



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

**Waverly Community Schools**

**Regular Meeting**

**Monday, March 19, 2018 6:30 PM**

# Agenda of Regular Meeting

## The Board of Education Waverly Community Schools

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A Regular Meeting of the Board of Education of Waverly Community Schools will be held March 19, 2018, beginning at 6:30 PM in the Board Room, 515 Snow Road, Lansing, MI.

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

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

- I. Call to Order and Pledge to the Flag - President Britt Slocum
- II. Special Presentations
  - A. Colt ECEC Instructional Report - Shawn Talifarro, Principal 4
  - B. Waverly Middle School Instructional Report - Mike Moreno, Principal 27
- III. Correspondence
- IV. Public Comment
- V. Student Representative Report - Brina Williams
- VI. Board Member Comment
- VII. Adoption of Agenda
- VIII. \*\*\*Approval of Minutes 35
- IX. Presentation of Reports
  - A. Advisory Committee Reports
    - 1. Personnel & Policy - Member
    - 2. Finance & Facilities - Member Wright
      - a. Adhoc Committee - W. View - Member Jones
    - 3. Teaching & Learning - Member Sherry
    - 4. Sinking Fund Committee - Member Sherry
    - 5. Marketing & Communications - Member Witwer
  - B. Personnel & Policy
    - 1. \*\*\*Recommendation to approve Report #17-53, Personnel Recommendations 47
    - 2. Recommendation to approve Report #17-54 , Bylaws (Second Reading) 48
  - C. Finance & Facilities
    - 1. \*\*\*Recommendation to approve Report #17-55 , Finance Recommendation 49

2. Recommendation to approve Report #17-56 , Approve Contract for Elmwood Roof Project	55
3. Recommendation to approve Report #17-57 , Approve contract for demolition of Windemere View	58
D. Other	
1. Recommendation to approve Report #17-58 , 2018-2019 Schools of Choice Recommendation	61
X. Superintendent's Report	
XI. Public Comment	
XII. Other Board Business	
XIII. Adjournment	
XIV. *** Denotes Consent Agenda	

# Spring Instructional Report

Colt Early Childhood Education Center  
March 19, 2018



What are we doing to make things great for kids???

# PBIS School-wide Behavior Expectations (Tier 1)

## Elementary Quality Pledge

Today I am:

- Respectful
- Responsible
- Ready to Learn and
- Safe

# Social Thinking (Tier 1)

The *We Thinkers!*  
series helps children:

Build fundamental **social** competencies

Improve their **social** performance

Improve **academic** performance

There are

**4 Big Ideas**

# Social Thinking

## We Thinkers

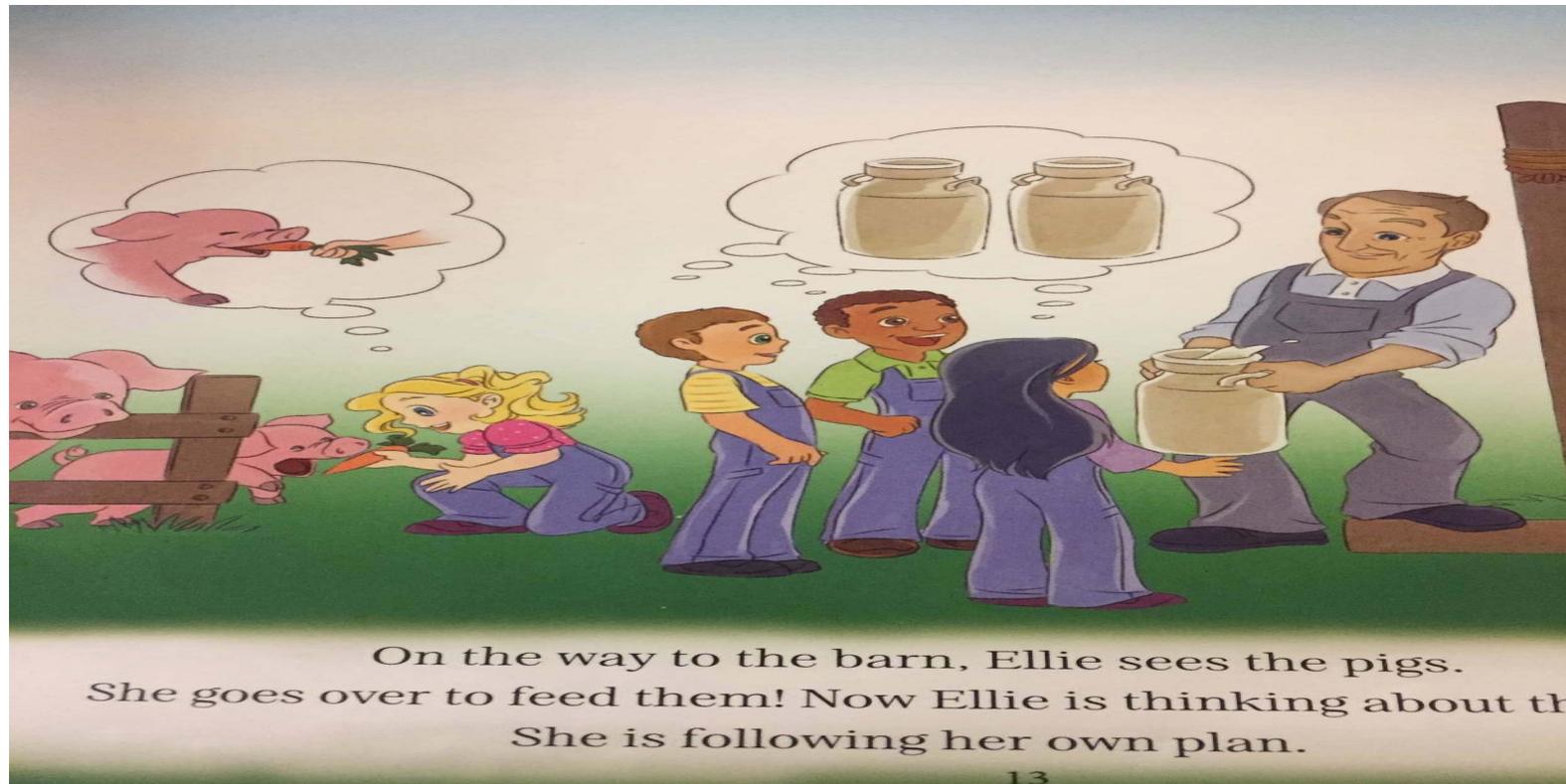
7  
Expected  
Behaviors  
vs.  
Unexpected  
Behaviors



# Social Thinking

## We Thinkers

∞  
Group  
Plan  
vs.  
Own  
Plan



# Social Thinking

## We Thinkers

6  
Stuck  
Thinking  
vs.  
Flexible  
Thinking



It's expected to use flexible thinking to be part of the group.  
When we are flexible thinkers we can make different choices that  
help us follow the group plan.

Then everyone feels good.

# Social Thinking

## We Thinkers

Thoughts  
and  
Feeling  
are  
Connected



# NWEA Two Year Trend Data - Reading

## Reading

### Colt Early Childhood Education Center

#### Growth: Reading K-2 CCSS 2010

Common Core English Language Arts: 2010

Term	Grade	Student Count	Mean RIT	Std Dev	Median
Winter 2017-2018	K	220	150.7	9.7	150
Fall 2017-2018	K	215	138.9	8.7	139
Spring 2016-2017	K	190	160.1	12.7	161
Winter 2016-2017	K	192	152.1	11.4	152
Fall 2016-2017	K	194	138.4	9.7	140

# NWEA Two Year Trend Data - Math

## Mathematics

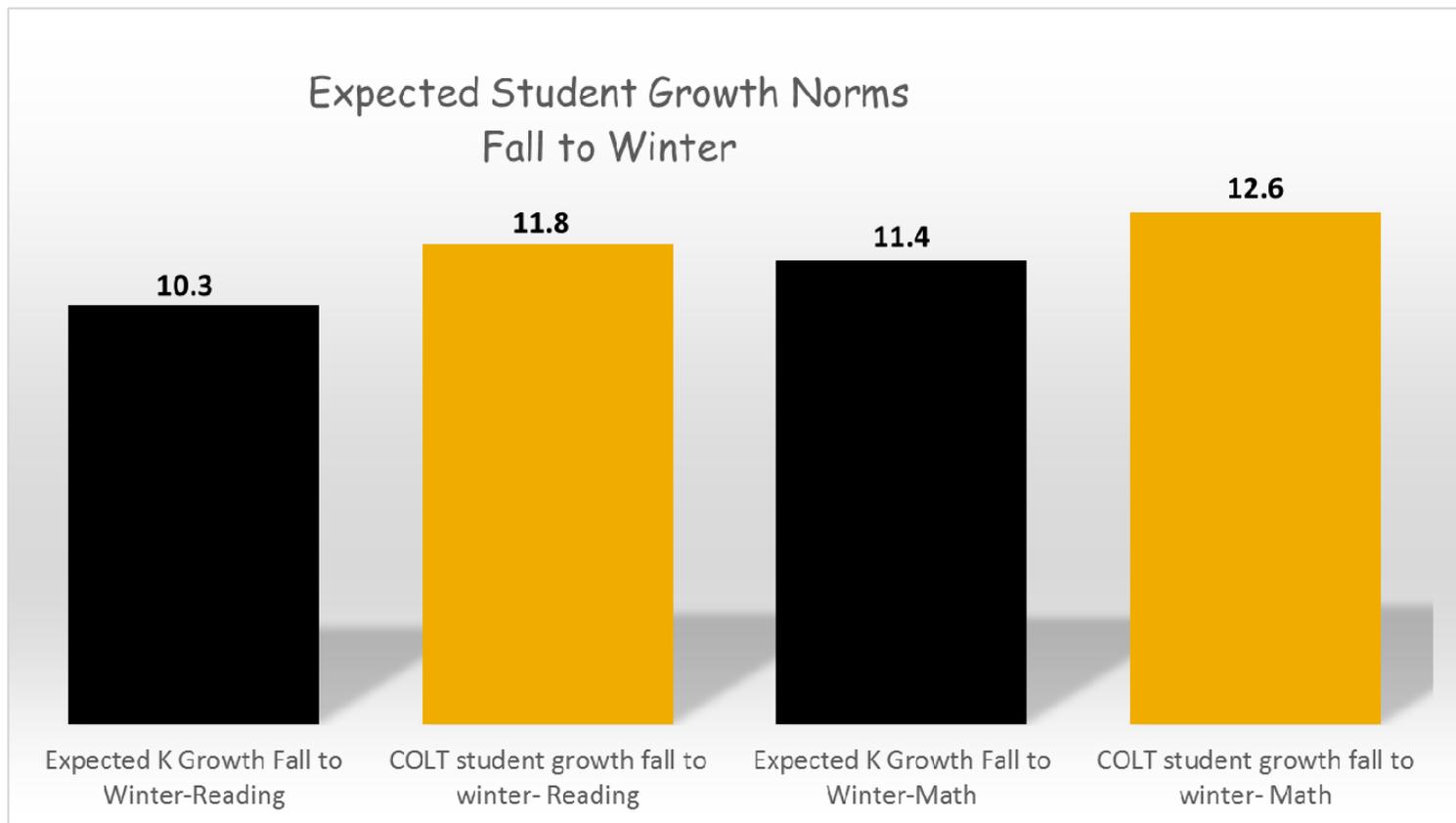
**Colt Early Childhood Education Center**

**Growth: Math K-2 CCSS 2010 V2**

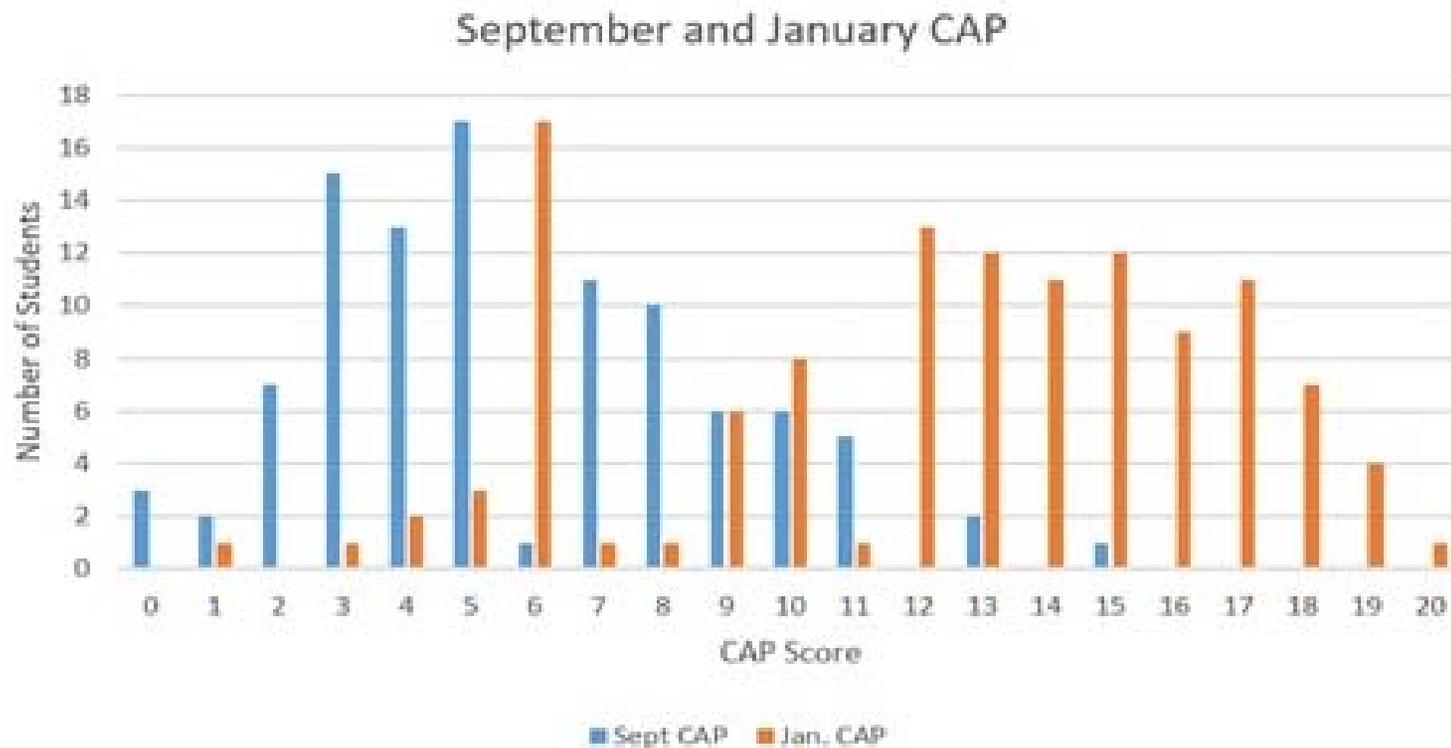
Common Core State Standards Mathematics: 2010

<b>Term</b>	<b>Grade</b>	<b>Student Count</b>	<b>Mean RIT</b>	<b>Std Dev</b>	<b>Median</b>
Winter 2017-2018	K	220	148.0	12.0	148
Fall 2017-2018	K	218	135.4	10.7	135
Spring 2016-2017	K	190	157.5	14.6	158
Winter 2016-2017	K	190	149.0	13.6	150
Fall 2016-2017	K	194	135.2	11.9	135

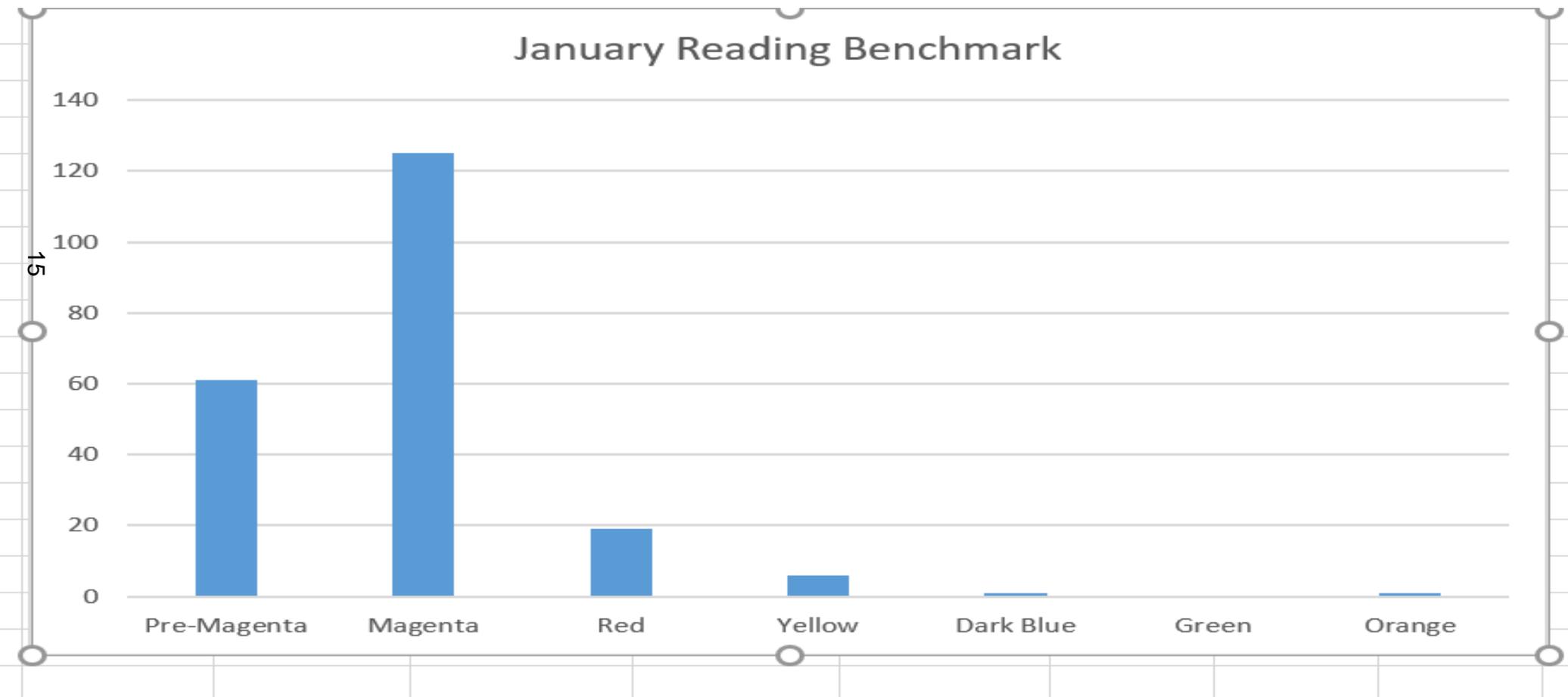
# NWEA National Averages vs. Colt Averages



# Concepts About Print Data



# Quarterly Benchmark Testing



# Strategies for Success: Students (Tier 2)

## Data Driven and Research-based Interventions

### Intervention Staff

1 Teacher - J. Thelen

Daily small group reading instruction

4 Instructional Paras - M. Chittenden, D. Dean, M. Vilayseng, & H. Wakefield

Literacy interventions this year:

Road to the Code (letter sounds)

Heggerty Phonemic Awareness

Leveled Literacy Instruction

Reading Street Sidewalks

Enhanced Alphabet (HFWs and sentence dictation)

EET (Expression Expansion Tool)

1:1 support for Tier 3 students (letters and sounds, book reading, sentence dictation, HFWs)

# Strategies for Success: Students (Tier 2)

Instructional Paras also Support Math

Push in support to monitor during teachers direct instruction

Small group support to reduce class size for more focused and individualized instruction

Math interventions this year:

- Number sense

  - Rote counting

  - Number ID

  - Greater than/Less than

  - Manipulatives

# Kids that have received support (Tier 2)

18

Student	HFW Correct	Sounds Correct	Lowercase Correct	Color	CAP	Thelen Literacy Groups	Chittenden Oral Language	Chittenden 1 on 1 Letters	Vilayseng Math	Wakefield Phonemic Awareness	Wakefield Letter/HF W Group	
1	0	0	0	PM	10		x	x	x	x		released
2	1	8	3	PM	3		x	x	x	x		continuing interventions
3	4	22	4	PM	5			x	x			new to interventions
4	5	14	5	M	9			x	x	x		no interventions this year
5	9	10	10	M	12			x	x	x	x	
6	9	10	14	PM	12		x	x	x			
7	13	18	15	PM	11						x	
8	2	22	15	PM	12				x	x		
9	2	14	16	PM	1		x	x	x	x		
10	2	16	16	PM	9		x	x	x	x		
11	7	16	16	PM	13				x		x	
12	6	19	16	PM	10		x	x	x			
13	7	9	17	PM	5		x	x	x	x		
14	18	24	17	M	12	x						
15	14	18	18	M	11		x				x	
16	13	20	18	M						x		
17	12	22	18	PM	14	x						
18	12	22	18	PM	6	x	x			x	x	
19	7	18	19	PM	9		x	x	x			
20	16	18	19	M	13				x	x		
21	11	11	20	PM	13					x	x	
22	17	15	20	PM	11	x				x	x	
23	2	20	20	PM	9	x			x	x	x	
24	9	9	21	M	8		x			x	x	
25	18	16	21	PM	13	x	x		x	x	x	
26	5	17	21	PM	14	x				x	x	
27	10	18	21	PM								
28	20	21	21	PM	11	x			x			
29	10	22	21	M						x		

# Strategies for Success: Students (Tier 1)

What are you doing in your building to make things great?

## PBIS

### School Wide Expectations

- 19 ■ Whole Body Listening
- Voice Level
- Playground
- Hallway
- Bus Line-up



# Strategies for Success: Students (Tier 2)

What are you doing in your building to make things great?

## Miss K.

- 20 ■ Tier 2 Small Group  
Social Thinking  
Lessons
- Friendship Groups
- Individualized Social  
Supports

## Mr. Carter

- Check in/Check out
- Lunch Group
- Sensory Breaks
- Monitor and Support  
Star Charts

# Strategies for Success

21



Miss K. teaching a social thinking lesson



2 of our 4 intervention teachers, Mrs. Wakefield and Miss V., teaching one of their MANY small intervention groups



Mr. Carter and his Lunch Bunch

# Strategies for Success: Grown Ups (Tier 1)

School Improvement Team Work

\*Preschool/Kindergarten Instructional Calendars

Learning Without Tears

\*4 Movements

Guided Reading

\*Running Records

PBIS Supports

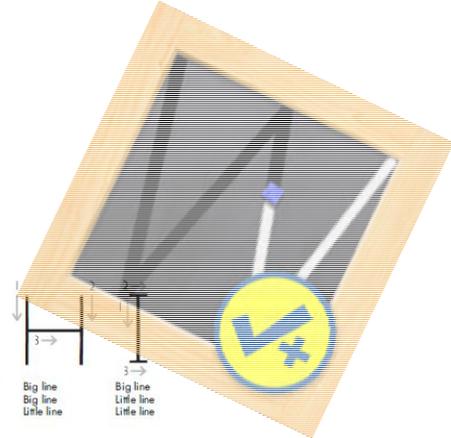
\*Tier 1 & Tier 2

Delayed Start

\*PLC Work

Oral Language

\*EET



# Oral Language

**Oral language**  
is the foundation on which  
reading and writing are built.

Children's **oral language** skills serve as the foundation for both aspects of reading ability, **word reading** and **language comprehension**.

# Expression Expansion Tool (EET)



# Expression Expansion Tool (EET)

25

[https://app.seesaw.me/pages/shared\\_item?item\\_id=item.b9fd23bf-0816-4f40-9728-207ea7cdc039&share\\_token=9TpxRJuatf05Gr5HpiYORA&mode=share](https://app.seesaw.me/pages/shared_item?item_id=item.b9fd23bf-0816-4f40-9728-207ea7cdc039&share_token=9TpxRJuatf05Gr5HpiYORA&mode=share)

# We have fun too...



Dress like you're 100 years old on the 100th day of school



Valentine's Day card exchange



Sticker Exchange with Preschool



Annual Green Eggs and Ham Breakfast



Snowball Targets



**Waverly Middle  
School  
Instructional Report  
MARCH 19, 2018**



**PRESENTED BY:**

**MICHAEL MORENO • WAVERLY MS**

# WMS AT A GLANCE:

## INSTRUCTION

- CORE ACADEMIC TEAMS
- UNIVERSAL INTERVENTION/ENRICHMENT
- DELAYED STARTS-PROFESSIONAL LEARNING COMMUNITIES
- CORE AND ELECTIVE REPLACEMENTS FOR REMEDIATION AND ADVANCEMENT

## DATA

- USE OF GOOGLE DRIVE, ILLUMINATEED FOR BUILDING-WIDE ACCESS TO DATA
- DATA ANALYSIS AT TEAM, DEPARTMENT, AND STAFF MEETINGS
- SWIS
- NWEA

## BUILDING CULTURE

- BUILDING LEADERSHIP TEAM TO PROMOTE COMMUNICATION AND ACTION PLANNING.
- DAILY TEACHER E-MAILS TO PARENTS
- POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS
  - P.R.I.D.E.
  - CHAMPS
  - BEHAVIOR RECOGNITION SLIPS
  - WEEKLY DRAWINGS
  - BLUE TURKEY AWARD- TEACHER RECOGNITION INITIATIVE
  - RESTORATIVE JUSTICE

28



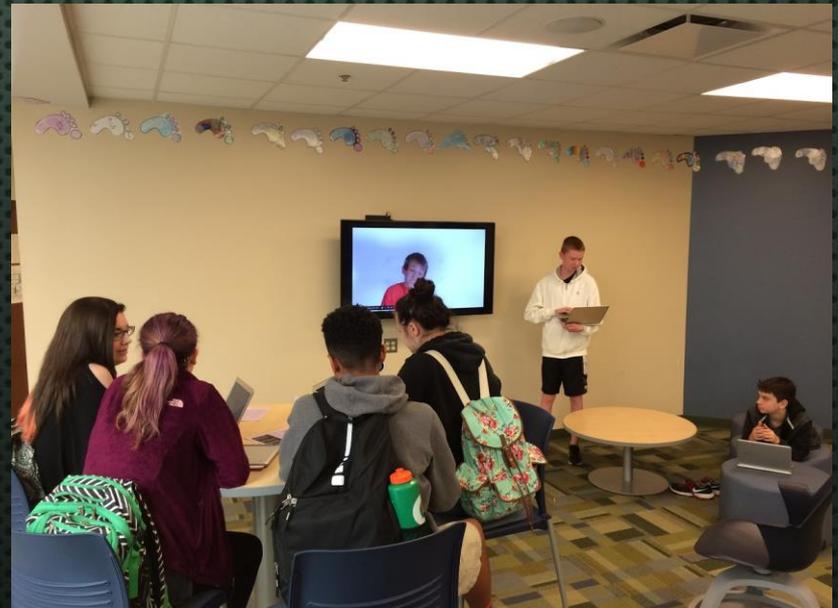


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# THE CHALLENGE

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- IMPROVE ALL M-STEP AND HS/COLLEGE READINESS IN ALL FOUR CORE CURRICULAR AREAS.
- 2010-2017 FROM BOTTOM 5% TOP TO BOTTOM TO 25-35% TO 45-55%
- INCREASE SEAT TIME
- INCREASE ENGAGEMENT
- DECREASE ACADEMIC DISTRACTIONS
- INCREASE TEST SCORES



# MSTEP TESTING:



## MSTEP PROFICIENCY SCORES 2017:

ELA 7<sup>TH</sup> 19% ELA 8<sup>TH</sup> 42%

MATH 7<sup>TH</sup> 24% MATH 8<sup>TH</sup> 27%

SCIENCE 7<sup>TH</sup> 22%

SOCIAL STUDIES 8<sup>TH</sup> 34%



# HIGHLIGHTS:



- 7<sup>TH</sup> GRADE MATH 7% IMPROVEMENT OVER PREVIOUS PERFORMANCE, 8<sup>TH</sup> GRADE SOCIAL STUDIES +3% OVER STATE AVERAGES
- MATH CONTINUES TO BE A FOCUS INTERVENTION AREA AS A BUILDING
- TARGETED CORE PREP IN INTERVENTION CLASS- ALL STUDENTS, ALL STAFF, IN ALL CONTENT SPECIFIC AREAS
- INTEGRATING CLEAR LEARNING TARGETS/OBJECTIVES/GUIDING QUESTIONS
- EARLY INTERVENTION ON GRADES AND STUDENT SUCCESS
  - EXTRA SUPPORT- LUNCH, AFTER SCHOOL, ELECTIVE PULL OUTS, FOUNDATIONS
- ALIGNING COURSE UNITS OF INSTRUCTION AND ASSESSMENTS- DELAYED STARTS
- COMMUNICATION **HOME-** DAILY EMAILS SENT HOME TO ALL STUDENTS
  - **SCHOOL-** DAILY BULLETIN GOES OUT TO ENTIRE SCHOOL
- CONTINUE EXPLICIT BEHAVIOR INSTRUCTION SCHOOL-WIDE-PBIS
- DISCIPLINE- SUSPENSIONS ARE DOWN NEARLY 50% FROM THIS TIME LAST YEAR!

# Communication- School- The Daily Bulletin:

DAILY BULLETIN

Friday, March 16, 2018

STUDENT ANNOUNCEMENTS (please read to students during 3<sup>rd</sup> Hour):

Yearbook: Yearbook order forms DUE BY THIS FRIDAY, March 16. Yearbooks are only \$15! Return your order form as soon as possible to the office or order online.

TRACK – Parent meeting on Monday, March 19 at 3:15pm in the Little Theater here at the middle school. Information on practices and meets will be handed out at this meeting.

NJHS candidates: All interested candidates must have their packets returned to Mrs. Frank or the office by this Friday, March 16th.

Ronald McDonald House: NJHS “pop tabs” off all cans for a 7th hour competition and the reward of “Ice Cream Floats

The Ronald McDonald House “Pop Tab” competition results as of today...1st Place: Mr. Jarvie with 2,043; 2nd Place: Mrs. Frank with 889; 3rd Place: Mr. Pecararo with 252!

Staff: The spare key for Computer Carts will be kept in the Office.

Warm welcome: Warm welcome our new Restorative Justice member – Tamia Cooper.

UPCOMING ACTIVITIES: (if you have activities that staff should know about, please contact the main office)

<u>Tuesday, March 20</u>	-	<u>Clothing Closet 8am – 10am</u>
<u>Friday, March 23</u>	-	<u>End of 3rd Quarter</u>
<u>Sat &amp; Sun, March 24 &amp; 25</u>	-	<u>Baseball &amp; Basketball Fundraiser</u>
<u>Tuesday, March 27</u>	-	<u>2 hour delay</u>
<u>Wednesday, March 28</u>	-	<u>Choir Concert @ 6:30pm</u>
<u>Friday, March 30</u>	-	<u>NO SCHOOL</u>

Camps: There are flyers in the office for soccer camps and volleyball camps. Please stop in if you are interested.

Students: Need help getting to school on time, CATA Student ID's in the office on office counter.

# INTERVENTION

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- INTERVENTIONS THIS YEAR HAVE CONTINUED TO FOCUS ON MATH, READING, AT-RISK STUDENTS, HEALTH AND WELLNESS AND WE HAVE PROVIDED SUPPORT FOR OVER 70% OF OUR STUDENTS.
- WHAT READILY AVAILABLE DATA DO WE HAVE TO SHOW GAINS IN MATH AND MAKE CURRICULUM DECISIONS- NWEA, UNIT TESTS AND OVERALL GRADES, MSTEP
- SOFTWARE PROGRAMS IN MATH- DIGITS, ALEKS, MOBYMAX
- RESULTS- STUDENTS HAVE SHOWN GAINS ON NWEA AND ON CLASSROOM UNIT TESTS AND OVERALL GRADES. TEACHERS FEEL THAT ACADEMIC INTERVENTIONS ARE ESSENTIAL FOR CONTINUED STUDENT SUCCESS.

# WHERE DO WE GO FROM HERE...

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- WORK TO ALIGN LOCAL CLASSROOM ASSESSMENTS, NWEA AND THE MSTEP EXAMS.
- ALIGNMENT WILL ARRIVE FROM THE EFFORT TO HAVE LOCAL ASSESSMENTS, NWEA AND MSTEP DELIVERING SIMILAR RESULTS.
- HOW DO WE DELIVER INSTRUCTION TO STUDENTS WITH EMOTIONAL OR DISCIPLINE STRUGGLES?



**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
Special Meeting Minutes  
February 6, 2018**

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Opening of meeting of the Waverly Community Schools Board of Education was called to order by President Britt Slocum at 5:04 pm in the Waverly Administrative Center Board Room, 515 Snow Rd., Lansing, Michigan.

**Members Present:** Mr. Britt Slocum, President  
Mrs. Angela Witwer, Vice President  
Mrs. Melissa Sherry, Vice Secretary-Treasurer  
Mr. Alan Wright, Treasurer

**Members Absent:** Mrs. Mary Ann Martin, Secretary  
Mr. Calvin Jones, Trustee  
Mrs. Holly Nester, Trustee

**Staff Present:** Mrs. Kelly Blake, Superintendent & Director of Teaching & Learning  
Shannon Huff  
Aileen Myer

A motion was made to go into closed session by Member Witwer and supported by Member Sherry.

Motion passed.      **ROLL CALL VOTE:** AYES – Members Witwer, Slocum, Wright & Sherry.  
NAYS – None  
Absent – Members Martin, Jones & Nester

**Closed session was called to order at 5:10 pm.**

Member Wright made a motion that the board authorize Attorney Robert Dietzel to be Hearing Officer and it was supported by Member Witwer.

Motion passed      **VOTE:** AYES – 4; NAYS – 0  
Absent: Members Martin, Jones & Nester

Adjournment  
**Closed Session adjourned at 6:25**

**Open session** resumed at 6:30 pm.

**Resolution**

A motion was made by Member Sherry and supported by Member Wright to accept the resolution discussed in closed session for Student A.

Motion passed. VOTE: AYES – 4; NAYS – 0  
Absent: Members Martin, Jones & Nester

**Adjournment**

The meeting adjourned at 6:55 pm

Respectfully Submitted,

Kelly Blake, Superintendent  
par

# The Board of Education of the Waverly Community Schools Minutes of Regular Meeting, February 26, 2018

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## ***Opening of Meeting***

The regular meeting of the Waverly Community Schools Board of Education was held Monday, February 26, 2018, in the Board Room of the Waverly Administrative Center, 515 Snow Rd., Lansing, Michigan. The meeting was called to order at 6:31 PM by President Britt Slocum and the pledge to the flag was led by students Nina & Samantha Blum.

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

***Members Absent:*** Mrs. Holly Nester

***Student Rep. Present:*** Ms. Brina Williams

***Staff Present:*** Kelly Blake, Superintendent  
Patty Roost  
Susan Friend  
Evan Nuffer  
Tiffany Wright  
David Palme  
Helene McNeilly  
Chris Huff  
Mike Moreno  
Shawn Talifarro  
Vickie Tisdale  
Molly Francis  
Kristin Kochheiser  
Laura Smith  
Pat Albright  
Mary Lunetta  
Todd Simon

***Others Present:*** Jennifer Blum  
Danielle Williams  
Samantha Blum  
Nina Blum

### ***Special Presentations:***

**Helene McNeilly, Winans Principal**, presented the Winans Instructional Report for the 2017-2018 school year. Included in her report was some M-Step Data, their School Improvement Plan with a writing goal and a math goal. For writing there are some gaps in the Reading Street format so they have implemented the Oakland Immersion curriculum with the Reading Street curriculum. In Math we are working with the Go Math curriculum and have hired extra paraprofessionals to help with support in small groups, doing re-teaching and skill practices. They have been utilizing their Delayed Start time for PLC and have teams set up, Grade Level/Special Education Teams, Attendance Team, & a Positive Relationship Building team. Problem Solving Meetings started out at the beginning of the year working on Behavioral Interventions and now they are meeting addressing the Academic ones. Have been looking at their NWEA scores and can use them as a predictor of M-Step. Superflex Characters are their Superhero's for Social Thinking Curriculum. Student and Family Activities include MSU/Winans Choir, Black History Month Performance, Third Grade Concert, PTO family night fundraisers, Reading Club (3<sup>rd</sup> Grade), Feelin' Good Mileage Club, Girls on the Run, Spring Carnival, Field Day, Archery Club, Book Fairs, Holiday Store Job Zone service kids, Student Council, Kids Hope mentors, Staff mentor/mentees, Parent Volunteers & other PTO sponsored events. She also shared the NWEA winter scores and targeting strategies.

**Vickie Tisdale, East Intermediate School Principal**, presented the East Instruction Report for the 2017-2018 school year. She presented information about their building culture which is the foundation of anything else that will happen in the building. Building relationships with both staff and students before we can start building the academic foundation. We have School wide quarterly incentives for meeting academic and behavior goals. PTO has after school clubs, we have links and Girls on the Run, student council, our Pride Wall and Community Partnerships. East has Engagement Strategies, Formative Assessments, they use Integration of online components in Go Math, NWEA goal setting and growth. Vickie shared their Fall and Winter NWEA Math Scores, talked about Language Arts and the development of a Language Arts matrix for 5<sup>th</sup> and 6<sup>th</sup> grade reading and writing. East participated in the Global Read Aloud, which was very interesting for the students. Vickie also shared their NWEA Reading Score for Fall and Winter. They are working on Social Studies with the staff creating a year-long unit matrix complete with resources, links to online websites and ideas. Waverly East is also part of the 6<sup>th</sup> grade pilot of Activate Learning Science Curriculum. At the end of the presentation Vickie also included comments from some of the students about "What Makes East So Great?" Answers were things like: Everyone is accepted here, The Teachers are great here and they get you ready for Middle School, Electives like Technology, Gym, Art, Band, Choir and Orchestra. Lockers were also a big deal, along with the Principals being the BEST!

### ***Correspondence:***

None

### ***Public Comment:***

Addressing the Board during Public Comment was Veronica Beasley.

### ***Student Representative Report***

Brina Williams reported that Winterfest went well. The Top Ten Breakfast is Wednesday, February 28<sup>th</sup> at 8:35 am. Parent Teacher Conferences are March 7<sup>th</sup> & 8<sup>th</sup>. These are full days of school for the high school students. Friday, March 9<sup>th</sup> is a ½ day of school for all students K-12. March 5<sup>th</sup> -9<sup>th</sup> is World Language Week. A change from prior years is that most things will be happening during the day. Also coming up is the H.S. Musical Xanadu, starting March 9<sup>th</sup>. The price is \$5.00.

***Board Member Comment:***

Member Jones: For our Professional Development session coming up in March he would like to have a demonstration by the Police Department and/or Fire Department in terms of what rolls are for everyone. Think it would be good for us to refresh. Things have changed quite a bit and some new things have been added. Cory Clay who won the student competition at the Martin Luther King Luncheon, Member Jones would like to see him invited to a Board meeting to give his speech that he presented at the luncheon.

Member Sherry: Welcomed the AdvancEd team. Thank you to Helene and Vickie for their building reports. She would also like to thank everyone for their hard work and quick response with the evacuation. Member Sherry is in support of training for everyone on safety issues. She talked about going to the Alice training. Thank you to Angela for getting the news out about the Robotics team. Also Congratulations to Craig Fields for his 200<sup>th</sup> win.

Member Wright: Just wanted to Thank the Winans and East teams for their presentations and it is nice to see Mrs. (Tiffany) Wright back.

Member Witwer: Thank you for your presentations tonight, Winans & East. She also wanted to Congratulate Craig Fields, she was at the game when they did the presentation and it was nice to see. The Robotics Club was cool. Member Witwer also talked to Member Jones about the lighting issues on St. Joe near Snow Rd. It is mainly an issue with Eaton County and Delta Township, the Board of Water and Light has everything hooked up and ready to go. She has been contacted by two parents about this problem.

Member Martin: Member Martin also attended the game and was happy to see Craig Fields 200<sup>th</sup> win presentation. Member Martin agreed that we need to work on our Emergency procedures and asked if we could do this at the beginning of a regular board meeting instead of a Professional Development meeting. That way more people could be involved. Member Martin thanked Vickie Tisdale and Helene McNeilly for their presentations. She also mentioned that The Wilson Talent Center would be having an Open House and Tour on Wed. March 7<sup>th</sup> and really encouraged people to attend. Also Thank you to Kelly and the team that helped during the incident the other day.

Member Slocum: Mentioned that our own Bruce Johnson (retired) helped put together the Emergency plan that we have and it is Nationally recognized. The handling of the incidents last week by the staff here has been the best that he has seen in this district and he has been here for 17 ½ years. Member Slocum agrees with Member Jones and Member Sherry that we should have the Fire Chief and his people and the Sheriff's office come in and discuss this with us. And if they have classroom teaching why can't we have an assembly in each building at least to go over these things so that the kids are also thinking about what to do and what is going on. Member Slocum would like every person in this district to have some emergency instruction before December 31<sup>st</sup> of this year. Member Slocum also wanted to congratulate Vince Perkin on his retirement effective June 30, 2018.

***Adoption of Agenda***

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

Motion carried. Vote: AYES – 6; NAYS – 0 (Member Nester Absent)

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

The minutes of the regular meeting of January 22, 2018 were approved as presented.

#### **Advisory Committee Reports:**

**Finance & Facilities** – Member Wright reported that they met on February 7<sup>th</sup>. We got a preview of the Governor’s budget proposal, but it is just that, a proposal. If it were to go through we could see as much as \$120 - \$240 per pupil. We looked at the 2017 employee compensation transparency information that this board asked for last meeting so we could finish up the Superintendent’s contract, so we got a preview of that. We looked at the 2017 energy report if we hadn’t made some of the improvements we did, because of the high heating costs this year, we would have seen a significantly larger budget impact this year. One of the things we are doing is a Comprehensive Review is being done by Excel Consultants Group looking at our custodial, maintenance and grounds work assignments, we have these facilities that we have to keep update, maintained and cleaned and so they are coming in and looking at are we staffing people at the right place at the right time, do we need more supervisory, do we need more flex people, or different shifts, things like that to make sure that our buildings are being taken care of in the best possible way with our staff. We also took a look at the bid that was going out for Windemere View, and that bid has gone out!

**Windemere View Adhoc Sub-Committee** - Member Jones reported that we sent out a bid list for Windemere View and we on the board will have a chance to take a look at those bids and actually vote on them in March. So we are moving along and making progress with Windemere View.

**Sinking Fund** – Member Sherry – We met last week and we had a representative of King Scot join us. First we talked about some security issues at the high school. We are thinking about starting with phones, where we can lock down the doors and you can call into the office. We can do this sooner than later, and that look into that construction part. The next things we talked about were a couple of stairwells and a pool mezzanine that Administration wanted to make sure were secure. They want them to be in full sight. We have some challenges there because of some fire codes, but King Scot is going to look into those issues for us. We are also reviewing a bid package for the baseball dugouts. The team will be off of it this year, they will be going out to Potterville for their practices and all of their games will be away games this year. We would like them modeled after Eaton Rapids. We are then going to review a bid package for the tennis courts. We are thinking instead of totally renovating 5 of them, we would be better to spend the money by partially renovating all 10 of them.

**Marketing & Communications** – Member Witwer – We didn’t have a full committee meeting, we had a small sub-committee meeting for Kindergarten Round-up. I would just like to say first that we have an Intern – a senior at MSU that is doing a couple of hours a week and we were able to help monitor the Facebook pages and field several hundred comments on the day of the issue last week. It has been really helpful having her around to do some of the rebranding that we have done. We branded the robotics club and we have been working on Kindergarten Round-up to do a much bigger roll out of it this year. We will have an ad in the Delta Waverly for 2 weeks and we are going to expand it and do a week in the Grand Ledge Independent. It will be going up on all of the Facebook page headers this week, on the website, on all of the signs. Susan Friend, Superintendent Blake, Shawn Talifarro and Member Witwer met about all of it. There is a drop mail piece going out sometime next week and Evan Nuffer has been helping her get some funding for that. Kindergarten round-up is March 12<sup>th</sup> and 15<sup>th</sup> and families are able to sign-up online this year.

**\*\*\*Personnel Report #17-50 – For Action**

The Board of Education approved the employment of (Non-Certified) Ronald Pizzo (H.S. Parapro/Varsity Football Coach); Ivory Money (Special Ed. Parapro – Colt); and Kaylee Finney (Special Ed Parapro – Colt/MS); the resignation of (Certified) Angela Krause (Spec. Ed. Teacher – Elmwood); and Symone Ayers-Hanes (Spec. Ed. Teacher – Elmwood), the resignation of (Non-Certified) Amy Krause (Transportation Admin. Asst.); Carol Brown (Lunch Aide-Colt); and Maria Thomas (Lunch Aide – Colt), the termination of (Non-Certified) Michael Williams (HR Admin. Asst.), and the retirement of (Administration) Vincent Perkins effective 6-30-2018.

**Personnel & Policy** – For Discussion - Bylaws – (First Reading) – 0120 – Powers and Philosophy pages 1-6

**\*\*\*Finance Report - #17-51 – For Action**

The Board of Education approved the Finance Report as presented.

**Budget Amendment Resolution – Report #17-52**

A motion was presented by Member Wright and supported by Member Martin. MOTION: The Board of Education adopt the resolution for the Budget Amendments for General Fund and Special Revenue Funds as written.

Motion carried. VOTE: AYES: 6; NAYS: 0 (Member Nester absent).

**Superintendent's Report**

Superintendent Blake welcomed the Accreditation Team to the meeting. She mentioned that we are looking at locking down the doors at the High School and having a camera in the office to monitor it. Kindergarten Round-up is coming up and enrollment will be online including an app. For smartphones. Superintendent Blake also mentioned that she has tried to contact Delta Townships Sheriff's office about the corner of St. Joe and Snow being dangerous. She will try to contact them again. A safety team has formed and they are going to meet with Ingham & Eaton county to revisit our safety plan. Superintendent Blake informed the Board of Education that it will take about six (6) weeks to get the report from AdvancEd.

**Superintendent's Contract – Report #17-48**

A motion was made by Member Martin and supported by Member Jones. MOTION: To approve the Superintendent's contract as written.

Discussion: Change all of the male to female. Thank you to Susan and Evan for doing the Transparency Study.

Motion carried. VOTE: AYES 6; NAYS: 0 (Member Nester absent)

**Other Board Business**

Member Witwer: Make sure that graduation is on your calendars. It is Saturday, June 2<sup>nd</sup> @ 7:00 PM at the Wharton Center at MSU.

Member Martin: Mentioned that Waverly employee Teresa Herbruck just lost her husband and offered her condolences to Teresa, Sarah and Heather.

Member Jones: Congratulations to Coach Fields on his 200<sup>th</sup> win. He has run a very successful basketball program. Member Jones also welcomed the Accreditation Team to Waverly. And also thanked the Principals for their presentations.

Member Sherry: Mentioned the Fallen Warriors Basketball Tournament that Coach Fields is also involved in.

Member Slocum: May be a little late in the morning to meet with the Accreditation Team because he will be coming from Mason.

\*\*\*Denotes Consent Agenda

Adjourned @ 8:29 PM

Respectfully submitted,

A handwritten signature in cursive script that reads "Mary Ann Martin".

Mary Ann Martin, Secretary

par

**GENERAL FUND APPROPRIATIONS**  
**Resolution for Adoption by**  
**The Waverly Community Schools Board of Education**

**RESOLVED** that this resolution shall be the General appropriations of Waverly Community Schools for the 2017-2018 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenue received by the Waverly Community Schools.

**BE IT FURTHER RESOLVED**, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the General Fund of the school district for fiscal year 2017-2018 which includes 17.9946 operating mills to be levied on all property, except principal residence and other property exempted by law and 4.6062 supplemental (hold harmless) operating mills on all principal residences, qualified agricultural property, qualified forest property, industrial personal property and commercial personal property not otherwise exempted by law of ad valorem taxes to be used for operating purposes is as follows:

**Revenue:**

Local	\$9,255,690
State	21,275,640
Federal	772,672
Other Financing Sources	2,935,627
Total Revenue	\$34,239,629
Total Fund Balance, July 1 Available to Appropriate	\$4,220,636
Total Available to Appropriate	\$38,460,265

**BE IT FURTHER RESOLVED**, that \$34,805,440 of the total available to appropriate in the general fund is hereby appropriated in the amounts and for the purposes set forth below:

**Expenditures:**

Instruction	
Basic Programs	\$15,539,650
Added Needs	4,063,518
Support Services	
Pupil Support	2,902,641
Instructional Staff Support	1,444,964
General Administration	257,246
School Administration	2,404,412
Business Services	673,657
Operations and Maintenance	3,506,070
Transportation	1,019,109
Central Support	867,775
Other Support	587,652
Community Activities	42,416
Nonpublic Schools	6,925
Facilities Acquisitions and Debt Service	639,406
Other Financing Uses	850,000
Total Appropriated	\$34,805,440

**BE IT FURTHER RESOLVED**, that an amount not to exceed \$850,000 of local revenue shall be appropriated as Other Financing Uses and transferred from the General Fund to the Board Designated Capital Projects Fund and that such funds shall be used for non-routine capital items, including, but not limited to, the construction of new buildings, major remodeling of buildings, and acquisition of equipment and vehicles.

**BE IT FURTHER RESOLVED**, that no board of education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval of the board.

Ayes: Members *Slocum, Witwer, Martin, Wright, Sherry + Jones*  
Absents: member *Nester*

Nays: Members *None*

Resolution declared adopted.

*Mary Ann Martin*  
Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Waverly Community Schools, Ingham, Eaton and Clinton Counties, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a Regular meeting held on February 26, 2018, 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.

*Mary Ann Martin*  
Secretary, Board of Education

**SPECIAL REVENUE FUNDS APPROPRIATIONS**  
**Resolution for Adoption by**  
**The Waverly Community Schools Board of Education**

**RESOLVED** that this resolution shall be the Food Service Fund and Community Services Fund (collectively the “Special Revenue Fund”) appropriations of Waverly Community Schools for the 2017-2018 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenue received by Waverly Community Schools.

**BE IT FURTHER RESOLVED**, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the Special Revenue Funds of the school district for fiscal year 2017-2018 is as follows:

<b>Revenue:</b>	
Local	\$681,348
State	45,000
Federal	1,063,500
 Total Revenue	 \$1,789,848
 Total Fund Balance, July 1 Available to Appropriate	 \$661,617
 <b>Total Available to Appropriate</b>	 <b>\$2,451,465</b>

**BE IT FURTHER RESOLVED**, that \$1,958,887 of the total available to appropriate in the Special Revenue Funds is hereby appropriated in the amounts and for the purposes set forth below:

<b>Expenditures:</b>	
Instructional Services	\$181,215
Business Services	32,788
Operations and Maintenance	500
Food Services	1,463,020
Community Services	201,364
Fund Modifications (Transfers Out)	80,000
 <b>Total Appropriated</b>	 <b>\$1,958,887</b>

**BE IT FURTHER RESOLVED**, that no board of education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval of the board.

Ayes: Members *Slocum, Witwer, martin, Wright, Sherry + Jones*

Absent: *member Nester*

Nays: Members *-None*

Resolution declared adopted.

Mary Ann Martin  
Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Waverly Community Schools, Lansing Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a Regular meeting held on February 26, 2018, 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.

Mary Ann Martin  
Secretary, Board of Education

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING  
March 19, 2018**

**Report # 17-53**

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

**A.        Employment – Certified**

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Dr. Lara Slee	Director of Teaching and Learning	Step 4/\$104,457	4/25/2018

**B.        Employment – Non-Certified**

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Kaylee Finney	Para Pro WMS/Colt	14.67/hr	2/20/2018
Ivy Morey	Para Pro Colt	14.67/hr	2/26/2018
Tedr Collins	Para Pro Colt	14.67/hr	3/1/2018
Demetreon Young	Class C Custodian WHS	\$12.75/hr	3/14/2018

**C.        Transfer – Non-Certified**

<u>Name</u>	<u>From Position</u>	<u>To Position</u>	<u>Step/Salary</u>	<u>Effective</u>
MaShaun Trossel	Bus Driver	Trans/Maintenance Administrative Assistant	\$20.14	3/19/2018

**D.        Retirement – Certified**

<u>Name</u>	<u>From Position</u>	<u>Effective</u>
Kathy McDaniels	WHS Mathematics	6/30/2018

**E.        Resignation – Non-Certified**

<u>Name</u>	<u>From Position</u>	<u>Reason</u>	<u>Effective</u>
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**F.        Termination – Non-Certified**

<u>Name</u>	<u>From Position</u>	<u>Reason</u>	<u>Effective</u>
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**G.        Retirements – Admin.**

<u>Name</u>	<u>From Position</u>	<u>Effective</u>
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**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
March 19, 2018**

**Report #17-54**

**FOR ACTION**

**Subject: Bylaws – Second Reading**

**Recommendation:**

The Superintendent recommends the Board of Education approve the bylaw updates listed below at second reading.

Bylaws

0121 Authority

0122 Board Powers

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
MARCH 19, 2018**

**Report #17-55**

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

**Subject:**

Finance Report

**Recommendation:**

It is recommended the following be approved:

**Financial Report:**

The cash balance as of January 31, 2018 was \$5,404,162.67. Receipts during February, consisting of property taxes, state aid and other revenues in the amount of \$4,810,548.29 minus disbursements during February of \$2,962,782.35, left the district with a General Fund cash balance, as of February 28, 2018, of \$7,251,928.61, including \$1,500,000.00 from the issuance of a State Aid Note.

On a modified accrual basis, 2017-18 General Fund revenues exceed expenditures by \$1,048,694. 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 revenues exceed expenditures by \$10,286. 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 \$10,139 of accrued interest, is \$978,764. A summary of life to date activity is included in the supporting documentation

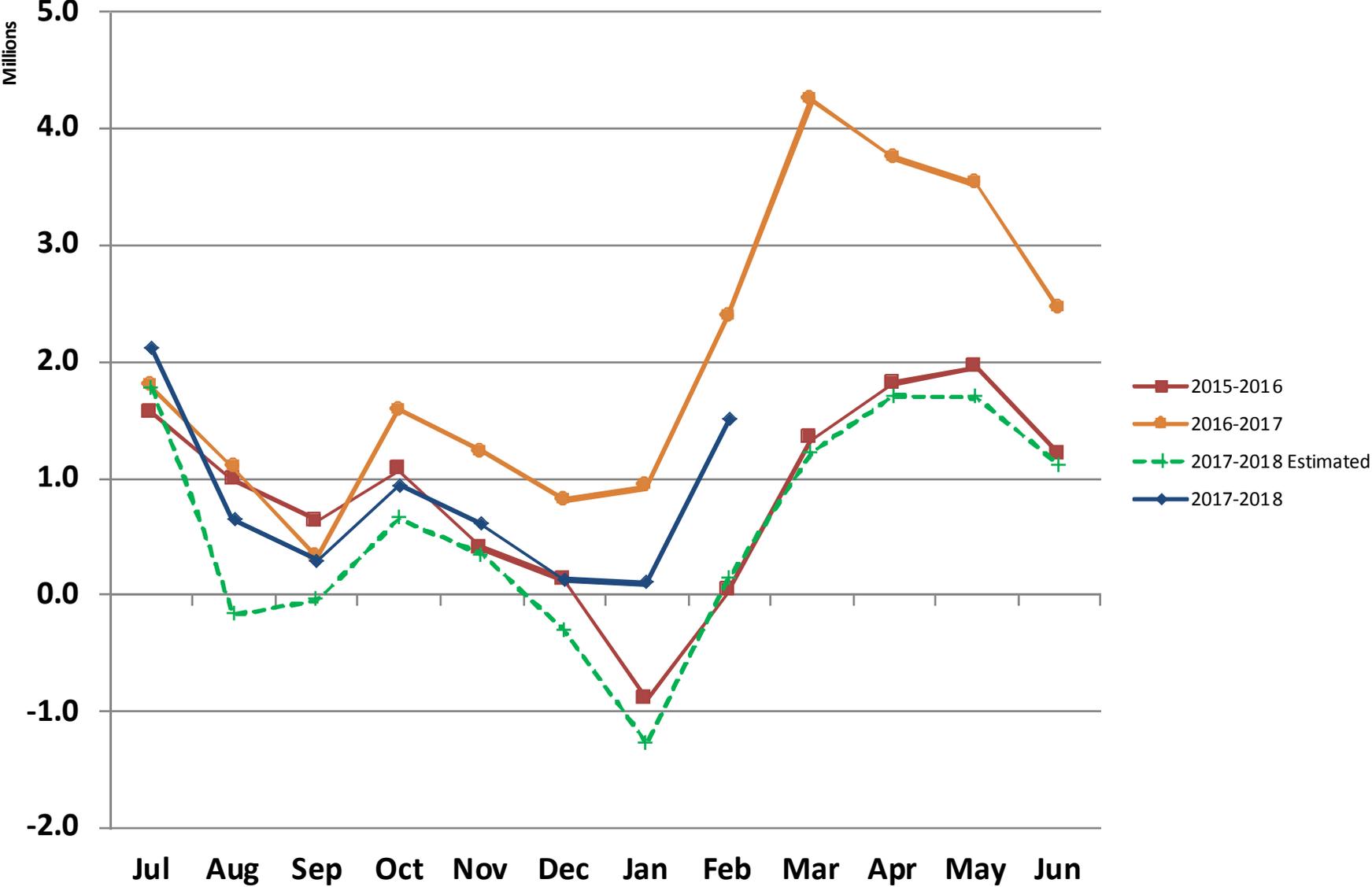
# Waverly Community Schools

## Finance Committee - Cash Position Report

For the Month Ended February 28, 2018

Balance on Hand January 31, 2018	5,404,162.67
Revenues	
State Aid	2,005,114.13
Taxes	2,666,177.91
Other Revenue	139,256.25
Interfund Transfers In	-
State Aid Note Proceeds	-
	<u>4,810,548.29</u>
Disbursements	
Payroll and Related Liabilities	(2,677,064.95)
Other Expenditures	(285,717.40)
State Aid Repayment	-
	<u>(2,962,782.35)</u>
Prior Month Adjustments During February 2018	-
Balance on Hand February 28, 2018	<u><u>7,251,928.61</u></u>
PNC Bank - General	5,762,497.08
MILAF	7,481.29
PNC Bank - Payroll	1,442,150.38
Comerica - Checking	39,799.86
	<u><u>7,251,928.61</u></u>
Difference	-

# Waverly Community Schools Cash Flow Analysis (Monthly Lows)



**Waverly Community Schools  
Budgetary Comparison Schedule  
For the Month Ended February 28, 2018**

	Revised Budget	Actual	Over (Under) Budget	% Available
<b>Revenue</b>				
Local sources	9,255,690	8,262,837	(992,853)	10.7%
State sources	21,275,640	9,956,234	(11,319,405)	53.2%
Federal sources	772,672	239,896	(532,776)	69.0%
Intergovernmental	2,860,627	1,376,836	(1,483,791)	51.9%
Transfers In	75,000	-	(75,000)	100.0%
<b>Total revenue</b>	<b>34,239,629</b>	<b>19,835,803</b>	<b>(14,403,826)</b>	<b>42.1%</b>
<b>Expenditures</b>				
Current:				
Instruction:				
Basic program	15,247,511	8,284,072	(6,963,439)	45.7%
Added needs	4,031,018	2,198,047	(1,832,971)	45.5%
<b>Total instruction</b>	<b>19,278,529</b>	<b>10,482,119</b>	<b>(8,796,410)</b>	<b>45.6%</b>
Support Services:				
Pupil	2,902,641	1,527,421	(1,375,220)	47.4%
Instructional staff	1,426,690	781,443	(645,246)	45.2%
General administration	255,621	197,345	(58,276)	22.8%
School administration	2,397,067	1,469,573	(927,494)	38.7%
Business	504,628	301,497	(203,131)	40.3%
Operations and maintenance	3,479,645	2,120,044	(1,359,601)	39.1%
Pupil transportation services	991,759	566,807	(424,952)	42.8%
Central	410,775	253,796	(156,979)	38.2%
Other	64,718	53,139	(11,579)	17.9%
<b>Total support services</b>	<b>12,433,544</b>	<b>7,271,066</b>	<b>(5,162,477)</b>	<b>41.5%</b>
Athletics	522,934	328,073	(194,861)	37.3%
Community services	42,416	24,445	(17,971)	42.4%
Non Publics	6,925	5,685	(1,240)	17.9%
Debt service:				
Principal	130,000	65,000	(65,000)	50.0%
Interest	16,850	7,450	(9,400)	55.8%
Capital outlay	598,065	140,366	(457,699)	76.5%
Payments to other public schools	926,178	462,905	(463,273)	50.0%
<b>Total expenditures</b>	<b>33,955,440</b>	<b>18,787,109</b>	<b>(15,168,331)</b>	<b>44.7%</b>
Excess of Revenue (Under)Over Expenditures	284,188	1,048,694	764,505	
Transfers Out	850,000	-	(850,000)	100.0%
Change in Fund Balance	(565,812)	1,048,694	1,614,505	
Favorable Expenditure Variance (1.5%)	509,332			
Projected Change in Fund Balance	(56,480)			
Fund Balance - Beginning of year	4,220,636			
Fund Balance - End of year	4,164,156			12.3%

**Waverly Community Schools**  
**Sinking Fund - Budgetary Comparison Schedule**  
**For the Month Ended February 28, 2018**

	Revised Budget	Actual	Over (Under) Budget	% Available
<b>Revenue</b>				
Local sources	815,046	738,975	(76,071)	9.3%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	-	-	-	0.0%
Transfers In	-	-	-	0.0%
<b>Total revenue</b>	<b>815,046</b>	<b>738,975</b>	<b>(76,071)</b>	<b>9.3%</b>
<b>Expenditures</b>				
Current:				
Support Services - Business	-	40	40	0.0%
Support Services - Central	-	-	-	0.0%
Facilities Acquisition, Construction and Improvements:				
Site Acquisition Services	-	-	-	0.0%
Site Improvement Services	439,820	262,798	(177,022)	40.2%
Architecture and Engineering Services	22,825	18,451	(4,374)	19.2%
Building Acquisition and Construction Services	-	-	-	0.0%
Building Improvement Services	447,400	447,400	-	0.0%
Other Acquisition and Construction Services	-	-	-	0.0%
<b>Total expenditures</b>	<b>910,045</b>	<b>728,689</b>	<b>(181,356)</b>	<b>19.9%</b>
<b>Excess of Revenue (Under)Over Expenditures</b>	(94,999)	10,286	105,285	
Transfers Out	-	-	-	
<b>Net Change in Fund Balance</b>	(94,999)	10,286	105,285	
<b>Fund Balance - Beginning of year</b>	765,909			
<b>Fund Balance - End of year</b>	670,910			

**Waverly Community Schools**  
**2016 Building and Site Bonds, Series II**  
**Budget Summary**  
**As of February 28, 2018**

	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	306,087	2,200	854,366
Servers/Backend Systems	35,000	(14,342)	-	49,342
Printers	-	-	-	-
AV Equipment	53,350	60,836	2,450	(9,936)
Non-Instructional Equipment (from FFE)	-	-	-	-
<b>Tech Equipment Owner PO Subtotal</b>	<b>1,251,003</b>	<b>352,581</b>	<b>4,650</b>	<b>893,772</b>
<b>District</b>				
Loose Equipment (Furniture & Transportation)	701,452	758,181	12,218	(68,948)
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>935,839</b>	<b>12,218</b>	<b>94,440</b>
<b>Totals</b>	<b>3,500,000</b>	<b>2,521,236</b>	<b>16,869</b>	<b>961,896</b>

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
MARCH 19, 2018  
Report #56**

**FOR ACTION**

**Subject:**

Approve Contract for Elmwood Roof Project

**Recommendation:**

In accordance with Board Policy 6320 (Purchasing), the Superintendent recommends the Board of Education approve the award to Roofing Innovations for the roof project at Elmwood Elementary.

**Statement of Purpose:**

The purpose of Sinking Fund Bid Package #5 – Elmwood Roof Replacement was to receive competitive proposals for the replacement of the roof at Elmwood Elementary.

**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, February 8, 2018 Bid Package #5 was released with responses due on Thursday, February 22, 2018. Four bidders submitted a response to our Invitation to Bid. A satisfactory post bid interview was conducted with the apparent low bidder to ensure compliance with bid specifications

**Budget Impact:**

The total cost of this recommendation is TWO HUNDRED EIGHTEEN THOUSAND THREE HUNDRED THIRTY-FIVE and ZERO/100 DOLLARS (\$218,335.00). 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

March 1, 2018

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

RE: Elmwood Elementary Roof Project – **Award Recommendation**  
A/E No.: 4100-10

Dear School Board,

On Thursday February 22, 2018 bids were received for Elmwood Elementary Roof Project. In all four bids were received. Roofing Innovations of Dewitt, Michigan, was the apparent low bidder, in the amount of \$212,785.00 (\$5,550.00 Performance Bond)

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

- That the Waverly Community Schools Board of Education enter contract with Roofing, Innovations of Dewitt, Michigan, for the Elmwood Elementary Roof Project as outlined in the plans and specifications prepared by Kingscott Associates dated February 8, 2018 for the base bid project in the amount of **\$212,785.00**
- That Performance and Payment Bonds be required in the amount of **\$5,550.00**
- **The total amount of the base contract will be \$218,335.00**

As with any remodeling project, Waverly Community Schools should maintain a contingency for unforeseen conditions of 5% (**\$11,000**) 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  
MARCH 19, 2018  
Report #17-57**

**FOR ACTION**

**Subject:**

Approve Contract for Windemere View Demolition

**Recommendation:**

In accordance with Board Policy 6320 (Purchasing), the Superintendent recommends the Board of Education approve the award to Melching Demolition for the demolition of Windemere View Elementary.

**Statement of Purpose:**

The purpose of the Windemere View bid package was to receive competitive proposals for the demolition of Windemere View Elementary

**Background Information:**

Subsequent to the 2010-11 school year, Windemere View Elementary was closed due to declining enrollment. The District listed the property for sale, but was unable to secure a satisfactory buyer for the property as-is. The District also evaluated the possibility of renovating the building but determined the cost of renovations to be greater than the need for additional space. On January 22, 2018 the Board of Education resolved to seek competitive bids for the demolition of the School.

On Thursday, February 22, 2018 a Request for Proposals was released with responses due on Thursday, March 8, 2018. Ten bidders submitted a response to our Request for Proposals. A satisfactory post bid interview was conducted with the apparent low bidder to ensure compliance with bid specifications.

**Budget Impact:**

The total cost of this recommendation is ONE HUNDRED SIXTY-SIX THOUSAND NINE HUNDRED SEVENTY-FIVE AND 00/100 DOLLARS (\$166,975.00). The contract will be paid entirely by an appropriation from the General Fund.

**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

March 12, 2018

Evan Nuffer  
Director, Finance and Operations  
Waverly Community Schools  
515 Snow Road  
Lansing, MI 48917

RE: Windermere View Demolition Project Contract Award

Dear Mr. Nuffer,

Bid documents were issued for the Windermere View Demolition Project, which included the complete building demolition of Windermere View. In addition to contacting known interested bidders and construction associations, bids were advertised on the state bid website and in the local newspaper. Bids were received and publicly opened on March 8, 2018.

### **Bid Evaluation Summary and Recommendations**

The attached bid tabulation indicates the bid pricing received and other project costs. After review of the bids, Barton Malow interviewed the apparent low bidders.

Based upon the evaluation performed by the project team, we present the lowest qualified bidder for consideration by the administration and Board of Education.

<u>Bid Category</u>	<u>Contractor</u>	<u>Base Bid</u>
Demolition	Melching Inc.	\$166,975.00

In addition to the trade contract above, a project contingency of 10% (\$16,697.50) should be set aside for hidden conditions during construction, plus \$5,000.00 for any general condition items, and \$25,630.00 for Construction Management costs. Total anticipated project costs, not including hazardous material abatement, is equal to \$214,302.50. Demolition is planned to start in April and be completed by June.

Upon approval by the Board of Education, Barton Malow will issue contracts to the approved bidder. If you have any questions, please contact me at (248) 914-2811.

Sincerely,



Lauren Bukowski  
Project Manager

cc: Jeff Atkins, BMC  
File

# Waverly Community Schools



## Windermere View Demolition Project, Bid Opening March 8, 2018

Contractor	Base Bid	Fam. Disclosure	Iran Sanctions	Bid Bond	Addendum #1	Clarification #1	Comments
<b>Bid Category: Demolition</b>							
<b>Able Demolition</b>	\$320,790.00	x	x	x	x		
<b>Blue Star, Inc.</b>	\$307,800.00	x	x	x	x		
<b>Bolle Contracting</b>	\$265,000.00	x	x	x	x		
<b>Christman Constructors</b>	\$297,750.00	x	x	x	x		
<b>Dore &amp; Associates</b>	\$224,200.00	x	x	x	x		
<b>E.T. MacKenzie Company</b>	\$182,145.00	x	x	x	x	x	
<b>Homrich</b>	\$373,000.00	x	x	x	x		
<b>Melching</b>	\$166,975.00	x	x	x	x	x	
<b>Salenbien Trucking &amp; Excavating</b>	\$258,000.00	x	x	x	x		
<b>SC Environmental Services</b>	\$234,000.00	x	x	x	x		

**Contingency (10%):** \$16,697.50

**General Conditions:** \$5,000.00

**Construction Management Costs:** \$25,630.00

**Total Anticipated Project Cost:** \$214,302.50

Note: Does not included hazardous material abatement

**WAVERLY COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
March 19, 2018**

**Report #17-58**

**FOR ACTION**

**Subject:** 2018-2019 Schools of Choice Recommendation

**Recommendation:**

It is recommended that the Waverly Board of Education approves participation in the **limited** Schools of Choice Program (Sections 105 and 105 (c)) for the 2018-2019 school year.

The following grades will accept SOC applications:

- K - 30
- 6 - 10
- 7 - 10
- 8 - 10
- 9 - 1

Returning resident students who move out of district during their junior year may complete their education and graduate from Waverly Community Schools.

**Budget Impact:**

The Schools of Choice option generates revenue for the District. The Schools of Choice Enrollment has grown from 15 students in 1997-98 to 1019 students at the beginning of the 2017-2018 school year. Participation in the program as recommended would generate additional revenue for the District.

**Background Information/Historical Perspective:**

The Schools of Choice option was approved by the legislature in an effort to give parents some choice in their child's education and create competition among schools. Schools of Choice applications are reviewed in regard to state law. A student is accepted unless they have had 1) a suspension in the previous two years or 2) an expulsion.

The Waverly Board of Education has taken a thoughtful approach to the Schools of Choice opportunity. The Schools of Choice recommendation is designed to move the enrollments in various grades to the minimum level, while leaving room for students moving into the District.

Based on an agreement of the Ingham Intermediate School District Superintendents, the application timeline for next school year is May 14<sup>th</sup> – June 12<sup>th</sup>, 2018.

**Discussion of Options/Alternatives:**

The Board may approve a reduced Schools of Choice option or not offer this option for the 2018-2019 school year. However, all students currently enrolled under the Schools of Choice option may continue their education at Waverly as provided by the State School Aid Act.