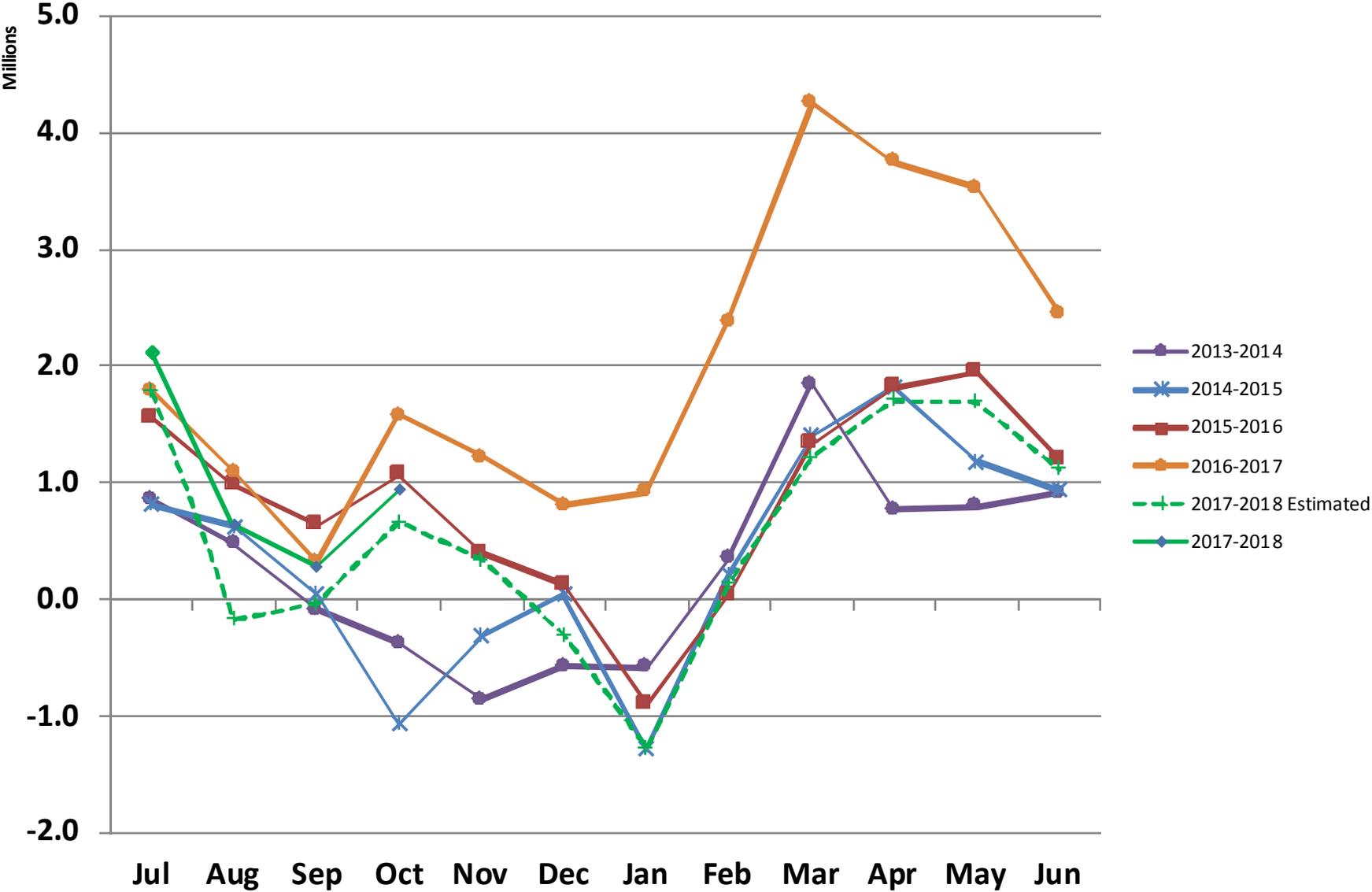
# Waverly Community Schools

## Finance Committee - Cash Position Report

For the Month Ended October 31, 2017

Balance on Hand September 30, 2017	1,968,397.84
Revenues	
State Aid	1,953,570.79
Taxes	2,310,401.26
Other Revenue	661,303.90
Interfund Transfers In	-
State Aid Note Proceeds	-
	<u>4,925,275.95</u>
Disbursements	
Payroll and Related Liabilities	(2,742,566.03)
Other Expenditures	(475,855.16)
State Aid Repayment	-
	<u>(3,218,421.19)</u>
Prior Month Adjustments During October 2017	3,212.22
Balance on Hand October 31, 2017	<u><u>3,678,464.82</u></u>
PNC Bank - General	3,577,955.28
MILAF	7,451.35
PNC Bank - Payroll	51,654.26
Comerica - Checking	41,403.93
	<u><u>3,678,464.82</u></u>
Difference	-

# Waverly Community Schools Cash Flow Analysis (Monthly Lows)



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

	Original Budget	Actual	Over (Under) Budget	% Available
<b>Revenue</b>				
Local sources	9,293,714	3,924,679	(5,369,035)	57.8%
State sources	18,945,949	1,931,689	(17,014,260)	89.8%
Federal sources	538,148	7,674	(530,474)	98.6%
Intergovernmental	2,568,460	465,667	(2,102,792)	81.9%
Transfers In	105,000	-	(105,000)	100.0%
<b>Total revenue</b>	<b>31,451,271</b>	<b>6,329,709</b>	<b>(25,121,561)</b>	<b>79.9%</b>
<b>Expenditures</b>				
Current:				
Instruction:				
Basic program	14,715,094	3,651,084	(11,064,009)	75.2%
Added needs	4,224,136	873,155	(3,350,982)	79.3%
<b>Total instruction</b>	<b>18,939,230</b>	<b>4,524,239</b>	<b>(14,414,991)</b>	<b>76.1%</b>
Support Services:				
Pupil	2,289,416	672,784	(1,616,632)	70.6%
Instructional staff	1,118,670	343,151	(775,519)	69.3%
General administration	270,623	99,907	(170,716)	63.1%
School administration	2,294,379	743,773	(1,550,606)	67.6%
Business	462,857	139,384	(323,473)	69.9%
Operations and maintenance	3,185,729	1,087,597	(2,098,132)	65.9%
Pupil transportation services	942,931	235,365	(707,566)	75.0%
Central	410,982	138,936	(272,046)	66.2%
Other	37,850	26,681	(11,169)	29.5%
<b>Total support services</b>	<b>11,013,437</b>	<b>3,487,579</b>	<b>(7,525,858)</b>	<b>68.3%</b>
Athletics	517,419	176,000	(341,419)	66.0%
Community services	30,823	12,583	(18,240)	59.2%
Non Publics	2,363	100	(2,263)	95.8%
Debt service:				
Principal	130,000	65,000	(65,000)	50.0%
Interest	16,850	7,450	(9,400)	55.8%
Capital outlay	57,045	79,656	22,611	-39.6%
Payments to other public schools	885,434	291,938	(593,496)	67.0%
<b>Total expenditures</b>	<b>31,592,601</b>	<b>8,644,546</b>	<b>(22,948,055)</b>	<b>72.6%</b>
Excess of Revenue (Under)Over Expenditures	(141,331)	(2,314,836)	(2,173,506)	
Transfers Out	250,000	-	(250,000)	
Budgeted Change in Fund Balance	(391,331)	(2,314,836)	(1,923,506)	
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 October 31, 2017**

	Original Budget	Actual	Over (Under) Budget	% Available
<b>Revenue</b>				
Local sources	815,046	351,489	(463,557)	56.9%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	-	-	-	0.0%
Transfers In	-	-	-	0.0%
<b>Total revenue</b>	<b>815,046</b>	<b>351,489</b>	<b>(463,557)</b>	<b>56.9%</b>
<b>Expenditures</b>				
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	180,448	(13,872)	7.1%
Architecture and Engineering Services	10,725	6,351	(4,374)	40.8%
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%
<b>Total expenditures</b>	<b>652,445</b>	<b>589,459</b>	<b>(62,986)</b>	<b>9.7%</b>
<b>Excess of Revenue (Under)Over Expenditures</b>	162,601	(237,971)	(400,572)	
Transfers Out	-	-	-	
<b>Net Change in Fund Balance</b>	162,601	(237,971)	(400,572)	
<b>Fund Balance - Beginning of year</b>	765,909			
<b>Fund Balance - End of year</b>	928,510			

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

	Budget	Actual	Encumbered	Balance Remaining
<b>Construction</b>				
Remodeling	838,157	946,155	0	(107,999)
Site Improvements	96,342	228,638	(0)	(132,296)
Technology Infrastructure	-	-	-	-
<b>Construction Base Budget Subtotal</b>	<b>934,499</b>	<b>1,174,793</b>	<b>0</b>	<b>(240,295)</b>
<b>Technology Equipment - Contract</b>				
Interactive Classroom	-	-	-	-
Network Equipment	-	-	-	-
Wireless Network	-	-	-	-
Phone System	-	-	-	-
AV Systems	122,000	58,022	0	63,978
Video Distribution/Video Production	150,000	-	-	150,000
<b>Tech Equipment Contract Subtotal</b>	<b>272,000</b>	<b>58,022</b>	<b>0</b>	<b>213,978</b>
<b>Technology Equipment - Owner PO</b>				
Computers/Mobile Devices	1,162,653	269,399	33,778	859,476
Servers/Backend Systems	35,000	(14,342)	-	49,342
Printers	-	-	-	-
AV Equipment	53,350	-	52,713	637
Non-Instructional Equipment (from FFE)	-	-	-	-
<b>Tech Equipment Owner PO Subtotal</b>	<b>1,251,003</b>	<b>255,057</b>	<b>86,491</b>	<b>909,455</b>
<b>District</b>				
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)
<b>District Subtotal</b>	<b>1,042,498</b>	<b>894,790</b>	<b>53,233</b>	<b>94,475</b>
<b>Totals</b>	<b>3,500,000</b>	<b>2,382,662</b>	<b>139,724</b>	<b>977,614</b>